



HKU
SWSA

Department of Social Work and Social Administration
The University of Hong Kong
香港大學社會工作及社會行政學系

FIELDWORK PLACEMENT (2024-2025)

BRIEFING FOR STUDENTS

November 18, 2023 (9:30am to 12:30pm)



Briefing Schedule

Content	Speaker
General requirements on Placement	Ms. Clara Lau
Demonstration of PMS Enrollment System	
Matching Process	

The Importance of Fieldwork

- An integral part of social work education with the emphasis on “**Learning through doing**”;
- Student works in a social work agency under the guidance of fieldwork supervisor as to **incorporate theoretical knowledge into social work practice**;
- Student is expected to **experience the real work setting**, understand agency culture and requirement, to gain the **practice wisdom** from supervisor and agency staffs ;
- An important process to **train up a competent and independent social worker.**

Fieldwork Objectives

Students are given opportunities to:

- Demonstrate social work principles, values in actions and attitudes;
- Practice theories and models and develop skills;
- Enhance self-understanding, maximize potentials and own capacity
- Develop own style of work within the bounds of professional practice and development



FIELDWORK MODULES

BSWFT3 (as at Sep 2023):

SOWK 4006 Fieldwork Placement I*

Summer Block Placement

Duration: Jun 3 to Aug 10, 2024 (10 weeks, 45 hours per week, completing 450 hours)

Can apply for Overseas placement :

3 Jun 2024 to 10 – 24 Aug 2024 (with 10 - 12 consecutive weeks, 40 – 45 hours per week, completing 450 hours)

SOWK 4007 Fieldwork Placement II

Concurrent Placement (local only)

Duration: Sep 23, 2024 to April 5, 2025 (28 weeks, 2 days (16 hours) per week, **mainly on every Tues and Weds**, completing 450 hours)



FIELDWORK MODULES

MSWFT1 (as at Sep 2023):

SOWK 6225 Field Placement I *

Summer Block Placement

Duration: Jun 3 to Aug 10, 2024 (10 weeks, 45 hours per week, completing 450 hours)

Can apply for Overseas Fieldwork placement

3 Jun 2024 to 10 – 24 Aug 2024 (with 10 to around 12 consecutive weeks, 40 – 45 hours per week, completing 450 hours)

SOWK 6231 Field Placement II

Concurrent Placement (local only)

Duration: Sep 23, 2024 to Apr 5, 2025 (28 weeks, 2 days (16 hours) per week, **mainly on every Tues and Weds**, completing 450 hours)



FIELDWORK MODULES

MSWPT1 (as at Sep 2023):

SOWK 6225 Field Placement I #

Concurrent Placement (local only)

Duration: Sep 23, 2024 to Apr 5, 2025 (28 weeks, 16 hours per week, 2 sessions flexibly in daytime and/or evenings and 1 full day duty, completing 450 hours)

SOWK 6231 Field Placement II *#

Concurrent Placement (local only)

Duration: Sep 2025 to Apr 2026, exact dates will be announced in 2024

* *Can apply for Overseas/Mainland Fieldwork Placement taken in summer block, but needs to **apply for deferment of Placement II to 2026 summer***

*Can apply for **Attachment Placement** in own employing agency, but only for social service setting agency*



FIELDWORK MODULES

MSWPT2 (as at Sep 2023):

SOWK 6231 Field Placement II

Concurrent Placement (local only)

Durations 23, 2024 to Apr 5, 2025 (28 weeks, 16 hours per week, 2 sessions flexibly in daytime and/or evenings and 1 full day duty, completing 450 hours)

- *Can apply for Overseas/Mainland placement taken in summer block, but needs to **apply for deferment of placement II to summer 2025***
- *Can apply for **ATTACHMENT PLACEMENT** in own employing agency, but only for social service setting agency **if not applying in placement I - SOWK 6225***

C-04 Application form for Attachment Placement

- [C-04 Application Form for Attachment Placement_2023.doc \(live.com\)](#)

Attachment/On-the-job Placement

- Only applies to **part-time students**, who are now working at **social service agency**
- Students could apply for attachment placement **once only**
- Students who undertake attachment placement **at the working agency** **should be placed at a different unit** as to widen the learning opportunities and differentiate the role as student social worker
- For school setting, students cannot be placed at your own working school
- Students **must get approval from agency** and submit supporting letters **at the time of application**

FIELDWORK MODULES

For all part-time students:

- Please prepare your own work schedule to match with the placement's requirement.
- You need to free at least 16 hours per week (besides of taking courses) as to fulfill the placement's requirement.
- If you can only free weekday evening (6pm to 10pm) and weekends for placement, this will limit your placement choices.

