

The Hong Kong Polytechnic University
Department of Applied Social Sciences

Fieldwork Placement Arrangement for FW I

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Arrangement for Fieldwork Placement

Types of Services for Placement

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The Clinical Placement Systems (CLIPS)

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Fieldwork Placements

provide opportunities for the students to apply classroom knowledge in real-life practice.

Fieldwork Arrangement

2023–2024 Year 1

23 Sept. 2023 Fieldwork Placement Arrangement
May-Aug. 2024 Preparatory Workshops FWI

2025–2026 Year 3

Sept. 2025 Preparatory Workshops FWII

Semester 1-2 Fieldwork II - Professional

Sept. 2024 Preparatory Workshops FWI

Semester 1-2 Fieldwork I - Foundation

May-Aug. 2025 Preparatory Workshops FWII

Semester 3 Fieldwork II (optional) / offshore placement (limited)

2024–2025 Year 2

Pre-requisites Requirement

Social Work Induction Workshops (SWIW)

APSS 5792 Critical Introduction to Social Work (SEM1)

APSS 5780 Advanced Social Work Theory and Practice I (SEM2)

APSS 5790 Social Work Practice Workshop (SEM3)

Preparatory Workshops for FW I (May-Aug.)

Fieldwork I

Fieldwork Hours

- 400 hours (required by SWRB)

Duration

- 9 September 2024 to 15 February 2025 (20+3 weeks)
- 5 sessions per week (4 hours per session)
- 3 weeks of Buffered Period

Fieldwork Hours

- Recommendation for Fieldwork Hours
 - 3 evening sessions on weekday + Saturday
 - Daytime Sessions (2.5 days)
- Principles of Arrangement of Hours
 - Benefits of **service recipients** and the **agency**
e.g. working hours, staffing arrangement
 - Interest of **student**
e.g. learning needs, support from professional staff
 - Fixed schedule, on regular basis
- Reserve time for **orientation** and **preparatory workshops** in the 1st week of AY 2024-2025



Common Working Hours for NGOs

- 4 hours per session
- Day Services
 - 9am to 1pm; 1pm to 5pm
 - 10am to 2pm; 2pm to 6pm
- Evening Services
 - 6pm to 9pm/10pm
- Weekends
 - Saturdays for most services
 - Sunday for some services
- Remarks
 - Some agencies observe five-day work scheme



Supervision

2 hours per week
(2hrs x 20wks = 40hrs)

At least 50% of supervision hours should be **on-site** and 50% on **individual** basis

Weekly supervision hours are counted as **placement hours**

Introduction of Types of Services for Fieldwork Placements⁺ •

Social Welfare Department 2023

https://www.swd.gov.hk/tc/index/site_pubsvc/



Types of Social Services

- Elderly Services
 - Residential
 - Non-residential
- Rehabilitation Services
 - Residential
 - Non-residential
- Children and Youth Services
- Primary/ Secondary/ Education Related Services
- Family Services
- Community Services
- Services for Offenders
- Patient/ Health Related Services
- Special Projects

Elderly Services

- Residential or non-residential
- **Day-time** service only
- Casework, groupwork, programs



Elderly Services

Residential

- Care and Attention Homes for the Elderly
- Nursing Home for the elderly

Non-residential

- District Elderly Community Centre (DECC)
- Neighbourhood Elderly Centre (NEC)
- Day Care Centre for the Elderly
- Enhanced Home and Community Care Services (EHCCS)
- Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE)
- End of Life service
- Voucher services for Elderly



Rehabilitation Services

- Service Targets
 - Ex-mentally ill persons
 - Intellectual impaired persons
 - Visually impaired persons
 - Physically impaired persons
 - Hearing impaired persons
 - Children with Special Learning Needs
- Residential or non-residential



Rehabilitation Services Non-Residential

Day-time Service Only
Casework, groupwork, programs

- Sheltered Workshop
- Supported Employment
- District Support Centre (DSC)
- Integrated Community Centre for Mental Wellness (ICCMW)
- Parents Resource Centre (PRC)
- Special Child Care Centre



Rehabilitation Services *Residential*

Day and evening services
Casework, groupwork, programs

- Residential Special Child Care Centre
- Supported Hostel
- Long Stay Care Home
- Hostel for Mentally Handicapped Persons
- Half-way House
- Care and Attention Home for Severely Disabled Persons

Children and Youth Services

Groupwork,
programs

- Integrated Children and Youth Centres (ICYSC)

