

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

Social Work Fieldwork Placement

**Contingency Fieldwork Arrangement under Service Suspension**

*In view of the outbreak of Influenza/ COVID or other circumstances which might affect the fieldwork placement arrangement due to some changes in service operations of placement agencies, here are the proposed guidelines to balance the safety need of students, supervisors, and clients' welfare.*

1. If there are any circumstances that might affect the service operations of placement agencies, the fieldwork supervisor should report the case to the Department immediately. Students and fieldwork supervisors concerned should assess the situation in liaison with the agency and follow the advice of the Department of Health or other Government Bureaus.
2. The fieldwork supervisor should help assess the suitability of the student's job assignment to be carried out during this critical period. Learning tasks and assignments stipulated in the learning contracts of students should be adhered to, if circumstances permit. Some adjustments are flexibly allowed to fit with the student's learning goals and service needs upon the consent of the placement agency.
3. With the agreement made between the agency, the supervisor, and the student, the student can continue the learning tasks and assignments outside the fieldwork setting, if circumstances permit, such as online mode. The hours spent working with clients and supervision can be recognized in full as placement hours, whereas the preparation work being spent will be situational, depending on the seriousness of the Outbreak. Students should follow the announcement of Department about the calculation of placement hours at that critical period.
4. In compliance with the requirement of the Hong Kong Social Workers Registration Board and international standard, a total of 800- 900 fieldwork hours for students of different programs have to be fulfilled. If the placement agency needs to suspend all services for a certain period, then the student has to follow strictly the agency's rules and regulations on the special arrangement of job duties. Any unfulfilled fieldwork hours due to the pandemic has to be made up at appropriate time after consensus made among agency, fieldwork supervisor and student.
5. Interest and welfare of clients should be put in priority for necessary adjustment in fieldwork arrangement.
6. The Director of Field Instruction/Deputy Director of Field Instruction should be immediately informed of any decision about adjustment in fieldwork arrangement.
7. Fieldwork supervisors and students are reminded to follow all precautions measures recommended by the Department of Health, other Government Bureaus and the agencies.