

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 APSS. Since attached placement provides a different learning experience to students in terms of direct service delivery and administration, it is necessary for APSS 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' eligibility for application are listed as follows:

Programme	MSW		BASW (PT)
	RSW	Non-RSW	RSW
Foundation	✓	x	NA
Professional	✓	✓	✓

- 2 Students applying for attached placement should occupy a full-time social work post in a welfare agency. Applications of those occupying **non-social work posts in welfare agencies**, or **social work posts in non-welfare agencies**, will be subject to individual assessment on the availability of learning opportunities and professional support in their service unit.
- 3 In order to ensure adequate time and effort necessary for fieldwork, students should make a realistic time schedule and consider taking annual leave that allows sufficient time and space for conducting fieldwork .

- 4 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'. The Duty Plan should be submitted with the Application for Attached Fieldwork Placement to the fieldwork coordinator.
- 5 Preference will be given to applicants who placement agency would provide time-release for undertaking an attached placement.
- 6 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.
- 7 Students should have worked in their agency for **at least one year**.
- 8 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, such as a primary school or a social enterprise, and in which sufficient agency support is available. The student must be released from his/her work duties when he/she needs to carry out his/her fieldwork assignments.
- 9 There should be **NO role conflict**, as a staff member and as a student social worker, in the attached placement. For example, a teacher with a disciplinary role should not take an attached placement in his/her own school; a unit in-charge should not take an attached placement in his/her own unit. The applicant should declare his/ her possible conflict of interest in the application.
- 10 Only one attached placement is permitted per program. If a student takes one attached placement each for two different programmes, the attached placements must be in different services.