



Hong Kong Psychological Society Limited
Division of Industrial-Organizational Psychology
Full Membership Application Guideline
(Revised 2019 July)

1. Full Membership Criteria (effective on 21st July 2019)

Full Membership of DIOP shall be open to HKPS members who:

- a. Have satisfactorily completed an accredited undergraduate degree, or its equivalent, in psychology, approved by the HKPS.
- b. Have satisfactorily completed an accredited postgraduate training (Master/Mphil or PhD/Doctorate) in industrial-organizational (IO) psychology approved by the DIOP. This IO psychology degree has to be a separate degree besides the degree in psychology.
 - The universities in Hong Kong offer a Master’s Degree in IO psychology: The Chinese University of Hong Kong (Department of Psychology), and Lingnan University (Department of Applied Psychology).
 - Master’s Degrees in IO psychology are also available from overseas institutions. These qualifications will be vetted by DIOP on individual basis. In general, programs that are accredited by the American Psychological Association, Australian Psychological Society, British Psychological Society, and Canadian Psychological Association often will be considered by DIOP to have fulfilled the necessary criteria.
- c. Have satisfactorily completed a minimum of 1,000 hours of supervised practical experience within the Master’s Degree and/or after graduation in at least one of the IO psychology key topic areas (see Appendix 1). This requirement may be waived if the applicant has 4 years of full-time equivalent experience in IO psychology post-graduation.
 - The applicant should document his/her work in DIOP Supervision Learning Log (see Appendix 2) and submit that to the supervisor for each piece of work / project / task of professional practice.
 - The supervisor should have at least 2 hours of review meeting (face-to-face meeting, video-conferencing, or phone call) with the applicant to review the learning logs and the quality of his/her work for each 200 hours of professional practice.
 - The supervisor should be a qualified psychologist (i.e. a HKPS registered psychologist or a registered / chartered psychologist with other recognized overseas professional psychological associations) with at least 4 years of post-qualification experience in IO psychology.
 - The supervisor can be a teaching staff of the Master’s Degree program, a direct manager of the applicant at work / internship, or a supervisor from the DIOP Supervisor List. **Applicants who need support in finding a supervisor, please contact DIOP via diop_gensec@hkps.org.hk**



Hong Kong Psychological Society Limited
Division of Industrial-Organizational Psychology
Full Membership Application Guideline
(Revised 2019 July)

- The supervision should be done according to the DIO Supervision Guideline (see Appendix 3) and documented with DIO Supervision Form (see Appendix 4). The Section A of the Supervision Form should be filled in by the applicant and the Section B of the Supervision Form should be completed by the supervisor to endorse the contents.
- Applicant should submit a set of copy of the Learning Log and Supervision Forms to DIO for DIO full membership application.

2. Grandfather's Clause

Current members **admitted before 30th June, 2017** may retain their membership of the Division, irrespective of whether they have or have not fulfilled the new membership criteria.

3. Grace Period

Applicants who **submit their applications before 31st December, 2017** may be admitted if they fulfil the previous membership criteria of the Division.

Applicants who **were enrolled in accredited Master's Degree between 1st January, 2015 and 30th June, 2017** may be admitted if they fulfil the previous membership criteria of the Division (i.e. Full Membership Criteria a. and b. as stated on Page 1).

Appendix 1: IO psychology key topic areas

1. Selection & Assessment

- Systematic identification of requirements for specific jobs.
- Development and application of reliable and valid assessment tools for employee selection (e.g. psychometrics, structured interviews, assessment centers).

2. Training & Development

- Analysis of training and development needs.
- Design, implementation and evaluation of training and development programs.

3. Performance Appraisal and Career Development

- Design, implementation and evaluation of performance management systems.
- Design, implementation and evaluation of career development processes of organizations.

4. Coaching, Counselling and Mentoring

- Provision of individual and group assistance, such as coaching, counselling, and mentoring to improve work performance and well-being.
- Provision of individual career planning and vocational assessments.

5. Organizational Development & Change

- Design, implementation and evaluation of programs that improve organizational performance and employee experience.
- Review and design of organizational structures and process to improve performance.
- Development and analysis of surveys of employees or clients/customers.

6. Occupational Health & Safety

- Assessment of stress and work-related health consequences.
- Design, implementation and evaluation of policies, programs, and practices that can improve employee health, safety, and well-being.



Hong Kong Psychological Society Limited
Division of Industrial-Organizational Psychology
Full Membership Application Guideline
(Revised 2019 July)

Appendix 2: DIOP Supervision Learning Log

Applicant's name:		Log Sheet Index No.:	
--------------------------	--	-----------------------------	--

**NB: Please use separate Log Sheet for separate piece of work / project / task.*

Name of the piece of work / project / task:	
Date / Period of time:	
No. of hours:	
Nature of the IO practical hours / IO psychology key topic area(s) tapped into: <i>[Please use the headings 1 – 6 as shown in the Appendix 1]</i>	
Details of tasks / duties and your role:	
Psychological theories / concepts / skills applied:	
Learning reflection: <i>(E.g. What you think you have done well? What you think you could have done differently? What challenges have you encountered? What observations have you made as an IO practitioner?)</i>	

Appendix 3: DIOP Supervision Guideline

1. Supervisor's requirements

- The supervisor should be a qualified psychologist (i.e. a HKPS registered psychologist or a registered / chartered psychologist with other recognized overseas professional psychological associations) with at least 4 years of post-qualification experience in IO psychology, and currently practicing as an IO psychologist.
- The supervisor can be a teaching staff of the Master's Degree program, a direct manager of the applicant at work, or a supervisor from the DIOP Supervisor List.

