



**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 2025-26

## Briefing for students

Lydia Lam  
Director of Field Instruction

16 Nov 2024



# Briefing Schedule

General Requirements on Placement

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

- 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
- The placement will be assigned by HKU.

## Fieldwork Placement Arrangement

## Fieldwork Modules

### BSWFT3/MSW FT 1:



#### **SOWK 4006/SOWK 6225 Fieldwork Placement I\***

Summer Block Placement

Duration: Jun 2 to Aug 9, 2025 (10 weeks, 45 hours per week, completing 450 hours)

*Can apply for Overseas placement :*

Late May 2025 to 10 – 23 Aug 2025 (with 10 - 12 consecutive weeks, 40 – 45 hours per week, completing 450 hours)

#### **SOWK 4007/SOWK 6231 Fieldwork Placement II**

Concurrent Placement (local only)

Duration: Sep 22, 2025 to April 4, 2026 (28 weeks, 2 days (16 hours) per week, mainly on every Tues and Weds, completing 450 hours)

# FIELDWORK MODULES

## MSW PT Y2

### SOWK 6225 Field Placement I #

Concurrent Placement (local only)

#### Duration:

Sep 22, 2025 to Apr 4, 2026 (28 weeks, 16 hours per week, 2 sessions flexibly in daytime and/or evenings and 1 full day duty, completing 450 hours)

## MSW PT Y3

### SOWK 6231 Field Placement II \*#

Concurrent Placement (local only)

Duration: Sep 21, 2026 to Apr 3, 2027

*\* Can apply for Overseas/Mainland Fieldwork Placement taken in summer block, but needs to apply for deferment of Placement II to 2027 summer*

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

# MSW PT Y1 2024 - 25

2024-25

- 100 hours Pre-placement Preparation
- Submit your preference choice via PMS on Dec 17, 2024 for 2025-26 Concurrent Placement I.

2025-26

- Concurrent Placement I, Sept 22, 2025 – April 4, 2026
- Submit your preference choice via PMS in Dec, 2025 for 2026-27 Concurrent Placement II.
- If you want to apply for overseas/block placement in 2027, apply for deferment of Placement II in Dec, 2025.

2026-27

- Concurrent Placement II, Sept 21, 2026 – April 3, 2027.
- If you want to apply for overseas/block placement in 2027, submit your preference choice via PMS in Dec 2026.
  - ✓ Overseas Placement interview will be held in late Dec 2026.
  - ✓ If you are not selected, we will arrange a local block placement for you.





# 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**

# 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

## 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

## 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: 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

# Assessment Criteria

Assessment Criteria	1 <sup>st</sup> Placement	2 <sup>nd</sup> Placement
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)

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

[Preferences for Summer Block Placement 2025-26 \(hku.hk\)](#)

---

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)

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School Social Work Services (SSWP/SSWS/SSWO) – only open for concurrent placement

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Services for Children & Youth (ICYSC/YR/RS)

---

Overseas/Mainland Fieldwork Placements (OFP) – only open for summer block placement

# Setting Coordinators

Preferences for Summer  
Block Placement 2025-  
26 (hku.hk)

Setting	Setting Coordinators
Community Development	Lydia Lam
Services for Elderly	Edith Fung
Family Services	Omi Ng
Medical Setting Social Work Services	Debby Ko
Multicultural Social Work Service	Lydia Lam
Rehabilitation Services	Lydia Lam
School Social Work Services	Irene Law
Services for Children & Youth	Jake Pang
Overseas Fieldwork Placement	Lydia Lam

# 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)

1. Type URL as :

<https://pms.socialwork.hku.hk>

1. System will be **activated on 24 November 2024**, please log in on or after this date
2. Students will receive email notification on how to log in the system

# Email Notification Sample

28 \*



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 2025/2026.

Please use your university number and attached password to enter into the PMS. The PMS will be activated between 00:00 2024/11/24 to 17:00 2024/12/14.

