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LAW AMENITIES BUILDING

香港理工大學學生會
THE HONG KONG POLYTECHNIC UNIVERSITY STUDENTS UNION

VA

Professional Placement

BASW Sem 2-3 concurrent placement

Administrative Briefing

5 January 2023

**Wisdom is the
ability to learn
from change.**





Fieldwork Administration

Fieldwork Calendar

Fieldwork Manual

Fieldwork Placement Arrangement

Admin Briefing

Offshore Placement Sharing

Fieldwork Manual

Fieldwork Manual

Fieldwork Manual

Guidelines

G01 Code of Practice for Registered Social Workers

G02 Principles & Criteria for Application of Attached Placement

G03 Guidelines for Student Self Evaluation in Fieldwork

G04 Preparatory Workshops for MSW / BASW

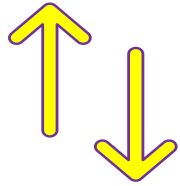
G05 Guideline for Learning Contract in Fieldwork



FW Resources website: <https://www.polyu.edu.hk/apss/spis/>

FW Manual 2022-23

Work Integrated Education (WIE)



Fieldwork Placement (APSS)

The screenshot shows the PolyU Career Services website. At the top, there are navigation links for 'Ageing related', 'myPolyU - Home', 'mySurvey', 'YouTube', 'Zoom@PolyU', 'SPIS Super User Lo...', 'KEEPCourse', and 'eStudent | The Hon...'. The main header includes 'HONG KONG POLYTECHNIC UNIVERSITY' and 'Student Affairs Office' (學生事務處) and 'Careers and Placement Section' (就業服務部). Below the header is a navigation bar with 'Career Services', 'INSPIRE Mentorship Programme', 'Work-Integrated Education', 'Find Jobs', and 'Employer Services'. The main content area features a large image of students working on laptops. Below the image, there is a section titled 'About WIE' which states: 'Upholding the motto "To Learn and to Apply, for the Benefit of Mankind", PolyU places great importance on practical training and connecting classroom theory with workplace application. PolyU is the first tertiary institution in Hong Kong to include a mandatory Work-Integrated Education (WIE) component in the undergraduate curriculum. Launched in 2005, this pioneering initiative aims to facilitate the students' all-round development and enhance their professional competence so that they could excel in the ever-changing and increasing competitive business environment.' There is also a section titled 'Types of WIE Internships' with a plus sign icon.

-
- produce a professionally reflective, self-evaluating, knowledgeable, competent and developing social worker who is adequate to address the needs and problems of a society in transition
 - Gain experience in relating and apply the theory and knowledge derived from social work studies, social sciences, and supporting subjects to the field situations;
 - Examine and assimilate professional attitudes and values which affect effective functioning of the various roles of social workers;
 - Develop competence in generic social work practice;
 - Develop basic understanding of supervision, management, and planning of social welfare programme;
 - Strengthen their understanding of the needs and problems of a specific client system;
 - Develop their professional capability for adapting, transferring, and developing knowledge and skills to meet the changing needs and problems of a society in transition.



Placement Period

BASW Sem 2-3 Concurrent

- 4 sessions/ week
- 9 January 2023 to 15 July 2023 (27 weeks)

Including 2 weeks buffer for:

Chinese New Year break (23-28/1/2023) and Easter (3-7/4/2023)

BASW

9 Jan to 15 Jul 2023, 27 weeks
(400hrs, 2hrs supervision/week)



Working Hours

- Except sick leave, other leave during concurrent placement is not allowed, special circumstances would be considered by Fieldwork Team
- Compensation is required for all kinds of leave
- Including supervision hours
- To follow agency rules for calculation of OT

Characteristics



- Credits: 9
- Required hours:
400 hours
- Teaching mode
 - one supervisor to one student
 - weekly supervision
2 hrs/ week
 - individualized approach

