

The Hong Kong Polytechnic University
Department of Applied Social Sciences
Master of Social Work

Briefing for Fieldwork Placement I
30.8.2022

Ms. Rebecca Chan (MSW FWI Coordinator)



Fieldwork Placements

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

Objectives



Make conscious attempts to guide their own practice according to **social work values** and **ethical principles**;



Cultivate a sense of awareness of **social problems** and **current issues** towards the **well-being of people**;



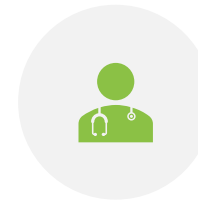
Acquire **knowledge** relevant to the fieldwork practice;



Begin to develop competencies in **generic social work practice**;

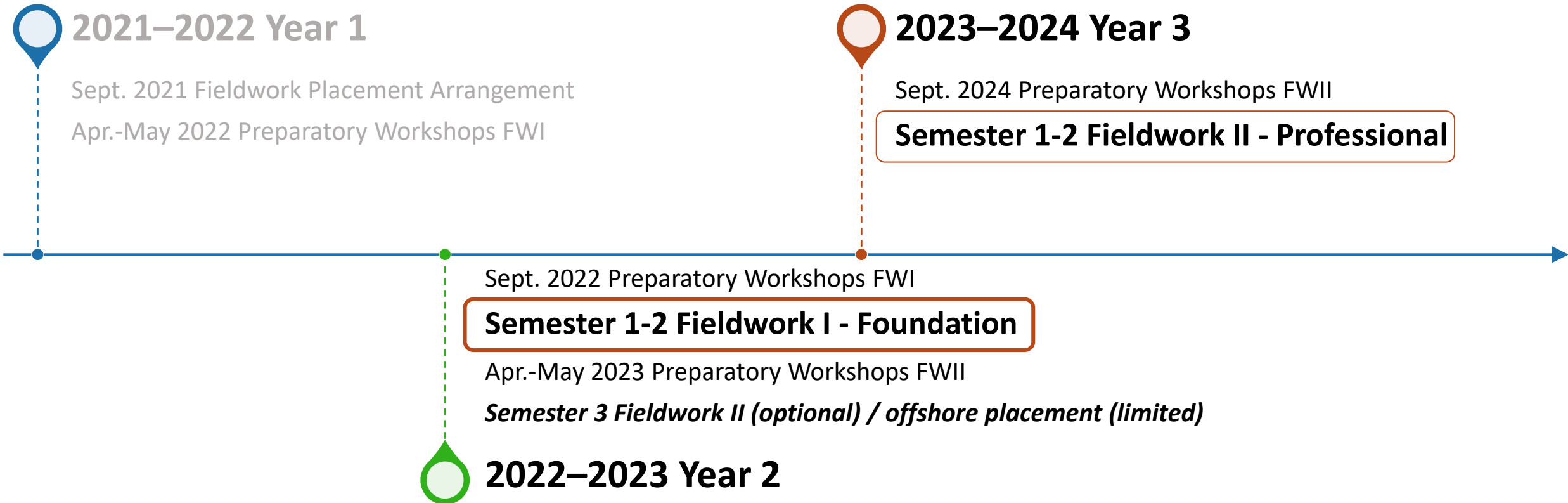


Show **effort** to relate knowledge to practice;



Demonstrate **accountability in service** delivery and for their own learning.

Fieldwork Arrangement



APSS5783 Fieldwork I (Foundation Placement)



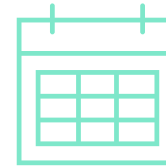
Major aim

Fieldwork I is a **beginning** phase of educating a professionally reflective, self-evaluating, knowledgeable, competent and developing social worker who is starting to address the complex needs and problems of a society with conflicting values.



Fieldwork Hours

400 hours



Duration

5/9/2022 to 11/2/2023

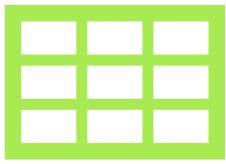


Working Hours

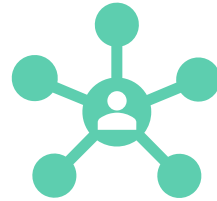
- **5 sessions per week**, 4 hours per session
- **Agreement** made among the agency, fieldwork supervisor and student
- Consideration
 - Benefits of service recipients and the agency, *e.g. working hours, staffing arrangement*
 - Interest of student, *e.g. learning needs, support*
 - Fixed schedule on regular basis
- Pay attention to the agency policy on rainstorm warning and typhoon arrangement



e-Timesheet



Excel



Supervisor will share
with students



Supervisor's eSignature
or type in name

THE HONG KONG POLYTECHNIC UNIVERSITY

Department of Applied Social Sciences

Time Sheet for Fieldwork Placement

Student : _____ Week : _____ Agency / Unit : _____

Date Time	Mon /	Tues /	Wed /	Thurs /	Fri /	Sat /	Sun /
AM							
PM							
Evening							
Total Hours							

This week			
Fieldwork Hours (a) :	_____	hrs.	
Cumulative Total B/F (b) :	_____	hrs.	
Present Total (a+b) :	_____	hrs.	
Supervision hours:			
(Individual: on-site)	_____	hrs.	(Group: on-site) _____ hrs.
(Individual: off-site)	_____	hrs.	(Group: off-site) _____ hrs.
Live Supervision:	_____	hrs.	

Cumulative Supervision Hours			
	Individual	Group	Total
On-site B/F			
Off-site			
Present			
Total			

Live Supervision B/F:	_____	Present Total:	_____
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Signature of Supervisor : _____

Date : _____

Remark : Supervisor is required to copy the last week of this time sheet and pass it to the agency's representative for reference.

