

Subject Description Form

Subject Code	APSS2700								
Subject Title	Preparatory Workshop (I)								
Credit Value	0								
Level	2								
Pre-requisite / Co-requisite/ Exclusion	Co-requisite: APSS2793 Fieldwork I								
Assessment Methods	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">100% Continuous Assessment</th> <th style="width: 33%;">Individual Assessment</th> <th style="width: 33%;">Group Assessment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1. Fieldwork Activities</td> <td style="text-align: center;">100 %</td> <td style="text-align: center;">0 %</td> </tr> </tbody> </table>			100% Continuous Assessment	Individual Assessment	Group Assessment	1. Fieldwork Activities	100 %	0 %
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<p>Evaluation is a continuous, on-going and interactive process involving active participation of both the student and the Workshop Tutor. Attendance is recorded to ensure that students attain the intended learning outcomes.</p>									
Objectives	<p>The subject aims to preparing students for their first fieldwork placement. Students are helped to identify and apply professional attitudes and values essential to their fieldwork, to examine ways to effective use of supervision and to develop knowledge about the service setting. Workshops are to provide knowledge and skills needed for entering the fieldwork placement.</p>								
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> a. Describe the learning objectives, the related policies and administrative requirements of foundation placement; b. Develop understanding of the roles and functions of fieldwork supervision. c. Review the use of social work values and assumptions in fieldwork practice; d. Be familiar with field placement settings and service users; e. Acquire basic competence in writing professional documents; 								

<p>Subject Synopsis/ Indicative Syllabus</p>	<p>1. Preparatory workshops</p> <p>Before the commencement of Foundational Placement, students are required to attend a series of preparatory workshops. It includes the workshops of “Administrative Briefing”, “Use of Supervision”, “Service Overview”, “Professional Value”, “Recording and Report Writing”.</p> <p>The policies and procedures of fieldwork are introduced in the “Administrative Briefing” workshop. Then, the workshop of “Use of Supervision” is arranged to orientate students the functions and roles of fieldwork supervision.</p> <p>The workshop of “Service Overview” covers a range of social services in Hong Kong so that students would acquire an understanding of the general provision of the services in Hong Kong, the characteristics of the service users and the intervention approaches commonly used by frontline practitioners.</p> <p>The workshop of “Professional Value” enables students to understand the professional attitudes and behaviors of social workers in fieldwork settings, to recognize the common practice problems that may lead to failure in fieldwork or de-registration from the social work profession. Students are also required to apply the ethical principles in some case studies.</p> <p>“Recording and Report Writing” is the workshop designed to increase students’ understanding of the rationale for recording/report writing. Students would learn the basic principles on producing a good recording/report and grasp the skills in writing recording/report.</p> <p>2. Integrative workshop</p> <p>A workshop is organized in the middle of the fieldwork placement to help students integrating theories with practice and to review students’ achievement and barriers in fieldwork.</p>
<p>Teaching/Learning Methodology</p>	<p>1. A variety of teaching methods are employed, e.g., small group discussion, role-play, structured exercises and sharing of experiences by frontline practitioners and graduates.</p> <p>2. Guided discussion is used to promote creativity, as well as generate meaningful interaction and understanding among students.</p> <p>3. Reflective discussion is employed to enable students to derive personal insights.</p>

Assessment Methods in Alignment with Intended Learning Outcomes	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)					
			a	b	c	d	e	
	1. Attendance	100 %	✓	✓	✓	✓	✓	
	Total	100 %						
<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Ongoing assessments of students' performance through tutor's observation and feedback.</p> <p>The subject grade for this non-credit bearing subject includes P (Pass in an ungraded subject) and U (Fail in an ungraded subject).</p> <p>To be eligible for graduation with the specific award, students are required to complete 100% continuous assessment by attendance. Students who are unable to attend all workshops are required to make up by attending other courses/seminars approved by the subject coordinator. Those who are unable to meet the 100% attendance will receive a U grade.</p>								
Student Study Effort Expected	Class contact:							
	<ul style="list-style-type: none"> ▪ Workshop for Fieldwork (including preparatory workshops and integrative workshop) 		20 Hrs.					
	Total student study effort		20 Hrs.					
Reading List and References	All students have to read the Fieldwork Manual for the BASW. Reading materials that are relevant to the nature and settings of the fieldwork placements are provided by the tutors.							