



Professional Placement

BASW Sem 3 block placement

Administrative Briefing

16 May 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

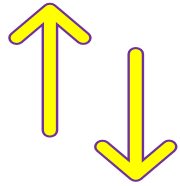
G05 Guideline for Learning Contract in Fieldwork



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'.

-
- 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 3 block

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

BASW

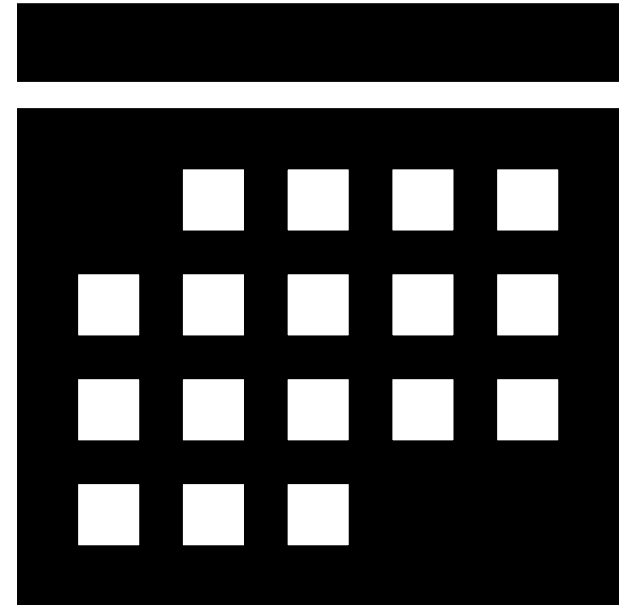
22 May to 29 Jul 2023, 10 weeks
(400 hrs, 2.5 hrs supervision/week)



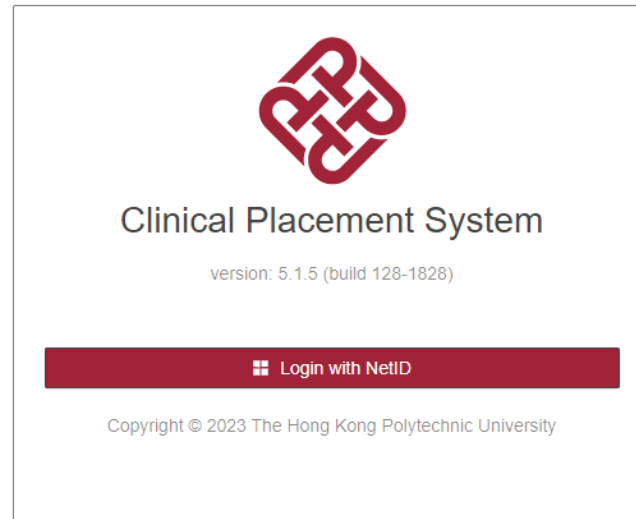
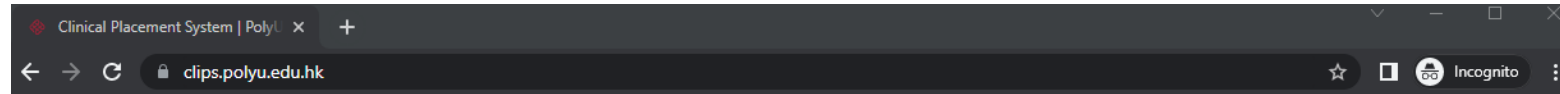
Working Hours