Roles & Responsibilities

- APSS p.8
- Agency p.10
- Supervisor p.11
- Students p.13



Structure

- 400 hours (BASW)
- Pre-placement induction
- Workshops of APSS 2701 (emails)
- Meeting with supervisor
- Meeting with Oi/c
- Service overview
- **Mid-term integrative workshop: 18 April 2023 (Tue), 2:30pm@BC304**



Agency expectation



- More independent in managing tasks
- *Be able to assume role and responsibility of a registered social worker*
- To play the role of staff in agency in following agency rules and regulations in daily practice
- To report to mentor regularly
- Be a good team player
- Reminders for secondary settings



Expectation on Supervisor



- Mix and match of teaching and learning style
- Teaching styles:
 - supportive vs task-oriented,
 - demanding vs easy-going,
 - critical vs lenient,
 - student-centered vs service-centered

5 COMMON TEACHING STYLES





Expectation of Supervisor

- Be an active learner
- Be prepared in terms of *time* and *maturity* for learning
- Be reflective and thoughtful
- Be open to voice out your difficulties, needs and different opinions for discussion





Integration of theories into practice



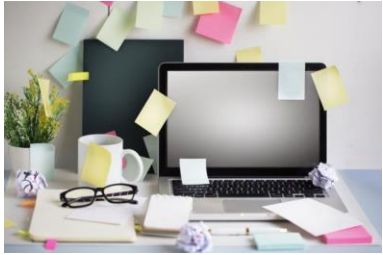
Lomax, R., & Jones, K. (2012). Chapter 3 Using theory and knowledge in practice in *Surviving your social work placement*. Palgrave Macmillan. (HV40.S8712 2012)



Major Tasks

P.13

-
- Preparatory workshops – APSS2701
 - Orientation programmes – agency orientation, orientation visit, service overview
 - Learning contract p.16
 - Fieldwork assignments p.17
 - ✓ FW assignments should be related to stage 3 & 4 of the curriculum and the level of work duties for fresh graduates in work settings



Workload

- **Direct practice**
 - Subject to availability and requirement of field units
 - Quantity varies according to nature of assignment and competence of student

- **Types of Written Assignments in FW G07**

- ✓ *Observe Privacy Ordinance in handling*
- ✓ *Spare sufficient time for written work*





Assignments

Written Assignments

- Use of language – English for BASW
- Time sheet (e-version, will be released by your FW supervisor)
- Consent form on protection of personal data - *F03*
- [Encryption of word files](#) before transmission - *G08 Guidelines to FW supervisors & Students*
- **No** personal data in recordings
- Careful use of agency letter head (**DO NOT take away any papers with letter head**)
- All recordings should be submitted to agency in the **last week** of placement
- All written assignments must be complete within placement period
- Late submission will affect outcome and assessment
- Special consideration should be discussed with your supervisor prior to any change of the above

Fieldwork Supervision

p.22

Three main components

- educational, administrative and supportive functions

Types of supervision

- Individual or group sessions

Supervisory relationship

- Facilitate learning p.24



Fieldwork Evaluation

P.24



Continuous assessment



Mid-term: Verbal feedback



Final: Written report



On-line Student feedback
on supervisor and
placement site



***Remember to email the
receipt to your supervisor
before final evaluation**



Final evaluation report

Fieldwork Evaluation P.24



5 Areas of Assessment:

Professional Attitudes, Values & Behaviors
Knowledge Areas
Practice Competence
Integration of Theory and Practice
Service and Learning Accountability



