



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 "

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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”

Tenant	Name	Description	Type	Max. CAP	Min. CAP	District	Speciality	Action
POLYU	HKEC	Hong Kong East Cluster	Hospital Cluster	50		HKE	N/A	Details Edit Delete
POLYU	PYH	Pamela Youde Eastern Hospital	Public Hospital	100		HKE	N/A	Details Edit Delete
POLYU	PYH-GEN	PYH-GEN	Workplace	10		HKE	GEN	Details Edit Delete
POLYU	HKWC	Hong Kong West Cluster	Hospital Cluster	50		HKW	N/A	Details Edit Delete
POLYU	QMH	Queen Mary Hospital	Public Hospital	100		HKW	N/A	Details Edit Delete
POLYU	QMH-GEN	QMH-GEN	Workplace	10		HKW	GEN	Details Edit Delete
POLYU	KCC	Kowloon Central Cluster	Hospital Cluster	50		KLC	N/A	Details Edit Delete
POLYU	QEH	Queen Elizabeth Hospital	Public Hospital	100		KLC	N/A	Details Edit Delete
POLYU	QEH-GEN	QEH-GEN	Workplace	10		KLC	GEN	Details Edit Delete
POLYU	KWC	Kowloon West Cluster	Hospital Cluster	50		KLW	N/A	Details Edit Delete
POLYU	PMH	Princess Margaret Hospital	Public Hospital	100		KLW	N/A	Details Edit Delete
POLYU	PMH-GEN	PMH-GEN	Workplace	10		KLW	GEN	Details Edit Delete
POLYU	NTEC	New Territories East Cluster	Hospital Cluster	50		NTE	N/A	Details Edit Delete
POLYU	PWH	Prince of Wales Hospital	Public Hospital	100		NTE	N/A	Details Edit Delete
POLYU	PWH-GEN	PWH-GEN	Workplace	10		NTE	GEN	Details Edit Delete

- 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”

Tenant	Year	Subject	Name	No. of Students	Action
POLYU	2021-22	POLYU3001 - CS II	2016 cohort	5	Edit Delete

Student ID	Email	Name	姓名	Sex	Intake Year	Repeater	Preferred Locations	Action
1600001D	1600001d@connect.polyu.hk	Andy Chan	陳同	M	2016	N	HKE	Delete
1600002D	1600002d@connect.polyu.hk	Paul Wong	王雋	M	2016	N	KLC	Delete
1600003D	1600003d@connect.polyu.hk	Michelle Cheung	張欣	F	2016	N	NTE	Delete
1600004D	1600004d@connect.polyu.hk	Fiona Lam Cheuk	林卓	F	2016	N	NTW	Delete
1600005D	1600005d@connect.polyu.hk	Wing Chan	陳穎	F	2016	N	KLE	Delete

- 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”

Tenant	Subject	Category	Name	Location Count	Action
POLYU	POLYU3001 - CS II	Workplace	CS-II workplace	6	Edit Delete

Name	Description	District	Specialty	Hierarchy	Action
PMH-GEN	PMH-GEN	KLV	GEN	PMH	Delete
PWH-GEN	PWH-GEN	NTE	GEN	PWH	Delete
PYH-GEN	PYH-GEN	HKE	GEN	PYH	Delete
QEH-GEN	QEH-GEN	KLC	GEN	QEH	Delete
QMH-GEN	QMH-GEN	HKW	GEN	QMH	Delete
TMH-GEN	TMH-GEN	NTW	GEN	TMH	Delete

- 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”

Tenant	Time Period	Name	Reply By	Subjects	Clinical Map	Published	Action
APSS	2023/05/21 - 2023/07/29	2022-2023 Fieldwork Placement - SEM 3	2023/01/13	2 subjects	clinical_map.xlsx	Y	View Details Edit Delete
APSS	2023/09/03 - 2024/03/30	2023-2024 Fieldwork Placement - SEM1-2	2023/01/20	3 subjects	clinical_map.xlsx	Y	View Details Edit Delete

