

The background image shows a modern brick building with a large vertical garden wall in the foreground. A fountain with several water jets is at the base of the garden. A large red logo is overlaid on the garden wall. The building has multiple levels with balconies and large windows. The sky is blue with some trees visible in the background.

Briefing Session for Fieldwork Arrangement

**2023-24, Sem 3
MSW FWII
Summer Block Placement**

**11 October 2023
Ms. Elaine CHOW
Fieldwork coordinator**



Change of Study Path

- MSW students are expected to follow the recommended study pattern specified by the Department. Students who wish to change study path are required to **seek approval** from the Department.
- If the revised study plan involves the **changing of the schedule for fieldwork**, the application should be submitted to the Department for approval at least **9 months before** the proposed commencement date of the fieldwork training.

Application to Change Study Plan

- Please contact the Assistant Program Leader, **Ms. Ella Chow**, for more details
 - 2766-5707
 - ella.chow@polyu.edu.hk
 - Deadline: 7th October 2023





2023-24, Sem 3 Summer Block Placement

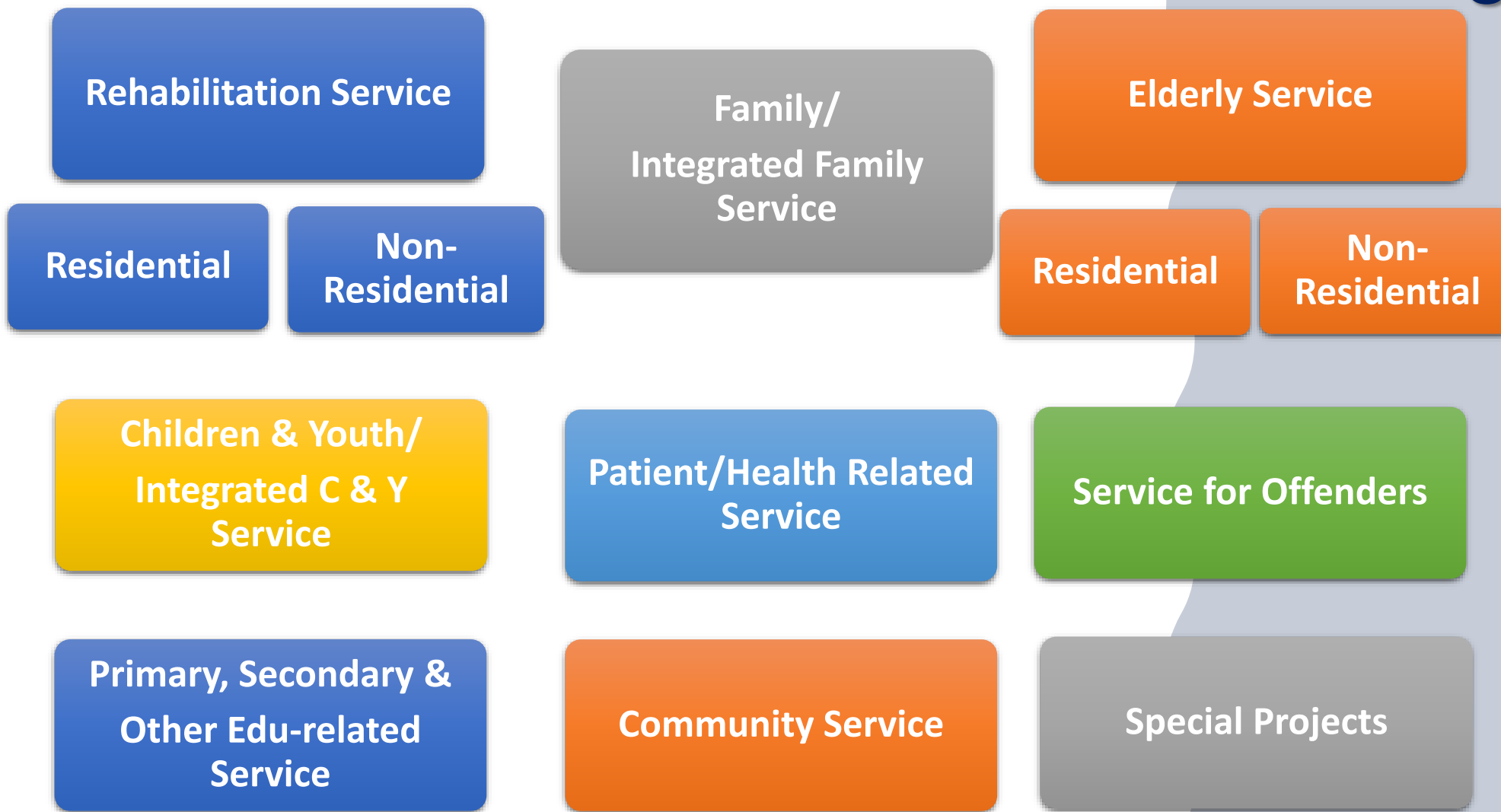
- Period: 27 May to 3 August 2024 (10 weeks)
- Monday to Friday (mainly day-time)
- 10 sessions/ week
- Total: 400 hours

