THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

FIELDWORK PLACEMENT SYSTEM
User Guide
(APSS)

Version 1.2

Document Control

Version	Date	Issued / Updated By	Description
1.0	01-Nov-2022	ITS	- First release
1.1	01-Feb-2023	ITS	- Functions for "Student – Unit Matching"
			- Functions for "Student – Supervisor Matching"
1.2	20-Feb-2023	ITS	- Functions for "Provision – Finalized Status w/ Matching Result "

Contents

1. Introduction

Fieldwork placement System (CLIPS) is a web-based system to assist academic departments to manage and store student fieldwork placements, and to plan for manpower requirements. The system enables student fieldwork placement planning and allocation processes to be conducted more efficiently and effectively. Student and staff can get up-to-date fieldwork placement information by accessing the system through the internet.

2. Operation Scenarios (PolyU Admin)

2.1. Login

Authorized administrators can access to the system by using NetID and NetPassword. You can simply login the system by clicking button "Login with NetID"

2.2. Fieldwork Placement Allocation

Departmental administrators can follow below 6 steps to generate placement roster.

2.2.1. Create Location

Administrator can input location information by following below steps:

- Access "Location" function under menu "Master Data"

- Create location record by using online interface / import function

2.2.2. Create Student Group

Administrator can input student group information by following below steps:

- Access "Student Group" function under menu "Planning"

- Create student group record by using online interface / import function (By default, all students are considered as non-repeaters unless the group name contains keyword "REPEATER")

2.2.3. Create Location Group

Administrator can input location group information by following below steps. If there isn't location change, you shall skip this step.

- Access "Location Group" function under menu "Planning"

- Create location group record by using online interface / import function

2.2.4. Create Provision Record and Acquire Quotas

When the planning of fieldwork placement (student group & location group) completes, administrator can create provision record by following below steps.

- Access "Provision" function under menu "Planning"

- Create provision record by inputting "time period", "name", "reply date" and "provision subject"

When the provision record is created, administrator can conduct agency projection and request quota confirmation from agencies by using below steps:

- Click "View Details" to access agency list

- Click "Conduct Projection" to project agency quota required

- When agency quota is projected, you can amend it according to actual situation. Click "Publish" to notify agency for quota confirmation.

- When provision record is published, system will send notification email to agency. Departmental administrator can further update this notification under function "Notification Template" via "Setup".

Fieldwork Placement Request (2022/2023 Placement (SEM 3))

From: SYS Admin <admin@dev.polyu.edu.hk>
To: <apss.co1@abc.org>

2022-11-04 04:18, 3.6 KB

Show Headers

| HTML | HTML Source | Text | Raw | Spam Analysis | HTML Check | Tech Info |

The following message is sent on behalf of Dr. Stella Wong

Dear apss.co1, apss.co1@abc.org

Request for Fieldwork Placement
2022/2023 Placement (SEM 3)
Charity Group ABC

Thanks for your support to our practicum training. I write to request for fieldwork placements for our Social Work students. Please login CLIPS to review specific details of our request.

I shall be grateful if you would mark on the e-form (if you would like to replace the proposed unit listed by another unit, please add the unit in the table) and submit the e-form to our Fieldwork Co-ordinator before **2022 October 07 (Friday)**. Please be informed that Social Workers Registration Board required at least 50% of the total required supervision time should be allocated to on-site supervision, kindly help to arrange venue of your placement unit(s) for our on-site supervision.

Should you need further information regarding our placement request, please feel free to contact SYS Admin (email: admin@dev.polyu.edu.hk phone: null). May I take this opportunity to thank you for your continuous support to our training programmes.