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

• Tenant: APSS

• Time Period: 2023-05-28 → 2023-08-26

• Name: 2022/2023 Fieldwork Placement (SEM 3)

• Reply By: 2022-12-30

• Subjects:

- 3 items
- BASW FW II
- BASW FW III
- MSW FW I

- 2 items
- MSW FW II
- BASW FW I

Create Cancel

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

Tenant	Time Period	Name	Reply By	Subjects	Clinical Map	Published	Action
APSS	2023/05/21 - 2023/07/29	2022-2023 Fieldwork Placement - SEM 3	2023/01/13	2 subjects	clinical_map.xlsx	Y	View Details Edit Delete
APSS	2023/09/03 - 2024/03/30	2023-2024 Fieldwork Placement - SEM1-2	2023/01/20	3 subjects	clinical_map.xlsx	Y	View Details Edit Delete

- Click “Conduct Projection” to project agency quota required

Programme	Unit	District	Specialty	Remarks	No. of Seat (Plan / Actual)	Status	Updated By	Action
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 No. of Student: 1 student(s)								

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

Programme	Unit	District	Specialty	Remarks	No. of Seat (Plan / Actual)	Status	Updated By	Action
BASW FW I	District Elderly Community Centre	KLW	EN		2 / 0	Draft	admin / Nov04 11:35	Delete
BASW FW I	Hostel for the Elderly	KLE	ER-F		3 / 0	Draft	admin / Nov04 12:13	Delete
BASW FW I	Neighborhood Elderly Centre	HKQ	EN		1 / 0	Draft	admin / Nov04 11:35	Delete
BASW FW I	Yu Mak Yuen Integrated Services Centre	KLW	YS		0 / 0	Draft	admin / Oct15 10:00	Delete

- 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

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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

The screenshot shows the 'Provision' page in the Clinical Placement System. The top navigation bar includes 'Home', 'Administration', 'Planning', 'Allocation', and 'Placement'. The 'Provision' section is active, showing a table of provisions. Below this, the 'Overview' section displays a table of student units. The 'Allocate' button in the 'Action' column of the student unit table is highlighted with a red box.

Program	Year	Subject	Block	Cohort	Class	Time Period	Day(s)	Student	Repeater	Status	Action
54439	2022-23	BASW FW I	SEM 3	2021	BASW-FWI	2023-05-22 - 2023-07-29	69	115	0	Published	Allocate
54047	2022-23	MSW FW II	SEM 3	2020	MSW-FWII	2023-05-22 - 2023-07-29	69	33	0	Published	Allocate

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”

The screenshot shows the 'Roster' page in the Clinical Placement System. The top navigation bar includes 'Home', 'Administration', 'Planning', 'Allocation', and 'Placement'. The 'Roster' section is active, showing a table of rosters. Below this, the 'Edit Roster' form is visible, with the 'Block SEM 3' and 'OXFAM1 (CS)' cells in the student group table highlighted with a red box.

Tenant	Year	Subject	Algorithm	Status	Student Notified	Supervisor Notified	Matching Status	Updated Time	Action
APSS	2021-22	MSW FW II	Workplace (BLK)	Created	N	N		2023/02/06 11:39	Match Supervisor, Notify Student, Publish, Delete

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

tenant	academicyear	subject	allocation	algorithm	rosterstatus	(student_group)	student_id	(student_name)	(repeater)	(gender)	(CS)	[2022-05-29 to 2022-08-06 BLK SEM 3 w/ 70 DAYS]
APSS	2021-22	MSW FW II	Workplace (BLK)		Created	21-22 MSW FW II	16APSS502G	16APSS502G	N	M	1	OXFAM1 (CS)

* 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.

