

Professional Placement

Mid-term Briefing

15/4/2024

Dr. Joanne LO

Fieldwork Coordinator
(BASW-FT)



Are you ok?

WHAT IS YOUR CURRENT CONDITION?



Placement Period

BASW Sem 2-3 Concurrent

➤ 4 sessions/ 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.



Clinical Placement System (CLIPS)

Student Guide for Mid-term Evaluation

Suggested timeline for doing Mid-term Evaluation via CLIPS

Students **complete & submit** the Mid-term Evaluation Report – Part A

BASW students (wk 12)

1



Email notification will send to FW supervisor once the student has completed Part A

Email notification will send to student once the FW Supervisor has completed Part B



2

BASW students (wk 12)

FW Supervisors review students Mid-term Evaluation Report – Part A, **and prepare Part B** for students' review

Students **review Part B** of the Report before face-to-face Mid-term Evaluation meeting with FW Supervisors

BASW students (wk 13)

3

4

BASW students (wk 13)

Face-to-face Mid-term Evaluation meeting between **student** and **FW Supervisor**

Students and **FW supervisors sign** the Part B after the face-to-face Mid-term Evaluation meeting

BASW students (wk 14)

5

6

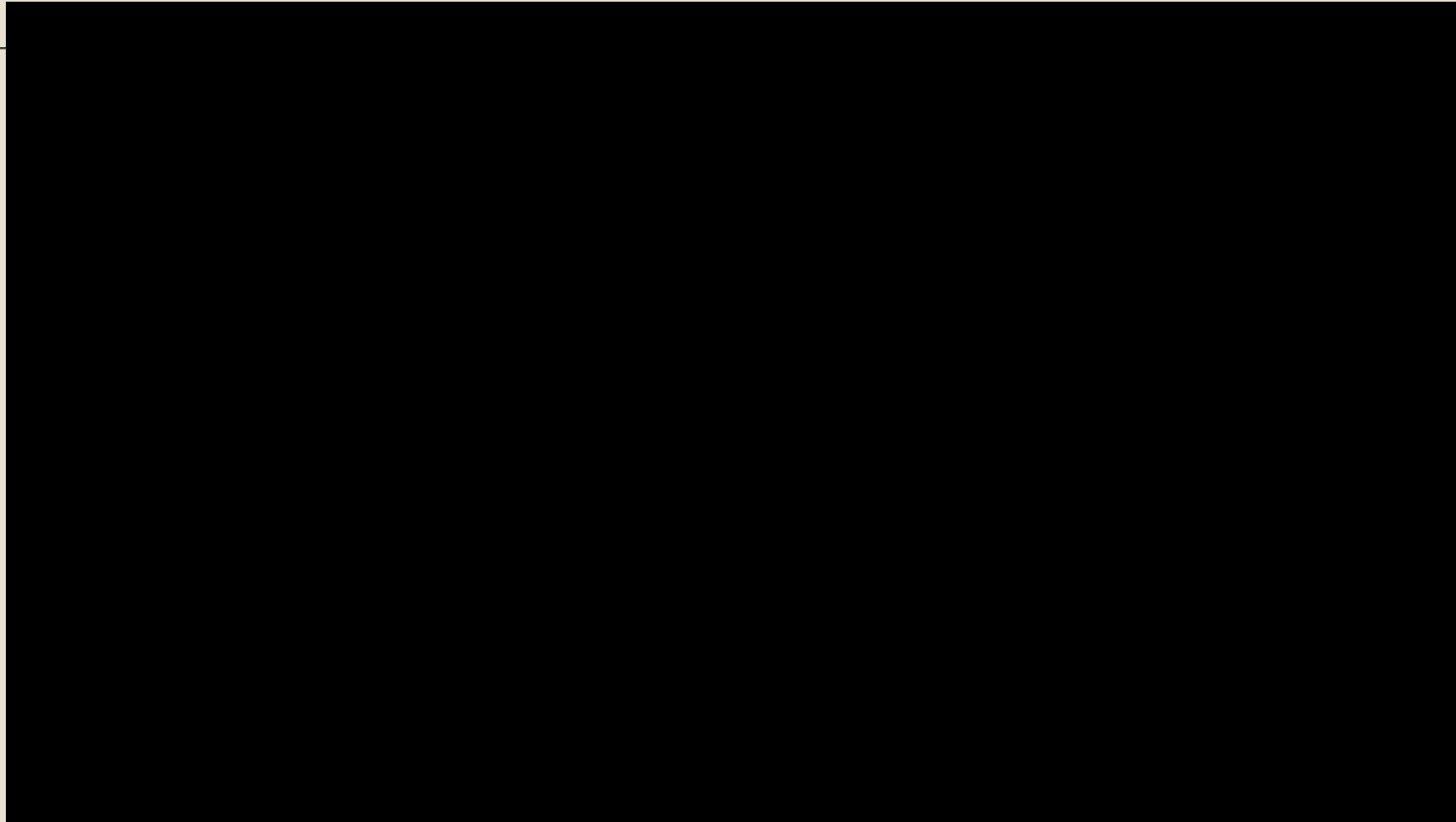
BASW students (wk 14)