Professional Placement



Factors should be considered in choosing a service nature

Introduction of Services



Rehabilitation Services - Targets

Ex-mentally ill persons

Intellectual impaired persons

Visually impaired persons

Physical impaired persons

Hearing impaired persons



Rehabilitation services – Non-residential

Pre-school rehabilitation centre / special schools /
integrated schools/ Parents Resource Centre

Sheltered Workshop/ Integrated vocational
rehabilitation services centre

Day activity centre/ Supported employment

Integrated Community Centre for Mental Wellness
(ICCMW)



Rehabilitation services – Residential

- Hostel
- Supported hostel
- Half-way house
- Care and attention home/ Long stay care home

A large circle with a blue-to-orange gradient is the central focus. To its top-left is a small orange plus sign and a small orange circle. To its bottom-right is a small orange circle. On the right side of the slide, there is a vertical line with a blue-to-orange gradient.

Elderly Services – Non-residential

- District Elderly Community Centre (DECC)
- Neighbourhood Elderly Centre (NEC)
- Day Care Centre for the Elderly (DE)/ Dementia
- Enhanced Home and Community Care Services (EHCCS)/ Integrated Home Care Service Team (IHCST)

Elderly Services - Residential

+

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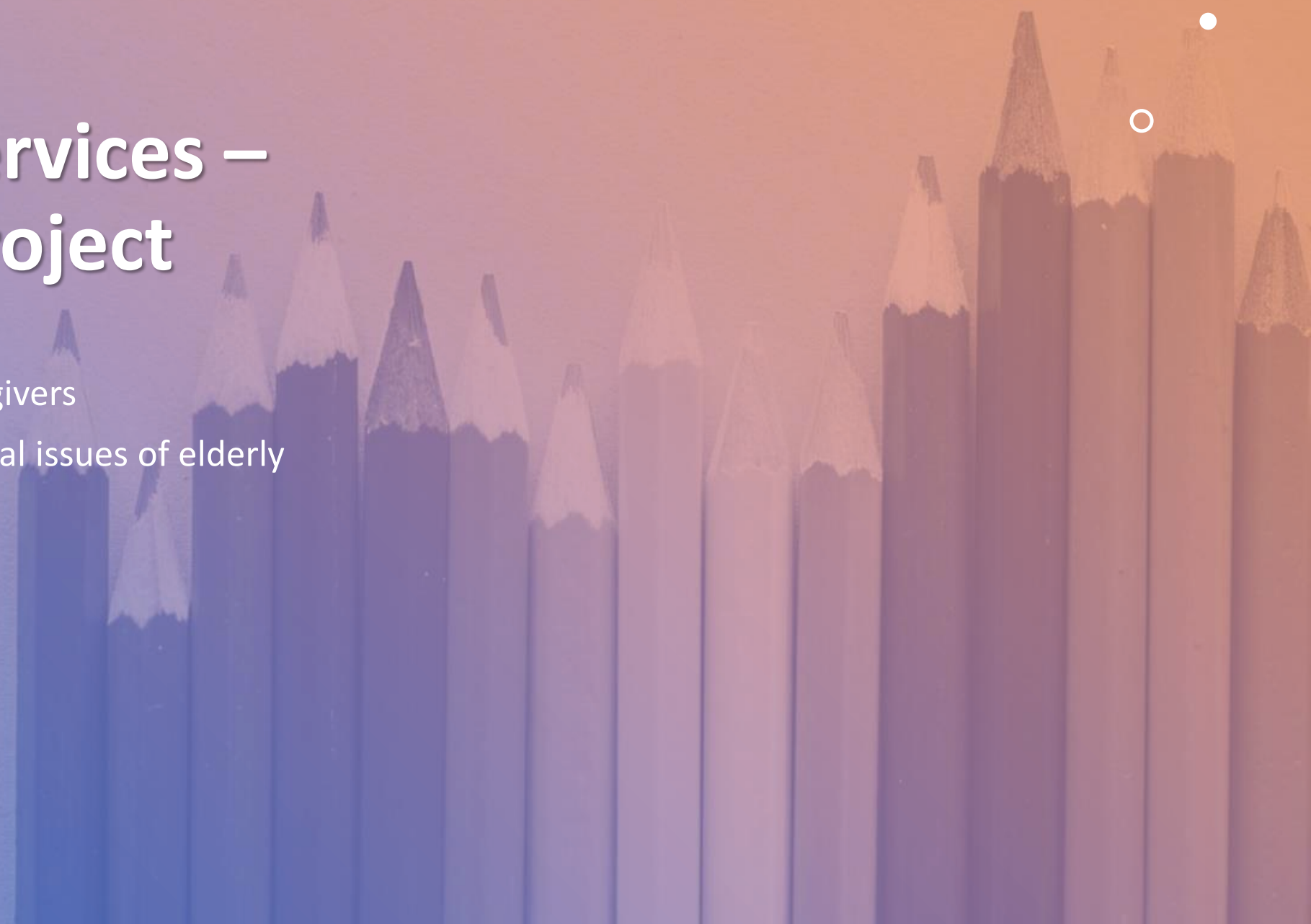
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- Conversion Homes for the Elderly
- Care and Attention Homes for the Elderly



