

## Draft “Vocational Qualifications Pathway” for the HRM Sector

### Consultation Questionnaire

(Consultation period: 1 August 2021 – 30 September 2021)

Details of the draft Vocational Qualifications Pathway (VQP) for the HRM Sector can be retrieved from the HRM sector-specific webpage of Hong Kong Qualifications Framework (QF) website (<https://www.hkqf.gov.hk/hrm>). Please return your completed questionnaire on or before 30 September 2021 to the Qualifications Framework Secretariat by email ([tamhy@hkqf.hk](mailto:tamhy@hkqf.hk)), fax (Fax No.: **3106 2035**), or to the following address by post:

**HRM Cross-Industry Training Advisory Committee (VQP Consultation)**  
**Qualifications Framework Secretariat**  
**Units 901-903, 9/F, Dah Sing Financial Centre,**  
**248 Queen’s Road East, Wan Chai, Hong Kong.**

For enquiries, please call 3793 3953 during office hours.

## Part I : Vocational Qualifications Pathway (VQP) for the HRM Sector

- Do you think the establishment of VQP for the HRM Sector is necessary for facilitating HR practitioners to understand the competence, qualification requirement and progression pathway of each job role?
  - Yes
  - No (Reason: \_\_\_\_\_)
  - Others (Please specify: \_\_\_\_\_)
  
- Do you think the four selected job roles in VQP (please refer to Annex 1) are the common job roles in HRM Sector?
  - Yes
  - No (Reason: \_\_\_\_\_)
  - Others (Please specify: \_\_\_\_\_)
  
- Do you think the competency requirements of the 12 job roles listed in Annex 1 are able to meet the operation needs of HRM Sector?

QF Level	Area of Specialty		Human Resource Generalist	Specialist in Talent Management	Specialist in Workforce Planning and Resourcing
	Job Role				
6	Head		Director (Human Resource) <input type="checkbox"/> Yes / No <input type="checkbox"/>	Director (Talent Management) <input type="checkbox"/> Yes / No <input type="checkbox"/>	Director (Workforce Planning and Resourcing) <input type="checkbox"/> Yes / No <input type="checkbox"/>
5	Manager		Manager (Human Resource) <input type="checkbox"/> Yes / No <input type="checkbox"/>	Manager (Talent Management) <input type="checkbox"/> Yes / No <input type="checkbox"/>	Manager (Workforce Planning and Resourcing) <input type="checkbox"/> Yes / No <input type="checkbox"/>
4	Officer		Officer (Human Resource) <input type="checkbox"/> Yes / No <input type="checkbox"/>	Officer (Talent Management) <input type="checkbox"/> Yes / No <input type="checkbox"/>	Officer (Workforce Planning and Resourcing) <input type="checkbox"/> Yes / No <input type="checkbox"/>

3	Associate	Associate (Human Resource)  <input type="checkbox"/> Yes / No <input type="checkbox"/>	Associate (Talent Management)  <input type="checkbox"/> Yes / No <input type="checkbox"/>	Associate (Workforce Planning and Resourcing)  <input type="checkbox"/> Yes / No <input type="checkbox"/>
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4. Do you think the suggested academic qualifications and work experience requirements of the 12 occupation / job roles listed in Annex 1 are able to meet the operation needs of HRM sector?

QF Level	Area of Specialty Job Role	Human Resource Generalist	Specialist in Talent Management	Specialist in Workforce Planning and Resourcing
6	Head	Director (Human Resource)  <input type="checkbox"/> Yes / No <input type="checkbox"/>	Director (Talent Management)  <input type="checkbox"/> Yes / No <input type="checkbox"/>	Director (Workforce Planning and Resourcing)  <input type="checkbox"/> Yes / No <input type="checkbox"/>
5	Manager	Manager (Human Resource)  <input type="checkbox"/> Yes / No <input type="checkbox"/>	Manager (Talent Management)  <input type="checkbox"/> Yes / No <input type="checkbox"/>	Manager (Workforce Planning and Resourcing)  <input type="checkbox"/> Yes / No <input type="checkbox"/>
4	Officer	Officer (Human Resource)  <input type="checkbox"/> Yes / No <input type="checkbox"/>	Officer (Talent Management)  <input type="checkbox"/> Yes / No <input type="checkbox"/>	Officer (Workforce Planning and Resourcing)  <input type="checkbox"/> Yes / No <input type="checkbox"/>
3	Associate	Associate (Human Resource)  <input type="checkbox"/> Yes / No <input type="checkbox"/>	Associate (Talent Management)  <input type="checkbox"/> Yes / No <input type="checkbox"/>	Associate (Workforce Planning and Resourcing)  <input type="checkbox"/> Yes / No <input type="checkbox"/>