- 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

TIMESHEET

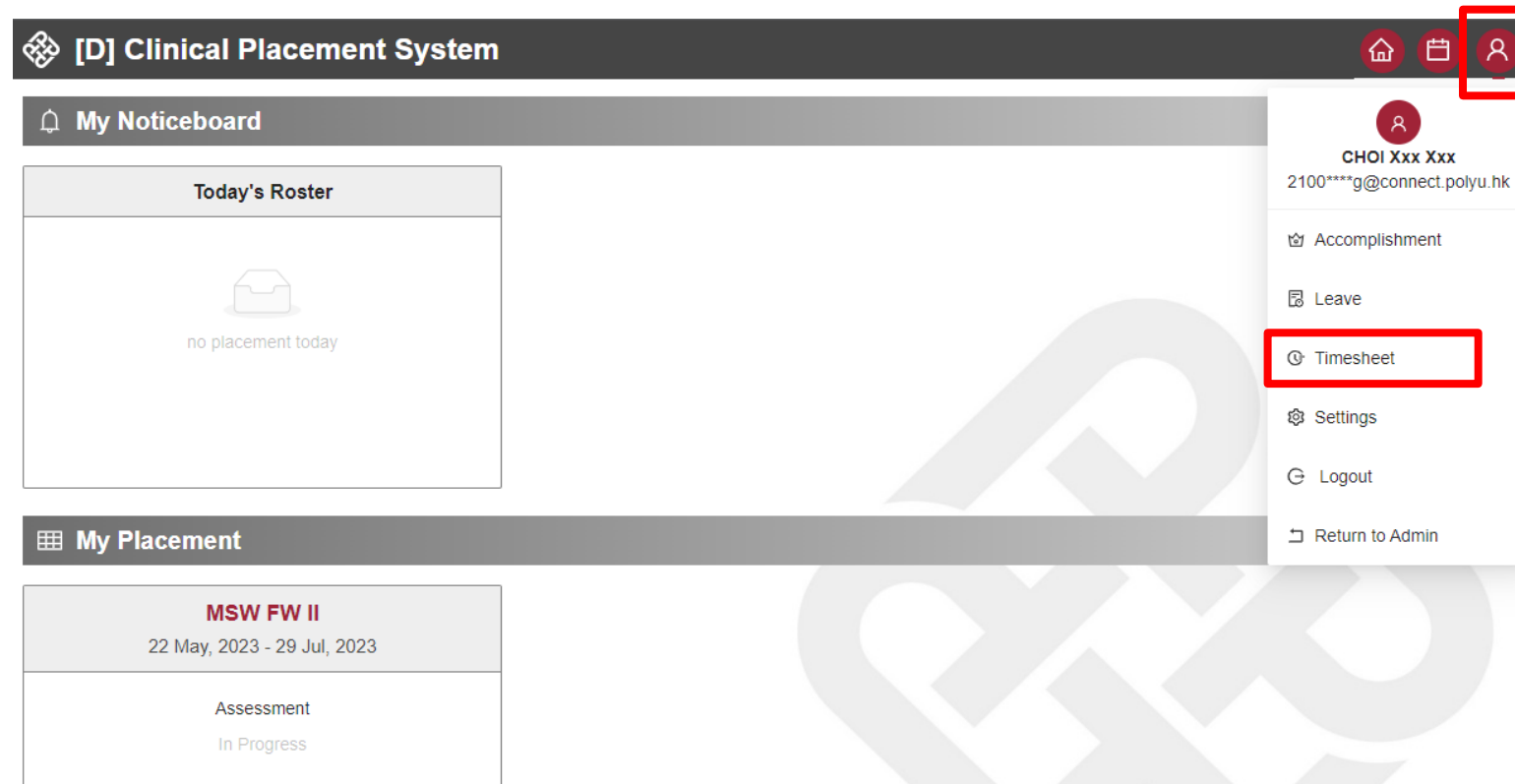


Login Clinical Placement System



Visit URL <https://clips.polyu.edu.hk> and login with your NetID

Choose Timesheet Function



The screenshot displays the 'Clinical Placement System' interface. At the top, there is a navigation bar with a home icon, a calendar icon, and a user profile icon (highlighted with a red box). Below this, the 'My Noticeboard' section contains a 'Today's Roster' card with a folder icon and the text 'no placement today'. The 'My Placement' section shows a card for 'MSW FW II' with the dates '22 May, 2023 - 29 Jul, 2023' and the status 'Assessment In Progress'. On the right side, a user menu is open, showing the user's name 'CHOI Xxx Xxx' and email '2100****g@connect.polyu.hk'. The menu items are: 'Accomplishment', 'Leave', 'Timesheet' (highlighted with a red box), 'Settings', 'Logout', and 'Return to Admin'.

