

HKIHRM Programme Endorsement Criteria

1. Programme Offering Institution / Programme Status

For **full endorsement**, the HR qualification should be an accredited degree at bachelor's level (at QF Level 5[#]) / an accredited degree at master's level or above (at QF Level 6[#] 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
- Recognised by the government of the Hong Kong Special Administrative Region to award the qualifications.

Remarks

- Institutions and programmes which are not classified under the above will be considered on the merit of each case.
- HKIHRM may recommend seasoned HR professionals to provide advice on course contents development, in roles of programme committee advisor, guest lecturers or others.
- Applicants are responsible for updating the HKIHRM if course details/content are revised. HKIHRM reserves the right to review and terminate the endorsement.

2. Programme Content

The HR qualification must have at least **120 learning hours for full endorsement at QF Level 5, or 100 learning hours for full endorsement at QF Level 6 or above, or 80 learning hours for partial endorsement at QF Level 4 or above** 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, the HKCAAVQ, and EDB) as to how the learning hours can be quantified.
- Please provide learning hour details of individual courses/modules in the 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. The assessment must effectively differentiate whether students possess the required Body of Knowledge.
- The primary judgement must remain focused on HR topics[^], with a maximum of one-sixth of the content allocated to business knowledge for HR.

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