Elderly Services – Special project

- CD project for caregivers
- CD project for special issues of elderly



Children & Youth/ Integrated C & Y Services

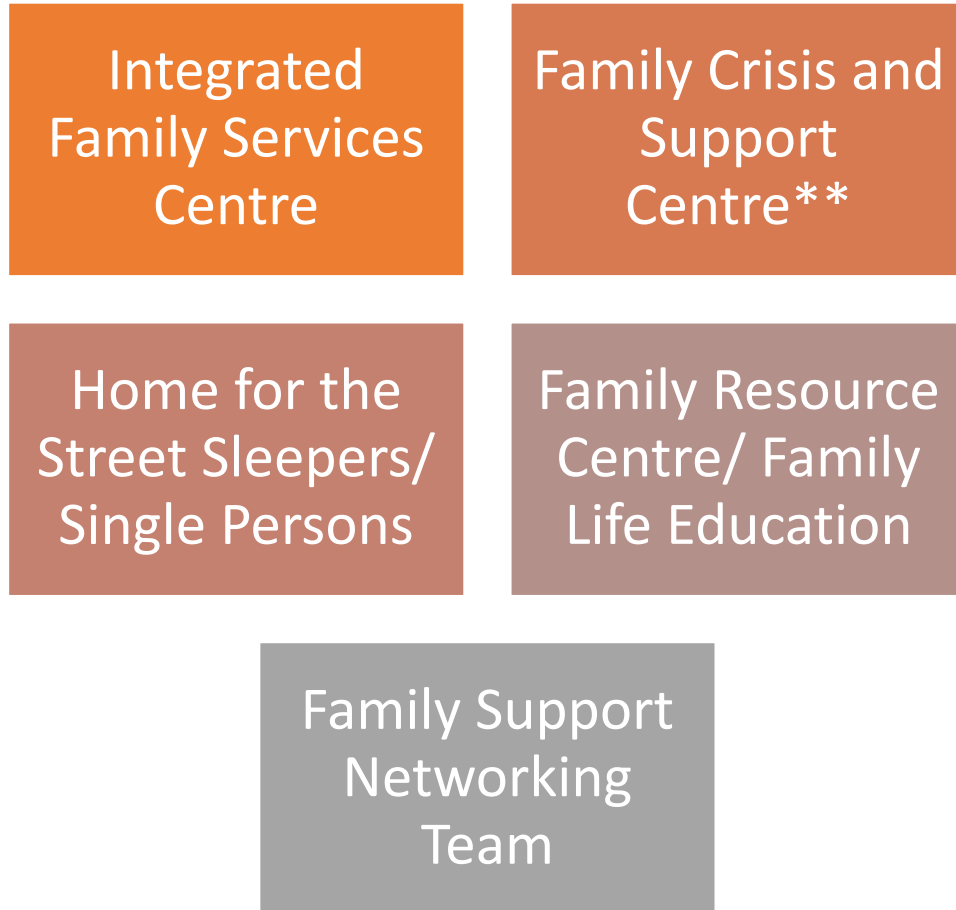
Children & Youth /
Integrated Children
& Youth Service
Centre