FW Supervisors submit the Mid-term Evaluation Report

Mid-term Evaluation

Available on FW website

<https://www.polyu.edu.hk/apss/spis/resources/the-user-guides-manuals-for-clips/>



Mid-term Evaluation on CLIPS

Reminder for students:
Fill in every box of the mid-term evaluation form. You can put "o" for numbers or NA/Nil for areas not applicable.



[U] Clinical Placement System

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

Fieldwork Mid-term Evaluation Report

Basic Information

Student Name:

Student Number: 21061612G

Program:

Placement Period: 05/22/2023 to 07/29/2023

Agency:

Unit:

Nature of Service: Rehabilitation (Residential)

Total Placement Hours: 0 *accumulated as of the date of submitting this report

Supervision Hours:	Individual		Group	Total
	On-site	Off-site		
	0	0	0	0
	0	0	0	0
	0	0	0	0

Live Supervision Hours: 0 *live supervision hours have been counted as on-site supervision hours

Name of Supervisor:

Part A Student self-evaluation (To be completed by Student)

I. Review of work progress and learning objectives (please refer to learning contract):

something

[Print](#) [Save](#) [Close](#)

II. Review of performance and experience:

a) Statistics on services rendered:

Casework

No. of counselling cases:

	No. of Activities Done	No. of Activities to be Completed
Interviews	<input type="text" value="2"/>	
Telephone contacts	<input type="text" value="3"/>	
Home visits/accompanying clients	<input type="text" value="4"/>	
Collateral contacts	<input type="text" value="5"/>	
Case conferences/meetings	<input type="text"/>	
Other activities related to client contacts. Please specify:	<input type="text"/>	

Groupwork

No. of Groups: Nature of Group(s): Membership (each group):

	No. of Activities Done	No. of Activities to be Completed
Group sessions	<input type="text"/>	
Individual discussions (with members)	<input type="text"/>	
Telephone contacts	<input type="text"/>	
Meetings/discussions with colleagues in/outside agency	<input type="text"/>	
Other activities related to client contacts. Please specify:	<input type="text"/>	

Project

Nature of Project(s): Attendance by clients (each session):

[Print](#) [Save](#) [Close](#)

Mid-term Evaluation on CLIPS



Reminder for students:

Student should check whether the data and content is correct, and sign the part completed by the student (Part A) before submit to your FW Supervisor.

Part B necessitates signatures from both the student and supervisor, and this process exclusively takes place on the Supervisor's System. Students are unable to sign on their own system. Therefore, supervisors will let student to sign via their login page.

[U] Clinical Placement System

Project

Nature of Project(s): Attendance by clients (each session):

	No. of Activities Done	No. of Activities to be Completed
Programme sessions	<input type="text"/>	<input type="text"/>
Individual sessions with clients/home visits	<input type="text"/>	<input type="text"/>
Telephone contacts with clients	<input type="text"/>	<input type="text"/>
Meetings/discussions with colleagues in/outside agency	<input type="text"/>	<input type="text"/>
Other activities related to client contacts, Please specify:	<input type="text"/>	<input type="text"/>

b) Non-agency written work (please give figures):