Click “Timesheet” in User Menu to enter timesheet function

Create Timesheet Record (1)

[D] Clinical Placement System

Timesheet

Year: 2022-23 Subject: MSW FW II

Tenant	Year	Subject	Student ID	Name	Action
APSS	2022-23	MSW FW II	2100****G	CHOI Xxx Xxx	Open Delete

Create Timesheet

* Tenant: APSS

* Year: 2022-23

* Subject: MSW FW II

* Student ID: 2100****G / CHOI Xxx Xxx

* Date: 2023-05-22

* Time: 09:00 → 12:00

* Activity: Orientation

Remark:

Create Cancel

Select the “Year” & “Subject”. Click “Create” to timesheet record

ACTIVITY ON TIMESHEET

- Case Interview
- Centre Duty
- Collateral Contact
- Dinner / Lunch
- Group / Program / Activity
- Home Visit
- Meeting
- Preparation Work
- Others
- Orientation
- Supervision (Group off-site)
- Supervision (Group on-site)
- Supervision (Individual off-site)
- Supervision (Individual off-site)

Create Timesheet Record (2)

[D] **Clinical Placement System**

Timesheet

+ Create
↻ Refresh

Year: 2022-23 ↓
Subject: MSW FW II ↓

Tenant	Year	Subject	Student ID	Name	Action
▶ APSS	2022-23	MSW FW II	2100****G	CHOI Xxx Xxx	Open Delete

Timesheet Records




Date	Start Time	End Time	No of Hour	Activity	Remark	Status	Supervisor Approval	Action
2023-05-22	09:00:00	12:00:00	3.00	Orientation		● Preparing		Delete

Total 1 record < 1 > 10 / page ↓

Timesheet record create success!

Timesheet Submission (1)

[D] **Clinical Placement System**

🕒 Timesheet

+ Create
🔄 Refresh

Year: Subject:

Tenant	Year	Subject	Student ID	Name	Action
▶ APSS	2022-23	MSW FW II	2100****G	CHOI Xxx Xxx	Open Delete

Timesheet Records

Date	Start Time	End Time	No of Hour	Activity	Remark	Status	Supervisor Approval	Action
2023-05-22	09:00:00	12:00:00	3.00	Orientation		● Preparing		Delete

Total 1 record < 1 > 10 / page

Click Open Button

Timesheet Submission (2)

[D] Clinical Placement System

The Hong Kong Polytechnic University
Department of Applied Social Sciences
Time Sheet for Fieldwork Placement (MSW FW II)

Student: 2100****G / CHOI Xxx Xxx (蔡**)
Agency / Unit: Cheng Shing Fung District Elderly Centre (Shamshuipo)

Summary of Cumulative Hours

Total Placement Hours:

Supervision Hours:

	Individual	Group	Total
On-site	0	0	0
Off-site	0	0	0
Total	0	0	0

Live Supervision Hours *:
* The hours have been counted as on-site supervision hour

Time Period:

Summary

Summary

Week 0 (2023-05-22 - 2023-05-28)

Week 1 (2023-05-29 - 2023-06-04)

Week 2 (2023-06-05 - 2023-06-11)

Week 3 (2023-06-12 - 2023-06-18)

Week 4 (2023-06-19 - 2023-06-25)

Week 5 (2023-06-26 - 2023-07-02)

Week 6 (2023-07-03 - 2023-07-09)

Week 7 (2023-07-10 - 2023-07-16)

Week 8 (2023-07-17 - 2023-07-23)

Week 9 (2023-07-24 - 2023-07-30)

Print Close

Select submission "Time Period"

Timesheet Submission (3)

[D] Clinical Placement System

The Hong Kong Polytechnic University
Department of Applied Social Sciences
Time Sheet for Fieldwork Placement (MSW FW II)

Student: 2100****G / CHOI Xxx Xxx (蔡**)
Agency / Unit: Cheng Shing Fung District Elderly Centre (Shamshuipo)

Time Period: Week 0 (2023-05-22 - 2023-05-28)
Status: Preparing

Time	2023-05-22 (Mon)	2023-05-23 (Tue)	2023-05-24 (Wed)	2023-05-25 (Thu)	2023-05-26 (Fri)	2023-05-27 (Sat)	2023-05-28 (Sun)
AM	09:00 - 12:00 (3.00 hour) Orientation						
PM							
Evening							
Total Hours	3	0	0	0	0	0	0

This Week:			
Fieldwork Hours (a):	3	hrs	
Cumulative Total B/F (b):	0	hrs	
Present Total (a+b):	3	hrs	
Supervision hours:			
(Individual on-site):	0	hrs	(Group on-site): 0 hrs
(Individual off-site):	0	hrs	(Group off-site): 0 hrs
Live Supervision:	0	hrs	

Cumulative supervision hours:			
	Individual	Group	Total
On-Site B/F:	0	0	0
Off-Site B/F:	0	0	0
Present Total:	0	0	0
Live Supervisor B/F:		0	Present Total 0