**MUST pass all 5 areas to
pass fieldwork**



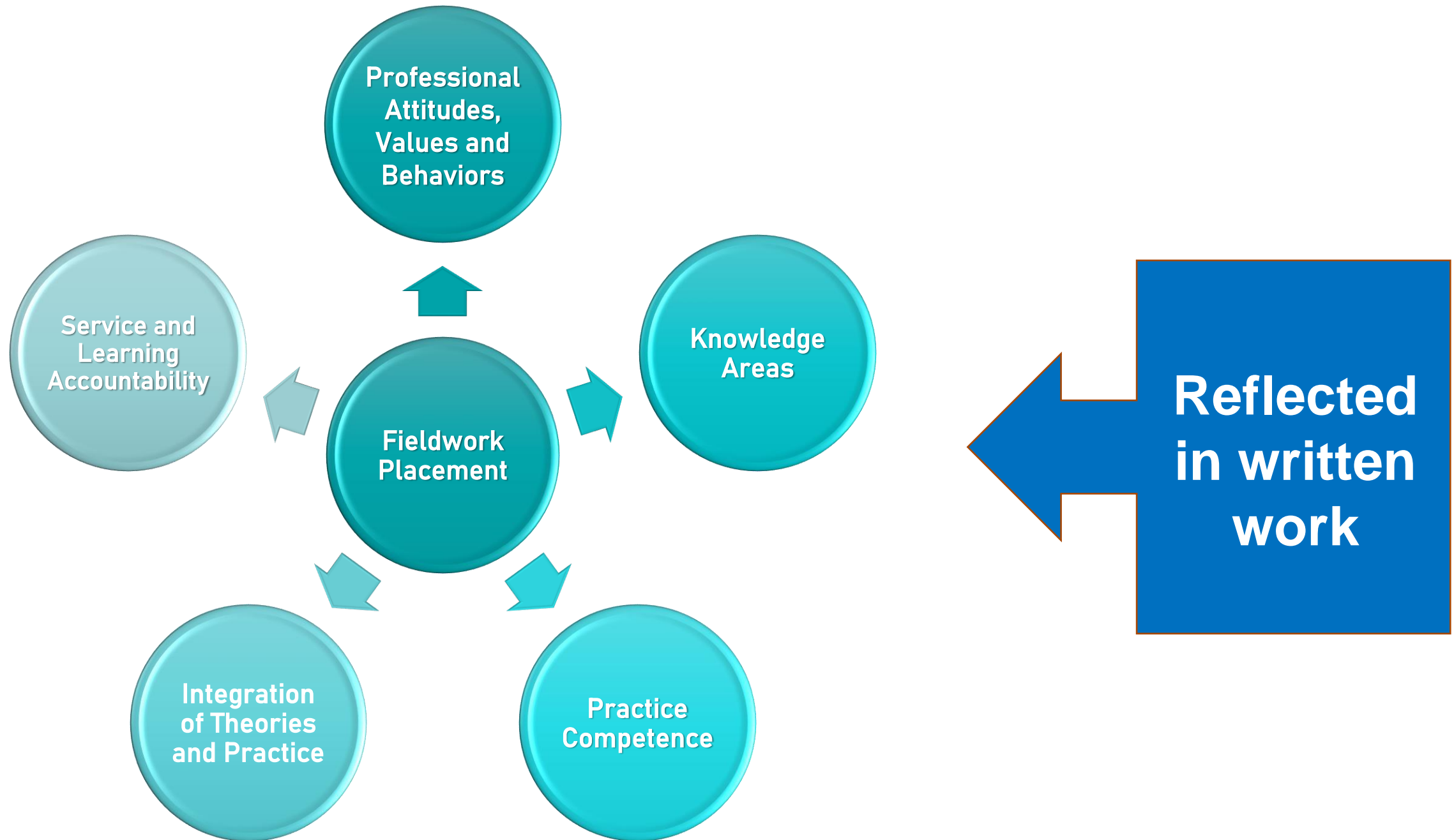
Written work is an integral part of fieldwork learning and included in assessment

Fieldwork Evaluation

P.24

- ∅ Grading p.28 (*Passing grade is C*)
- ∅ Moderation
- ∅ Grades given by Supervisor is the **RECOMMEDED** 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**





Failure / Termination of Placement

Below standard in anyone of the assessment areas

Violation of Codes of Practice

Resistant and hostile to learning

Frequent absence

Unable uphold service accountability & to observe Codes of ethics of SWRB with clients, agencies and colleagues

Other Practical Arrangement



- Time sheet (e-version)
- Travelling allowance - *F06, F07*
- Absence from fieldwork (*APSS 8 / AR8*) – report to supervisor and Oi/c
- Sick leave – medical certificate/ quarantine order, APSS8 & AR8– submit to Ms Sally Tang
- Withdraw from or drop placement – prior approval must be sought from Director of Fieldwork Education
- Overtime work