	No. of Work	No. of Versions
Orientation Report	<input type="text"/>	<input type="text"/>
Learning Contract	<input type="text"/>	<input type="text"/>
Reflective Journals	<input type="text"/>	<input type="text"/>
Case Intake Report	<input type="text"/>	<input type="text"/>
Case Summary Recording	<input type="text"/>	<input type="text"/>
Case Process Recording	<input type="text"/>	<input type="text"/>
Case Transferal/Termination Report	<input type="text"/>	<input type="text"/>
Group Proposal	<input type="text"/>	<input type="text"/>
Group Session Plan	<input type="text"/>	<input type="text"/>
Group Summary Recording	<input type="text"/>	<input type="text"/>
Group Process Recording	<input type="text"/>	<input type="text"/>
Group Evaluation Report	<input type="text"/>	<input type="text"/>
Project Proposal	<input type="text"/>	<input type="text"/>
Project Evaluation Report	<input type="text"/>	<input type="text"/>

c) Review of Areas of Fieldwork assessment (please refer to the five areas of assessment):

Area of Assessment	Review on progress	Areas and plan for improvement
<input type="text"/>	<input type="text"/>	<input type="text"/>

III. Remarks (if any):

[U] Clinical Placement System

Project Evaluation Report

c) Review of Areas of Fieldwork assessment (please refer to the five areas of assessment):

Area of Assessment	Review on progress	Areas and plan for improvement
<input type="text"/>	<input type="text"/>	<input type="text"/>

III. Remarks (if any):

Supervisor's Signature

Student's Signature:

Supervisor's Signature:

Name:

Click to Sign

Click to Sign

Click to Sign

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Students and **FW supervisors** **sign** the Part B after the face-to-face Mid-term Evaluation meeting

BASW students (wk 14)

5

6

BASW students (wk 14)

FW Supervisors **submit** the Mid-term Evaluation Report to FW Team

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)

Dual accountability



Accountability to agency

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



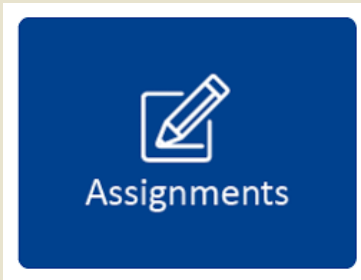
Special Events in the field

- Injury and accidents
- Sexual harassment of any kinds

Report to supervisor immediately



**SPECIAL
EVENT**

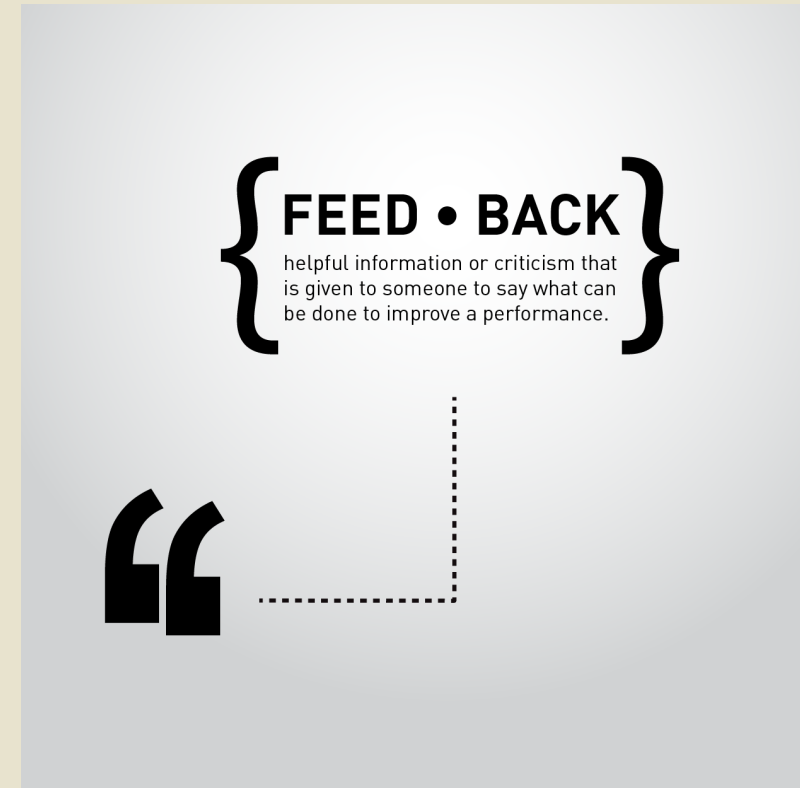


Recording submission

- All recordings should be submitted to agency in the **last week** of placement (**before 13/7/2024**)
- 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 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