Submit For Endorsement
Print
Close

Click "Submit For Endorsement" to timesheet of the week

Timesheet Submission (4)

[D] Clinical Placement System Home Calendar User

Timesheet + Create Refresh

Year: 2022-23 Subject: MSW FW II

Tenant	Year	Subject	Student ID	Name	Action
APSS	2022-23	MSW FW II	2100****G	CHOI Xxx Xxx	Open Delete

Timesheet Records

Date	Start Time	End Time	No of Hour	Activity	Remark	Status	Supervisor Approval	Action
2023-05-22	09:00:00	12:00:00	3.00	Orientation		Reviewing		Delete

Total record < 1 > 10 / page

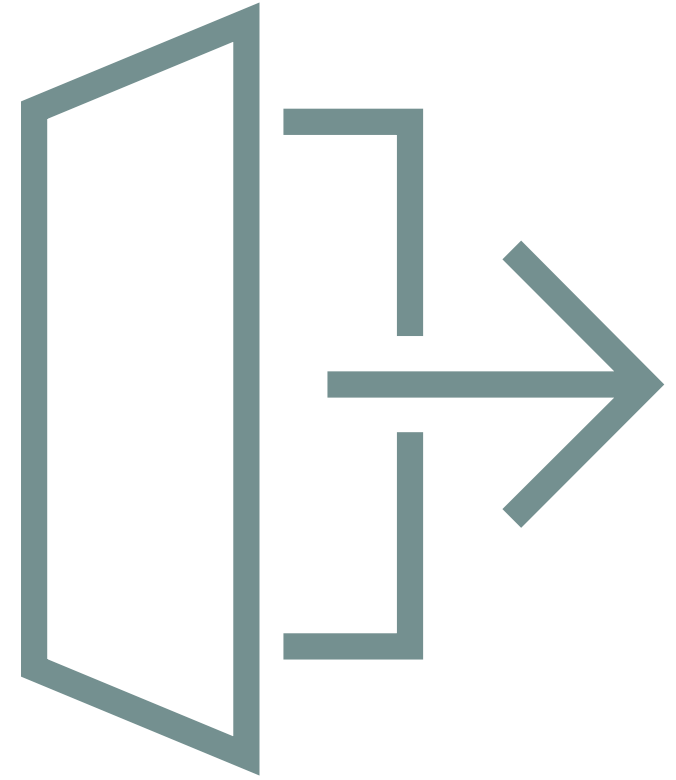
Individual	Group	Total
0	0	0
0	0	0
0	0	0

0 Present Total 0

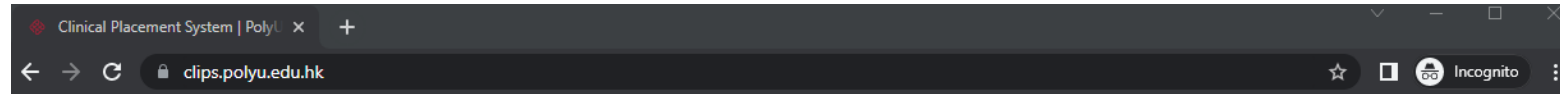
Submit For Endorsement Print Close

Click "Close" button after submission. Record status is updated as "Reviewing"

LEAVE



Login Clinical Placement System



Visit URL <https://clips.polyu.edu.hk> and login with your NetID

Placement Calendar

[D] Clinical Placement System

My Roster

< Prev Month 2023 May Next Month >

Su	Mo	Tu	We	Th	Fr	Sa
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21 • CHK9	22 • CHK9	23 • CHK9	24 • CHK9	25 • CHK9	26 • CHK9	27
• CHK9	28 • CHK9	29 • CHK9	30 • CHK9	31 • CHK9	01 • CHK9	02 • CHK9
03 • CHK9	04 • CHK9	05 • CHK9	06 • CHK9	07 • CHK9	08 • CHK9	09 • CHK9
10						

Click "Calendar" button to view placement arrangement

Leave Application (1)

[D] Clinical Placement System

My Roster

< Prev Month 2023 May Next Month >

Su	Mo	Tu	We	Th	Fr	Sa
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03
04	05	06	07	08	09	10

MSW FW II
N/A
Upper Ground Floor, Lai Bo Garden, 383 Po On Road Shamshuipo
CHK9 (KLW/EN) (AM & PM)

Apply Leave

Select leave date and click “Apply Leave”

Leave Application (2)

