

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

**Student Name:**  
**Student No. / Program:**  
**Concurrent/Block Placement Learning Contract Sample**  
**(For reference only)**

**1 Learning Objectives:**

<b>Learning Objectives</b>	<b>Ways to achieve</b>
1.	-
2.	-
3.	-
4.	-
5.	

**2 Workload Requirements**

**3 Agency Requirements**

**4. Work Schedule**

**5. Supervision**

**6. Assessment**

- Agency
- Clients
- Assignments
- Supervision
- Others: Fieldmate / Collaborators, if any

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**Student Name: ABC**  
**Student No. 123456 /Program: MSWFT**  
**202x – 202x Concurrent Placement Learning Contract Sample**  
**(For reference only)**

**1. Learning Objectives**

<b>Learning Objectives (examples)</b>	<b>Ways to achieve (please explore your own)</b>
1. To enhance my understanding of the needs/challenges of the elderly and the relative community resources to support them.	-
2. To enhance my understanding towards the services and operation of DECC, the professional role of an elderly social worker.	-
3. To integrate the knowledge and skills into practice.	-
4. To explore my strengths and weaknesses being a social worker	-
5. To reflect my personal value and social work value.	

**2. Workload Requirements**

- Placement period: 28 weeks from Sept 25, 202x to April 6, 202x
- 2-3 Cases
- 1 x 6 sessions Group
- 1 Program/Project

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**3. Agency Requirements**

- Working hours: 9am – 5pm (Total: 450 hours)
- A medical certificate is needed for sick leave for 1 day or more. Must inform UIC by phone for sick leave or late coming
- Audio recording is prohibited / allowed with prior consent from agency and client’s written consent
- Group/project proposal to be submitted 4 weeks before group starts
- Group/project report to be submitted 4 weeks after group/program ends
- Budget for group: HK\$300 Program: HK\$500
- Case recording and summary for UIC bring up every 4 weeks
- Must sign in and sign out according to agency requirement
- Strictly follow the guidelines of the Agency

**4. Work Schedule**

Month/Week	Sep	October				November					December				January					February					March				April				
	4	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4	5	1	2	3	4	5	1	2	3	4	1	2	3	4	
Record Keeping A-05 pg 1-2	*																																
Weekly Reflective log	*	*	*																														
Learning Contract		*																															
Orientation Report			*																														
Supervision Agenda	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Supervision log	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Case Intake Summary	**																																
Case Interview Recording	**																																
Process Recording	**																																
Transfer/closing case summary	**																																
Group Proposal			*																														



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**5. Supervision**

- 1.5 hours every week
- Prepare supervision agenda, supervision log and relevant assignments at least 1 working day before each supervision
- Read assigned or related articles and information

**6. Assessment**

- Agency
  - Feedback from Centre in Charge/Mentor
    - Mid-term Evaluation Feedback
    - Final Evaluation Feedback
  - Feedback from colleagues
- Clients
  - Verbal Feedback from clients (including case, group and program)
  - Questionnaire
  - Observe their behavioral change
- Assignments
  - Objectiveness, relevancy and accuracy in analysis
  - Clear and concise presentation
  - Relevant literature review
  - Punctuality in submission
- Supervision
  - Feedback from supervisor
  - Preparation for supervision
  - Openness to share and collect feedback
  - initiatives to update work progress and ask questions