

Professional Placement

Mid-term Briefing

19 June 2023

Miss Elaine Chow

Fieldwork Coordinator (BASW-FT)





Placement Period

BASW Sem 3 block

- 10 sessions/ week
- 22 May 2023 to 29 July 2023 (10 weeks)

BASW

22 May to 29 Jul 2023, 10 weeks
(400 hrs, 2.5 hrs supervision/week)



Recap



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

Mid-term evaluation

p.24

- With supervisor
- With agency
- Review learning progress with reference to learning contract
- Be open, genuine and inquisitive
- Seek for improvement but not ONLY grade uplifting
- To resolve problems a.s.a.p.
- Supervisory relationship, discrepancy in assessment, workload assignment, etc.



Recap



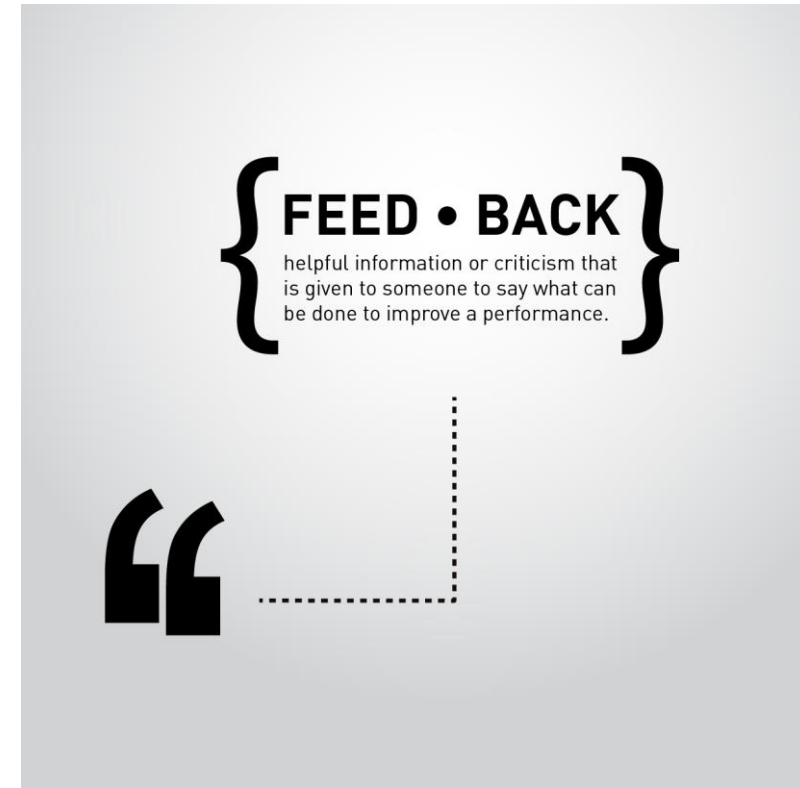
Integration of theories into practice



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

Feedback from Agencies

- Be active especially when agency support is weak
- Consult agency mentor & supervisor whenever necessary
- Be independent & assume worker's role
- Be polite to colleagues and service users
- To observe agency rule and work culture: lunch break, OT compensation.....
- Be passionate, not task-oriented
- Use of agency volunteers



Obligation of Protection of Personal Data

- Encryption before transmission
- Appropriate use of agency letter head
- Take good care of electronic devices
- Delete files to avoid problems
- Use of consent form



Special Events in the field

- Injury and accidents
- Sexual harassment of any kinds

Report to supervisor immediately

**SPECIAL
EVENT**



Assignments

Recording submission

- All recordings should be submitted to agency in the **last week** of placement (**29 July 2023**)
- Late submission will affect progress and assessment
- All recording should be written in English
- Special consideration should be discussed with your supervisor prior to any change of the above

Feedback on Fieldwork

- For future improvement of the whole fieldwork placement
- On-line feedback to APSS **before** final evaluation with supervisor
- Feedback to agency
- Feedback to supervisor



Proper attitude for feedback

- Be objective and constructive to suggest for improvement
- To review the whole placement as far as possible
- To provide rational feedback instead of ventilation
- Be concrete as far as possible in written format



Submission of Paperwork



Self-evaluation report together with *summary of work undertaken in placement*

[G03 Guidelines for Student Self Evaluation in Fieldwork](#)



Samples/ Full set of recordings (Share via OneDrive)

[F14 Checklist for Written Assignment](#)

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



Obligation of Protection of Personal Data



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

- ∅ **Criteria: Outcome and Process**
- ∅ **Grading** p.28 (*Passing grade is C*)
- ∅ **RECOMMEDED** grade to be moderated and finalized by FW Team
- ∅ Report to be read and signed by student, signature indicates the report being READ
- ∅ **Written response** upon the report if disagreement could not be resolved (in a separate sheet)