Special Issues



- Confidentiality
- Sign the declaration - *F03*
(Obligation to Privacy and Personal Data Protection)
- No Facebook/ Instagram/ blog/ photo-taking with mobile phone
- OneDrive is recommended, no portable storage device is allowed
- Ethical issues: Codes of Practice of SWRB with clients, agency and colleagues - *G01*
- Arrangement in times of service disruption - *G14*



Special issues

- Do not take any photo with your clients/ about your placement unit by using your electronic media (e.g. mobile phone/ digital camera etc.),
- If you need to take photo for record, you are recommended to use agency's camera, ensure the record (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. Face book, twitter, blog, Instagram etc.), to avoid disclosing any confidential information without others' consent.



Fieldwork Practice in a time of Coronavirus Pandemic



Life is full of uncertainty, so as Social Services and

Fieldwork placement.....



we've just got to

In response to the placement suspension/ resumption,

Parties involved



Government

Announcement from
Department of Health,
Centre for Health
Protection, Education
Bureau etc.



University

Class arrangement,
precautionary measures
etc.



SWD / Service units

Service provision,
Manpower arrangement,
Precautionary measures
etc.



Possible scenarios under COVID-19

- Social distancing
- Requirements to reduce gatherings
- Class suspension
- Suspension of public services and facilities
- Gov't staff to work from home
- Vaccination and testing requirements of the relevant NGOs

In response to the outbreak of COVID-19

Contingency plans for FW arrangements



Normal operation

Students take their placement duty as scheduled



Partially operation

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

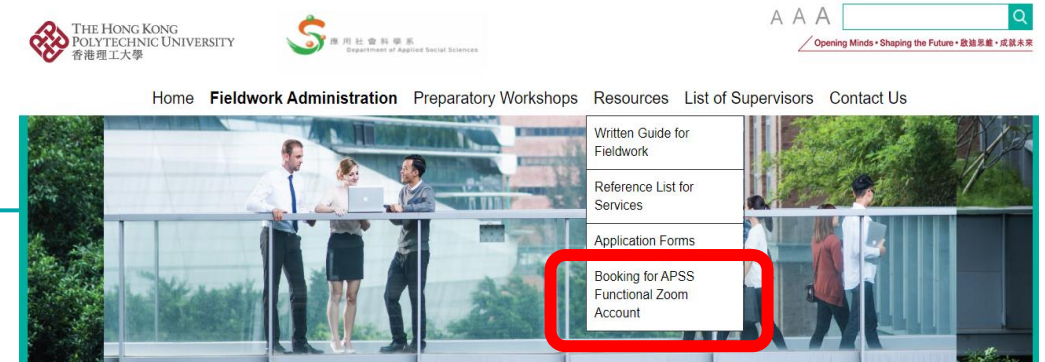


Suspension

Students' placement duty suspend due to critical situation

Special information@COVID-19

- Functional Zoom account
 - Compulsory COVID-19 testing/ RAT required by agency
 - Special arrangement for supervision under COVID-19
 - University announcement regarding Vaccine Pass and Campus Access (refer to **CRRT Notice (279)**)
 - Special arrangements and Vaccine pass requirement for subsidized welfare services and services of Social Welfare Department & Government
- https://www.coronavirus.gov.hk/pdf/vp_t1_CHI.pdf



The screenshot shows the website for The Hong Kong Polytechnic University's Department of Applied Social Sciences. The navigation menu includes Home, Fieldwork Administration, Preparatory Workshops, Resources, List of Supervisors, and Contact Us. A dropdown menu is open under 'Fieldwork Administration', listing: Written Guide for Fieldwork, Reference List for Services, Application Forms, and Booking for APSS Functional Zoom Account (highlighted with a red box). Below the navigation, there are two main sections: 'Fieldwork Administration' with a 'Fieldwork Calendar' link, and 'Fieldwork Calendar' with a link to 'Placement Period of Social Work Programmes 2020-2021'. The 'Fieldwork Administration' section also lists: Fieldwork Manual, Fieldwork Placement Arrangement, Admin Briefing, and Offshore Placement Sharing.