Outreaching Social
Work Services

Children Homes

Hotline Services for
Youth at Risk

Family/ Integrated Family Services



**RSW only

Patient/ Health Related Services

- Medical Social Work Service Unit (MSSU)
- Patients Resource Centre (PRC)
- Integrated Discharge Support Programme (IDSP)
- Patients Self-help Group



Service for Offenders

Community Support Service Scheme (CSSS)

Boys' / Girls' Homes

Services for ex-offenders

Homes for drug-addicts

Primary/ Secondary & Other Edu-related Services*



Primary School



Secondary School

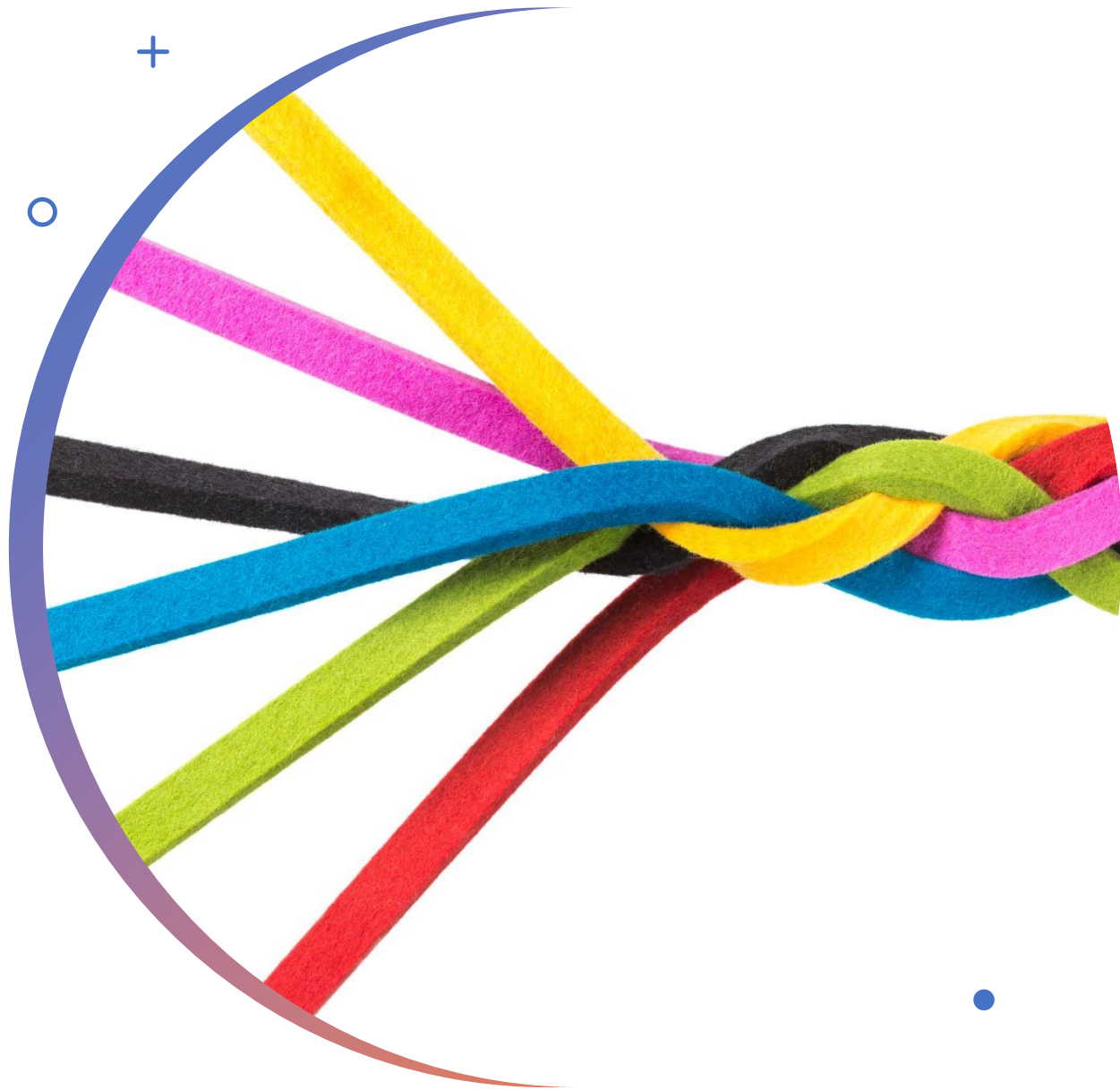


Vocational Training



Special Learning
Needs Service

**No School placement during Summer Block*



Community Services

- Community Service Centre
- Social Networking Project
- Community Development Project
- Community Organizing/ Advocacy

Special Projects

Counseling Services for Psychotropic Substance Abusers#

On-line Addiction

Online Counselling

Gambling Services

Career Counseling & Employment Services

Suicide Prevention Services

Bereavement Services#

LGBT Service

Transitional Housing



Submit personal particulars

- **Clinical Placement System (CLIPS)**
- **2023/24, Sem 3 Summer Block Placement - Student Personal Particulars for Fieldwork Placement**

Even if you have already submitted your personal particulars via CLIPS for the 2024/25 Semester 1-2 concurrent placement, you are still required to input your information for the 2023/24 Semester 3 block placement.

Clinical Placement System (CLIPS)

Tutorial for Student
Fieldwork Allocation Settings
(MSW FW II)


**Submit
personal
particulars**

Submit
personal
particulars



Clinical Placement System

version: 3.2.1 (build 266-1705)

 Login with NetID

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My Noticeboard

Today's Roster



no placement today

My Placement



no placement found



@connect.polyu.hk

Settings

Accomplishment

Leave

Timesheet

Return to Admin

Logout

**Information with * will be synchronized with the data from eStudent.
Please login to your own e-student account to make changes.**

