

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