The screenshot displays the [D] Clinical Placement System interface. A 'My Roster' calendar is visible in the background, showing dates from the previous month to the next. A 'Leave Application' modal window is open in the center, with the following fields:

- * Type: Sick Leave (dropdown menu)
- * Date: 2023-05-22 (calendar icon)
- * Time: AM & PM (dropdown menu)
- * Reason: (text input field)
- Attachment: Upload (button)

At the bottom of the modal are 'Apply' and 'Cancel' buttons. Below the calendar, a summary box for the selected date (May 22) shows the placement details: MSW FW II, N/A, Upper Ground Floor, Lai Bo Garden, 383 Po On Road Shamshuipo, and CHK9 (KLW/EN) (AM & PM). An 'Apply Leave' button is located at the bottom of this summary box.

Input leave reason and click “Apply”

Leave Application (3)

[CLIPS] Leave application is awaiting approval (CHOI Xxx Xxx)

From: CLIPS <do-not-reply@polyu.edu.hk>

To: <apss.admin@dev.polyu.edu.hk,

[Show Headers](#)

HTML

HTML Source

Text

Raw

Spam Analysis

HTML Check **1**

Tech Info



Dear Administrator,

Please be informed that leave application is submitted for your approval by CHOI Xxx Xxx (2100****G).

Year: 2022-23
Subject: MSW FW II
Student: CHOI Xxx Xxx (2100****G)
Type: Sick Leave
Date: 2023-05-22
Time: AM & PM
Workplace: CHK9 (KLW/EN)
Reason: headache

If you wish to login CLIPS, please visit <https://clips.polyu.edu.hk/>

Clinical Placement System
The Hong Kong Polytechnic University

System sends notification to both supervisor and you

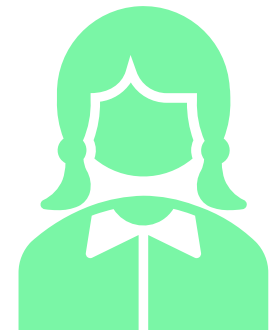
Characteristics



- Credits:6
- Required hours:
400 hours
- Teaching mode
 - one supervisor to one student
 - weekly supervision
 - 2.5 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 2700 (emails)
- Meeting with supervisor
- Meeting with Oi/c
- Service overview
- Mid-term integrative workshop: 19 June 2023 (Mon), 9:30 am to 1 pm @ BC 301

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



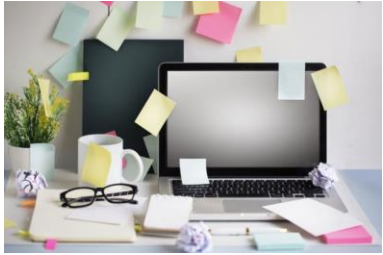
Lomax, R., & Jones, K. (2012). Chapter 3 Using theory and knowledge in practice in *Surviving your social work placement*. Palgrave Macmillan. (HV40.S8712 2012)



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



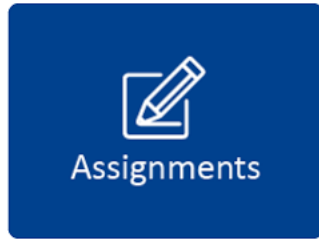
Workload

- **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*





Written Assignments

- Use of language – English for BASW
- Time sheet (**CLIPS**, 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