The screenshot illustrates the 'Match Supervisor' process in two stages. In the first stage, a table lists student units with columns for 'Student Notified', 'Supervisor Notified', 'Matching Status', 'Updated Time', and 'Action'. The 'Match Supervisor' button in the 'Action' column is highlighted with a red box. Below the table, a search bar displays 'Block SEM 3' and 'OXFAM1 (CS)'. In the second stage, the 'Matching Status' column in the table is highlighted with a red box and contains the text 'Complete'. The 'Supervisor A' button in the search bar is also highlighted with a red box. A large red arrow indicates the transition from the first stage to the second.

Student Notified	Supervisor Notified	Matching Status	Updated Time	Action
N	N		2023/02/06 11:39	Match Supervisor Notify Student Publish Delete

Status	Student Notified	Supervisor Notified	Matching Status	Updated Time	Action
Created	N	N	Complete	2023/02/06 14:49	Match Supervisor Notify Student Publish Delete

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.

The top screenshot shows a table with the following columns: Status, Student Notified, Supervisor Notified, Matching Status, Updated Time, and Action. The first row has values: Created, N, N, Complete, 2023/02/06 14:49. The 'Action' column contains 'Match Supervisor', 'Notify Student' (highlighted in red), 'Publish', and 'Delete'. Below the table is a search bar for 'Block SEM 3' and 'OXFAM1 (CS)'. At the top right are buttons for 'Refresh', 'Import', and 'Export'. Below the table are filters for 'Block:' and 'Leave: Hide'.

The bottom screenshot shows the same table after the notification. The 'Student Notified' column now contains 'Y'. The 'Action' column now contains 'Match Supervisor', 'Notify Supervisor', 'Publish', and 'Delete'. The 'Notify Student' button is no longer present.

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

[CLIPS] Fieldwork placement matching result of 16APSS502G

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

2023-02-06 07:10, 2.6 KB

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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 have just completed as follow :

Programme: MSW PT
Practicum: Professional Placement
Agency Name: Oxfam Hong Kong
Unit Name: Oxfam Hong Kong

If you have any questions about your fieldwork placement, please feel free to contact me at 2766 5707 or email (ella.chow@polyu.edu.hk) before 16 July 2021. I am going to do the supervisor matching and you will be informed before the end-August of 2021.

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

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.

The top screenshot shows a table with columns: Student Notified, Supervisor Notified, Matching Status, Updated Time, and Action. A row is highlighted with 'Y' in Student Notified, 'N' in Supervisor Notified, 'Complete' in Matching Status, and '2023/02/06 14:49' in Updated Time. The 'Action' column contains 'Match Supervisor', 'Notify Supervisor' (highlighted with a red box), 'Publish', and 'Delete'.

The bottom screenshot shows the same table after an update. The 'Supervisor Notified' column now has 'Y' (highlighted with a red box). Below the table, a blue button labeled 'Supervisor A' is visible.

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

[CLIPS] Fieldwork placement matching result of 16APSS502G

From: <do-not-reply@clips.polyu.edu.hk>
To: <16apss502g@connect.polyu.hk>
2023-02-06 07:10, 2.6 KB

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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 have just completed as follow :

Programme: MSW PT
Practicum: Professional Placement
Agency Name: Oxfam Hong Kong
Unit Name: Oxfam Hong Kong

If you have any questions about your fieldwork placement, please feel free to contact me at 2766 5707 or email (ella.chow@polyu.edu.hk) **before 16 July 2021**. I am going to do the supervisor matching and you will be informed before the end-August of 2021.

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

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

Refresh Import Export

Block: Leave:

Status	Student Notified	Supervisor Notified	Matching Status	Updated Time	Action
Created	Y	Y	Complete	2023/02/06 14:49	Match Supervisor Publish Delete

Block SEM 3

OXFAM1 (CS)

[Supervisor A](#)

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

Roster Create Refresh Import Export

Tenant: APSS Year: 2021-22 Subject: MSW FW II Cluster: Site: Block: Leave: Hide

Tenant	Year	Subject	Algorithm	Status	Student Notified	Supervisor Notified	Matching Status	Updated Time	Action
APSS	2021-22	MSW FW II	Workplace (BLK)	Published	Y	Y	Complete	2023/02/06 15:59	Match Supervisor Publish Delete
APSS	2021-22	MSW FW II	Workplace (DAY)	Created	N	N	Complete	2023/02/06 15:59	Match Supervisor Notify Student Publish Delete