Final evaluation report



- Approach Sally within ONE month after announcement of result if you wish to retain a hard copy
- Appeal: within a few working days by writing
- Approach respective CO (Sally Tang) for procedure

Complete WIE on-line evaluation survey

File Edit View Favorites Tools Help

 THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

The Hong Kong Polytechnic University
Student Feedback on Learning Experience in WIE
Please submit the form by using Microsoft Internet Explorer 6.0 or above

Student ID: wtcheun

Internship Location : ← Select : HK/ Mainland/ overseas

Internship arranged by : ← Select : Department

Instructions:

Please answer all questions below about the WIE experience that you have just completed. Your honest feedback will help us improve our support for students' learning in WIE, and will not affect your assessment grade.

Section I - The arrangements for this WIE

Please indicate whether you have experienced the following for this particular placement:

Yes No

(1) I had been given detailed written information about WIE, including its requirements and purpose.

(2) I attended at least one brief informational session about WIE conducted by my Department/CAPS.

(3) I attended at least one pre-placement training workshop organized by my Department/CAPS to prepare me for WIE.

(4) I had an appointed WIE Supervisor/Mentor from the workplace to guide me throughout the placement.

(5) I had someone in the workplace who I could approach for advice/help when I had questions.

(6) I had an academic supervisor/advisor from PolyU who visited me at my worksite at least once during the placement.

(7) I had an academic supervisor/advisor from PolyU who I could discuss my WIE experience and/or approach for advice/help when I had questions.

Section II - Your Learning Gains from this WIE Experience


Proper channel for discontent

- Discuss with supervisor regarding fieldwork arrangement, agency, field mate, etc.
- Approach Elaine CHOW, Fieldwork Coordinator concerning any issues including tense supervisory relationship, special leave, etc.

A quote by Albert Einstein overlaid on a misty mountain landscape. The text is centered and reads: "IN THE MIDDLE OF EVERY DIFFICULTY LIES OPPORTUNITY." Below the quote is the attribution "- ALBERT EINSTEIN". At the bottom left of the image is the logo and text "SayingImages.com".

IN THE MIDDLE OF
EVERY DIFFICULTY
LIES OPPORTUNITY.

- ALBERT EINSTEIN

 SayingImages.com

Recap

Other Practical Arrangement



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



Recap

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](#)

Recap



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.





Mixed feelings are completely normal and to be expected

Recap

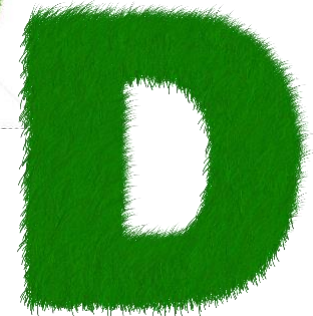
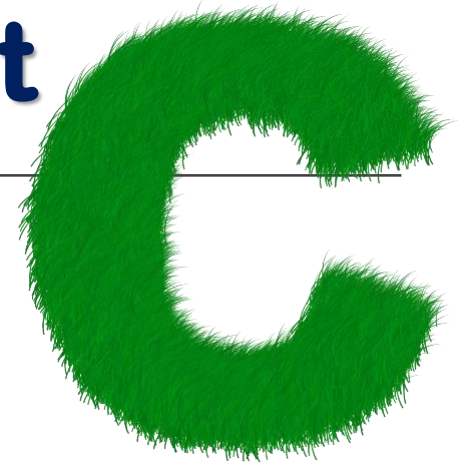
Problem solving on placement

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



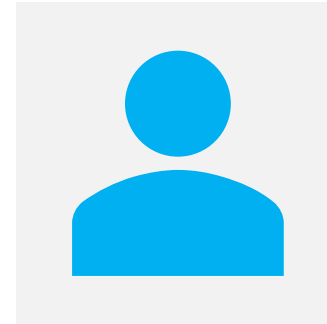
Your FW Supervisor

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



Logistic reminders

- Reservation of the Zoom account <https://www.polyu.edu.hk/apss/spis/resources/booking-for-apss-functional-zoom-account/>
- Compulsory COVID-19 testing/ RAT requested by agency
- Special arrangement for supervision under COVID-19
- Special arrangements for subsidized welfare services and services of Social Welfare Department

Fieldwork Resources website

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

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



About Us



Director's Welcome Message

Events



**Matching Results
Announcement**
Coming Soon

*Any change,
even a change for the better,
is always accompanied by
discomforts.*

Arnold Bennett



Contact

FW Coordinator (BASW-FT)



Miss Elaine Chow

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Tel. : 2766-5781

Email : elaine.yl.chow@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**