Timesheets

Be specific to the job done

2-sessions placement can entitle **ONE HOUR** lunch/ dinner break

3 sessions full day duties are **NOT ALLOWED** except on **special program arrangement**

Students should indicate whether **supervision hours** are on-site or off-site, individual or group

Group supervision hours should be the **same** for FW partners

For any **approved work-from-home** arrangement, students should state clearly on timesheets

Students' Roles & Responsibilities

1. Preparing themselves with **adequate time** to be involved in the placement
2. Working within **agency policies** and procedures;
3. Observing the **agency's working hours**.
4. Preparing a **learning contract** and carry out **assignments** responsibly.
5. Attending **orientation meetings, seminars, workshops, and conferences**, etc. as held by APSS, or the agency.
6. Maintaining suitable and timely **records/reports/recordings** accounting for his/her progress in carrying out the assignments.
7. Participating actively in **supervisory sessions** and preparing adequately for such occasions.
8. Participating actively in the **ongoing, mid-term** and **final evaluation** of their performance and to submit a **self-evaluation report** to their fieldwork supervisors at the end of the placement.
9. Submitting the **Online Student Fieldwork Questionnaire** to Fieldwork Coordinators to facilitate future planning for placement.



Fieldwork Supervision

The Fieldwork Supervisor

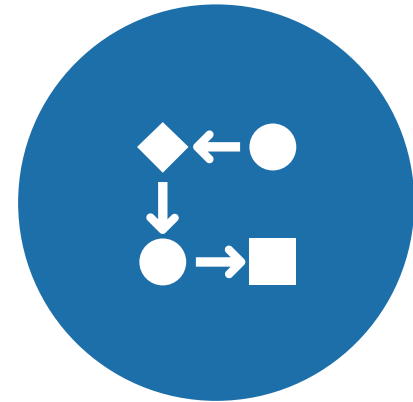
educational, administrative and supportive functions



Engaging student in
fieldwork



Supervision, evaluation
and assessment



Administrative
responsibilities

Types of Supervision

**Individual
Supervision**

**Group
Supervision**

**Live
Supervision**

Supervision hours



2 hours per week



Supervision hours are counted as fieldwork hours



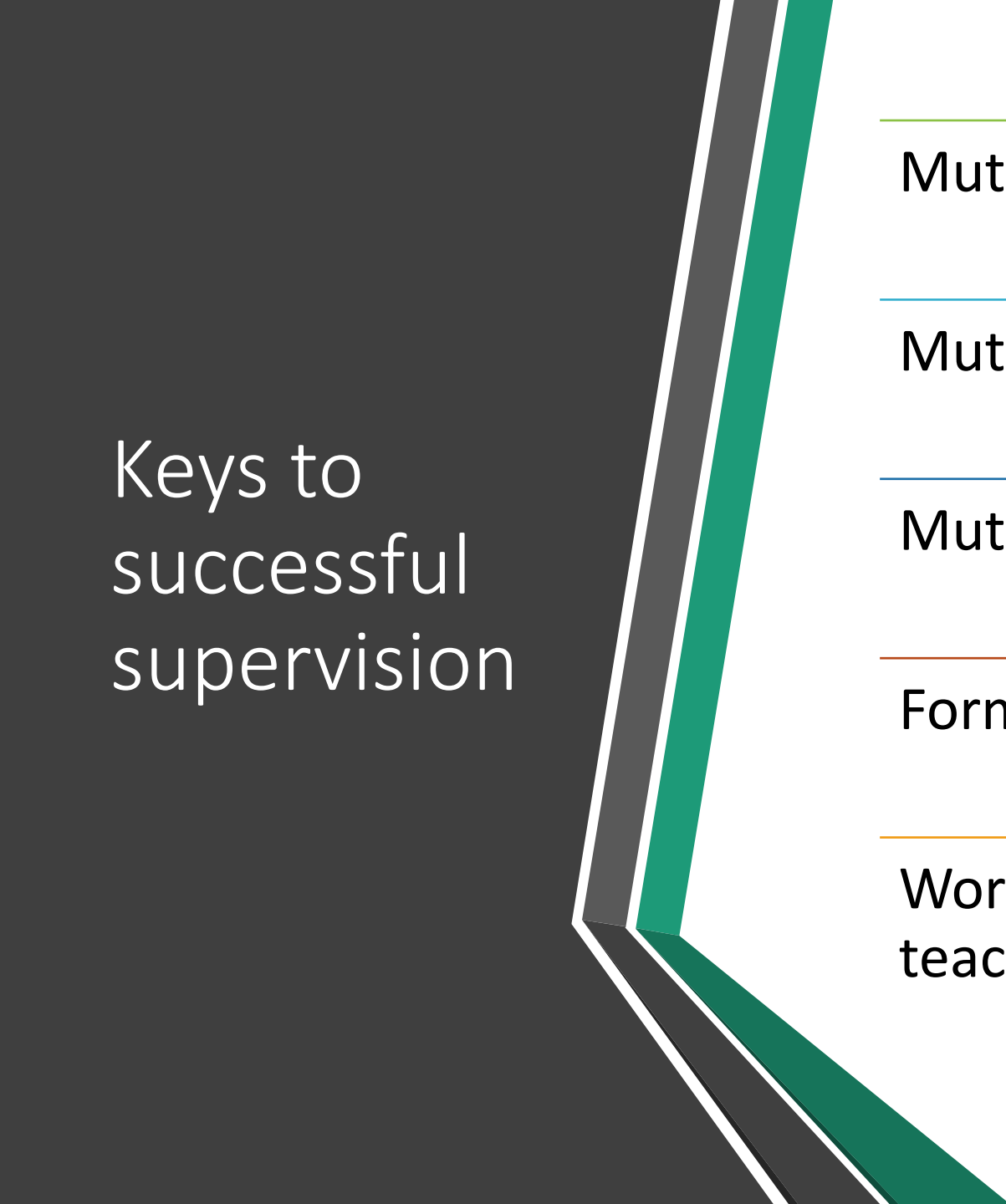
At least 50% of the total supervision hours should be on **individual basis**



At least 50% of the total supervision should be **on-site supervision**

On-site Supervision

- Supervision with both student and supervisor are at the service site
- Following conditions will also be counted as “on-site supervision” when the supervisors **was not allowed** to go to service unit to deliver the supervision :
 - The student was at the service site; or
 - The student goes **fully** “work from home”.