Student Group	Student ID	Name	姓名	Sex	2022/05/29 - 2022/06/04 (2022wk23, Block SEM 3)	2022/06/05 - 2022/06/11 (2022wk24, Block SEM 3)	2022/06/12 - 2022/06/18 (2022wk25, Block SEM 3)	2022/06/19 - 2022/06/25 (2022wk26, Block SEM 3)	2022/06/26 - 2022/07/02 (2022wk27, Block SEM 3)	Action
21-22 MSW FW II	16APSS502G	16APSS502G		M	OXFAM1 (CS) Supervisor A	OXFAM1 (CS) Supervisor A	OXFAM1 (CS) Supervisor A	OXFAM1 (CS) Supervisor A	OXFAM1 (CS) Supervisor A	Withdraw

Total 1 record < 1 > 15 / page

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

Clinical Placement System

Roster Refresh Import Export

Year: 2021-22 Subject: POLYU3001 - CS II Cluster: Site: Block:

Tenant	Year	Subject	Algorithm	Status	Updated Time	Action
POLYU	2021-22	POLYU3001 - CS II	Workplace (BLK)	Published	2022/06/13 11:23	Publish Delete
POLYU	2021-22	POLYU3001 - CS II	Workplace (DAY)	Published	2022/06/13 11:30	Publish Delete

Student Group	Student ID	Name	姓名	Sex	2022/06/06 (Mo)	2022/06/07 (Tu)	2022/06/08 (We)	2022/06/09 (Th)	2022/06/10 (Fr)	2022/06/13 (Ms)	2022/06/14 (T)	Action
2016 cohort	16000001D	Andy Chan	陳國	M	TMH-GEN	TMH-GEN	Sick Leave	TMH-GEN	Sick Leave	TMH-GEN	TMH-GEI	Revoke
2016 cohort	16000004D	Fiona Lam	林遠	F	PWH-GEN	PWH-GEN	PWH-GEN	PWH-GEN	PWH-GEN	PWH-GEN	PWH-GE	Revoke
2016 cohort	16000003D	Michelle Cheung	張欣	F	QEH-GEN	QEH-GEN	QEH-GEN	QEH-GEN	QEH-GEN	QEH-GEN	QEH-GEI	Revoke
2016 cohort	16000002D	Paul Wong	王華	M	QMH-GEN	QMH-GEN	QMH-GEN	QMH-GEN	QMH-GEN	QMH-GEN	QMH-GE	Revoke
2016 cohort	16000005D	Wing Chan	陳穎	F	TMH-GEN	TMH-GEN	TMH-GEN	TMH-GEN	TMH-GEN	TMH-GEN	TMH-GEI	Revoke

Total 5 records < 1 > 15 / page

- 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>

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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>

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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 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”

The Hong Kong Polytechnic University
Department of Applied Social Sciences
Provision for Fieldwork Placement - 2022-23 Fieldwork 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 availability on the table below and submit to our Fieldwork Co-ordinator before **2023 February 17 (Friday)**.

Programme: Bachelor of Arts in Social Work (Full Time)
Placement Period: 2023-05-22 - 2023-07-29 (10 sessions per week; 400 placement hours)
Placement Block: SEM 3
No. of Student: 48 student(s)

Programme	Unit	District	Specialty	Remarks	No. of Seat (Plan / Available / Matched)	Status	Updated By	Action
BASW FW I	Aldrich Bay Integrated Children & Youth Services / MC8	HKI	YS		2 / 2 / 1	Confirmed	admin / Feb14 11:33	
BASW FW I	BGCA Lok Man Children & Family Integrated Activity Centre / BGCAHK51	KLE	YS		2 / 0 / 0	Confirmed	admin / Feb14 11:33	