Personal Particulars

* English Name : Rebecca Chan

* Mobile No. : 91234567

* Residential Address : Lei Kung Estate, Hung Hom

? Full address is NOT required, only estate and district is needed,
e.g. Nam Shan Estate, Shek Kip Mei.

* Cumulated GPA : 4.0

English Exam. Result (HKDSE) : 5*

English Exam. Result (IELTS) : 7.5

Religion, if any : N/A

Personal Particulars

* English Name : APSS M01

* Mobile No. :

* Residential Address :

? Full add

Shan Estate

* Cumulated GPA :

English Exam. Result (HKDSE) :

English Exam. Result (IELTS) :

Religion, if any :

Placement Allocation

* Priority of Zones (Choose 3) :

? Please p

Zone Detai

* Name of Employing Agency :

* Address of Employing Unit :

* Nature of Employing Unit :

* Time Available :

Attached Placement :

* Disability : Please incl

placement.

Additional Information : Please incl

The first one should be your top priority of zone.

Placement Allocation

* Priority of Zones (Choose 3)

HKI - Hong Kong Island x KLE - Kowloon East x

- HKI - Hong Kong Island ✓
- KLE - Kowloon East ✓
- KLW - Kowloon West 3
- NTE - New Territories East & KLW - Kowloon West
- NTW - New Territories West

* Name of Employing Agency
* Address of Employing Unit
* Nature of Employing Unit:
* Time Available :

Attached Placement:

* Name of Employing Agency	:	ABCD Social Agency Dai Hok Centre	Full name of the unit
* Address of Employing Unit	:	2022 Dai Hok Road, Hung Hom, Kowloon	Full address of the unit
* Nature of Employing Unit:		<input type="text"/>	
* Time Available :		ES - Primary, Secondary & Other Edu-related service	
Attached Placement :		FS - Family/Integrated Family Service	
* Disability :		HS - Patient/Health-related service	
		OS - Service for Offenders	
		RHN - Rehabilitation (Non-residential)	
Additional Information :		RHR - Rehabilitation (Residential)	
		SP - Special Project	
		YS - Children & Youth Service	

There are 3 options to indicate your availability for placement,
please choose 1 only.