Keys to successful supervision

Mutual trust

Mutual communication

Mutual commitment

Forming a working alliance

Working out appropriate learning and
teaching approach

Workload & Written Assignments

Workload

- Cases
- Groups
- Mass Programs
- Projects
- Flexible combination of the above

Consideration

- The nature of the assignments;
- The ability of the students;
- The expectations of APSS and the agency;
- A balancing of servicing and learning;
- The need to train the students to shoulder the minimum workload required in a future job.

Possible Pattern of Workload

(Examples, not limited to)



6 – 8 Cases or



1 Group + 2-4 Cases or

1 Group + 1-2 Program(s) + 1 Case or

1-2 Group(s) + 1 Program or



1 Project + 1-2 Cases or

1 Project + 2 Groups or

2 Projects

Types	Purposes	Remarks
Timesheets	To account for how the placement sessions are being used and keep a record of placement hours. All timesheets are signed by supervisor.	Compulsory
Learning Contract	To clarify expectations, set learning objectives and serve as the learning plan in placement.	Essential
Orientation Report	To understand student's learning of the service context and to assess the observational and analytical ability of student.	Essential Written Report <u>or</u> PowerPoint presentation will be accepted
Reflection Journal	To understand the student's feelings, thinking and learning at different stages of the placement.	Minimum 3
Case Intake Summary*	To understand the ability of student in case assessment, intervention strategies and expected overall outcomes.	Essential
Group or Project Proposal(s)*	To understand the ability of student in applying knowledge to a specific situation, assessing the needs of clients and programme planning.	Essential
Session Plan(s)*	To understand the detailed planning of the student and to benefit the student with mindful comments from supervisor.	Essential One for each session
Summary Recordings*	To provide a brief account of work carried out with detailed analysis by student for supervision and assessment.	Essential One for each session
Process Recordings*	To get a detailed account and analysis of work done by student for supervision and assessment on both service quality and skill performance.	Minimum 1
Group Evaluation Report and/or Case Transferal/Termination Report*	To get an overall evaluation from the student on each piece of work. To assess the ability of the student to make improvements.	Essential
Agency's Report Forms and Records	To acquire competency in providing appropriate forms and records according to agency's requirements.	Essential
Self-evaluation Report	To get a self-evaluation of student's learning experience, performance and own strengths and weaknesses.	Essential

**Application of theories and concepts should be included.*

Writing Learning Contract

With the **mutual agreement** between student and the supervisor, the learning plan can be turned into a **realistic learning contract** that helps to guide the progress of learning in placement

Learning contract is **subject to revision**, it should be mutually agreed by both the supervisor and the student.

Writing Tips:

- **Discuss** with supervisor on **workload assignment** and **learning objectives** in working with specific target population
- Maintain **good balance** among the **community** needs, **agency** needs, **client** needs and **student's own needs**
- **Realistic consideration** to the resources, opportunities, and constraints from the agency and community as well as to student's personal strengths and weaknesses.
- Ensure good communication of **mutual expectations** between student and supervisor

Application of Theories and Concepts

- Integration of Theory and Practice (25%)
 - Orientation towards the integration of classroom learning
 - Understanding of theories and concepts
 - Application of theories and concepts in direct practice
- Written Assignments
 - Case intake summary and Proposals
 - Session Plans
 - Recordings and analysis
 - Termination and Evaluation Reports
- Application of Theories and Concepts
 - Rationale and needs assessment
 - Intervention approaches and strategies
 - Evaluation on the application of theories





Learning Contract



Case

Intake Summary
Summary Recording
Process Recording
Transferal/ Termination Report