Overseas Fieldwork Placement

- Only applies to summer block placement
- Since 1998, the SWSA has already sent a total of 330 social work students in various placement settings in different countries and places, such as Australia, Canada, Singapore, UK, USA, Guangzhou, Shanghai, Taiwan, India and Japan.
- **For interested students, you can attend the afternoon overseas briefing session**

Fieldwork Placement Arrangement

- Every student is required to undertake **two fieldwork placements**
- As required by SWRB, students will be placed at **two different service settings**, with different agencies, different field-mates and different fieldwork supervisors to widen your learning opportunities

Roles and Responsibilities

Responsible to Agency/Clients:

- “Student social worker” (實習社工)
- **Comply with agency policy**, admin. procedures, office disciplines and proper documentation
- Obtain approval before proceeding
- Professional image, behaviours, appearance and dress code
- **Ensure confidentiality, privacy and code of ethics**
- Active participation and engagement

Roles and Responsibilities

Responsible to Supervisor/HKU

- Agreement on learning goals
- Responsible, active and reflective learner
- Cooperative and mutual support
- Paper submission on time
- Well prepare for supervision
- Open to share and question



Workload

(Apply to: from the 2022 intake of MSW students, and from the 2020 intake of BSW students)

A) Direct Services Guideline

First Placement

- **Case only : at least 4 cases**
- **Case + group + program : 2 cases + 1 group +1 program**
- **Group + project/program : 2 groups + 1 program OR 1 group + 2 programs /projects (both have at least 2 sessions)**
- **Community Development project : 1-2**

** The above is for reference only*

** Workload is decided by mutual discussion amongst student, agency and fieldwork supervisor , while the final decision rests with the fieldwork supervisor*

Workload

Apply to: from the 2022 intake of MSW students, and from the 2020 intake of BSW students)

A) Direct Services Guideline **Second Placement**

- **Case only : at least 5 cases**
- **Cases + group + program: 2 -3 cases + 1 group +1 program**
- **Group, project and program: 2 groups + 1 program or 1 group + 2 programs /projects (both have at least 2-3 sessions)**
- **Community Development project: 1-2**

** The above is for reference only*

** Workload is decided by mutual discussion amongst student, agency and fieldwork supervisor, while the final decision rests with the fieldwork supervisor*

Workload

B) Written Work

- **Casework : Intake/Transfer/Termination Summary, Session recordings (including process recordings)**
- **Group work : Group proposal, Session plans, Session Recordings, Final Evaluation Report**
- **Project/Program : Project/Program Proposal, Ongoing Process record, Evaluation report**
- **Self-reflective Logs, Supervision agendas, Supervision logs**
- **Orientation Report, Learning Contract**
- **Mid-placement and final evaluation report**

** Exact workload and requirement will be decided by the respective fieldwork supervisor subject to the student's learning pace, but must fulfill both HKU and Agency requirements*

Assessment Criteria

Assessment Criteria	1st Placement From MSW 2022 & BSW 2020 intake	2nd Placement from MSW 2022 & BSW 2020 intake
1. Professional Requirements	25%	25%
2. Organizational Requirements	15%	10%
3. Practice Competence	40%	50%
4. Written assignment and Use of Supervision	20%	15%



Assessment Criteria (Form A10a)

(Apply to from 2022 intake of MSW students and from 2020 intake of BSW students)

A failed grade in Section One will lead to a failed grade in the fieldwork placement regardless of student's performance in other assessment areas.