2. Supervisor's role and responsibilities

2.1 Learning Log Sheet

- The supervisor should evaluate the applicant's Learning Log Sheet(s) (see Appendix 2) to ensure that:
 - The documented professional practice covers at least one of the IO psychology key topic areas (see Appendix 1);
 - The documented number of hours is appropriate to the tasks and duties;
 - The psychological theories / concepts / skills applied are appropriate to the tasks and duties.
- The supervisor should ask the applicant to provide more detail and re-submit the Learning Log Sheet(s) if the above expectations are not met satisfactorily.

2.2 Review meeting

- The supervisor should have at least 2 hours of review meeting (i.e. face-to-face meeting, video-conferencing, or phone call) with the applicant for each 200 hours of professional practice. During the review meeting the supervisor should:
 - Explore the learning reflection on each piece of work / project / task based on the Learning Log Sheet(s) submitted;
 - Offer feedbacks in relation to the applicant's strengths and development areas based on the applicant's reflection, supervisor's own observations of the applicant in the work / project / task (e.g. if the supervisor had opportunities for observations), and/or other people's feedback on the applicant in relation to the work / project / task (e.g. feedbacks from clients if obtained);

Hong Kong Psychological Society Limited
Division of Industrial-Organizational Psychology
Full Membership Application Guideline
(Revised 2019 July)

- Share own professional experience and provide guidance / mentoring / coaching in relation to the applicant's professional practice.

2.3 Supervision Form

- After every review meeting, the applicant should fill in Section A of the Supervision Form (see Appendix 4) and submit to the supervisor.
- The supervisor should review the Supervision Form, complete Section B of the Form to endorse the contents, and return the signed Form to the applicant.

3. Supervisory arrangements

- The supervisor should have a discussion with the applicant prior to accepting his/her invitation for supervision. This discussion should set out the expectations, roles and responsibilities of each party, which include: the minimum number of supervisory meetings, the means by which review meetings might take place, and the applicant's preparation for supervision meetings.
- DIOP can help arrange a DIOP Supervisor as a supervisor for the applicant. While the DIOP Supervisor's contribution to the applicant's professional development is greatly appreciated, he/she should not receive remuneration for his/her supervision.
- Each supervisor is allowed to take up supervisory role for not more than five applicants concurrently. Supervisor should ensure that the amount and quality of his/her supervision for each applicant will not be compromised. If the ratio requirement could not be adhered to, prior DIOP approval is required.
- When supervising more than one applicant concurrently, the supervisor may choose to undertake group supervision to facilitate sharing of learning experience. Group supervision and individual supervision should be apportioned appropriately (at least 60% of the supervision should be in individual format) to ensure the amount and quality of supervision for each applicant.
- Stable supervisory relationship is preferred (e.g. one supervisor to offer supervision across several pieces of work / project / task); however, the applicant is allowed to have multiple supervisors (e.g. when the applicant undertakes project-based professional practice and has different supervisors to offer supervision for different pieces of work / project / task).
- In cases of having multiple supervisors, each supervisor should have at least one time of 2-hours review meeting with the applicant. In other words, if the supervisory relationship covers less than 200 hours of the applicant's professional practice, the supervisor should still have one time of 2-hours review meeting with the applicant before terminating the supervisory relationships.



Hong Kong Psychological Society Limited
Division of Industrial-Organizational Psychology
Full Membership Application Guideline
(Revised 2019 July)

- Review meeting should primarily use visual medium, where each party can clearly see each other's facial expressions and body language. Telephone or other direct non-visual communication could be used upon situational constraints.
- Supervisors should bear in mind that some applicants will need more support and guidance than the minimum specified and should allow for this in the supervisory arrangement.
- Supervision should be in accordance with professional and ethical standards at all times.



Hong Kong Psychological Society Limited
Division of Industrial-Organizational Psychology
Full Membership Application Guideline
(Revised 2019 July)

Appendix 4: DIOP Supervision Form

Applicant's name:		Supervision Form Index No.:	
Supervisor's name:			

Supervision meeting date and time:	
---	--

SECTION A (to be filled in by the applicant)

*Log Sheet:	Brief summary of the discussion during the supervision meeting: <i>(E.g. Key topics discussed, key learnings / take away of the applicant)</i> <i>[Please use the headings 1 – 6 as shown in the Appendix 1 to specify the IO psychology key topic area(s) discussed]</i>
--------------------	--

**NB: Please insert the index no. of the Learning Log Sheet(s) discussed during the supervision meeting.*



Hong Kong Psychological Society Limited
Division of Industrial-Organizational Psychology
Full Membership Application Guideline
(Revised 2019 July)

SECTION B

SECTION B MUST BE COMPLETED BY THE SUPERVISOR:

By signing this DIOP Supervision Form in the below, I confirm that I have reviewed the contents of the Form and the associated Learning Logs, and I confirm their authenticity.

Supervisor's signature:	
Signature date:	

<p>Supervisor's professional registration / chartership information:</p> <p>I am registered / chartered with _____</p> <p>(Registration / chartership number: _____)</p> <p>Supervisor's contact details:</p> <p>Email: _____</p> <p>Phone: _____</p>