Group

Proposal
Summary Recording
Process Recording
Evaluation Report



Mass / Project

Proposal
Evaluation Report

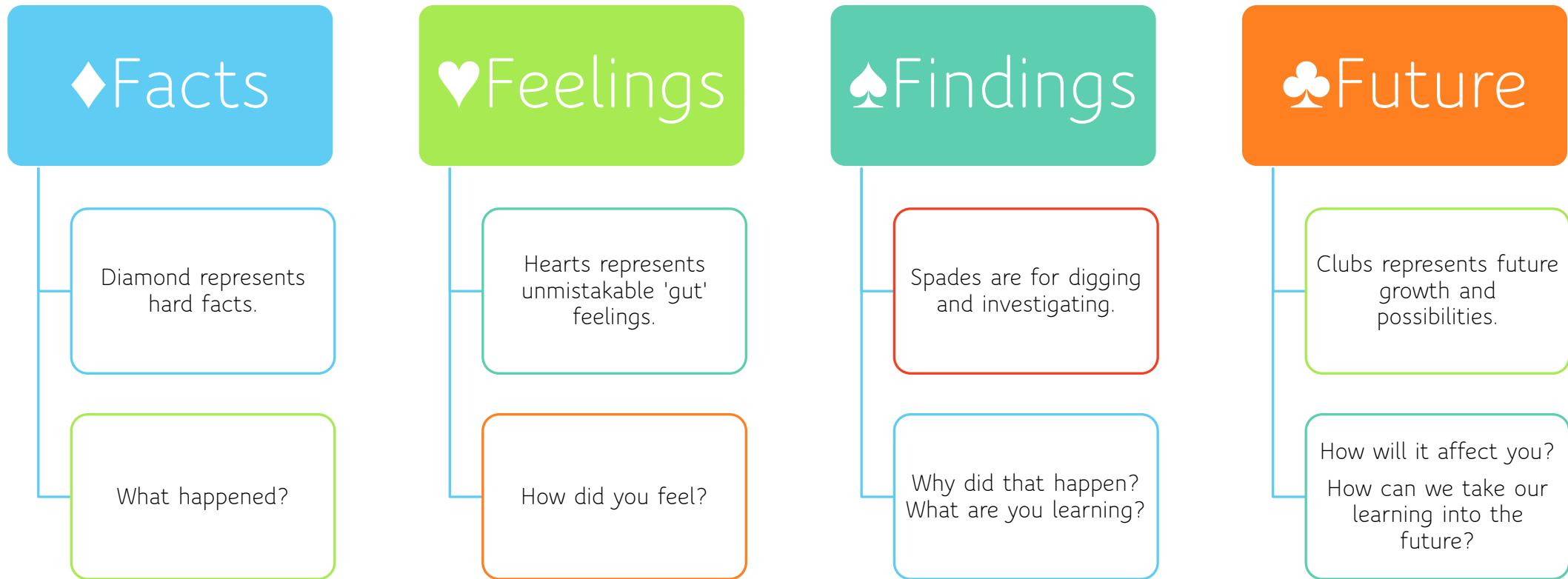


Community Work

Community Study Report
Community Project Proposal
Summary Recording on
Meetings
Community Project Evaluation
Report

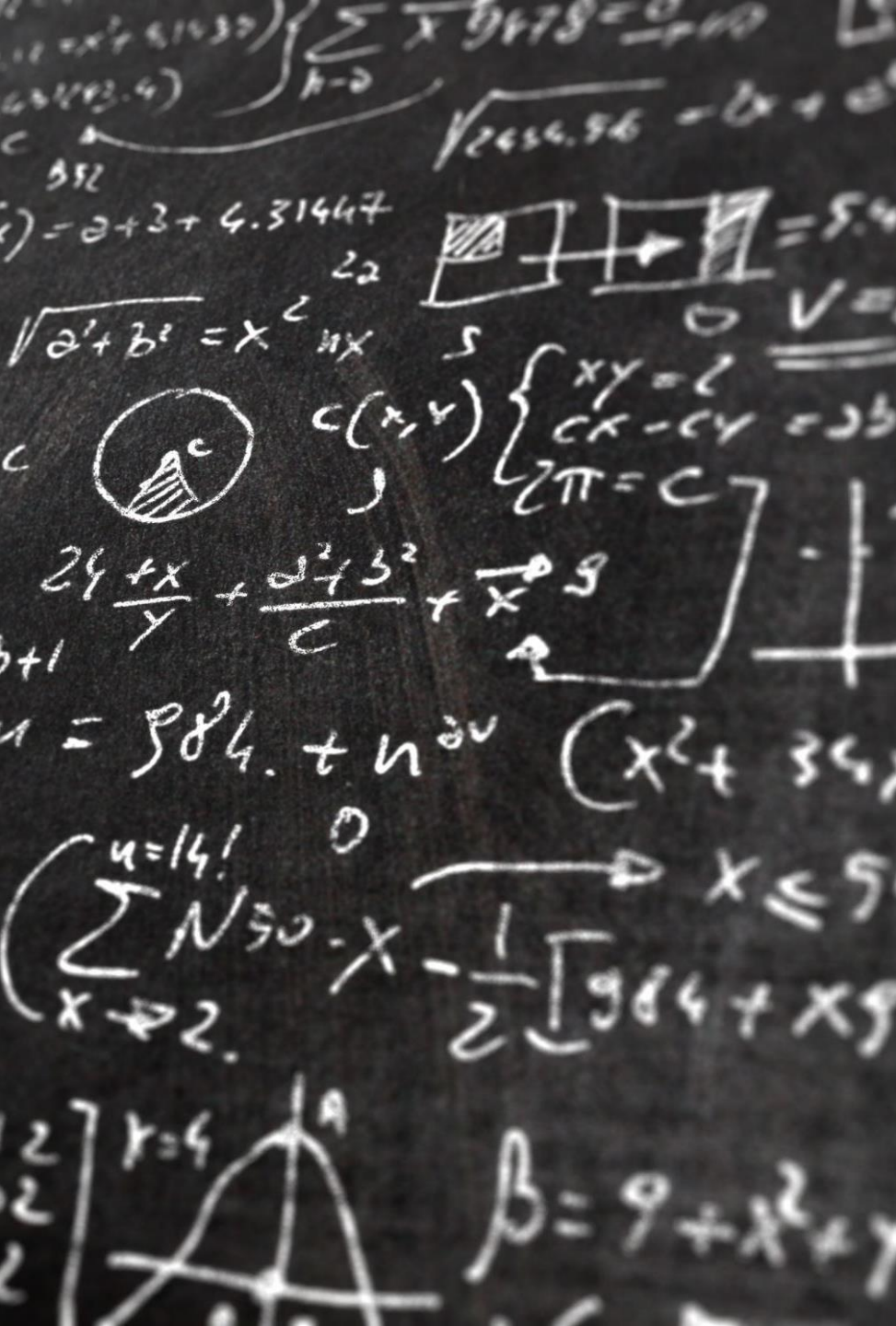
Templates for Written Assignments

Facilitate Deeper Reflection: Roger Greenaway's Active Reviewing



Suggested Work Schedule





Self-learning Package

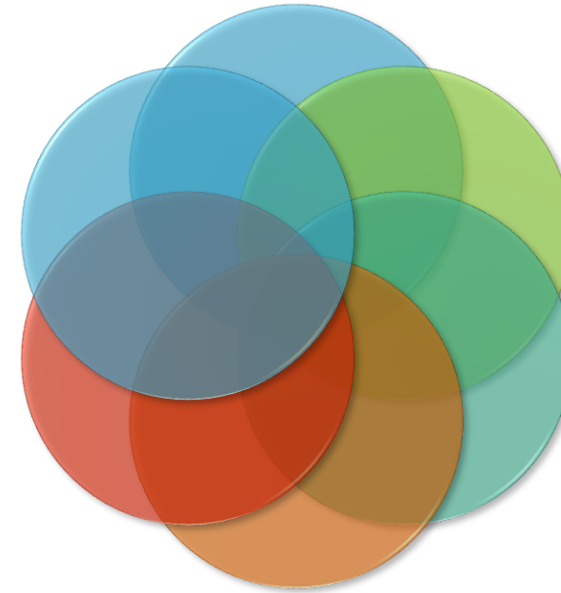
- Blackboard course:
MSW FIELDWORK I APSS5783_20221_A
- Self-learning Package for Students on English Writing
 - Case Intake Summary
 - Case Summary Recordings
 - Group Summary Recording

OneDrive
Sharing
Function for
Handling
Fieldwork
Assignments

Organized

Timely
Feedback

Go green



Online
Storage

Secured

Monitor
Progress



OneDrive

Share a Folder

with Supervisor

Before you share...