* Time Available :

Attached Placement :

* Disability :

Weekday Evening + Saturday

Weekday AM & PM + Saturday

Others, please specify

A separate application form is needed for Attached Placement.
Only applicable for RSW only.

Attached Placement :



* Disability :

NA

Any of your physical/ mental condition(s) that may affect your performance in fieldwork placement.

Additional Information :

RSW.

Previous placement unit: EFGH Organization Lei Kung Centre

FW Supervisor: Chan Tai Man Paul

Additional information that requires our attention in fieldwork arrangement.
E.g. your previous job information, previous supervisor, conflict of interest etc..

Submit personal particulars



Students will not be able to amend the information once submitted.



Deadline for submission: **21/10/2023**

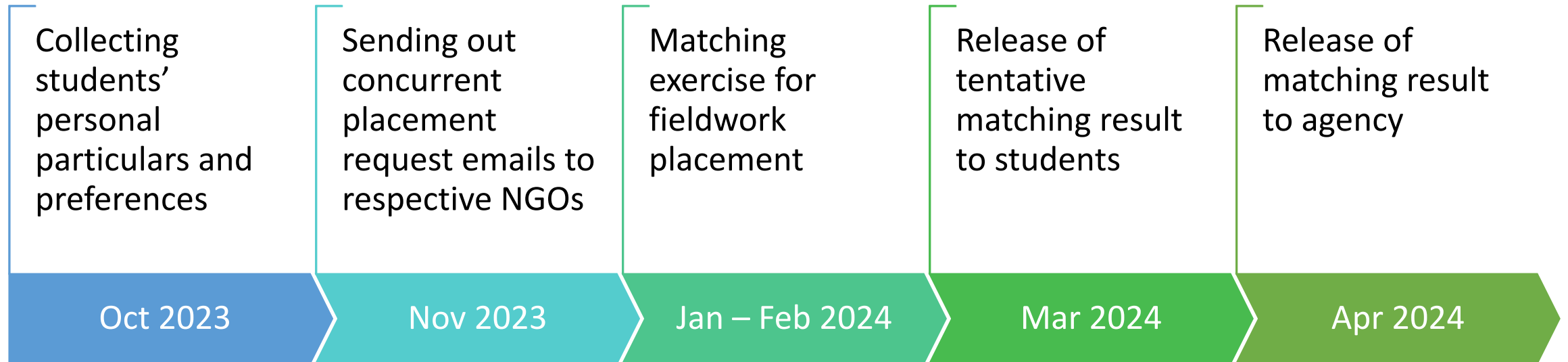


Students should inform the responsible fieldwork coordinator via EMAIL for any further changes in preference AS SOON AS POSSIBLE.



No changes in the allocation of fieldwork agency will be made if student has changed his/her personal particulars without informing the fieldwork coordinator or after the announcement of fieldwork placement arrangement.

Fieldwork Matching Process



- 
- (1) Hong Kong Island**
(Central, Western, Eastern, Southern, Wanchai)
 - (2) Kowloon East**
(Kwun Tong & Tseung Kwan O, Wong Tai Sin, Kowloon City)
 - (3) Kowloon West**
(Yau Tsim Mong, Shamshuipo)
 - (4) New Territories East & North**
(Shatin, Tai Po, NT North)
 - (5) New Territories West**
(Kwai Tsing, Tsuen Wan, Yuen Long, Tuen Mun, Islands)

Location Preference

* Usually the traveling hour from work/home to fieldwork unit is around one hour.



Factors for consideration in fieldwork arrangement

- For foundation practicum, only location will be considered.
- **For professional practicum, both preferences and location will be taken into consideration.**
- Fieldwork placement arrangement will also be based on the availability of fieldwork units, the requirements of agency, the availability of students' placement time, the wide coverage of different service natures, and the development of service trend etc.