Yours sincerely,
Stella Wong (Dr.)
Director of Fieldwork Education
Department of Applied Social Sciences
The Hong Kong Polytechnic University

2.2.5.　Conduct Student-Unit Matching

When the number of seat available is confirmed by all agencies, you can proceed to conduct "student-unit" matching by clicking "Allocate" button

2.2.6.　Review and Adjust Student-Unit Roster

Departmental administrator can review and adjust roster by following below steps:

- Access "Roster" function under menu "Placement"
- Click the roster location of individual students to open the "Update Menu"

On the other hand, you can also batch update the roster by exporting and re-importing the roster. Detail steps is as follows:

- Select "Year" and "Subject", export roster data with export function.
- Edit the roster (roster-location.xlsx) with MS Excel

* header row is required

* tenant : your tenant (e.g. APSS)
* academicyear: academic year of roster (e.g. 2021-22)
* subject: subject name of roster (e.g. BASW FW I)
* allocationalgorithm: fixed with value "Workplace (BLK)"
* rosterstatus: fixed with value "Created"
* student_id: student id
* columns with header "(xxxx)" are optional and they are not required for import

- Import the updated roster with import function

2.2.7.   Conduct Student-Supervisor Matching

When the student-unit roster is finalized, department administrator can click "Match Supervisor" button to match supervisor against student.

2.2.8.   Review and Adjust Student-Supervisor Roster

Departmental administrator can review and adjust supervisor assignment by following below steps:

- Access "Roster" function under menu "Placement"
- Click the roster location of individual students to open the "Update Menu"

On the other hand, you can also batch update the roster by exporting and re-importing the roster. Detail steps is as follows:

- Select "Year" and "Subject", export roster data with export function.
- Edit the roster (roster-educator.xlsx) with MS Excel

type	tenant	academicyear	subject	allocationalgorithm	rosterstatus	(student_group)	student_id	(student_name)	(repeater)	(gender)	[2022-05-29 to 2022-08-06 BLK SEM 3 w/ 70 DAYS]
educator	APSS	2021-22	MSW FW II	Workplace (BLK)	Created	21-22 MSW FW II	16APSS502G	16APSS502G	N	M	Supervisor A

* header row is required
* type: fixed with value "educator"
* tenant : your tenant (e.g. APSS)
* academicyear: academic year of roster (e.g. 2021-22)
* subject: subject name of roster (e.g. BASW FW I)
* allocationalgorithm: fixed with value "Workplace (BLK)"
* rosterstatus: fixed with value "Created"
* student_id: student id
* columns with header "(xxxx)" are optional and they are not required for import

- Import the updated roster with import function

2.3. Preliminary Roster Notification to Student

When the student-unit roster is drafted, department administrator can click "Notify Student" button to send the preliminary matching result to students.

Please refer below screen capture for a notification sample. Departmental administrator can further update this notification under function "Notification Template" via "Setup".

2.4.   Preliminary Roster Notification to Supervisor

When the student-supervisor roster is drafted, department administrator can click "Notify Supervisor" button to send the preliminary matching result to supervisor.

Please refer below screen capture for a notification sample. Departmental administrator can further update this notification under function "Notification Template" via "Setup".

2.5. Distribute Final Roster to Supervisor & Student

Departmental administrators can distribute roster to supervisor and student by following below steps:

- Access "Roster" function under menu "Placement"
- Click button "Publish" to trigger "publish job" to generate "Workplace (DAY)" roster

- Upon job completion, the roster will be available to supervisors.

- Click button "Publish" to trigger "publish job" to make this roster available to students.

- Click "Notify Student" & "Notify Supervisor" to send the final matching result to supervisors and students. Please refer to below screen capture for notification sample. Departmental administrator can update this notification under function "Notification Template" in "Setup".

[CLIPS] Fieldwork placement matching result (student-unit-supervisor) of 16APSS502G

From: <do-not-reply@clips.polyu.edu.hk>
To: <16apss502g@connect.polyu.hk>

Show Headers

| HTML | HTML Source | Text | Raw | Spam Analysis | HTML Check | Tech Info |

The following message is sent on behalf of Ms Ella Chow

Dear 16APSS502G 16APSS502G

Please be informed that the matching results of 2021-22 Semester 3 Block Placement are as follow :

Programme: MSW PT
Practicum: Professional Placement

Agency Name: Oxfam Hong Kong
Unit Name: Oxfam Hong Kong
Unit Address: 17/F, China United Centre, 28 Marble Road, North Point, Hong Kong
Unit Tel. No.:   3120 5269

Supervisor: Supervisor A
Supervisor Tel. No.:
Supervisor Email: apss.supervisor@something.org

Please note that your supervisor will contact you soon or you can contact your supervisor if necessary

Wishing you have a fruitful practicum learning.