Make sure **ALL** documents submitted **DO NOT** contain any identifiable data of the agency and service users



Remove password



Rearrange documents and sub-folders in an organized manner

Organize all documents and/or subfolders into ONE folder



Share that **ONE** folder with your supervisor.

Share Via Web Browser

1. Please go to <https://www.polyu.edu.hk/its/emc/onedrive-for-business/>
2. Login with your NetID and password



Home



Email



OneNote



OneDrive for
Business



Teams



SharePoint
Online



Office
ProPlus

Access to the service

Login for Current Staff

Login for Students, Graduates
& Retirees

What is OneDrive for Business

Q&As

User Guides

What is OneDrive for Business

OneDrive for Business is a component of Office 365, which is a Dropbox like online storage with the following features,

- 5 TB online storage
- Able to access via web browser, desktop client and/or smartphone Apps
- Able to upload existing files
- Able to create and edit files, e.g. Word and Excel, with Office Web App via web browser
- Able to share documents with anyone within/outside PolyU
- Support multiple machines synchronization, e.g. Android platform, iOS, Windows desktop, Window phone, etc.

Tai Man Peter

+ New ▾ ↑ Upload ▾ ↗ Share 🔗 Copy link ↻ Sync

My files

Recent

Shared

Recycle bin

Libraries

Help you work on projects with team and share information anywhere on any device. Create view sites to see them here.

[Create shared library](#)

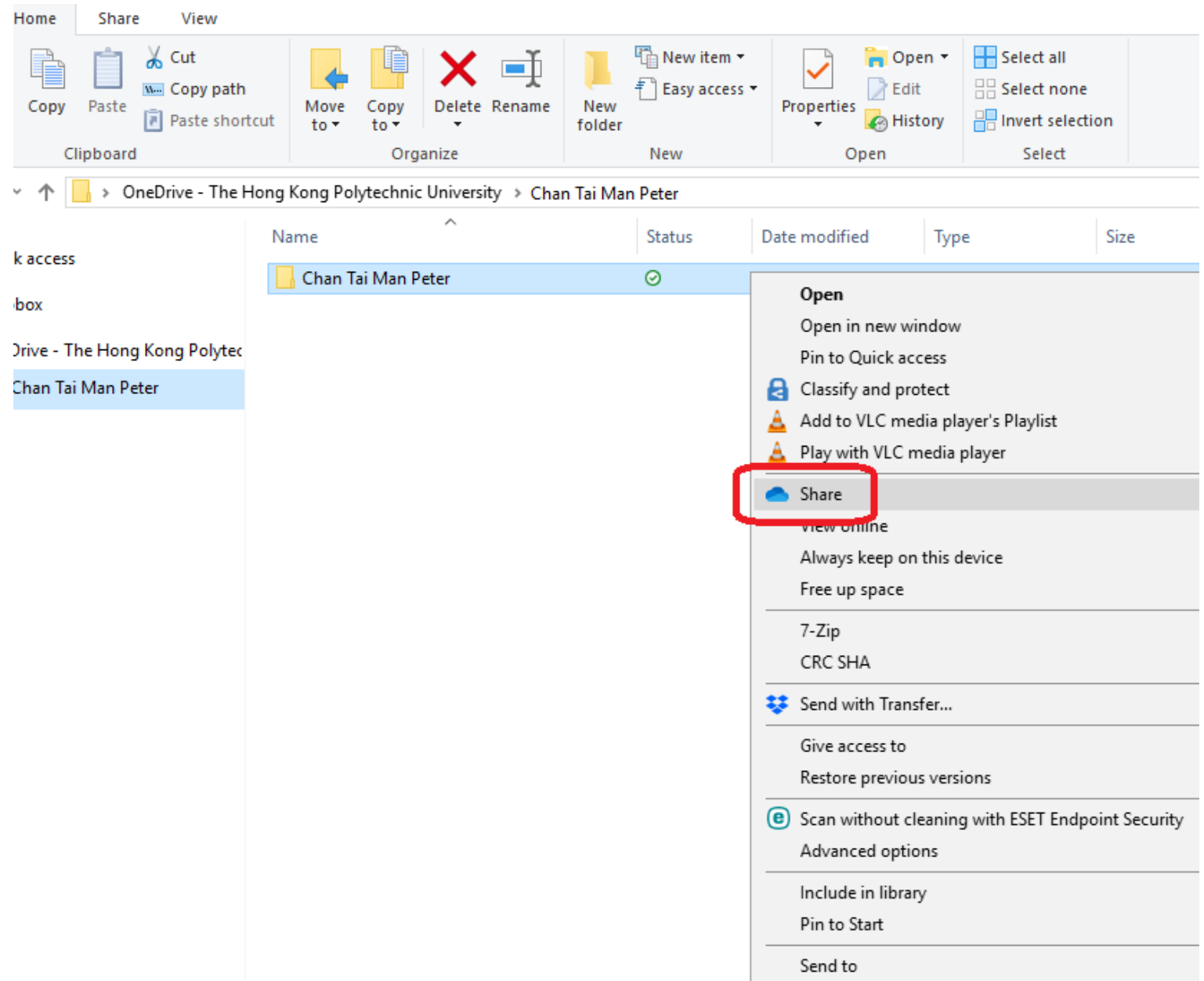
My files > Sample

	Name ▾	Modified
○	📁 Chan Tai Man Peter	17 hours ago

Share a Folder Via Web Browser

or Share a Folder via File Explorer

*if you have installed OneDrive App on your computer.