Placement arrangement for 2022-23 Bachelor of Arts in Social Work (Full Time)

Programme: BASW FW I
Placement Period: 2023-05-22 - 2023-07-29 (10 sessions per week; 400 placement hours)
Placement Block: SEM 3

Programme	Unit Name	Student Name	Student Gender	Student Contact No.	Supervisor Name	Suervisor Contact No.
BASW FW I	Aldrich Bay Integrated Children & Youth Services	CHIU Man Wai	F		Lam Kwan Kit	
BASW FW I	CYMCA Chai Wan Neighbour Elderly Centre	YIP Tsun	F		LO Kam Shu	
BASW FW I	Caritas Elderly Centre - Tung Tau	MA Sui Yan	F		Ma Suk Ching, Shirley	
BASW FW I	Cheung Hong Baptist Church Neighbourhood Elderly Centre	HO Ka Ho	M		FUNG Mei Yee, Cindy	
BASW FW I	Cheung Sha Wan Integrated Team	FONG Cho Man	F		Sum Yu Pak	
BASW FW I	Chuk Yuen Integrated Work Centre	KAN Wing Ki	F		Pak Chui Man, Michael	
BASW FW I	Chuk Yuen Integrated Work Centre	LAI Ka Yee	F		LI Po Kan	
BASW FW I	Farm Road Youth S.P.O.T.	YEUNG Yee Fei	F		Pak Chui Man, Michael	
BASW FW I	Fortune Neighbourhood Elderly Centre	WONG Lai Wan	F		Wan Wai Keung, Jerry	

2.7. Announcement

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

Tenant	Year	Subject	Block	Sites	Message	Attachment	Expiry Date	Educator & Examiner	Created By	Create	Action
POLYU	2021-22	POLYU3001 - CS II		TMH	Briefing arrangement TMH Please attend pre-placement briefing in TMH at 6/6 08:45			N	polyu admin1	2022	Edit Delete

2.8. Accomplishment

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

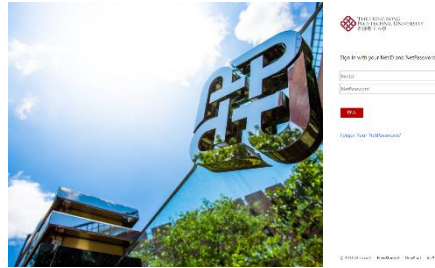
Tenant	Rule Group	Name	Renew Period	Auto Confirm	Student Submit	Subjects	Sites	Updated Time	Action
POLYU	Assessment - POLYU3001	Assessment - POLYU3001	9999	N	N				Edit Delete
POLYU	Assessment - POLYU4001	Assessment - POLYU4001	9999	N	N				Edit Delete
POLYU	COVID-19 RAT	COVID-19 RAT (Negative)	1	Y	Y	POLYU3001 - 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

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 be 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)

