

The University of Hong Kong
Department of Social Work & Social Administration

Social Work Fieldwork Placement

Guidelines for a Written Learning Contract in Fieldwork Placement

- (1) Learning Objectives:
Learning needs identified by the Fieldwork Supervisor
What the student wants to learn
Possible theoretical frameworks to explore and use.....
How the student believes he/she learns best etc.

- (2) Work Requirements:
No. of days of placement, sick leave, compensation leave, time off's arrangement etc.

- (3) Agency Requirements:
Office hours, timetables of meetings, rules of agencies to be observed etc.

- (4) Recording/Report-writing/Completion of Statistics:
Type, amount, purpose, usage, due-dates for handling in etc.

- (5) Supervision:
Duration, frequency, preparation (who will be expected to do what etc.)

- (6) Assessment:
Arrangements for mid-placement and final evaluation, what kind of preparation is expected on students and fieldwork supervisor. What are the aspects in which the student will be assessed, whose opinions will be consulted etc.

The above is not an exhaustive list of items that can be included in the learning contract. Additions or subtractions to the list can be made according to the situation of individual placements.