5. Do you think training providers should provide courses developed in accordance with the job competence listed in Annex 1, so that HR practitioners could enhance the opportunity of getting job offer / promotion after completion of the courses recognised by employers?
- Yes
- No (Reason: \_\_\_\_\_)
- Others (Please specify: \_\_\_\_\_)
6. In your opinion, in what ways HR practitioners could obtain vocational qualification(s)? (You may select one option or more)
- Study training courses
- Apply professional qualification(s) in Human Resource Management
- Others (Please specify: \_\_\_\_\_)
7. Do you think the VQP for HRM sector is applicable to various size of companies?
- Yes
- No (Reason: \_\_\_\_\_)
- Others (Please specify: \_\_\_\_\_)
8. Do you have any other suggestions in regard to VQP for HRM sector?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Part II : Company Information and Personal Particulars

The collected personal information is for survey analysis only, and if necessary, QFS would follow up with your opinions. Please provide at least one contact method if you would like QFS to contact you in regard to the content of this questionnaire.

9. Are you an employer or an employee?
- Employer
- Staff of Trade Association / Trade Union
- Employee
- Others (Please specify: \_\_\_\_\_)

10. What is your post title? \_\_\_\_\_
11. How long have you been working in the HRM Sector? \_\_\_\_\_ years.
12. What is the number of employee / member in your company / association in Hong Kong?
- less than 5
  - 6 – 20
  - 21 – 50
  - 51 - 100
  - 101 - 500
  - 501 or above

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Name of company /  
trade union / trades'  
association / professional  
institute : \_\_\_\_\_

Address : \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Email address : \_\_\_\_\_

- Please tick this box if you would like to receive news and updates from HRM Cross-Industry Training Advisory Committee (HRM CITAC) via email.

**【End of Questionnaire. Thank you.】**

## Summary of Vocational Qualifications Pathway (VQP) for HRM Sector

### Area of Specialty: Specialist in Human Resource

QF Level	Occupational / Job Role	Competency Requirements	Suggested Academic Qualifications and Work Experience Requirements
6	Head	<ol style="list-style-type: none"> <li>1. Good knowledge of Employment Ordinance and other related legislations in respective operating markets and jurisdictions.</li> <li>2. Excellent problem solving, negotiation, influencing, change management, customer service, as well as verbal and written communication skills</li> <li>3. Demonstration of strong business savvy and strategic thinking</li> </ol>	<ul style="list-style-type: none"> <li>• University degree in Human Resource Management, Business Administration, or related disciplines</li> <li>• Relevant work experience; or demonstration of managerial competencies; or related organisational experience</li> </ul>
5	Manager	<ol style="list-style-type: none"> <li>1. Good understanding of Employment Ordinance and other related legislations in respective operating markets and jurisdictions</li> <li>2. Understanding of sourcing, recruiting and selection processes and techniques</li> </ol>	<ul style="list-style-type: none"> <li>• University degree in Human Resource Management, Business Administration, or related disciplines</li> <li>• Relevant work experience; or demonstration of</li> </ul>

		3. Good at using data to make informed decisions	managerial competencies; or related organisational experience
4	Officer	<ol style="list-style-type: none"> <li>1. Knowledge of Employment Ordinance and other related legislations in respective operating markets and jurisdictions</li> <li>2. Strong analytical and mathematical abilities</li> <li>3. Knowledge and hands-on experience in computers, information systems and social media</li> </ol>	<ul style="list-style-type: none"> <li>• University degree in Human Resource Management or related disciplines</li> <li>• Relevant work experience in providing a broad spectrum of human resource services is an advantage</li> </ul>
3	Associate	<ol style="list-style-type: none"> <li>1. Good command of both spoken and written English and Chinese</li> <li>2. Good interpersonal and team working skills</li> <li>3. Detail-minded, well organised and able to work independently</li> <li>4. Knowledge and hands-on experience in computers, information systems and social media</li> </ol>	<ul style="list-style-type: none"> <li>• Certificate, Diploma or Bachelor in Human Resource Management or related disciplines</li> <li>• Relevant human resource experience is an advantage</li> </ul>