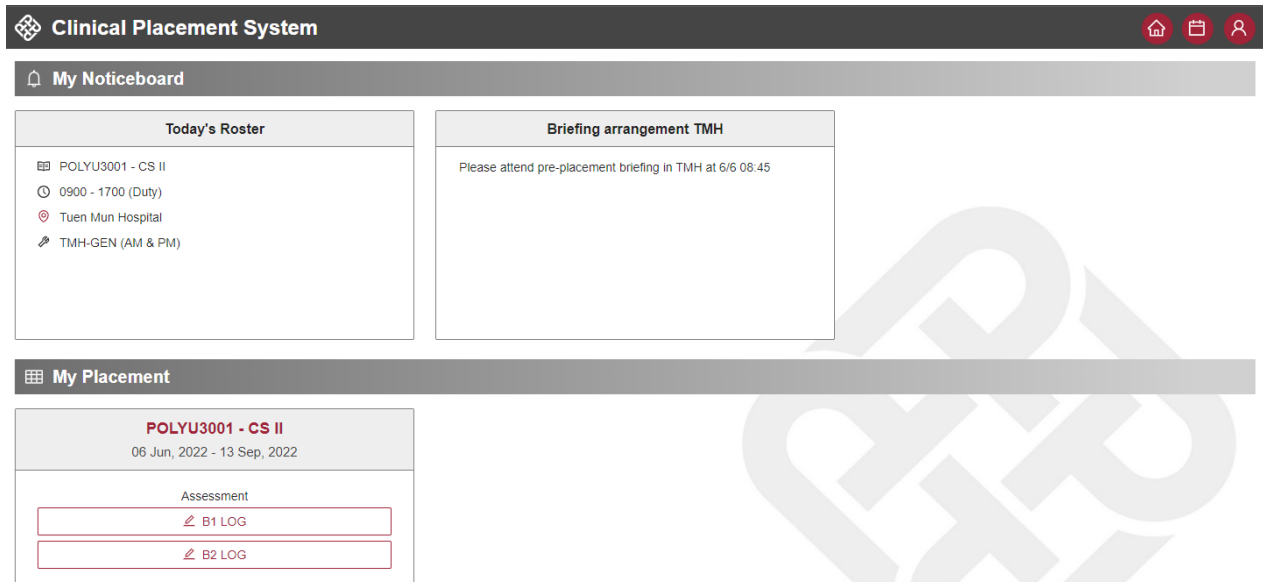
3.1. Login

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.



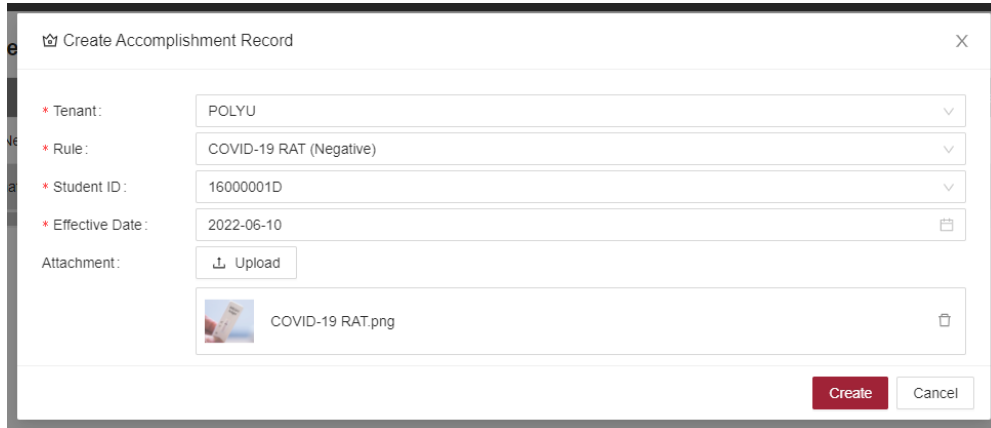
The screenshot displays the student portal interface. At the top is a dark header with the "Clinical Placement System" logo and title, and navigation icons for home, calendar, and user profile. Below the header is a "My Noticeboard" section with two panels: "Today's Roster" and "Briefing arrangement TMH".

Today's Roster	Briefing arrangement TMH
<ul style="list-style-type: none">POLYU3001 - CS II0900 - 1700 (Duty)Tuen Mun HospitalTMH-GEN (AM & PM)	<p>Please attend pre-placement briefing in TMH at 6/6 08:45</p>

Below the noticeboard is a "My Placement" section. It features a card for "POLYU3001 - CS II" with the dates "06 Jun, 2022 - 13 Sep, 2022". Underneath, there is an "Assessment" section with two buttons: "B1 LOG" and "B2 LOG".

3.3. Accomplishment

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



The screenshot shows a web form titled "Create Accomplishment Record" with a close button (X) in the top right corner. The form contains several input fields and a file upload section:

- Tenant:** A dropdown menu with "POLYU" selected.
- Rule:** A dropdown menu with "COVID-19 RAT (Negative)" selected.
- Student ID:** A dropdown menu with "16000001D" selected.
- Effective Date:** A date picker field showing "2022-06-10".
- Attachment:** A section with an "Upload" button and a file preview area. The preview shows a small image of a COVID-19 RAT test kit with the filename "COVID-19 RAT.png" and a delete icon.