Criteria for Matching Exercise

- Previous placement experience
- Special requirements stated by agencies
e.g., maturity, year of study, program of study, gender and religion, RSW etc.
- Recommendation from teachers
- Students' location preference and availability for FW placement



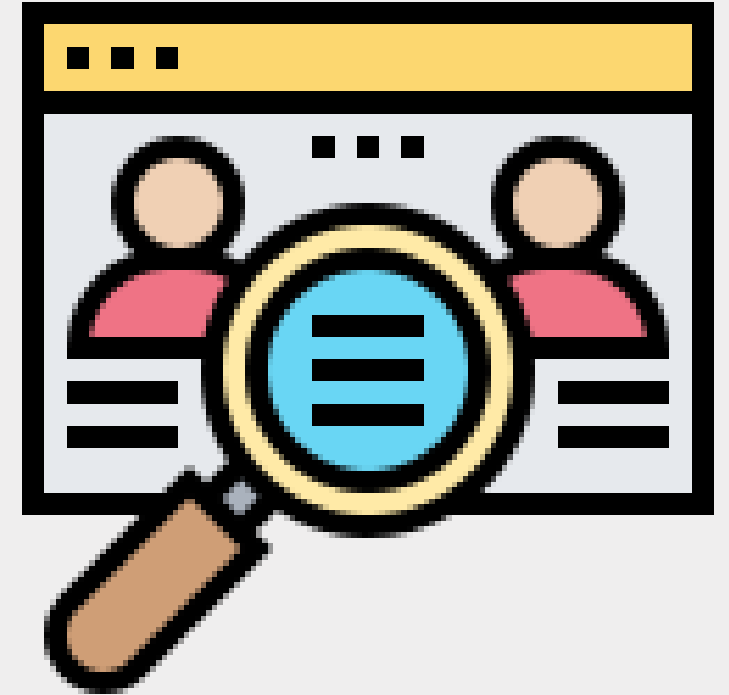
Submission of student particular

Deadline:
on or before 21 October 2023

*Please ensure your application for changing of study path has been submitted and approved.

*Matching results will be released around early April 2024

Application of Attached Placement



Reminders for Attached placement



To deepen or broaden student's experience in the placement as student will continue to develop professionally in his/her employing agency.

Further service development is designated to student by his/ her employing agency.

The attached placement agency can provide appropriate learning opportunity in terms of designated social work assignments commensurate with the curriculum and level of the education programme.

Reminders for Attached Placement



Students' eligibility for application

	RSW	Non-RSW
Professional	√	√

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.

Preference is given to application in which the placement agency would provide time-release for undertaking attached placement.

Fieldwork assignments of the attached placement must meet the requirements of the respective programme curriculum and level. There must be learning elements NEW to student's routine work experience.

Reminders for Attached placement

- Students should have worked in the agency for over 1 year.
- The attached placement should normally be arranged in a welfare service unit, or in a service unit which is an established welfare service delivery system with established social work posts.
- The student must be released from his/her work duties when s/he needs to carry out his/her fieldwork assignments.
- There should be **NO role conflict**, as a staff member and as student social worker, for the student in the attached placement.
- Only one attached placement is allowed for attending one programme.



Reminders for Attached placement



[F13 Application Form](#)



[F14 Duty Plan](#)

Available on Fieldwork Resources Website

<https://www.polyu.edu.hk/apss/spis/fieldwork-administration/fieldwork-manual/>

Interested students may fill in the application form and submit it to Ms Phoebe CHAN via email:
phoebe.hc.chan@polyu.edu.hk or at HJ402 (Tel.:27665761)
on or before **15 Dec 2023 (Friday)**



About Us



Director's Welcome Message

Events



**Matching Results
Announcement**

Coming Soon



<http://www.polyu.edu.hk/apss/spis/>

Fieldwork Resources website

Download admin briefing ppt, time sheet, proposal, recording, reports guidelines here

Contact

FW Coordinator

Summer Block Matching



Ms. Elaine Chow

Office: EF730

Tel.: 2766 5781

Email: elaine.yl.chow@polyu.edu.hk