

THE HONG KONG POLYTECHNIC UNIVERSITY
DEPARTMENT OF APPLIED SOCIAL SCIENCES

Principles & Criteria for Application of Attached Placement

On-the-job (Attachment) Placement as termed by the SWRB is referred to as attached placement in the Department of Applied Social Sciences. Since attached placement provides a different learning experience to students in terms of direct service delivery and administration, it is necessary for the Department to state clearly the principles in order to ensure the quality of the student's learning experience.

Rationale of attached placement

- a) To deepen and broaden a student's experience in the placement as he/she will continue to develop professionally in his/her employing agency.
- b) Further development in service is designated to a student by his/her employing agency.
- c) The attached placement agency can provide appropriate learning opportunities in terms of designated social work assignments commensurate with the curriculum and level of the education programme.

Application of attached placement

Students who wish to undertake attached fieldwork in their workplace should apply for approval from the Fieldwork Team. Applications will be assessed by responsible fieldwork coordinator. Once the application is approved, the fieldwork coordinator will follow-up with an assignment via written correspondence with the placement agency.

Conditions for approving the attached placement

1. Students from the Master of Social Work Programmes with the following requirement are eligible to apply.

| | RSW | Non-RSW |
|--------------|-----|---------|
| Foundation | ✓ | x |
| Professional | ✓ | ✓ |

2. Students applying for attached placement should hold a full-time social work position in a welfare agency. Applications from those in **non-social work posts within welfare agencies**, or in **social work posts in non-welfare agencies**, will undergo individual assessment based on the availability of learning opportunities and professional support within their service unit.
3. The attached placement should be in a welfare service unit, or in a service unit that is an established welfare service delivery system with established social work posts and in which sufficient agency support is available.

4. Students should have worked in their agency for **at least one year** at the time of the application.
5. The student must be released from his/her work duties when he/she needs to carry out his/her fieldwork assignments.
6. Students should provide their plans in how they intend to address the competing demands of the course work, fieldwork placement and their work duties in the 'Duty Plan for Attached Placement Application'. Students should make a realistic time schedule that allows sufficient time and flexibility for conducting fieldwork. The Duty Plan should be submitted with the Application for Attached Fieldwork Placement to the fieldwork coordinator.
7. Fieldwork assignments of the attached placement must meet the requirements of the respective programme curriculum and level. There must be learning elements NEW to a student's routine work experience.
8. There should be **NO role conflict**, as a staff member and as a student social worker, in the attached placement. The applicant should declare his/ her possible conflict of interest in the application.
9. Only one attached placement is permitted per programme.

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