Accountability to FW supervisor

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



Recap

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

Feedback on Fieldwork

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



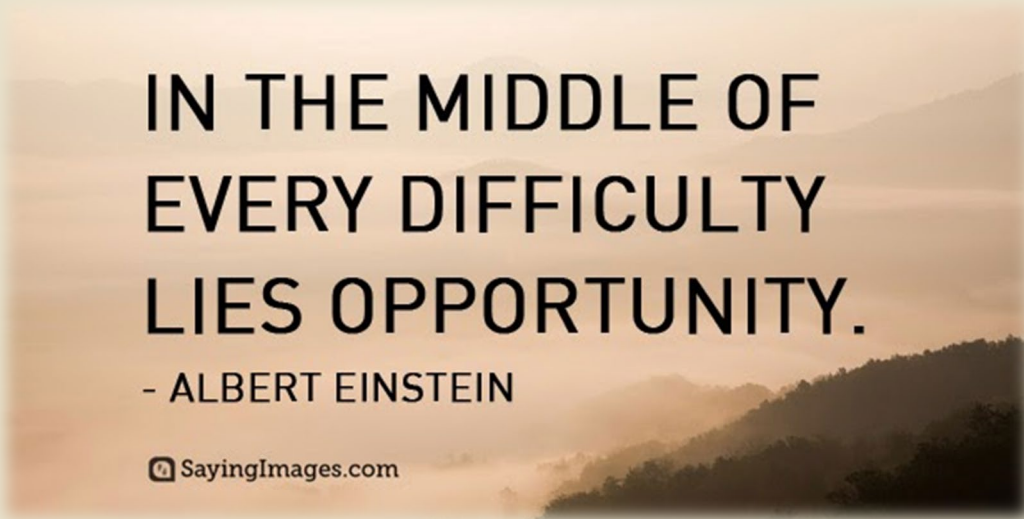
Proper attitude for feedback

- 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




Proper channel for feedback

- Discuss with supervisor regarding fieldwork arrangement, agency, field mate, etc.
- Approach Dr. Joanne LO, 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 a small logo and the text "SayingImages.com".

IN THE MIDDLE OF
EVERY DIFFICULTY
LIES OPPORTUNITY.

- ALBERT EINSTEIN

 SayingImages.com

Recap

Other Practical Arrangement



- Time sheet (e-version available, finalize in CLIPS)
- Travelling allowance (must be signed by Supervisor before the end of placement) - [F06](#), [F07](#) -→ *Shek Gor*
- Absence from fieldwork – report to supervisor and Oi/c
- Sick leave – medical certificate, submit via CLIPS
- Withdraw from or drop placement – prior approval must be sought from Director of Fieldwork Education
- Overtime work (please liaise with FW supervisor and agency on clearing of OT)



Recap

Special Issues



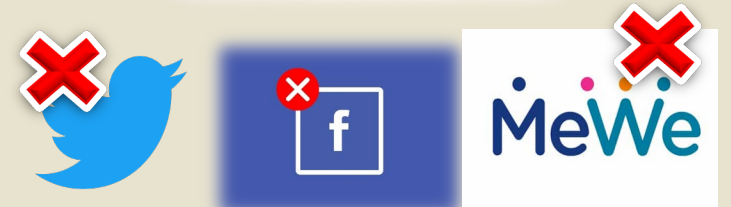
- Confidentiality
- Sign the declaration – [F03](#)
(Obligation to Privacy and Personal Data Protection)
- No Facebook/ Instagram/ blog/ photo-taking with mobile phone
- OneDrive is recommended, **no portable storage device is allowed**
- Ethical issues: Codes of Practice of SWRB with clients, agency 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.