Best regards,

Ella Chow (Ms)
Fieldwork Coordinator
Department of Applied Social Sciences
The Hong Kong Polytechnic University
Tel : 2766 5707
Email : ella.chow@polyu.edu.hk

[CLIPS] Finalized student-unit-supervisor matching result for Supervisor A (MSW PT - Professional Placement)

From: <do-not-reply@clips.polyu.edu.hk>
To: <apss.supervisor@something.org>

Show Headers

| HTML | HTML Source | Text | Raw | Spam Analysis | HTML Check | Tech Info |

The following message is sent on behalf of Ms Ella Chow

Dear Supervisor (Supervisor A),

Please be informed that the matching results of MSW PT - Professional Placement for 2021-22 Semester 3 Block Placement are as follow:

Student Name: 16APSS502G
Student No.:   16APSS502G
Student Contact: 91234567
Agency Name: Oxfam Hong Kong
Unit Name: Oxfam Hong Kong
Unit Address: 17/F, China United Centre, 28 Marble Road, North Point, Hong Kong
Unit Tel No.:   3120 5269

Detail of this fieldwork placement is as follow:
Placement Period: 29 May 2022 - 06 August 2022 (5 sessions per week)
Total Placement Hours: 400 hours

In view of updated development of COVID-19 cases, please reserve the date to attend the two fieldwork supervisors' meeting to update the state of development. All the fieldwork supervisors should attend the meeting.

1st Supervisors' Meeting
Date: 23 August 2021 (Mon)
Time: 14:30
Venue: TBC

2nd Supervisors' Meeting
Date: 3 January 2022 (Mon)
Time: 14:30
Venue: TBC

According to the requirement of the Social Work Registration Board, at least **50%** of our supervision is required to be on-site and on individual basis. Please be reminded to hand in the time sheet of the student to the agency in the final evaluation meeting.

The agency letters will be sent out within these few weeks, please contact agency after **16 August 2021**. At the same time, please feel free to contact your supervisee for arrangement of fieldwork placement

If you have any questions, please feel free to contact me at 2766 5707.

Best Regards,

Ella Chow (Ms)
Fieldwork Coordinator
Department of Applied Social Sciences
The Hong Kong Polytechnic University
Tel: 2766 5707 Fax: (852) 2773 6558
Email : ella.chow@polyu.edu.hk

2.6.   Distribute Matching Result to Agencies

When all student-unit-supervisor matching is finalized, departmental administrators can distribute the matching result to agencies by following below steps:

- Access "Provision" function under menu "Planning"
- Click button "Finalize" to send notification to agencies.

Departmental administrator can update this notification under function "Notification Template" in "Setup".

The following message is sent on behalf of Dr. Stella Wong

Dear

Fieldwork Placement Arrangement for Social Work Students
2022-23 Fieldwork Placement - SEM 3
ABWE & SWD

Further to the arrangement made earlier between your agency and our department, I would like to confirm the matching list of the coming fieldwork placement of our social work students, and thank you for your support to our practicum learning. Please login CLIPS to retrieve information for placement period, detailed matching and personal particulars of student(s).

In order to meet the requirement of on-site supervision of Social Workers Registration Board, please help provide venue for our supervision in your placement unit. According to the newly stipulated requirement, at least 50% of our supervision is required to be conducted in the placement unit. The record of the on-site supervision will be given to the in-charge of your unit.