**Area of Specialty: Specialist in Talent Management**

QF Level	Occupational / Job Role	Competency Requirements	Suggested Academic Qualifications and Work Experience Requirements
6	Head	<ol style="list-style-type: none"> <li>1. Good knowledge of talent management or learning and development framework / principles / concepts / theories</li> <li>2. Excellent interpersonal and communication skills, skilled at developing professional relationships with diverse cultures or backgrounds</li> <li>3. Excellent leadership, networking, problem solving, influencing, and partnering skills</li> </ol>	<ul style="list-style-type: none"> <li>• University degree in Human Resource Development, Organisational Psychology, Business Management, or related disciplines</li> <li>• Relevant work experience; or demonstration of managerial competencies; or related organisational experience</li> </ul>
5	Manager	<ol style="list-style-type: none"> <li>1. Understanding of different learning and development methods and techniques</li> <li>2. Leadership abilities, effective coaching and influencing skills</li> <li>3. Good at using data to make informed decisions</li> </ol>	<ul style="list-style-type: none"> <li>• University degree in Human Resource Development, Business Management, or related disciplines</li> <li>• Relevant work experience; or demonstration of managerial competencies; or</li> </ul>



		4. Excellent written and oral communication skills	related organisational experience
4	Officer	<ol style="list-style-type: none"> <li>1. Understanding of general learning and development methods and techniques • Good command of both spoken and written English and Chinese</li> <li>2. Knowledge and hands-on experience in computers, information systems and social media</li> <li>3. Good interpersonal and team working skills</li> <li>4. Detail-minded, well organised and able to work independently</li> </ol>	<ul style="list-style-type: none"> <li>• University degree in Human Resource Development, Training and Development, Business Administration or related disciplines</li> <li>• Relevant human resource experience is an advantage</li> <li>• Additional professional qualification (e.g. CIPD, SPHR, Executive Coaching) is an advantage</li> </ul>
3	Associate	<ol style="list-style-type: none"> <li>1. Good command of both spoken and written English and Chinese</li> <li>2. Good interpersonal and team working skills</li> <li>3. Detail-minded, well organised and able to work independently</li> <li>4. Knowledge and hands-</li> </ol>	<ul style="list-style-type: none"> <li>• Certificate, Diploma or Bachelor in Human Resource Development, Training and Development, Human Resource Management or related disciplines</li> <li>• Relevant human resource experience</li> </ul>

		on experience in computers, information systems and social media	is an advantage
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**Area of Specialty: Specialist in Workforce Planning and Resourcing**

QF Level	Occupational / Job Role	Competency Requirements	Suggested Academic Qualifications and Work Experience Requirements
6	Head	<ol style="list-style-type: none"> <li>1. Good understanding of Employment Ordinance and other related legislations in respective operating markets and jurisdictions</li> <li>2. Digital savvy</li> </ol>	<ul style="list-style-type: none"> <li>• University degree in Human Resource Management, Business Management, or related disciplines</li> <li>• Relevant work experience related to workforce planning, analytics, headcount forecasting and / or financial budgets; or demonstration of managerial competencies; or related organisational experience</li> </ul>
5	Manager	<ol style="list-style-type: none"> <li>1. Good understanding of Employment Ordinance and other related legislations in</li> </ol>	<ul style="list-style-type: none"> <li>• University degree in Human Resource Management, Business</li> </ul>

		<p>respective operating markets and jurisdictions</p> <p>2. Understanding of sourcing, recruiting and selection processes and techniques</p> <p>3. Good at using data to make informed decisions</p> <p>4. Excellent written and oral communication skills</p>	<p>Management, or related disciplines</p> <ul style="list-style-type: none"> <li>• Relevant work experience related to workforce planning and resourcing; or demonstration of managerial competencies; or related organisational experience</li> </ul>
4	Officer	<p>1. Good understanding of Employment Ordinance and other related legislations in respective operating markets and jurisdictions</p> <p>2. Understanding of sourcing, recruiting and selection processes and techniques</p> <p>3. Good at using data to make informed decisions</p> <p>4. Excellent written and oral communication skills</p>	<ul style="list-style-type: none"> <li>• University degree in Human Resource Management, Business Management, or related disciplines</li> <li>• Relevant work experience related to workforce planning and resourcing; or demonstration of managerial competencies; or related organisational experience</li> </ul>

3	Associate	<ol style="list-style-type: none"> <li>1. Good command of both spoken and written English and Chinese</li> <li>2. Good interpersonal and team working skills</li> <li>3. Detail-minded, well organised and able to work independently</li> <li>4. Knowledge and hands-on experience in computers, information systems and social media</li> </ol>	<ul style="list-style-type: none"> <li>• Certificate, Diploma or Bachelor in Human Resource Management or related disciplines</li> <li>• Relevant human resource experience is an advantage</li> </ul>
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