



## Associate Member Assessment

To ensure HR practitioners possess the ability to apply the acquired HR knowledge to real-life situation, HKIHRM establishes various assessments for different levels of HR practitioners. One of them is Associate Member Assessment, which is provided for individuals who are new to the HR sector. It also forms part of the admission criteria of HKIHRM Associate Membership with effect from April 1, 2010.

### Scope

The **HR Body of Knowledge** defined by HKIHRM, which includes:

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



### Format

The assessment will be conducted in English and includes:

Part I: Short Questions on HR Knowledge Areas

Part II: Essay Questions on Applications of the HR Knowledge

<b>Date</b>	7 December 2023 (Thursday)
<b>Time</b>	7:00pm – 9:30pm
<b>Venue</b>	HKIHRM Office
<b>Fee</b>	HK\$1,000 <i>By Cheque (Payable to <b>Hong Kong Institute of Human Resource Management Ltd</b>)</i>
<b>Enquiry</b>	2837 3814 / 2837 3813 or email to <a href="mailto:membership@hkihrm.org">membership@hkihrm.org</a>
<b>Registration</b>	Please send the filled form to <a href="mailto:membership@hkihrm.org">membership@hkihrm.org</a> <b>at least 10 days before the assessment date</b> ; while the payment should be settled within 7 days upon registration.

### Enrolment Form

Full Name: \_\_\_\_\_ HKID Card No.: \_\_\_\_\_  
 Compay: \_\_\_\_\_ Position: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_ Email: \_\_\_\_\_

### **Cancellation Policies:**

- The HKIHRM reserves the right to cancel or alter the timing and venue of the assessment and also to reject an enrolment at any point in time.
- **No refund** will be granted on cancellation of confirmed enrolment.
- No-shows will incur the full cost of enrolment.
- If the assessment is cancelled due to any unforeseen circumstances such as bad weather or natural disaster, the HKIHRM is not responsible for any expenses incurred by the registrant. Notice of the reschedule arrangement will be sent out within 10 working days.
- For the Adverse Weather Arrangement, please refer to [HKIHRM website](http://www.hkihrm.org).

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