Choices of Placement Setting

- Community Development Services (AG/CC/NLCDP/PHA)
- Services for the Elderly (CSE/RSE)
- Family Services (FSC/CISC)
- Medical Social Services (MSS/MSP)
- Multicultural Social Work (EDR/ASR/FDW)
- Rehabilitation Services (RSD/RSR/PRS/CRN/**SSS-only open for concurrent placement**)
- School Social Work Services (SSWP/SSWS/SSWO) – **only open for concurrent placement**
- Services for Children & Youth (ICYSC/YR/RS)
- Overseas/Mainland Fieldwork Placements (OFP) – **only open for summer block placement**



Choices of Placement Settings and Specific Interest (2024 – 2025)

[Preferences for Summer Block Placement 2004 \(hku.hk\)](https://hku.hk)



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Setting Coordinators

[Preferences for Summer Block Placement 2004 \(hku.hk\)](http://hku.hk)

Consideration of Choices

- *Personal interest/ passion*
- *Personal potential/ limitation*
- *Learning expectation/ opportunities*
- *Future Career plan*
- *Location (near to work / home / dorm)*
- *Placement setting's working hours*
- *Personal work schedule*

Submit Preference Choices

- Make 3 choices of placement setting
- Indicate 2 choices of specific interest for each selected setting
- Through PMS (Placement Management System) on web

Final matching result depends on availability of offers from agencies and students' suitability

Once submitted the choices, no amendment will be allowed

Submit Placement Preferences

Before submitting the application,

1. Please read through the information being uploaded onto placement website, <https://placement.socialwork.hku.hk>
2. For BSW Students, please consult **Teachers/ Skill Lab Teacher/ setting coordinators** about your suitability
3. For MSW Students, please consult **Teachers/Skills Teacher/setting coordinators** about your suitability



District Preferences

1. **Central, Western, Southern & Islands**
2. **Eastern & Wanchai**
3. **Kwun Tong**
4. **Wong Tai Sin & Sai Kung**
5. **Kowloon City and Yau Tsim Mong**
6. **Sham Shui Po**
7. **Tsuen Wan & Kwai Tsing**
8. **Tuen Mun**
9. **Yuen Long**
10. **Sha Tin**
11. **Tai Po & North**

District Preferences

- Please choose 2 districts among the 11 districts as your choice
- Please consider the district which is more convenient for you to commit placement from dorm/home/work during the placement time. The placement venue will try to be located **within the travelling time of one hour.**

Placement Preference System (PMS)

- Type URL as :
<https://pms.socialwork.hku.hk>
- System will be **activated on 27 November, 2023**, please log in on or after this date
- Students will receive email notification on how to log in the system



Email Notification Sample

Dear Students,

Welcome to the SWSA Placement Management System, you can visit <https://pms.socialwork.hku.hk> to complete your application for the coming summer block and/or concurrent placement in 2023/2024.

Please use your university number and attached password to enter into the PMS. The PMS will be activated between 00:00 2023/11/27 to 17:00 2023/12/15.

Your password to the PMS is: **9EznPUjg**

If you have any enquiries about the PMS, please contact Ms. Rose See at 3917 2981, rosesee@hku.hk or Ms. Clara Lau at 3910 2567, siucho@hku.hk **HKU SWSA Placement Management System**



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Placement Management System (PMS)



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Department of Social Work and Social Administration
The University of Hong Kong
香港大學社會工作及社會行政學系

Front Page of the PMS



Department of Social Work and Social Administration
Placement Management System

[Log in](#)

[Home](#)

Log in

Use a local account to log in.

User name / University Number

Password

☐ Remember me?

[Log in](#)



Department of Social Work and Social Administration Placement Management System

Hello, 888888888888!

[Log off](#)

[Home](#)

Agreement

I have already read through all the information listed on the placement website, <https://placement.socialwork.hku.hk> and understood all the settings' requirements before submitting my placement preference on the PMS to the Department of Social Work and Social Administration.

I fully understood the placement schedule in 2024- 25 and I shall commit myself to match with the placements' requirements.