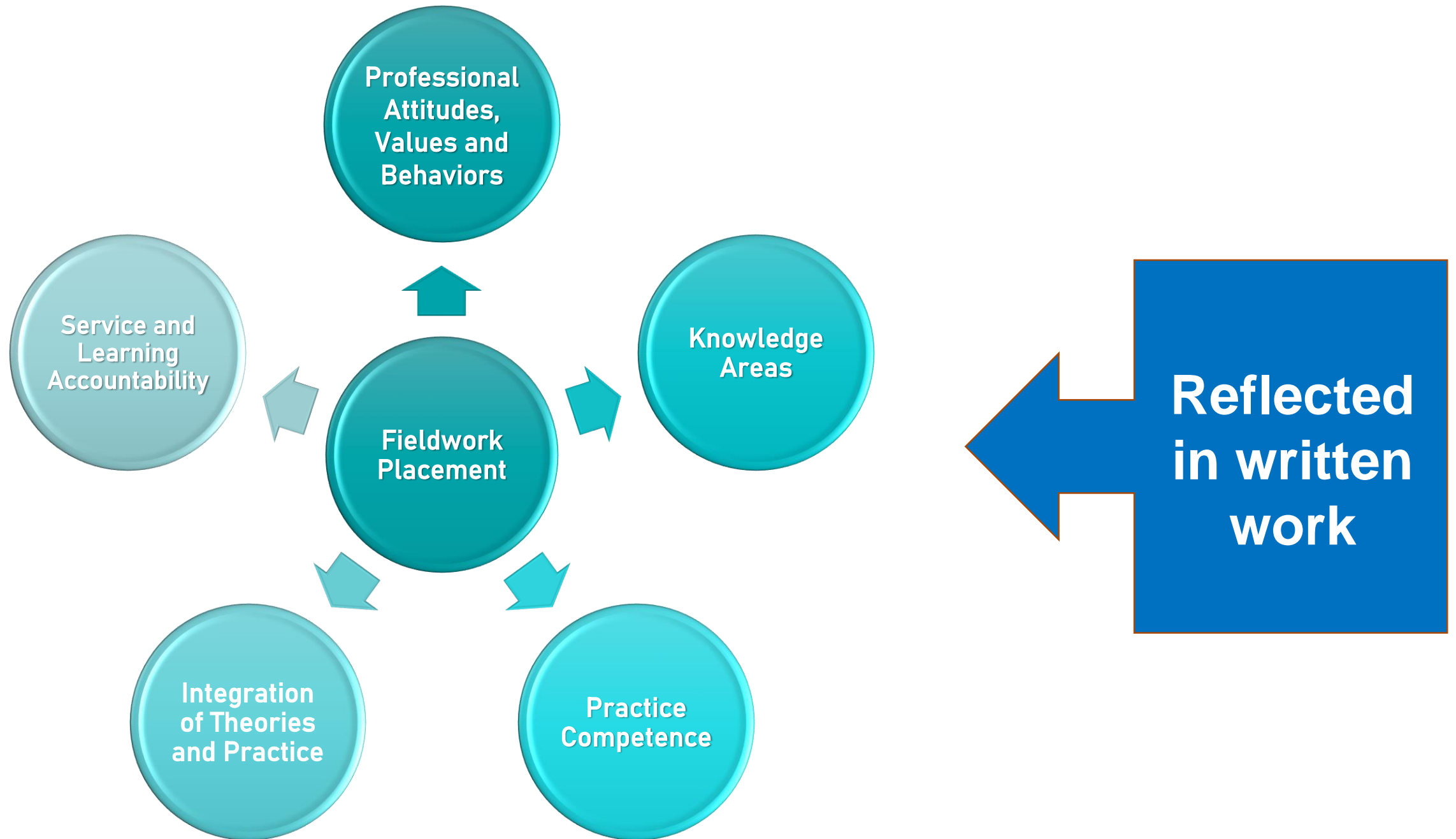
Written work is an integral part of fieldwork learning and included in assessment

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

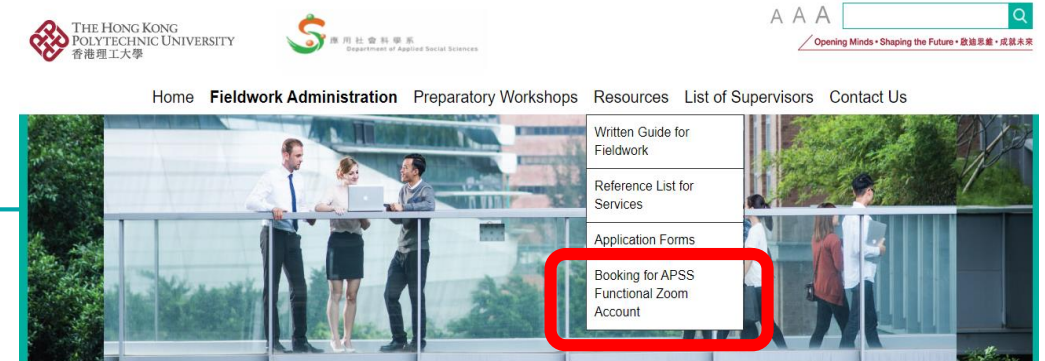


Suspension

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'. A list of documents is provided under 'Fieldwork Administration': 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