My colleague(s) who is (are) going to supervise the placement students will soon contact you or your staff to discuss possible assignments and other related matters. Please do not hesitate to contact our Dr. Rita Cheung, Fieldwork Co-ordinator (Tel: 27667727; email:rita.cheung@polyu.edu.hk) if you need further clarification.

Yours sincerely,
Stella Wong (Dr.)
Director of Fieldwork Education
Department of Applied Social Sciences
The Hong Kong Polytechnic University

- When the provision is finalized, both agencies and department administrator can view the matching result by clicking "View Matching Results"

2.7.　Announcement

Departmental administrators can make announcement to student by using "Announcement" function under "Placement" menu

2.8.　Accomplishment

Departmental administrators can setup accomplishment rule by using "Accomplishment Rule" function under "Accomplishment" menu

Tenant	Rule Group	Name	Renew Period	Auto Confirm	Student Submit	Subjects	Sites	Updated Time	Action	
POLYU	Assessment - POLYU3001	Assessment - POLYU3001	9999	N	N				Edit	Delete
POLYU	Assessment - POLYU4001	Assessment - POLYU4001	9999	N	N				Edit	Delete
POLYU	COVID-19 RAT	COVID-19 RAT (Negative)	1	Y	Y	POLYU3001 - CS II / POLYU4001 - CS III			Edit	Delete
POLYU	COVID-19 RAT	COVID-19 RAT (Positive)	1	Y	Y	POLYU3001 - CS II / POLYU4001 - CS III			Edit	Delete
POLYU	COVID-19 RAT	COVID-19 Recovered Person (RAT Exempted)	90	N	N	POLYU3001 - CS II / POLYU4001 - CS III			Edit	Delete
POLYU	COVID-19 Vaccine / Test	COVID-19 Recovered Person (Vaccine Pass)	9999	N	N	POLYU3001 - CS II / POLYU4001 - CS III			Edit	Delete
POLYU	COVID-19 Vaccine / Test	COVID-19 Test (External)	7	N	N	POLYU3001 - CS II / POLYU4001 - CS III			Edit	Delete
POLYU	COVID-19 Vaccine / Test	COVID-19 Test (PolyU UHS)	7	N	N	POLYU3001 - CS II / POLYU4001 - CS III			Edit	Delete
POLYU	COVID-19 Vaccine / Test	COVID-19 Vaccination (2 Dose)	150	N	N	POLYU3001 - CS II / POLYU4001 - CS III			Edit	Delete
POLYU	COVID-19 Vaccine / Test	COVID-19 Vaccination (3 Dose)	9999	N	N	POLYU3001 - CS II / POLYU4001 - CS III			Edit	Delete

Total 10 records

System by default comes with 8 rules, supporting assessment and COVID-19 information display. Departmental administrators can design additional rules depending on placement requirements. An accomplishment record can either by submitted by "administrator" or "student". For student submitted accomplishment record, departmental administrator shall approve it with workflow similar to leave application.

3. Operation Scenarios (Student)

3.1.   Login

Students can access to the system by using NetID and NetPassword. You can simply login the system by clicking button "Login with NetID"
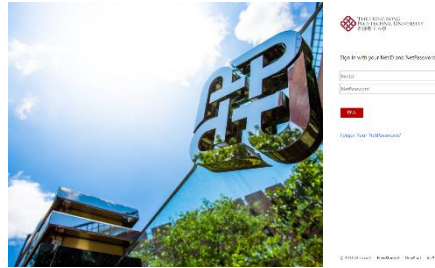
3.2.   Student Portal

Student can retrieve roster, announcement and assessment information from student portal.

3.3.   Accomplishment

Student can upload accomplishment record for approval in case applicable. To upload accomplishment record, student can access "Accomplishment" function.