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



**Mixed feelings are
completely normal and to be expected**

Recap

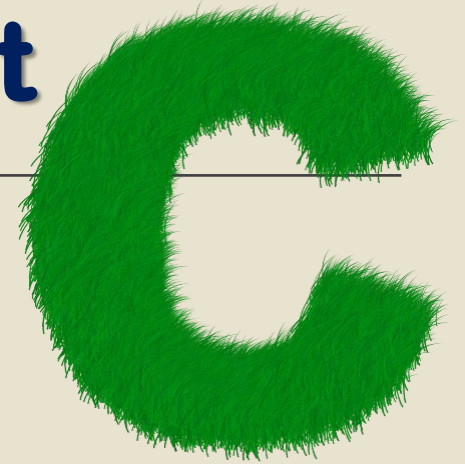
Problem solving on placement

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

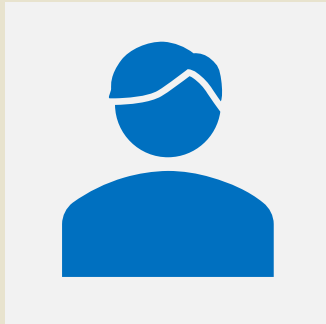
Evaluate the changes made





During the fieldwork placement

Keep contact with



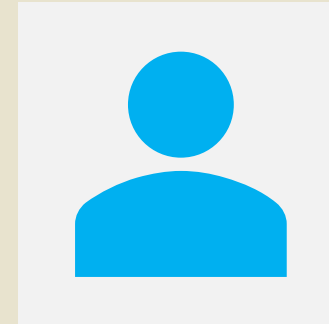
Your FW Supervisor

Direct contact with the service unit and students



Your Mentor/ Supervisor of the service unit

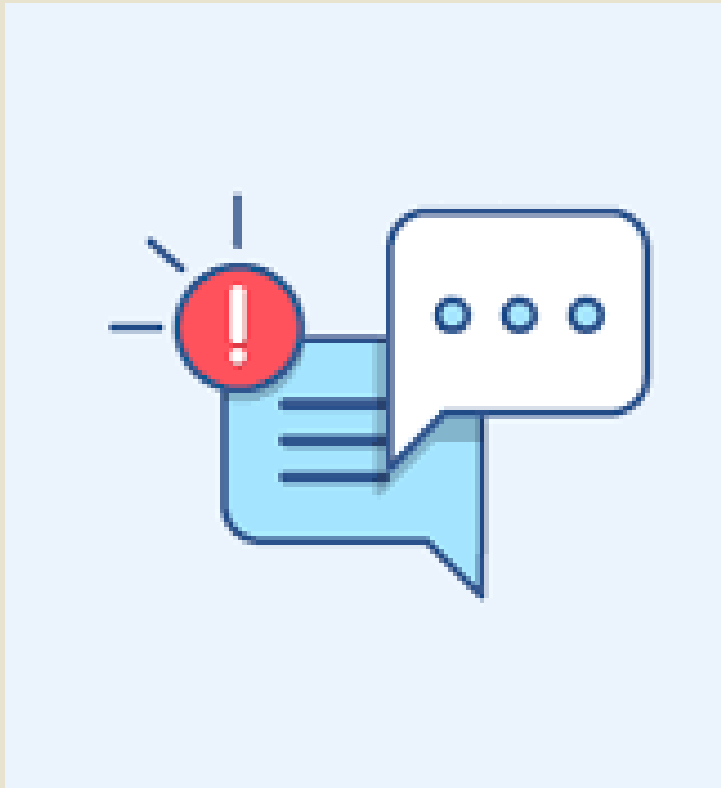
Direct contact with FW supervisor regarding the FW arrangement



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

Fieldwork Resources website

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

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

The screenshot shows the website header for The Hong Kong Polytechnic University (香港理工大學) and the Department of Applied Social Sciences (應用社會科學系). The navigation menu includes: Home, Fieldwork Administration, Preparatory Workshops, Resources, List of Supervisors, and Contact Us. A search bar is located in the top right corner. The main content area features a large photograph of a modern brick building with a red metal structure in the foreground. Below the image, there are two columns of content: 'About Us' with a 'Director's Welcome Message' and 'Events' with a 'Matching Results Announcement' (Coming Soon).

THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學

應用社會科學系 Department of Applied Social Sciences

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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)



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

Dr. Joanne LO

Office: EF733

Tel. : 27665727

Email : ys-joanne.lo@polyu.edu.hk

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