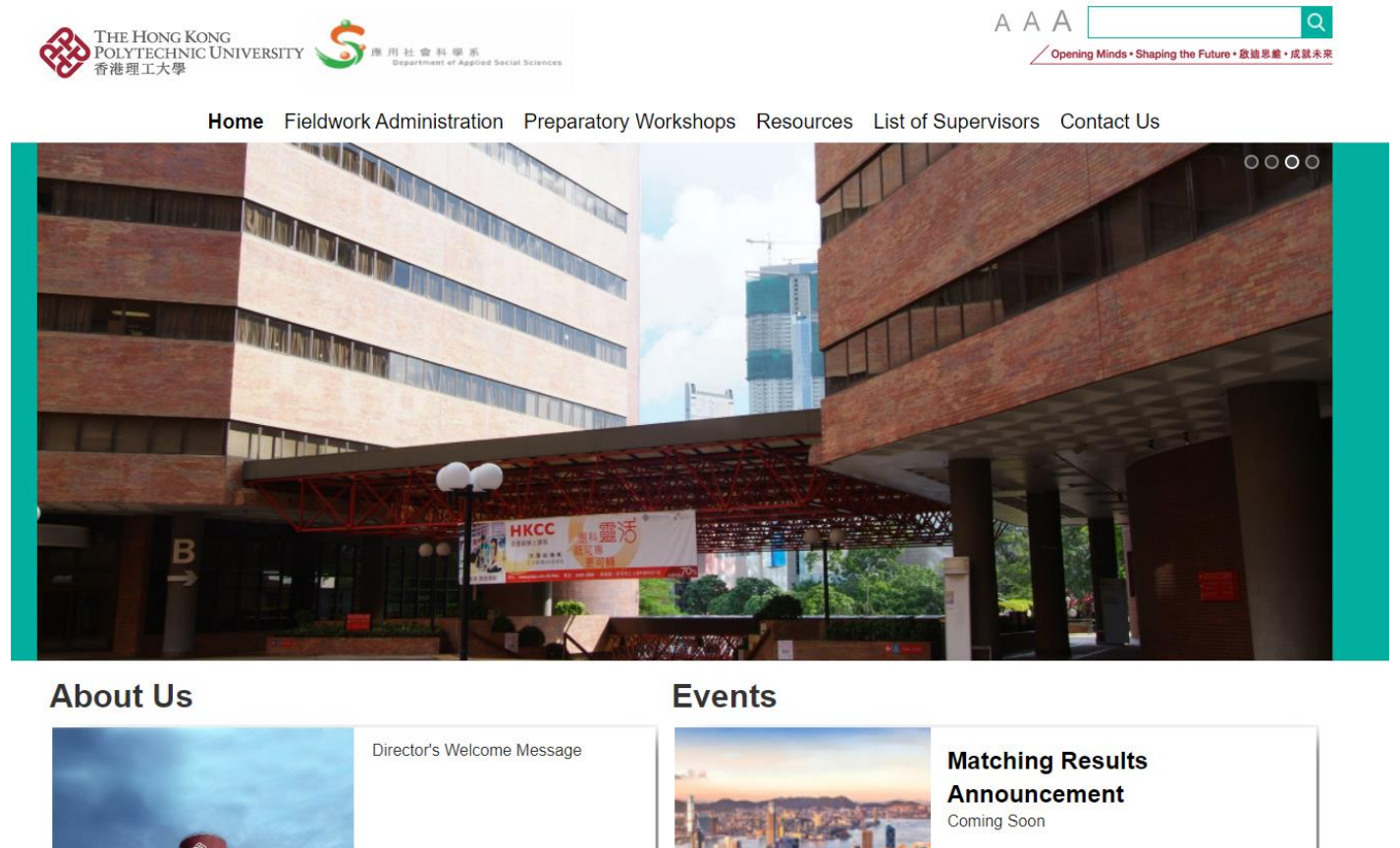
- Tense supervisory relationship
- Sexual harassment
- Insurance claims on public liability and personal accident
- Infectious diseases

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 is a search bar with the text 'Opening Minds • Shaping the Future • 啟迪思維 • 成就未來'. Below the logos is a navigation menu with links: 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 brick facade and a glass entrance. Below the photo, there are two columns of content. The left column is titled 'About Us' and contains a thumbnail image of a blue sky and a person's head, with the text 'Director's Welcome Message'. The right column is titled 'Events' and contains a thumbnail image of a city skyline at sunset, with the text 'Matching Results Announcement' and '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)



Miss Elaine Chow

Office: EF730

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**