

Part 1 – Programme Information

Name of Institution

Department

Name of Programme

Mode of Study

Duration

Level at Qualifications Framework (if applicable)

QR Registration No. (if applicable)

Part 2 – Contact Information

Contact Person

Position

Address

Direct Line No.

Email

Part 3 – Programme Content (please refer to [Programme Endorsement Criteria](#) for details)

Total Learning Hours from the following HR Topics: _____

- Reward Management (RM)
- Employee Engagement (EE)
- Employment Law (EL)
- Sourcing & Staffing (SS)
- Learning & Development (LD)
- Business Knowledge for HR (BUS)

Compulsory Courses on HR Topics

Subject	Learning Hours	HR Topics Covered (Please tick “√”)						Assessment (%)	
		RM	EE	EL	SS	LD	BUS	Coursework	Examination

Elective Courses on HR Topics (Choose _____ Elective Courses)

Subject	Learning Hours	HR Topics Covered (Please tick “√”)						Assessment (%)	
		RM	EE	EL	SS	LD	BUS	Coursework	Examination

Part 4 – Submit Your Application

Please complete submit your application together with the below documents (in BOTH softcopy and hardcopy) :

- Document that confirms the eligibility of your institution under [Programme Endorsement Criteria](#)
(UGC-funded Institutions would not need to submit this confirmation document)
- Programme brochure or any publicity materials which covers the programme content
- Course outlines of HR related subjects
- A non-refundable administration fee HK\$5,000 per programme
(A crossed cheque made payable to “Hong Kong Institute of Human Resource Management Ltd”)

Remarks:

1. All applications will be vetted and approved by the HKIHRM Professional Standards Committee. The result of endorsements will be made known to the respective applicant within 2 months from the receipt date of a complete set of relevant documents.
2. To ensure consistency of HR programmes’ quality endorsed by HKIHRM, re-endorsement will be required once every three years. The process and requirements will be subject to the programme endorsement criteria set by HKIHRM at the time of re-endorsement application. The institutions of the HKIHRM Endorsed Programme shall submit re-endorsement request together with all required documents to HKIHRM.
3. 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.

Authorised Signature and Company Stamp

Date

Enquiry

Tel : (852) 2837 3811 / 813

Email: membership@hkihrm.org

Website: www.hkihrm.org

Fax: (852) 2881 6062

Address: Units 1810-15, 18/F, Millennium City 2, 378 Kwun Tong Road, Kwun Tong, Kowloon