Coping with mixed emotions



Problem solving on placement

Consider the problem through analysis, defining the problem & reflecting on your situation

Options available to you to change your situation

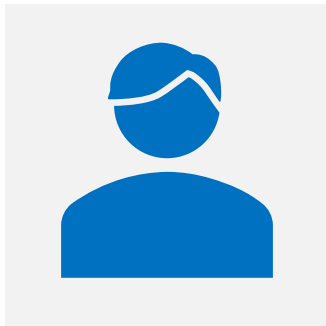
Decide what action to take

Evaluate the changes made



During the fieldwork placement

Keep contact with



Your FW Supervisor

Direct contact with the service unit and students



Your Mentor/ Supervisor of the service unit

Direct contact with FW supervisor regarding the FW arrangement



Your FW Coordinator

Communicates between agencies, supervisors & students

Students' grievances & others



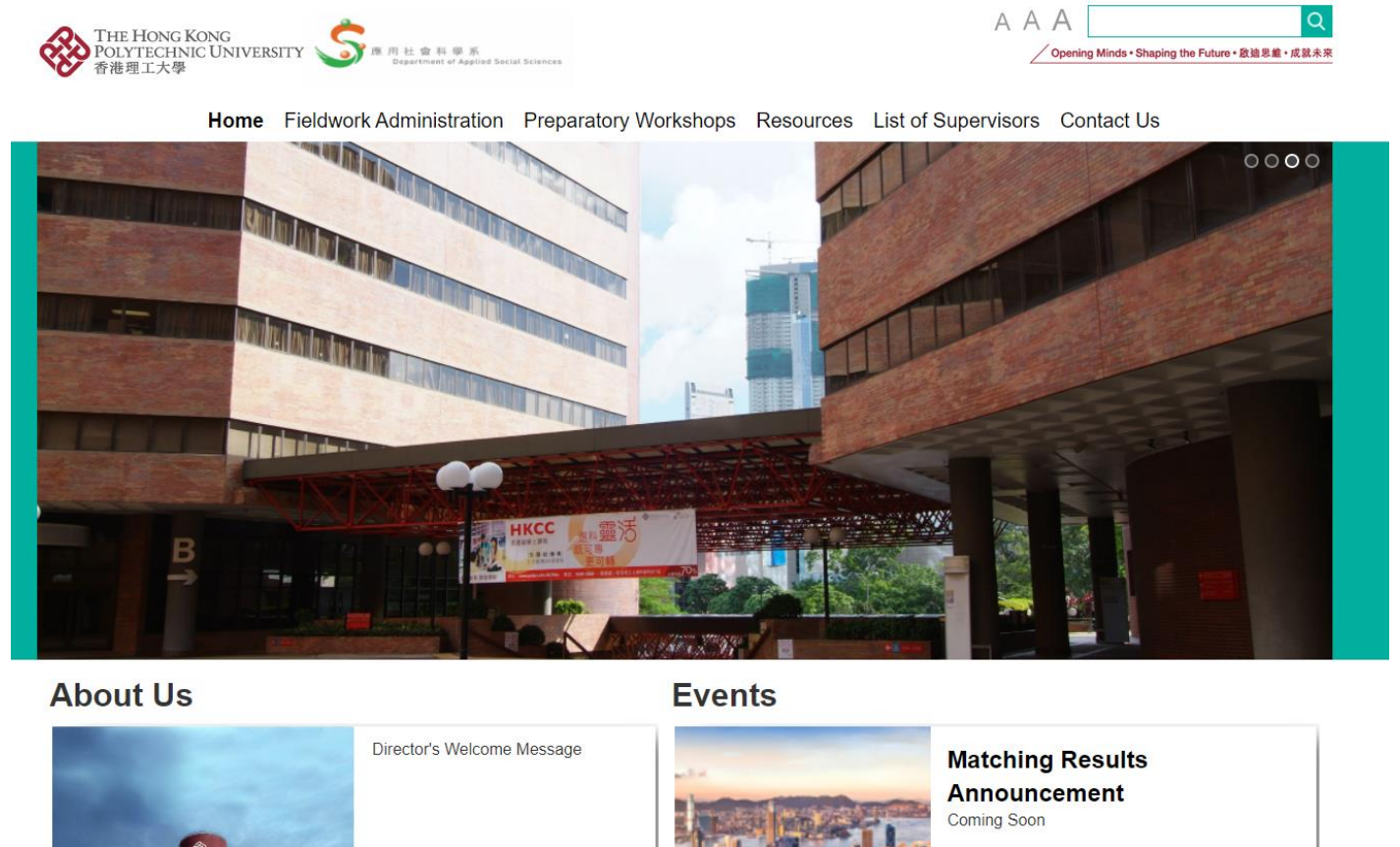
- Tense supervisory relationship
- Sexual harassment
- Insurance claims on public liability and personal accident
- Infectious diseases