At the bottom right of the form, there are two buttons: a red "Create" button and a white "Cancel" button.

4. Operation Scenarios (Agency Coordinator)

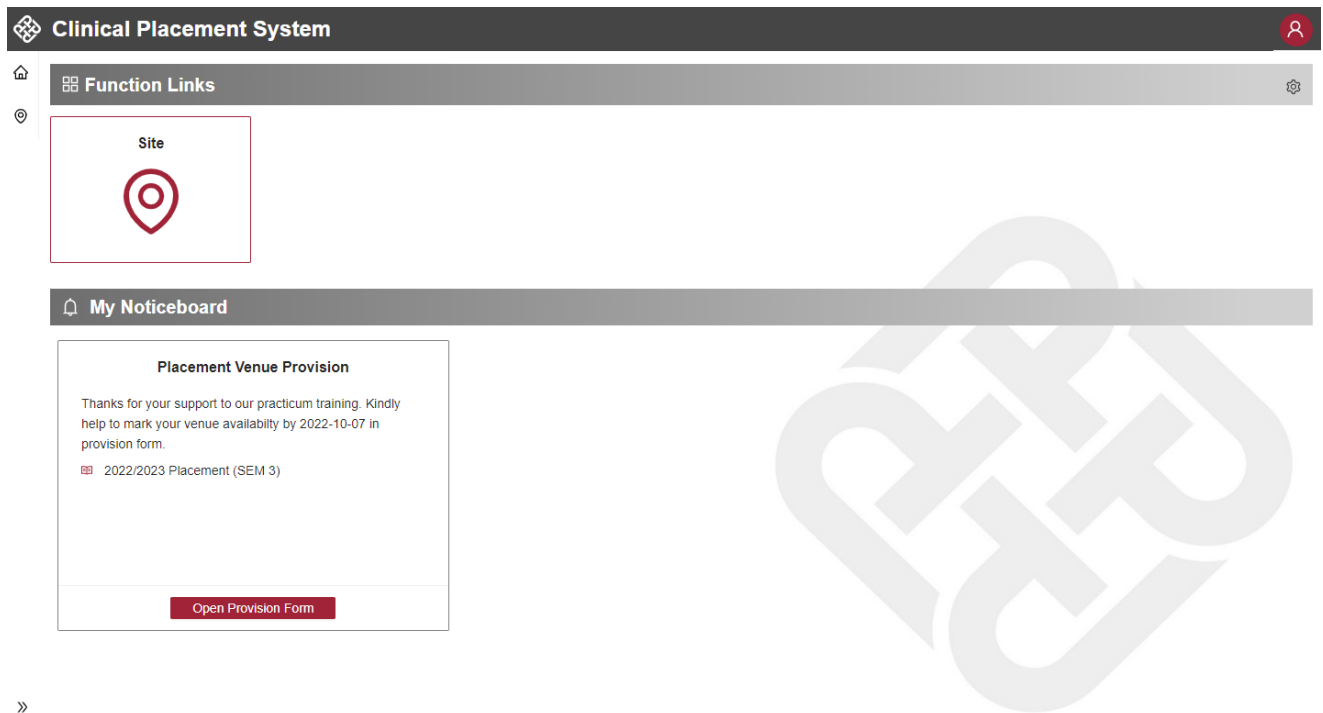
4.1. Login

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.