I fully understood that the submission of my placement preference on the PMS is just an indication of my own interest; DFI will try to cater for the preference choice as far as possible, but no guarantee due to limited offers from different agencies.

I have already sought advice on the placement preference from university teachers.

I declare that all the information provided on the PMS is accurate, correct and solely submitted by myself.

[----- Continue ----- >](#)



The University Of Hong Kong
Department of Social Work and Social Administration
Preference Form for Summer Block and Concurrent Placements (2024 - 2025)

For those compulsory fields, please input NA if not applicable

University Number

8888888888

Salutation

Ms.

First Name

Siu Cho

Last Name

Lau



[Upload photo](#)

max. 2MB. The photo will be sent to your placement agency!

Programme of Study

BSWFT

Skill Lab Teacher

Dr. Elsie Chien

E-mail Address

rosesee@hku.hk

Nick Name

Clara

Name in Chinese (i.e. 陳大文. Please type NA if not applicable)

陳大文

Year Of Birth (i.e. 1999)

2000

HK Mobile Number

23456789



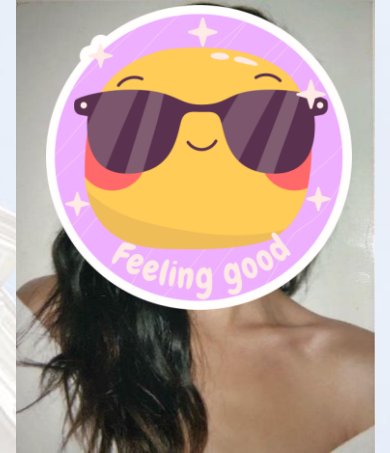
Selfie photo



Travel / Outing photo



Messy background



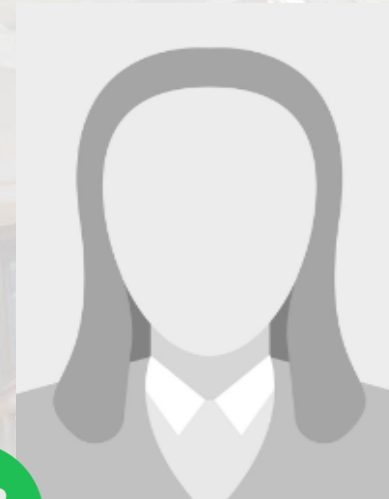
Inappropriate custom



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Source: <https://photobi.hk/>



Source: <https://photobi.hk/>



Screen for Full Time Students

Summer Block Placement (03/06/2024 - 10/08/2024)

Defer Summer Block Placement? ☐

Summer Block Placement Attachment? ☐

Block Choice 1

Please Select ▼

Option 1

▼

Option 2

▼

Block Choice 2

Please Select ▼

Option 1

▼

Option 2

▼

Block Choice 3

Please Select ▼

Option 1

▼

Option 2

▼

Block District 1

Please select ▼

Block District 2

Please select ▼

Concurrent Placement

(23/09/2024 - 05/04/2025 for BSW; 23/09/2024 - 05/04/2025 for MSW)

Defer Concurrent Placement? ☐

Concurrent Placement Attachment? ☐

Concurrent Choice 1

Please Select ▼

Option 1

▼

Option 2

▼

Concurrent Choice 2

Please Select ▼

Option 1

▼

Option 2

▼

Concurrent Choice 3

Please Select ▼

Option 1

▼

Option 2

▼

Concurrent District 1

Please select ▼

Concurrent District 2

Please select ▼



Screen for Part-time Students

Concurrent Placement

(23/09/2024 - 05/04/2025 for BSW; 23/09/2024 - 05/04/2025 for MSW)

Defer Concurrent Placement? ☐

Concurrent Placement Attachment? ☐

Concurrent Choice 1

Please Select

Option 1

Option 2

Concurrent Choice 2

Please Select

Option 1

Option 2

Concurrent Choice 3

Please Select

Option 1

Option 2

Concurrent District 1

Please select

Concurrent District 2

Please select

Time Available for placement (for part-time students only)

	Weekdays	Saturday	Sunday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



All information collected will be regarded as confidential and shall not be used or disclosed for purposes other than facilitating placement learning, and shall not be transferred to any person other than the concerned staff of the Department, the fieldwork supervisor, and the concerned staff of the placement agency. This form will be kept by the Deputy Director/ Director of Field Instruction (DDFI /DFI) and destroyed after the student's placements have been satisfactorily completed.

