

Agency Feedback Form

Fieldwork placement for Social Work Programmes

This form aims to collect your valuable feedback on our placement/attachment so that future collaboration can be further enhanced. Please note that the form will be collected by our supervisors/tutors. Thank you very much.

Placement Particulars

Name of Agency: _____

Field Unit: _____

Completed by: _____ Position: _____

Telephone number: _____ E-mail: _____

Date: _____

PART A (Please use a separate form for each student. Feedback on student (Part A) will be collected by fieldwork supervisors of the Hong Kong Polytechnic University)

Name of student: _____

Name of the fieldwork supervisor: _____

Programme: _____

Study Mode: _____

Placement mode: _____

(I) Administrative Responsibilities

Maintain proper care of agency property/equipment/resources

Submit statistics/reports/recordings on time

Maintain effective verbal communication

Maintain effective written communication in Chinese/English

Hand-over and transfer responsibly at the end of placement

Other comments: _____

Excellent	Very Satisfactory	Satisfactory	Not satisfactory	Not Applicable

(II) Professional Attitude and Performance

Demonstrate genuine concern for clients

Assume responsibility in work

Show understanding of agency policy & service boundaries

Comply with agency guidelines and operational procedures

Co-operate with agency colleagues

Other comments: _____

Thank You