Sharing Option

Share

Link settings

Who would you like this link to work for?
[Learn more](#)

- Anyone with the link
- People in The Hong Kon...ic University with the link
- People with existing access
- Specific people** ✓

Other settings

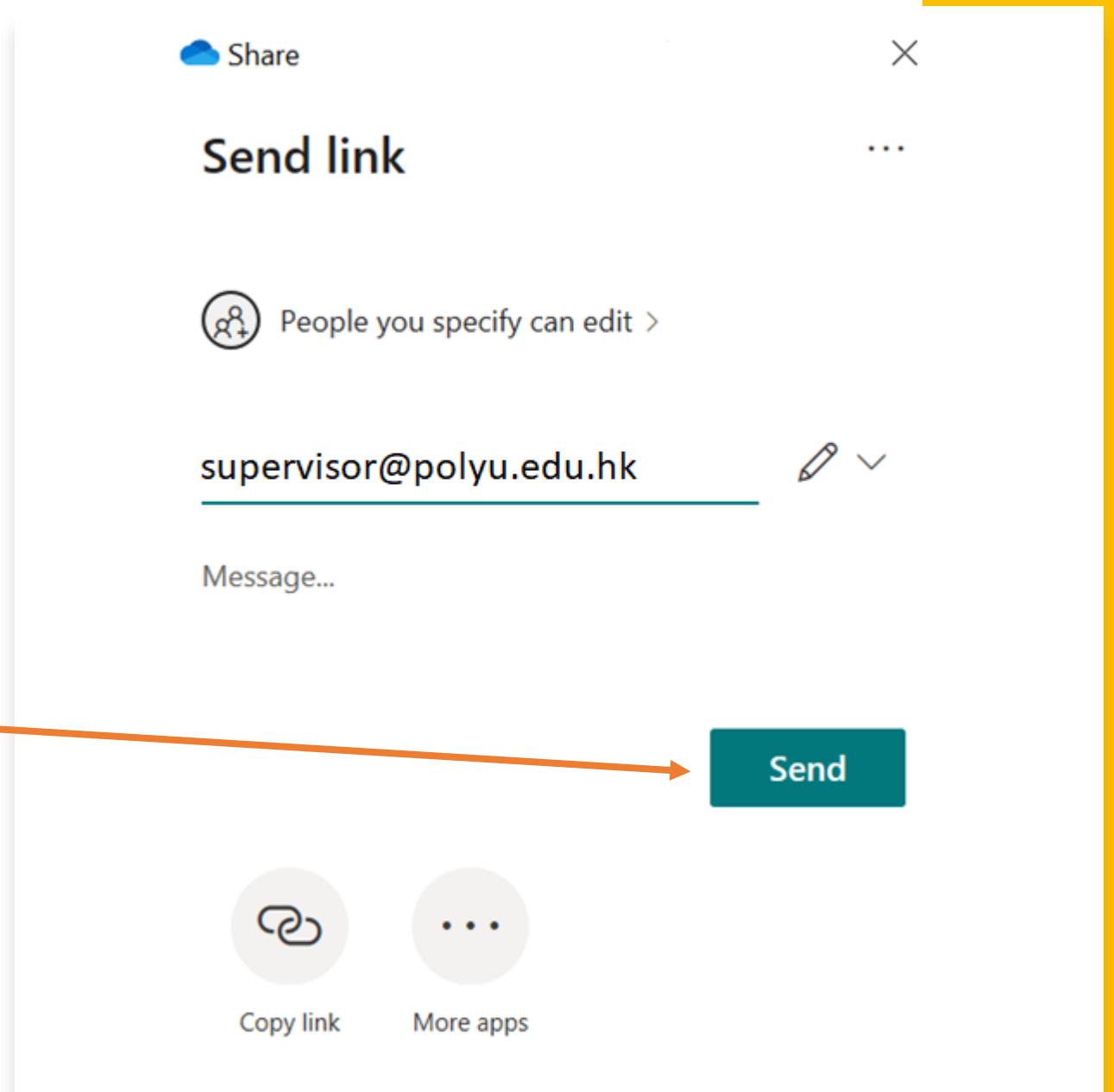
- Allow editing
- Block download

Apply Cancel

- Choose **“Specific people”**
- ✓ **“Allow Editing”**

Enter the **Polyu** email of
your supervisor:
xxxx@polyu.edu.hk

and SEND



Fieldwork Evaluation



Continuous assessment



Mid-term: *verbal feedback*



Final Evaluation Report: *written report*



Student feedback on supervisor and placement: e-form



5 Areas of evaluation

All areas MUST pass in order to pass fieldwork

Fieldwork Evaluation

All five areas must be passed



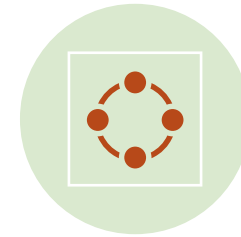
Professional
Attitude and
Values
25%



Knowledge Area
15%



Practice
Competence
25%



Integration of
Theory and
Practice
25%



Service and
Learning
Accountability
10%

Grading of Fieldwork Performance

- The grading of fieldwork adopts the grades of the Grade Point Average system of the University.
- There are nine grades representing different levels of performance.
- For MSW Fieldwork I & II, a student must achieve at least Grade C for graduation with the award in order to meet the requirements for an application for registration as a Registered Social Worker (RSW) with the Social Workers Registration Board (SWRB) in Hong Kong.