Please indicate whether you have:

Asthma

Not Set ▼

Convulsions/Epilepsy

Not Set ▼

Heart Diseases

Not Set ▼

Mental Illnesses

Not Set ▼

Hypertension

Not Set ▼

Physical Disabilities

Not Set ▼

Other health or mental health challenges

If yes, please give additional information

Information of prescription/medication

Please elaborate if your medical condition requires the placement agencies to provide reasonable accommodation with respect to equipment, physical settings, work arrangements, etc.

Submit





Screen after pressing the “Submit” button Please edit the information



Department of Social Work and Social Administration
Placement Management System

Hello, 8888888888! [Log off](#)

[Home](#)

Thanks for your submission, please double confirm the information as listed and then click the "confirm" button at the end of this page.

The University Of Hong Kong Department of Social Work and Social Administration Preference Form for Summer Block and Concurrent Placements (2024 - 2025)

University Number	Salutation	First Name	Last Name
8888888888	Ms.	Siu Cho	Lau
Programme of Study	Skill Lab Teacher	E-mail Address	HK Mobile Number
BSWFT	Dr. Elsie Chien	rosesee@hku.hk	23456789



Nick Name
Clara

Name in Chinese (i.e. 陳大文. Please type NA if not applicable)
陳大文

Year Of Birth
2000

Correspondence Address
Department of Social Work and Social Administration

Religion (i.e. Christian, Catholic, Buddhism, Others, etc...)
NA

Fluent in Language(s): Cantonese Yes English No Putonghua No Other: NA

Emergency Contact Person
ABC





After Editing, please “Confirm”

Summer Block Placement (03/06/2024 - 10/08/2024)

Block Choice 1

Family Services

Option 1

Integrated Family Service Centre and family related services and projects

Option 2

Crisis Intervention and Support Services*

Block Choice 2

Medical Social Work Services

Option 1

Medical Social Service Unit

Option 2

Medical Special Projects

Block Choice 3

Services for Children and Youth

Option 1

Youth at Risk

Option 2

Integrated Children and Youth Services Centre

Block District 1

Central Western, Southern and Islands

Block District 2

Eastern and Wan Chai

Concurrent Placement

(23/09/2024 - 05/04/2025 for BSW; 23/09/2024 - 05/04/2025 for MSW)

Concurrent Choice 1

Services for Children and Youth

Option 1

Youth at Risk

Option 2

Residential Services

Concurrent Choice 2

School Social Work Services

Option 1

Secondary School Services

Option 2

Primary School Services

Concurrent Choice 3

Rehabilitation Services

Option 1

Pre-school Rehabilitation Services

Option 2

Special School Services

Concurrent District 1

Eastern and Wan Chai

Concurrent District 2

Central Western, Southern and Islands

Please indicate whether you have:

Asthma Convulsions/Epilepsy Heart Diseases Mental Illnesses Hypertension Physical Disabilities

No No No No No No

Other health or mental health challenges

NA

If yes, please give additional information

NA

Information of prescription/medication

NA

Please elaborate if your medical condition requires the placement agencies to provide reasonable accommodation with respect to equipment, physical settings, work arrangements, etc.

NA

Edit my application

Confirm



Pop up message : once confirmed, cannot change

Department of Social Work and Social Administration
First Degree University N
Department of Social Work and Social Administration
First Degree Graduation
2000
First Degree Subject Stud
Department of Social Work and Social Administration
First Degree GPA
3
Placement Experience / Expectation (max.500characters)
RSD
Employment History
Department of Social Work and Social Administration

Are you sure? You cannot make any change after confirmation.