Your password to the PMS is: 9EznP#####

If you have any enquiries about the PMS, please contact Ms. Nancy Lee at 3910 2560, [nancylny@hku.hk](mailto:nancylny@hku.hk) or Ms. Lydia Lam at 3917 7031, [lamlis@hku.hk](mailto:lamlis@hku.hk) **HKU SWSA Placement Management System**



# Placement Management System (PMS)

# 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, 88888888888!

[Log off](#)

[Home](#)

### Categories of personal data collected

The Placement Team shall collect and process the following categories of personal data:

1. Personal Data: (e.g. UID, names, addresses, photo, phone numbers)
2. Emergency Contact Person (Phone Number and Relationship with Student)
3. Other information: Medical information, Placement Preferences

### Personal Information Collection Statement

1. Purpose: Any personal data and photo images of students collected by this form will be used for the purpose of processing fieldwork matching and necessary follow-up actions as required in relation to the fieldwork placement.
2. Data transferee: Your personal data will be kept confidential and handled by the authorized staff members of the placement team/the Department. Your personal data submitted will be transfer and disclosed to, and used by the placement team/department/staff members, and in-charge, supervisors, student placement coordinators of organisations/agencies/centres/schools involved in coordinating fieldwork placements for the purpose of fieldwork matching and coordination.
3. The data collected for emergency contact persons is intended solely for the purpose of ensuring the safety and well-being of individuals in case of emergencies.
4. Consequence of not supplying data: Unless otherwise specified, provision of personal data is voluntary. However, failure to provide the relevant personal data will render the Fieldwork Team/Department unable to arrange placements.
5. We are committed to protecting the privacy, confidentiality and security of the personal information we hold by complying with the requirements of the Personal Data (Privacy) Ordinance with respect to the management of personal information.
6. Rights of Access: You have the right to request access to and correction of your personal data held by the fieldwork team. Requests for access or correction of personal data should be made in writing to the Placement Secretary at [fwpm@hku.hk](mailto:fwpm@hku.hk).
7. You may click [http://www.hku.hk/about/policies\\_reports/privacy\\_policy.html](http://www.hku.hk/about/policies_reports/privacy_policy.html) for the Privacy Policy Statement of the University.

### Declaration

- I declare that all information provided on the PMS is accurate, correct, and submitted solely by me.
- I agree to the Personal Information Collection Statement.
- I have reviewed all the information on the placement website, <https://placement.socialwork.hku.hk> and understand the requirements for each setting before submitting my placement preferences to the Department of Social Work and Social Administration.
- I fully understand the placement schedule for 2025-26 and commit to meeting the placement requirements.
- I understand that submitting my placement preferences in the PMS reflects my interests. However, I acknowledge that there is no guarantee my preferences will be matched due to the limited offers from various agencies.

----- Continue ----- >





## The University Of Hong Kong Department of Social Work and Social Administration Preference Form for Summer Block and Concurrent Placements (2025 - 2026)

**For those compulsory fields, please input NA if not applicable**

University Number

3333333333

Salutation

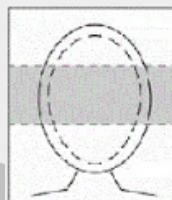
Mr.

First Name

Andy

Last Name

Chan



[Upload photo](#)

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

Programme of Study

MSWPT

Skill Lab Teacher

Ms. Clara Lau

E-mail Address

nancylny@hku.hk

Nick Name

Andy

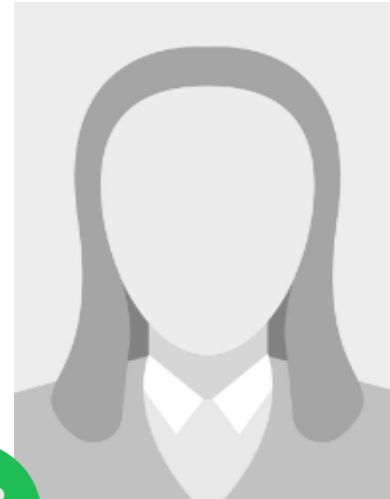
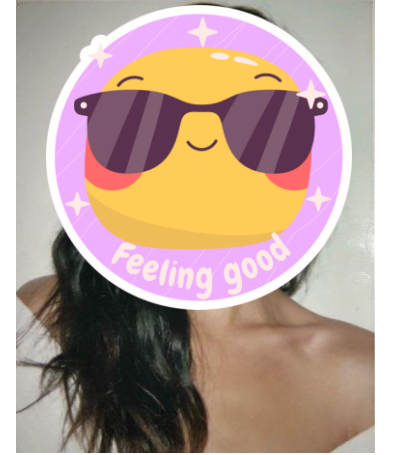
Name in Chinese (i.e. 陳大文. Please type NA if not applicable)