Report to Supervisor/ Fieldwork Coordinator ASAP

Fieldwork Resources website

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

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



The screenshot shows the homepage of the Fieldwork Resources website. At the top left, there are logos for The Hong Kong Polytechnic University and the Department of Applied Social Sciences. To the right, there are accessibility icons (A A A) and a search bar. Below the logos, a navigation menu includes: Home, Fieldwork Administration, Preparatory Workshops, Resources, List of Supervisors, and Contact Us. The main content area features a large photograph of a modern building with a red metal structure. Below the photo, there are two columns of content: 'About Us' with a 'Director's Welcome Message' and 'Events' with a 'Matching Results Announcement' (Coming Soon).

Writing Guideline



Resources

Templates for Written Assignments

[Reference List for Services](#)

[Booking for APSS Functional Zoom Account](#)

[Guideline for OneDrive Sharing \(for student\)](#)

Templates for Written Assignments

[G05 Guideline for Learning Contract in Fieldwork](#)

[Case Intake Summary](#)

[Case Process Recording](#)

[Case Summary Recording](#)

[Case Transferal or Termination Report](#)

[Group Proposal](#)

[Group Process Recording](#)

[Group Summary Recording](#)

[Group Evaluation Report](#)

[Community Study Report](#)







[Community Project Proposal](#)

Self-learn package@BlackBoard

FIELDWORK III APSS4694_20222_A Content Refresh Lock Edit Mode is: **ON**

Content Dropdown

Build Content Dropdown **Assessments** Dropdown **Tools** Dropdown **Partner Content** Dropdown Refresh **Discover Content**

-  **Blackboard Collaborate Ultra** Dropdown
-  **Intake summary self-learn package** Dropdown
Enabled: Statistics Tracking
-  **Case Summary Recording self-learn package** Dropdown
Enabled: Statistics Tracking
-  **Group Summary Recording self-learn package** Dropdown
-  **Ch 3 Using theory & knowledge in practice** Dropdown
Enabled: Statistics Tracking
-  **Foundations of connecting and changing people: Enhancement of one-to-one helping skills** Dropdown

FIELDWORK III (APSS4694_20222_A)

- Home Page Dropdown
- Announcements Dropdown
- Calendar Dropdown
- Content Dropdown
- Assessments Dropdown
- Tools Dropdown
- Discussions Dropdown
- Groups Dropdown
- Contacts Dropdown
- Resource List Dropdown
- Blackboard Collaborate Dropdown
- ZOOM Dropdown
- OneDrive for Business Dropdown
- POLYU Video Dropdown

Course Management

**WE DON'T GROW WHEN THINGS ARE EASY,
WE GROW WHEN WE FACE CHALLENGES!**



Contact

FW Coordinator (BASW-FT)



Dr. Rita Cheung

Office: EF713

Tel. : 2766-7727

Email : rita.cheung@polyu.edu.hk

**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**