確定 取消

Summer Block Placement
(03/06/2024 - 10/08/2024)

Block Choice 1
Family Services
Option 1
Integrated Family Service Centre and family related services and projects
Option 2
Crisis Intervention and Support Services*

Block Choice 2
Medical Social Work Services
Option 1
Medical Social Service Unit
Option 2
Medical Special Projects
Block Choice 3
Services for Children and Youth
Option 1
Youth at Risk
Option 2
Integrated Children and Youth Services Centre

Block District 1
Central Western, Southern and Islands
Block District 2
Eastern and Wan Chai

Concurrent Placement
(23/09/2024 - 05/04/2025 for BSW; 23/09/2024 - 05/04/2025 for MSW)

Concurrent Choice 1
Services for Children and Youth
Option 1
Youth at Risk
Option 2
Residential Services
Concurrent Choice 2
School Social Work Services
Option 1
Secondary School Services
Option 2
Primary School Services
Concurrent Choice 3
Rehabilitation Services
Option 1
Pre-school Rehabilitation Services
Option 2
Special School Services
Concurrent District 1
Eastern and Wan Chai
Concurrent District 2
Central Western, Southern and Islands

Please indicate whether you have:

Asthma Convulsions/Epilepsy Heart Diseases Mental Illnesses Hypertension Physical Disabilities
No No No No No No

Other health or mental health challenges
NA

If yes, please give additional information
NA

Information of prescription/medication
NA

Please elaborate if your medical condition requires the placement agencies to provide reasonable accommodation with respect to equipment, physical settings, work arrangements, etc.
NA

Edit my application Confirm



Your application is completed



Department of Social Work and Social Administration
Placement Management System

Hello, 8888888888! [Log off](#)

[Home](#)

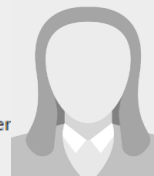
A confirmation email has been sent to you.

The University Of Hong Kong Department of Social Work and Social Administration Preference Form for Summer Block and Concurrent Placements (2024 - 2025)

Your application is completed.

University Number	Salutation	First Name	Last Name
8888888888	Ms.	Siu Cho	Lau

Programme of Study	Skill Lab Teacher	E-mail Address	HK Mobile Number
BSWFT	Dr. Elsie Chien	rosesee@hku.hk	23456789



Nick Name

Clara

Name in Chinese (i.e. 陳大文. Please type NA if not applicable)

陳大文

Year Of Birth

2000

Correspondence Address

Department of Social Work and Social Administration

Religion (i.e. Christian, Catholic, Buddhism, Others, etc...)

NA

Fluent in Language(s): Cantonese Yes English No Putonghua No Other: NA

Emergency Contact Person

ABC

Emergency Contact Telephone

12345678

Emergency Contact Person relationship with Student

Mother

Secondary School Name

Department of Social Work and Social Administration

Secondary School Graduation Year

Department of Social Work and Social Administration



Email Confirmation Sample

Confirmation of receiving PMS application for 2024/2025



HKU SWSA Placement Management System <placement@hku.hk>

To Rose See

Dear Students,

PMS has received your application:

Block Placement:

1st Choice : Family Services

Options 1 : Integrated Family Service Centre and family related services and projects

Options 2 : Crisis Intervention and Support Services*

2nd Choice : Medical Social Work Services

Options 1 : Medical Social Service Unit

Options 2 : Medical Special Projects

3rd Choice : Services for Children and Youth

Options 1 : Youth at Risk

Options 2 : Integrated Children and Youth Services Centre

Block placement District Preference 1: Central Western, Southern and Islands

Block placement District Preference 2: Eastern and Wan Chai

Concurrent Placement:

1st Choice : Services for Children and Youth

Options 1 : Youth at Risk

Options 2 : Residential Services

2nd Choice : School Social Work Services

Options 1 : Secondary School Services

Options 2 : Primary School Services

3rd Choice : Rehabilitation Services



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System Demonstration

Important

- If you haven't received confirmation email, this implies that you haven't confirmed all the necessary information and **PMS hasn't received your application.**
- Please make sure that you have gone through all the stages.
- Every time, you are allowed to complete the information for **20 minutes.**
- Please use short paragraph to describe your placement/ work experiences/ expectation, **cannot exceed 500 characters.**



