

HKIHRM Programme Endorsement Criteria

1. Programme Offering Institution / Programme Status

For **full endorsement**, the HR qualification should be a formal degree at bachelor's level or above (at QF Level 5[#] or above) from a recognised institution* and meets our programme content requirements stipulated in Item 2 of these Criteria.

For **partial endorsement**, the HR qualification should be at least an associate degree or equivalent (at QF Level 4[#] or above) and from a recognised institution* and meets our programme content requirements stipulated in Item 2 of these Criteria.

QF level refers to the level of the qualification as recognised under the Qualifications Framework set up by the Government of the Hong Kong Special Administrative Region.

* A recognised institution is:

- A degree-awarding higher education institution in Hong Kong; or
- Accredited by Hong Kong Council for the Accreditation of Academic and Vocational Qualifications.

Remarks

- Institutions and programmes which are not classified under the above will be considered on the merit of each case.
- HKIHRM would provide seasoned HR professional to provide professional advice for course development, in forms of programme committee advisor, guest lecturers or others for a certain of period.
- Other considerations besides institutions or programmes include but not limited to: course administration process and profile of instructors / lecturers.
- Applicants are responsible for updating the HKIHRM if course details/content are revised and must highlight any changes. HKIHRM reserves the right to review and terminate the endorsement, even after the programme has been endorsed.

2. Programme Content

The HR qualification must have at least **120 learning hours (for full endorsement) / 80 learning hours (for partial endorsement)** from the following HR topics:

- Reward Management
- Employee Engagement
- Employment Law
- Sourcing & Staffing
- Learning & Development
- Business Knowledge for HR

2.1 Learning Hours

- The time spent on face-to-face lectures / tutorials or equivalent can count towards learning hours.
- For learning hours that are not lectures or tutorials, the institution should provide documents for justification (e.g. submission to and approval from related government / accreditation bodies such as UGC, HKCAAVQ, and EDB) as to how the learning hours can be quantified.
- Please provide learning hour details of different subjects in application form.

2.2 Curriculum

- The HR and Business topics must cover the HR Body of Knowledge which represents the actual HR knowledge that a HKIHRM Member should have.
- The programme must include assessment on 1) HR topics, 2) Business Knowledge for HR. Assessment must effectively assess whether the students possess the required Body of Knowledge.

2.3 HKIHRM does **not** consider entry requirements of the programmes as a programme endorsement requirement.