

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

Social Work Fieldwork Placement

Guidelines on Placement Hours Calculation

In compliance with the requirement of the Hong Kong Social Workers Registration Board and international standards, all placement students have to fulfill 100% of the 800-900 fieldwork hours as required by their respective programme. They will normally be required to make up for the fieldwork time being missed for any reason within the placement period.

Specifications and necessary procedures should be noted as follows:-

Terms	Specifi- cations	Necessary Procedures
Placement Hours	Working hours	<ul style="list-style-type: none"> ➤ Students should fulfill 100% of the number of placement hours stipulated in the course requirement; ➤ Students should follow strictly the opening hours and the rules regarding duty hours of the agency; ➤ Students should be prepared to take placement duties outside their regular fieldwork days, with the priority being given to serving the needs of service users and following agency requirements; ➤ Students have to follow strictly the placement duration as set; adjustment would only be considered for special reasons and students need to apply for extension of placement right at the beginning of the placement. ➤ Working hours should normally be no more than 9 hours per day. Students are not encouraged to work for 3 full sessions, i.e. 12 hours on one day unless under very exceptional circumstances, and prior consent should be obtained from the fieldwork supervisor and the agency; ➤ Some flexibility in working hours will be allowed at the discretion of the fieldwork supervisor and the agency.
	Lunch / Dinner Hours	<ul style="list-style-type: none"> ➤ Students are required to follow placement agency's rules and regulations in arranging lunch or dinner hours.

	Overtime Duties	<ul style="list-style-type: none"> ➤ Overtime work should be related to direct service, relevant training activities, meetings, or other duties as required by the fieldwork supervisor and/or the agency; ➤ Regular and extensive overtime work is not preferred since the students have to manage their learning in the placement and in coursework with a good balance; ➤ Prior approval for overtime work from the fieldwork supervisor and the agency is required.
Holidays	Public Holidays	<ul style="list-style-type: none"> ➤ Students are required to make up the placement days if the public holidays fall on the students' regular placement days to fulfill 100% of the number of placement hours. ➤ If the students are required by the agency to work on public holidays, the duty hours will be counted as their placement hours.
	University Holidays	<ul style="list-style-type: none"> ➤ Students are required to report placement duties even on University holidays, e.g. term break, reading week and other University events; ➤ If students have to sit for hall examination(s) which clash with their placement time, they should seek advice from their fieldwork supervisors on re-arranging their placement schedule so as to make up for the missing hours.
	Agency (School) Holidays	<ul style="list-style-type: none"> ➤ Students placed in school settings are not entitled to take school holidays; they have to assume regular placement duties at the school or at other service units of the responsible agency unless the agency has other workday arrangements to meet service needs as agreed by the student and the fieldwork supervisor; ➤ Students may organize group(s) and/or program(s) during the school holidays, do paperwork at the agency or assist in other jobs as assigned by the agency.
Leave Entitlement	Sick Leave	<ul style="list-style-type: none"> ➤ Students should follow the rules and system for reporting sick leave as set by the agency; ➤ Students have to promptly inform the fieldwork supervisor and notify the agency supervisor directly of their intended sick leave before or not later than the first 15 mins of their supposed duty time; ➤ A medical certificate is needed for sick leave of two consecutive placement days or more; but if the agency requires students to submit a medical certificate just for one-day sick leave, agency's

		<p>requirement will over-ride the University's requirement.</p> <ul style="list-style-type: none"> ➤ Students are normally required to make up for the missing placement hours lost due to sick leave; special consideration may be given at the discretion of the fieldwork supervisor and the agency; ➤ If students have to claim sick leave for an extended period, the University will consider suspending or discontinuing the placement, subject to the views of the agency and the recommendation of the doctor; special arrangements for adjustment of placement schedule or retaking of the placement may be made.
	Emergency or Special Leave	<ul style="list-style-type: none"> ➤ Students may request special leave only for justifiable reasons; they have to get prior approval from the fieldwork supervisor as early as possible; ➤ In case of emergency leave, students have to promptly inform the field supervisor and the agency supervisor directly before or not later than the first 15 mins of their original duty time; ➤ Students have to make up for the missing placement hours within the placement period. ➤ The fieldwork supervisor is required to report to the Director of Field Instruction/ Deputy Director of Field Instruction about the special leave arrangement.
	Compensation Leave	<ul style="list-style-type: none"> ➤ Students are entitled to take compensation leave for overtime work; ➤ Each claim for compensation leave should not exceed two consecutive sessions except in special circumstances whereby the fieldwork supervisor and the agency may exercise their discretion; ➤ It is recommended to compensate the overtime hours within the same month and students should not accumulate a large number of overtime hours and then request early termination of the placement period by claiming compensation leave for several days; ➤ Students should get prior approval from the fieldwork supervisor and the agency for claiming compensation leave.
	Absence	<ul style="list-style-type: none"> ➤ An unapproved leave will be considered an absence from field placement. Depending on the severity of the absence, the student in question will receive either a verbal or written warning. Such absence will negatively impact the student's final grade or even lead to the early termination of their field placement.

	Study Leave	<ul style="list-style-type: none"> ➤ Some training activities directly related to placement learning, e.g. agency visits, orientation training, practice sharing, and on-the-job training, may be counted as placement duties; students may also be allowed time for library search during their placement hours; ➤ The time granted for the above activities should be limited to no more than 5% of the total placement hours; ➤ Students should gain the prior approval of the fieldwork supervisor and the agency for claiming study leave.
	Typhoon and Rainstorm Suspension	<p><u>Typhoon No.8 / Black Rainstorm Warning:</u></p> <ul style="list-style-type: none"> ➤ All placement duties should be suspended; ➤ If either of the warnings is hoisted or in force at or after 6:00 am, all morning placement duties will be cancelled automatically; ➤ If either of the warnings is hoisted or in force at or after 11:00 am, all afternoon placement duties will be cancelled automatically; ➤ If either of the warnings is hoisted or in force at or after 3:00 pm, all evening placement duties will be cancelled automatically; ➤ If either of the warnings is hoisted during their placement hours, students should stay in a safe workplace, and remain there until it is safe for them to return home; ➤ The above rules are set by the University for students' reference only; they should adhere to the policy and rules set by the placement agency; agency's requirement will over-ride the University's requirement. ➤ If all classes are suspended in the University but the agency requires students to work, they will still be covered by the University insurance since those activities are being assigned by the Department and the agency with justifications; the Department should respect the agency's policy and safety measures; ➤ Students have to consult the fieldwork supervisor and the agency on the special arrangement of placement duties under such circumstances; ➤ Students have to make up for the missing placement hours within the placement period <p><u>Typhoon No.3 / Red Rainstorm Warning (classes suspended in some school settings):</u></p> <ul style="list-style-type: none"> ➤ If the school is still open for teachers' duties, students placed in the

		<p>school setting have to continue assume their duties in the school;</p> <ul style="list-style-type: none"> ➤ If the school is closed, students have to assume duties in the attached agency setting; ➤ For school settings with no attached agency, students can meet the fieldwork supervisor at HKU for supervision or make up for the missing placement hours within the placement period. ➤ Students are required to discuss with the fieldwork supervisor about all these special arrangements beforehand.
	Service Suspension (High Risk Infectious Diseases)	<ul style="list-style-type: none"> ➤ If there are any circumstances which might affect the service operations of placement agencies, 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. ➤ Please refer to the guidelines being stipulated on <i>A-14-Contingency Fieldwork Arrangement under Service Suspension</i> if there are outbreak of Infectious Diseases