Submission Dead-line

17:00 December 15, 2023

Penalty for Late Submission

- *We'll match all the preferences of those students who have submitted on time first and then **finally settle the preferences of late submitters.***

Criteria for Matching Placement

- **No. of offers** from different agencies
- **Special requirements** stated **by agencies** (e.g. maturity, year of study, program of study, sex and religion, etc.)
- Total number of students competing in the same placement choice

Criteria for Matching Placement

- Suitability of Students (e.g. physically, psychologically and academically)
- **Recommendation from teachers**
- If setting preference does not match with district preference, **setting preference will over-ride district preference**

Matching process

- First preferences of every student will be matched first
- If the first preference cannot be matched, then we'll go to match the second preference and then the third preference.
- For those preferences with sufficient placement offers, cGPA will not be used as a reference.
- If the no. of offers from agencies is less than the no. of student first preferences, then students with higher cGPA will be placed in this first preferences. After selecting the students into the matching list, matching will not consider the academic result anymore
- Details as per the below illustration.



Matching Schedule

Time	Tasks
18 Dec 2023	Collecting students' placement preferences
Late Dec 2023	Sending out summer block placement request to respective NGOs
13 Jan 2024	Overseas placement interview
End Jan 2024	Announcement of the overseas placement application result
3 Feb 2024	Overseas Placement Orientation Session
End Feb 2024	Collecting agencies' feedback on our summer block request
Early Mar 2024	Sending out concurrent placement request to respective NGOs
Mid Mar 2024	Matching students' summer block preferences and seek for teachers' further comment
Early Apr 2024	Announcement of the summer block matching results to students PMS reopen for students to amend the concurrent placement choices
Mid- April 2024	Sending out 2 nd batch of concurrent placement request to respective NGOs
4 May 2024	Summer Block Placement Orientation Session
3 June 2024	Commencement of Summer Block Placement
May- June 2024	Collecting final agencies' feedback on our concurrent request
Early July 2024	Matching students' concurrent preferences and seeking for teachers' further comment
Around mid- Aug 2024	Announcement of the concurrent matching results to students
7 Sep 2024	Concurrent Placement Orientation Session
23 Sep 2024	Commencement of Concurrent Placement

Good Preparation for Fieldwork Placement

- **Psychologically and Physically** well prepared for the workloads of placement
- Better to equip relevant values, attitudes, knowledge and skills of your preferred placement settings, strongly advise to **match with your elective studies**; be prepared to do extra study on the service nature of the clienteles **at your own time**

Good Preparation for Fieldwork Placement

- Good time management
- Seek advice from teachers and previous students about the survival tips
- Be open-minded, flexible and accept the point that **“Every setting will provide learning opportunities to you”**



Central Enquiry

Contact Persons:

Ms. Lau Siu Cho, Clara (Director of Field Instruction)
(siucho@hku.hk) (3910-2567) (C0556)

Ms. Rose See (Secretary)
(rosesee@hku.hk) (3917-2981) (C0534)



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Q & A

Placement Setting Briefing

Date: November 25, 2023 (Saturday) Venue: am MWT2 pm CYPP4

Time	Content	Speaker
9:15 – 9:30am	Registration	
9:30 – 9:35am	Welcome remarks	Ms. Clara Lau
9:35 – 10:20am	School Social Work Services (SSW)	Ms. Irene Law
10:20 – 11:05am	Rehabilitation Services (RS)	Ms. Lydia Lam
11:05 – 11:50am	Family Services (FS)	Ms. Omi Ng
11:50 – 12:35pm	Multicultural Social Work Services (MCSW)	Mr. Lo Kai Chung
12:35 – 2:00pm	Break	
2:00 – 2:45pm	Community Development Services (CD)	Mr. Lo Kai Chung
2:45 – 3:30pm	Services for the Elderly (ES)	Ms. Edith Fung
3:30 – 4:15pm	Medical Social Services (MSS)	Ms. Debby Ko
4:15 – 5:00pm	Services for Children & Youth (CYS)	Ms. Jake Pang
5:00 – 5:30pm	Q & A	Ms. Clara Lau