4. Operation Scenarios (Agency Coordinator)

4.1.　　　Login

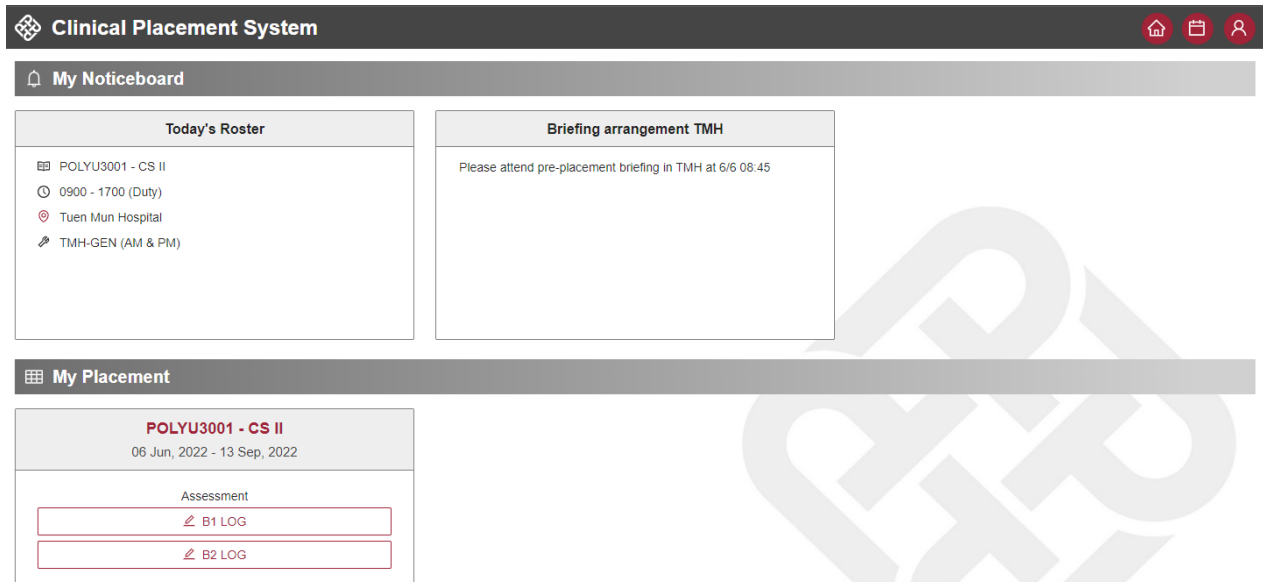Clinical educator can access to the system by using NetID and NetPassword. You can simply login the system by clicking button "Login with NetID"

4.2.　　　Agency Portal

Agency can confirm provision request and add site under agency portal.

4.3. Provision Confirmation

To confirm provision request, agency coordinator and click "Open Provision Form" under "My Noticeboard".

»

Click "Confirm" / "Reject" button for each site requested.

To save a snapshot of reply, click "Save" button. When "No. of Seat" is confirmed, click "Submit.

The Hong Kong Polytechnic University
Department of Applied Socal Sciences
Provision for Fieldwork Placement - 2022/2023 Placement (SEM 3)

Thanks for your support to our practicum training. The specific details for fieldwork placements for our Social Work students are listed as follow. We shall be grateful if you would mark your unit's availablty on the table below and submit to our Fieldwork Co-ordinator before **2022 October 07 (Friday)**.

Programme: Bachelor of Arts in Social Work (Full Time)
Placement Period: 2023-05-28 - 2023-08-05 (4 sessions per week; 400 placement hours)
Placement Block: SEM 3

Programme	Unit	District	Remarks	No. of Seat (Plan / Actual)	Status	Action
BASW FW I	District Elderly Community Centre	KLW		2 / 0	Published	Confirm Reject
BASW FW I	Neighborhood Elderly Centre	HKI		1 / 0	Published	Confirm Reject

Programme: Master of Social Work (Part-Time)
Placement Period: 2023-05-28 - 2023-08-05 (5 sessions per week; 400 placement hours)
Placement Block: SEM 3

Programme	Unit	District	Remarks	No. of Seat (Plan / Actual)	Status	Action
MSW FW II	---	KLW		0 / 0	Draft	Confirm Reject

Print Save Submit Close

When the provision record is summited, all fields will be locked for update.