A+

A

A-

B+

B

B-

C+

C

F

Assessment Criteria in Fieldwork

Area of Assessment/ Weighting	Grade A	Grade B	Grade C	Grade F
	Excellent performance	Good performance	Satisfactory performance	Poor performance
Professional Attitude, Values and Behaviour MSW 25 % BASW 25%	Uphold and put into practice beliefs, values and principles of social work throughout the placement. High commitment to the profession with strong social awareness, good self-understanding, and sensitivity with reflective capability to develop as a professional worker.	Be aware and put into practice professional beliefs, values and principles with commitment, and social awareness. Demonstrate self-understanding, sensitivity, and reflection in task assignments.	Be socialized within the social work domain and accept professional beliefs, values, and principles. Begin to nurture a sense of identity with the profession.	Fail to observe the code of practice or violation of codes of ethics, acting against agency policy and professional practice.
Knowledge Areas MSW 15 % BASW 15%	Demonstrate excellent knowledge of social welfare policy and services, organization and client system. Ready and enthusiastic to extend knowledge base with various means.	Demonstrate good knowledge of service, policy, organization and client system. Able to grasp and follow the rules and regulation of the organization at the operation level.	Able to understand service, policy, organization and client system. Demonstrate improvement under guidance.	Fail to demonstrate adequate knowledge base for practice or fail to grasp related knowledge for fieldwork practice.
Practice competence MSW 25 % BASW 30%	Effective application of skills in conducting social work tasks from data collection to termination and demonstrate remarkable outcome.	Effective use of skills in conducting social work tasks from data collection to termination.	Able to apply skills appropriately in the social work process. Able to achieve effective outcome under guidance.	Fail to demonstrate adequate competence or fail to learn or improve skills. Fail to follow the instruction that leads to malpractice.

Integration of Theory & Practice MSW 25 % BASW 20%	Excellent integration of classroom learning into work setting with clear purposes. Reflect the constraints/limitation of concepts and theories. Able to transfer knowledge.	Demonstrate the ability to integrate theories to practice for planning and intervention. Attempt to reflect on the practice. Demonstrate ability to transfer knowledge.	Demonstrate knowledge of theories and concepts, and try to apply sensibly in both analysis and practice.	Fail to show adequate understanding of theories and concepts. Fail to learn, apply theories and concepts even after repeated reminders.
Service and Learning Accountability MSW 10 % BASW 10%	Show great initiative and sense of responsibility, with well-defined learning needs and very good learning attitude. Demonstrate a capacity for independent learning and professional practice.	Good learning attitude, assume responsibility in work and learning, present systematic and up-to-date written work. Alert to issues and able to discuss with other staff.	Hand in written work on time. Be able to share and discuss with supervisor about special issues. Responsible for providing service	Fail to response to supervisor's or staff's suggestions. Fail to meet minimum requirements in learning and providing service

The student must achieve at least Grade C for graduation with the award in order to meet the requirements of the Social Workers Registration Board (SWRB) in Hong Kong to register as a Registered Social Worker (RSW).

Indicative descriptors for modifier grades

Main Grade (solid)	The student generally performed at this level, indicating mastery of the subject intended learning outcomes at this level.
+ (exemplary)	The student consistently performed at this level and exceeded the expectations of this level in some regards, but not enough to claim mastery at the next level.
- (marginal)	The student basically performed at this level, but the performance was inconsistent or fell slightly short in some regards.

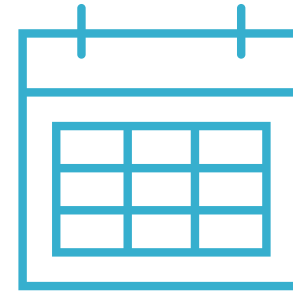
Fieldwork Evaluation

- **Moderation**
 - Grades given by Supervisor is the RECOMMENDED grade
 - Subject to moderation by FW Team
- Report to be **read and signed** by student
- Immediate **rectification for disagreement** to the report
- **Written comment** from student on the report if disagreement could not be resolved

Students' disagreement



Student may **write** to Fieldwork Coordinator when disagreement remain unresolved after discussion with supervisor.



Formal appeal on final grade can only be processed within **7 working days** after announcement of result

Failure/ Termination of Placement

- Fieldwork placement may be terminated if a student **performs unsatisfactorily**
 - Below standard in any one of the assessment areas
 - Violation of **Codes of Ethics** of SWRB
 - Unable to uphold service accountability
 - Resistant and hostile to learning
 - Frequent absence
- Under the consensual agreement between the fieldwork supervisor and the Fieldwork Coordination Team in consultation of the placement agency

Adhering to Professional Ethics

- **Code of Ethics**
(Social Workers Registration Board, G01 in the FW Manual)
- **Privacy and Personal Data Protection**



Data Protection Principles

- The contents of all written materials handed in to fieldwork supervisors and/or academic staff should be **free from personal data or information** leading to identification of clients.
- **NOT** to remove, take away or make copies of any of the formal documents or personal data files of clients which belong to the fieldwork agency. These should be treated as **confidential information**.



Client's Right to be Informed

In circumstances requiring the collection of personal data, the **Ordinance** requires clients to be **explicitly or implicitly informed**, hence the identity of student as social work students from the Hong Kong Polytechnic University and the main purposes for which personal data are used should be properly disclosed to clients.

Storage & Retention

- Students and supervisors are strictly obliged to take good care of the security and storage (locking up files) of materials relating to client information.
- Students and supervisors are personally responsible and liable.
- During the placement, student may send reports and recordings to supervisor via **OneDrive Sharing** or through PolyU email account (less preferred).
- **NO USB** should be used for storage of fieldwork materials.
- These electronic files should not carry agency information or personal information of clients
- Student should take the responsibility to **delete** all written, printed, and/or electronic copies and notes which containing any specific client's personal information from my records, **within one month after the announcement of overall results.**





Photo Taking

- **Do not take any photo** with your **clients** and **about your placement unit** with your electronic devices.
- If you need to **take photo for record**, you are recommended to use **agency's camera**, ensure the records (e.g. photos, video, audio etc.) are being **well protected** and **not take away** from your service unit.
- **Do not upload** any information(including photos) about your placement agencies, units, clients on the web (*e.g. Facebook, twitter, blog, Instagram etc.*), to avoid disclosing any confidential information without others' consent.