Casework,
groupwork,
programs

- District Youth Outreaching Social Work team (YOTs)
- Overnight Outreaching Service for Young Night Drifters (YNDs)
- Cyber Youth Support Team (CYSTs)
- Crisis Residential Service for Youth at Risk
- Counselling Centre for Psychotropic Substance Abusers (CCPSA)





Primary, Secondary & Other Education Related Services

Day-time Service Only
Casework, groupwork, programs

- Primary Schools
- Secondary Schools
- Vocational Training Council
- Kindergarten Services

Family Services

Casework, groupwork, programs

Day-time Service Only

- Integrated Family Services Centre
- Multi-purpose crisis intervention and support centre
- Family Crisis Support Centre/ Suicide Prevention Service (*RSW only*)

Day and evening Services

- Residential Service for Abused Women
- Service for Gamblers
- Home for Street Sleepers/Single Persons



Community Services

Groupwork and programs; Evening Services

- Community Service Centre
- Social Networking Project
- Community Development Project
- Neighbourhood Level Community Development Project (NLCDP)
- Care and Support Networking Team (CSNT)
- Urban Renewal Project
- Outreaching Teams for Ethnic Minorities (OTEM)
(casework also)

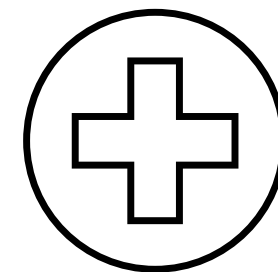



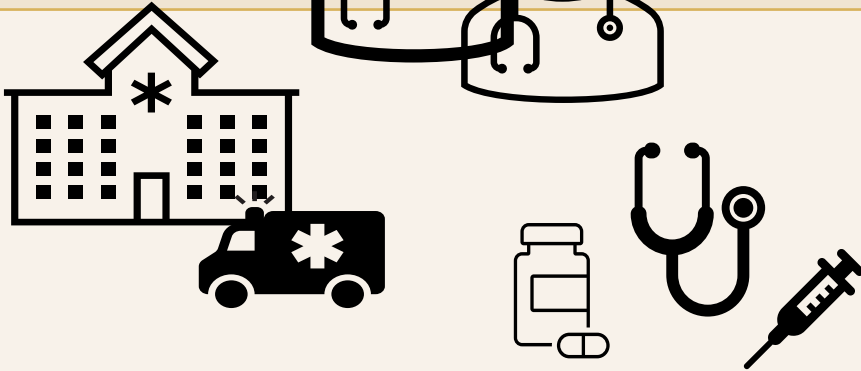
Service for Offenders

Casework, groupwork, programs

- Community Support Service Scheme (CSSS)
- Boys' or Girls' Home
- Services for ex-offenders and discharged prisoners
 - Hostels
 - Integrated Service Centres
- Homes for drug-addicts

Patient/Health related Services

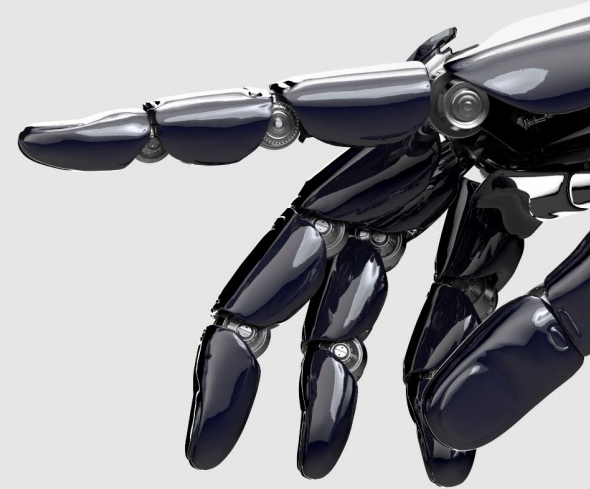
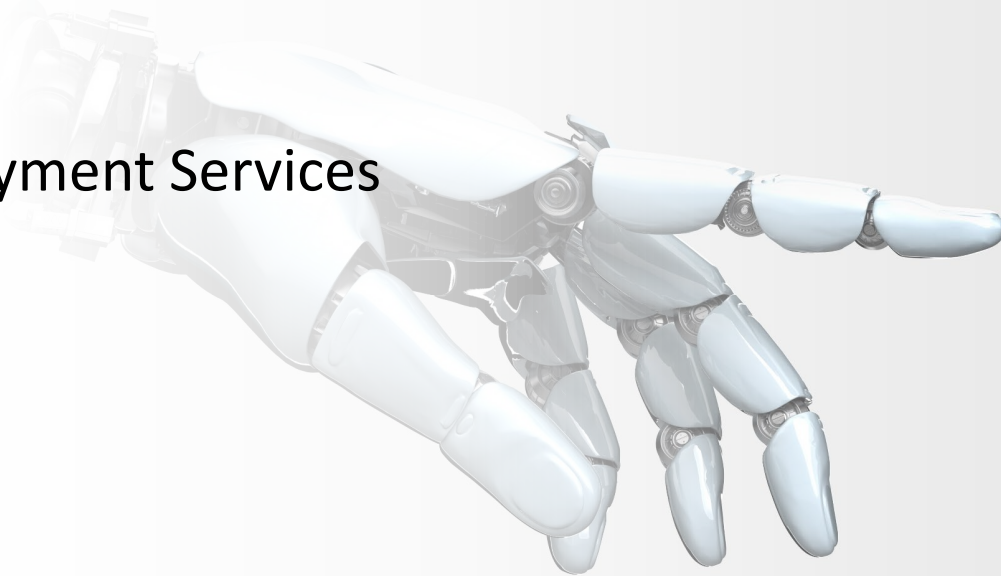