The Hong Kong Polytechnic University
Department of Applied Socal Sciences
Provision for Fieldwork Placement - 2022/2023 Placement (SEM 3)

Thanks for your support to our practicum training. The specific details for fieldwork placements for our Social Work students are listed as follow. We shall be grateful if you would mark your unit's availablty on the table below and submit to our Fieldwork Co-ordinator before **2022 October 07 (Friday)**.

Programme: Bachelor of Arts in Social Work (Full Time)
Placement Period: 2023-05-28 - 2023-08-05 (4 sessions per week; 400 placement hours)
Placement Block: SEM 3

Programme	Unit	District	Remarks	No. of Seat (Plan / Actual)	Status	Action
BASW FW I	District Elderly Community Centre	KLW		2 / 2	Confirmed	
BASW FW I	Neighborhood Elderly Centre	HKI		1 / 1	Confirmed	

Programme: Master of Social Work (Part-Time)
Placement Period: 2023-05-28 - 2023-08-05 (5 sessions per week; 400 placement hours)
Placement Block: SEM 3

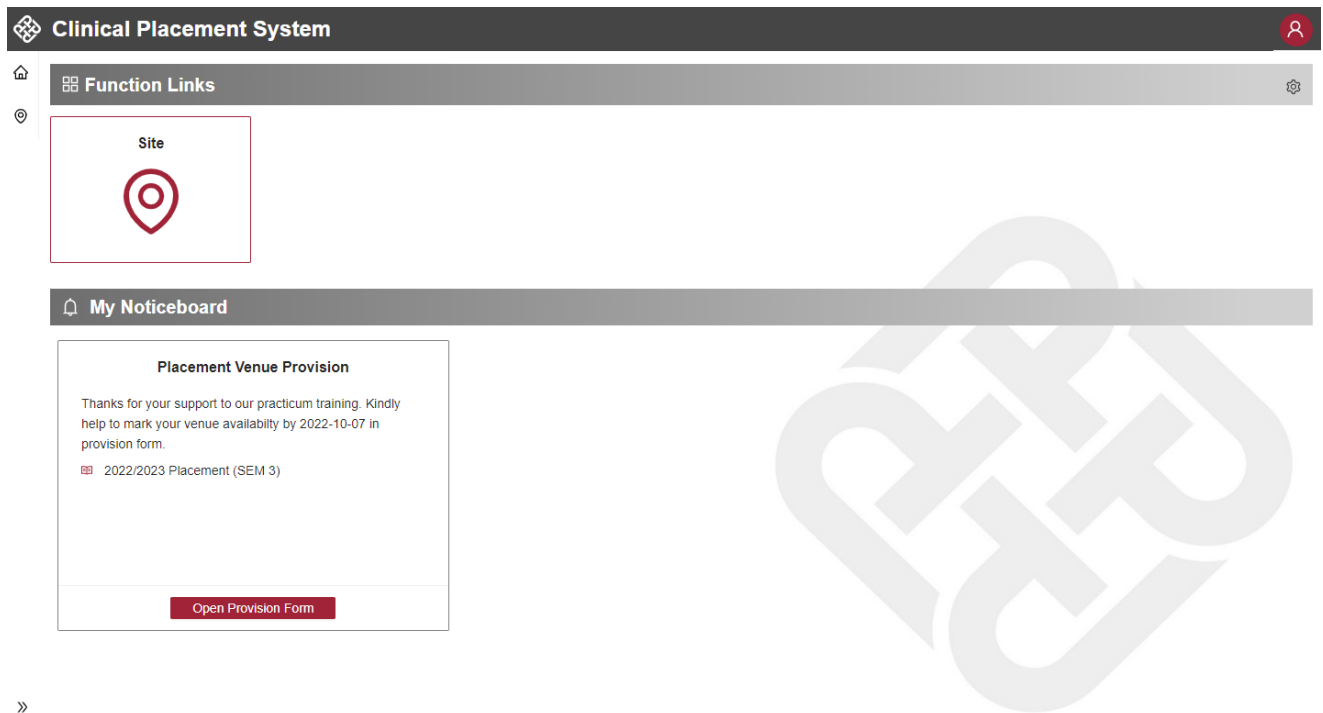| Programme	Unit	District	Remarks	No. of Seat (Plan / Actual)	Status	Action
MSW FW II	Home for the Aged	NTE		0 / 2	Confirmed	