Practical Arrangement in Fieldwork

- Absence from fieldwork
 - Report to supervisor and Oi/c
- Sick leave
 - Medical certificate
- Withdraw from or drop placement
 - **Prior approval** must be sought from Fieldwork Coordinator
- Overtime work





Students' grievances and others

Report to Supervisor/ Fieldwork Coordinator ASAP

- Tense supervisory relationship
- Sexual harassment
- Insurance claims on public liability and personal accident
- Infectious diseases

- 
- Fieldwork during Pandemic

Parties involved in the Decision-making

University

- Online Learning or hybrid mode of learning, suspension of f2f classes, precautionary measures etc.
- Testing and vaccination

Government

- The Government, Department of Health, Centre for Health Protection, Education Bureau, Social Welfare Department, etc.

Agency/ Service units

- Service provision, Manpower arrangement, Precautionary measures etc.
- Special arrangement due to critical situation of the unit, client, colleague

同心抗疫 *Together,
We Fight the Virus!*

Measurements announced by the Government

- Vaccine Pass
- Social Distancing
- Requirements to Reduce Gatherings
- Wearing of Mask Regulation
- Regulations on dine-in services
- Partial Suspension of Public Services and Facilities
- Work-from-home arrangement
- EdB: arrangements for new academic year
- SWD: Residential care / nursing homes arrangements
- **Compulsory COVID 19 testing (PCR or RAT) required by the government and/or the agency**

Some Measurements of Agencies / Service Units



Normal operation

Students take their placement duty as scheduled



Partially operation

Students take their placement duty according to agency/units' protocol



Suspension

Students' placement duty suspend due to critical situation



Other arrangements

Vaccination
Testing



Online / Virtue Platforms

Cases
Groups
Programs



Research / Information
Analysis

Needs assessment
Communities



Publication

Marketing
Education



Sharing / Interviews with Social Workers



Work from Home



Phone calls



Possible suspension of

Home Visits
Walk-in / drop-in services
F2F groups and programs

Possible Arrangements under the Pandemic



Ethical Concerns

- Confidentiality
- Honesty & Integrity
- Crisis Management
- Work & Life Balance
- Other considerations and concerns





TIPS

- Stay healthy!
- Equip with a problem-solving mindset
- Adjust learning expectation
- Prepare for skills of using online platforms
- Understand the agency and needs of clients and the community
- Keep contact with your supervisor, mentor and FW coordinator
- Fieldwork Manual
 - G14 Fieldwork Placement Arrangement in times of Service Disruption
 - G15 Alternate Learning Activities during Work from Home



PolyU APSS Fieldwork Resources Website
<https://www.polyu.edu.hk/apss/spis/>

• Fieldwork Administration

- **NEW** Fieldwork Calendar
- **NEW** Fieldwork Manual
- Admin Briefing
- Resources
- **NEW** Templates for Written Assignments
- Booking for APSS Functional Zoom Account
- Guideline for OneDrive Sharing



DON'T hesitate to discuss with FW
Coordinator for any concerns with agency,
supervisor at any time during the placement.

ALL discussions will be **kept confidential**
and all follow up actions will be discussed with
student before action.



Student Counselling Service



Scheduling via POSS system

<http://www.polyu.edu.hk/poss>

Location: QT308, 3/F, T Core

Email: sao.info@polyu.edu.hk

Telephone: 2766 6800

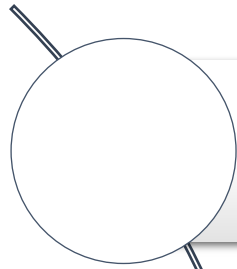
Tuition Fee Payment Schedule 2022/23

Semester	Email Notification to Students	Payment Deadline	Remarks
One	8 August 2022	30 August 2022	Initial fee of 3 credits
One	23 September 2022	11 October 2022	Remaining fee, if any, after the add/drop period
Two	19 December 2022	10 January 2023	Initial fee of 3 credits
Two	10 February 2023	27 February 2023	Remaining fee, if any, after the add/drop period
Summer Term	9 June 2023	20 June 2023	

Class Registration

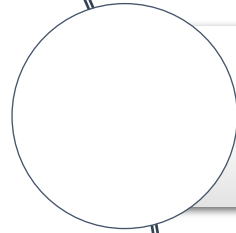
For students who have not yet registered course APSS5783 (FWI), please complete subject registration during the add/drop period.

The Fieldwork Team (MSW)



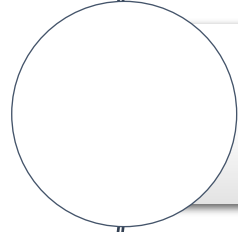
Dr WONG Sau Kuen, Stella

Director of Fieldwork Education . 3400 3683 / sau.kuen.stella.wong@polyu.edu.hk



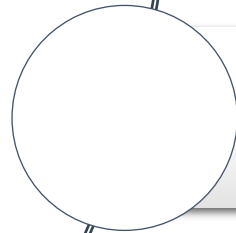
Ms CHAN Hiu Yee, Rebecca

FW Coordinator (MSW FWI) . 2766 5783 / rebecca-hy.chan@polyu.edu.hk



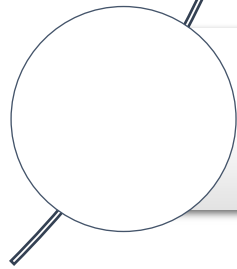
Ms LEUNG Kwai Kam, Mona

Preparatory Workshops . *Contact info to be confirmed*



Mr YEUNG Sik Ho, Denny

Preparatory Workshops . 3400 3495 / denny.sh.yeung@polyu.edu.hk



Ms LEE Suk Wai

Chief Clerk . 2766 5714 / suk-wai.lee@polyu.edu.hk



Questions & Answers