	Day-time Service Only	Day and evening services
Groupwork, programs	Patient Resource Centre	Patients Self-help Group 
Casework, groupwork, programs	Medical Social Work Service Integrated Discharge Support Programme	



Special Projects

- Career Counseling & Employment Services
- Bereavement Services
- Services for LBGT
- Self-financed projects (CIIF)



Criteria for Matching Exercise

1. Current working nature and/or previous working experience
2. Special requirements stated by agencies
e.g., maturity, year of study, program of study, gender and religion, RSW etc.
3. Recommendation from teachers
4. Students' location preference and availability for FW placement



Location Preference

1. Hong Kong Island
 - Central, Western, Eastern, Southern, Wan Chai
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



Special Remarks

- For foundation practicum, the arrangement will **mainly be based on your location preference**, please indicate your preference according to home/ workplace.
- Traveling time from home/ work to the fieldwork unit is usually **about an hour**.
- Students who attend fieldwork in school or ICSYC settings, agency may require them to get **sexual conviction record check**.
- Fieldwork placement arrangement will also be based on the availability of fieldwork units, the requirements of agency, the time availability of students, service natures, and the development of service trend etc.

Examples

Student A - Mary

- Mary is currently **working full-time** in **HK southern district**, and she lives in **Yuen Long**.
- What region should she choose for her fieldwork placement?
- HK Island OR NT West?

Student B - Peter


- Peter is working **part-time in Tseung Kwan O**, he needs to work from 8am-2pm 3 days a week. He lives in **Tuen Mun**.
- What region should he choose for his fieldwork placement?
- Kowloon East OR NT West?

The CLIPS



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

Accomplishment

Leave

Settings

Logout

Information with * will be synchronized with the data from eAcademic.
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 address

Shan Estate

* Cumulated GPA :

English Exam. Result (HKDSE) :

English Exam. Result (IELTS) :

Religion, if any :

Placement Allocation

* Priority of Zones (Choose 3) :

ⓘ Please refer to

Zone Details

* Name of Employing Agency :

* Address of Employing Unit :

* Nature of Employing Unit :

* Time Available :

Attached Placement :

* Disability : Please include details of placement.

Additional Information : Please include details of placement.

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 :

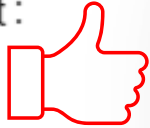
Attached Placement:

* 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

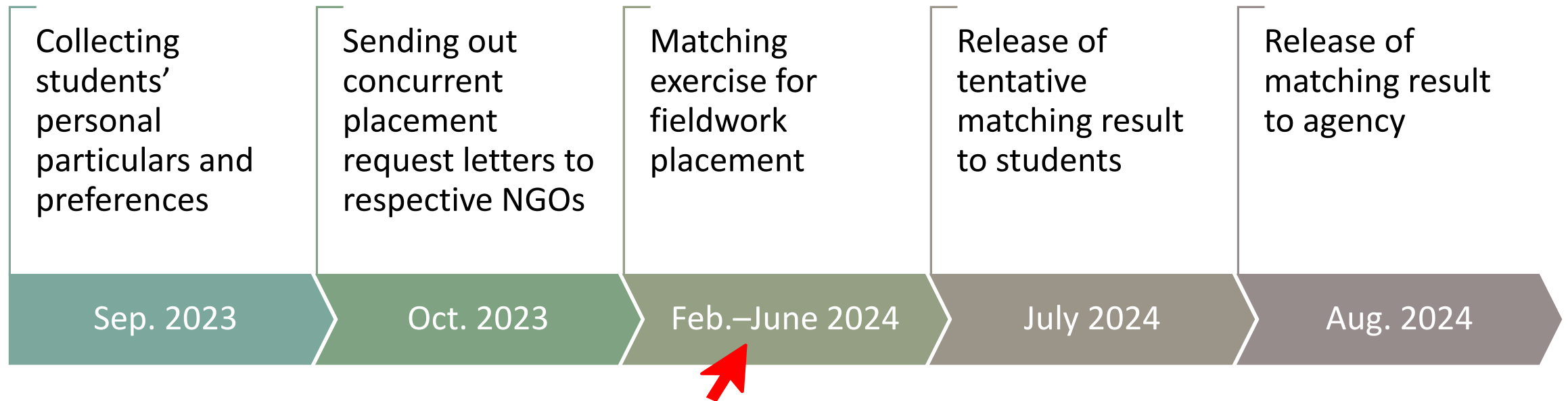
Additional information that requires our attention in fieldwork arrangement.
E.g. your **previous job information**, previous supervisor, conflict of interest etc..



Important Notes

- Students will **not be able to amend** the information once submitted.
- Deadline for submission: **8/10/2023**
- 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 or working location **without informing the fieldwork coordinator or after the announcement of fieldwork placement arrangement.**

Fieldwork Matching Process



Preparation for the upcoming Fieldwork Placement

- Plan for any **life events!!**
- Be prepared to **allow more time** in the first month of placement, i.e. **September 2024**, for workshops, orientation, engagement with service users, etc.
- Discuss with your employer/ boss/ supervisor about your study plan and fieldwork to **gain support** from them
- Accumulate **annual-leaves** (AL) from your job
- Set aside **Saturdays** for fieldwork since most units provide services on Saturdays.
- If you could only attend fieldwork in the **evenings**, please note that there would be **limited** options for the matching. Please be prepared to attend fieldwork **3+ evening sessions** during weekdays.

MON	TUE	WED	THU	FRI	SAT
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

FAQs



May I attend all 5 sessions of fieldwork during the weekend?

I am currently working at school, annual leaves during school days are not allowed. May I attend fieldwork and fulfill all sessions only during the holiday break?

I get off from work at 17:45 everyday and am able to arrive to the placement unit at 19:00. May I attend 3 hours of placement for an evening session?

I work in Sha Tin and get off from work at 17:30. May I be arranged placement unit also in Sha Tin that requires only 30 minutes of travelling time, so I am able to attend fieldwork at 18:00.

I have accumulated more than 400 fieldwork hours in January, may I end my placement earlier?

I quit my job and am able to fully engage in fieldwork! May I accumulate more than 400 hours?



A pair of black-rimmed glasses is resting on a stack of books. A red bookmark is visible in the foreground. The text "Attached Placement" is overlaid in white, centered on the image.

Attached Placement

Eligibility



MSW	RSW	Non-RSW
Foundation (FW I)	✓	X
Professional (FW II)	✓	✓

Eligibility and Application

- Students should be occupying a **full-time social work post** in a **welfare agency**.
 - Student has worked in the agency for **over a year**.
 - Those who are taking *non-social work post in welfare agency* or taking *social work post in a non-welfare agency* will be subjected to individual assessment
- Students could only apply for **ONE attached placement** during their study
- Please **indicate in CLIPS** of your intention to apply attached placement.
- **Approval from agency** is essential for the application.
- Students should present their plans in how they balance study and work in the *Duty Plan for Attached Placement Application (F14)* together with the submission of *Application Form (F13)*
- The application must be submitted to fieldwork coordinator before **22 March 2024**, no late application will be entertained.

Principles and Criteria

- Preference is given to application in which the placement agency would provide **time-release**.
- Fieldwork assignments meet the requirements of the respective programme **curriculum** and **level**.
- Students who undertake attached placement at the working agency should work in a **different unit**.
 - **No role conflict and confusion**, as a staff member and student social worker.
 - **Widen learning opportunities** with new learning elements

Important Dates

Submission of Students' Particulars
and Preference (CLIPS)

- 8 October 2023

Application of Attached Placement

- 22 March 2024

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