5. Operation Scenarios (Fieldwork Supervisor)

5.1.   Login

Clinical educator can access to the system by using NetID and NetPassword. You can simply login the system by clicking button "Login with NetID"
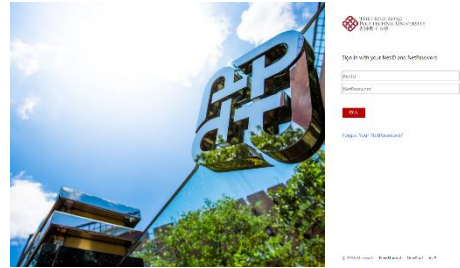
5.2.   Supervisor Portal

Supervisor portal can update student-matching preference and review student-matching result under supervisor portal.

5.3.   Student-Unit Matching Preference

To update student-matching preference, fieldwork supervisors can click "Settings" option under Profile icon.

⚙ Settings   ✕

> Notification

∨ Personal Particulars
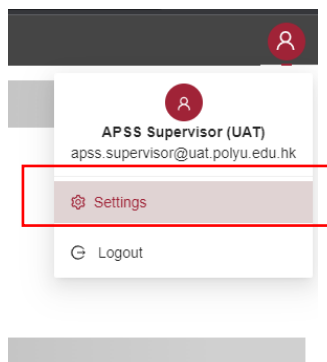
* Title :	Mr.
* English Name :	Supervisor
* Chinese Name :	老師
* Educational qualifications :	BASW (HKPU)

(e.g. PhD (HKU) / MSW (HKPolyU / BASW (HKBU) etc.)

* Professional qualifications :	RSW Family Therapist

(e.g. Family Therapist / Narrative Therapist / RSW etc.)

* Social Worker Registration Number :	12347

According to the requirements from the Social Workers Registration Board, fieldwork supervisor should be registered social worker and prossessing not less than 5 years' full-time-equivalent Post-degree Professional Practising Experience! Only numbers may be entered in this field

* Post-degree professional practicing experience:	No. of Year	No. of Month
Full Time	9	0
Part Time	0	0

∨ Placement Allocation

* Priority of Zones (at most 5) :	HKI - Hong Kong Island ✕ KLE - Kowloon East ✕

⊘ Please prioritize you placement zone (from highest ranking to lowest ranking). For details, Please click link: Zone Details

* Preferred Service Nature (at most 11) :	CS - Community Service ✕ FS - Family/Integrated Family Service ✕ HS - Patient/Health-related service ✕ YS - Children & Youth Service ✕

⊘ Please prioritize you placement's service category. For examples, Please click link: Service Nature Examples .

If you choose "SP - Special Project", please specify :

* Unpreferred Service Nature :	EN - Elderly (Non-residential) ✕ ER - Elderly (Residential) ✕

⊘ Please select service nature which is not your preference.

* Preferred Number of Students to Supervise (Summer Block)	:	4

📅 22 May 2023 - 29 July 2023

* Preferred Number of Students to Supervise (Semester 1 & 2 - BASW)	:	0

📅 18 September 2023 - 23 March 2024

* Preferred Number of Students to Supervise (Semester 1 & 2 - MSW)	:	0

📅 11 September 2023 - 17 February 2024

Limitation to fieldwork arrangement (if any) :

Save   Cancel

5.4.   View Student-Unit Matching Result

To view student-unit matching result, fieldwork supervisor can enter "Roster" function. System will display the roster (student matched with placement unit) after inputting time period.

End of Guide