The image shows the Agency Portal interface. At the top is a dark grey header with the text "Clinical Placement System" and a user profile icon. Below the header is a "Function Links" section with a grid icon and a settings icon. A "Site" link is highlighted with a red border and a red location pin icon. Below this is a "My Noticeboard" section with a bell icon. A notice titled "Placement Venue Provision" is displayed, containing the text: "Thanks for your support to our practicum training. Kindly help to mark your venue availability by 2022-10-07 in provision form." and "2022/2023 Placement (SEM 3)". A red button labeled "Open Provision Form" is at the bottom of the notice. A large, faint watermark of the university logo is visible in the background. At the bottom left, there is a right-pointing arrow symbol "»".

4.3. Provision Confirmation

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

Clinical Placement System

Function Links

Site

My Noticeboard

Placement Venue Provision

Thanks for your support to our practicum training. Kindly help to mark your venue availability by 2022-10-07 in provision form.

2022/2023 Placement (SEM 3)

Open Provision Form

Click “Confirm” / “Reject” button for each site requested.



The Hong Kong Polytechnic University
Department of Applied Social 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 units availability 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	---			0 / 0	Draft	Confirm Reject

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 Social 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 availability 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 Social Sciences
 Provision for Fieldwork Placement - 2022/2023 Placement (SEM 3)

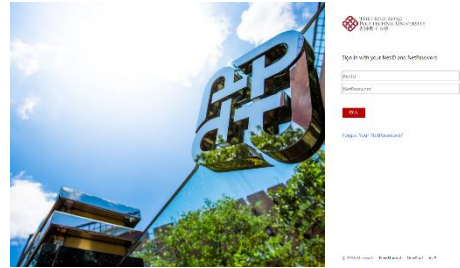
Thanks for your support to our practicum training. The specific details for fieldwork placements for our Social Work students are listed as follow. We shall be grateful if you would mark your unit's availability on the table below and submit to our Fieldwork Co-ordinator before **2022 October 07 (Friday)**.

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”



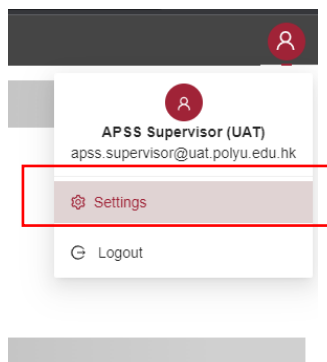
5.2. Supervisor Portal

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.



> Notification

▼ Personal Particulars

* Title:

* English Name:

* Chinese Name:

* Educational qualifications:
(e.g. PhD (HKU) / MSW (HKPolyU / BASW (HKBU) etc.)

* Professional qualifications:
(e.g. Family Therapist / Narrative Therapist / RSW etc.)

* Social Worker Registration Number:
According to the requirements from the Social Workers Registration Board, fieldwork supervisor should be registered social worker and possessing 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	<input type="text" value="9"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Part Time	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

▼ Placement Allocation

* Priority of Zones (at most 5):
⊙ Please prioritize your placement zone (from highest ranking to lowest ranking). For details, Please click link: [Zone Details](#)

* Preferred Service Nature (at most 11):
⊙ Please prioritize your placement's service category. For examples, Please click link: [Service Nature Examples](#).
If you choose "SP - Special Project", please specify :

* Unpreferred Service Nature:
⊙ Please select service nature which is not your preference.

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

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

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

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.

Clinical Placement System

Roster Refresh Import Export

Date: Year Site: Block: Leave:

Subject	Name	姓名	Sex	2022/05/29 - 2022/06/04 (2022wk21, Block SEM 3)	2022/06/05 - 2022/06/11 (2022wk22, Block SEM 3)	2022/06/12 - 2022/06/18 (2022wk23, Block SEM 3)	2022/06/19 - 2022/06/25 (2022wk24, Block SEM 3)	2022/06/26 - 2022/07/02 (2022wk25, Block SEM 3)	2022/07/03 - 2022/07/09 (2022wk26, Block SEM 3)
MSW FW II	16APSS02G		M	OXFAM1 (CS)	OXFAM1 (CS)	OXFAM1 (CS)	OXFAM1 (CS)	OXFAM1 (CS)	OXFAM1 (CS)

Total 1 record < 1 / 15 / page >

End of Guide