陳大文

Year Of Birth (i.e. 1999)

1999





# Screen for Full Time Students

## Summer Block Placement ( 02/06/2025 - 09/08/2025 )

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

(22/09/2025 - 04/04/2026 for BSW; 22/09/2025 - 04/04/2026 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**  
(22/09/2025 - 04/04/2026 for BSW; 22/09/2025 - 04/04/2026 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 Director of Field Instruction (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, 3333333333! [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 (2025 - 2026)

University Number	Salutation	First Name	Last Name
3333333333	Mr.	Andy	Chan
Programme of Study	Skill Lab Teacher	E-mail Address	HK Mobile Number
MSWPT	Ms. Clara Lau	nancylny@hku.hk	92345678



Nick Name

Andy

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

陳大文

Year Of Birth

1999

Correspondence Address

Room 534, 5/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam Road, Hong Kong

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

N/A

Fluent in Language(s): Cantonese Yes English Yes Putonghua Yes Other: N/A

Emergency Contact Person

Chan Papa

Emergency Contact Telephone

91234567

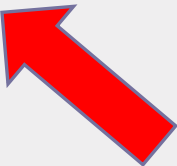
Emergency Contact Person relationship with Student

Father

Secondary School Name

ABC school

Secondary School Graduation Year





# After Editing, please “Confirm”

Summer Block Placement ( 03/06/2024 - 10/08/2024 )	Concurrent Placement (23/09/2024 - 05/04/2025 for BSW; 23/09/2024 - 05/04/2025 for MSW)
<b>Block Choice 1</b> Family Services <b>Option 1</b> Integrated Family Service Centre and family related services and projects <b>Option 2</b> Crisis Intervention and Support Services*	<b>Concurrent Choice 1</b> Services for Children and Youth <b>Option 1</b> Youth at Risk <b>Option 2</b> Residential Services
<b>Block Choice 2</b> Medical Social Work Services <b>Option 1</b> Medical Social Service Unit <b>Option 2</b> Medical Special Projects	<b>Concurrent Choice 2</b> School Social Work Services <b>Option 1</b> Secondary School Services <b>Option 2</b> Primary School Services
<b>Block Choice 3</b> Services for Children and Youth <b>Option 1</b> Youth at Risk <b>Option 2</b> Integrated Children and Youth Services Centre	<b>Concurrent Choice 3</b> Rehabilitation Services <b>Option 1</b> Pre-school Rehabilitation Services <b>Option 2</b> Special School Services
<b>Block District 1</b> Central Western, Southern and Islands	<b>Concurrent District 1</b> Eastern and Wan Chai
<b>Block District 2</b> Eastern and Wan Chai	<b>Concurrent District 2</b> 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



HKU  
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The University of Hong Kong  
香港大學社會工作及社會行政學系

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



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



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 (2025 - 2026)

**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



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

## Confirmation of receiving PMS application for 2025/2026



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

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

# 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 14, 2024



# 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
- Travelling time: within **ONE** hour
- 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



# Matching Schedule

Time	Tasks
14 Dec 2024	Collecting students' placement preferences <b>49</b> *
22 Dec 2024	Overseas placement interview
18 Jan 2025	Announcement of the overseas placement application result
25 Jan 2025	Overseas Placement Orientation Session
End Jan 2025	Collecting agencies' feedback on our summer block request
Mid Mar 2025	Matching students' summer block preferences and seek for teachers' further comment
Early Apr 2025	Announcement of the summer block matching results to students
10 May 2025	Summer Block Placement Orientation Session
2 June 2024	Commencement of Summer Block Placement
Early July 2025	Matching students' concurrent preferences and seeking for teachers' further comment
Around mid- Aug 2025	Announcement of the concurrent matching results to students
6 Sep 2025	Concurrent Placement Orientation Session
22 Sep 2025	Commencement of Concurrent Placement

# Good Preparation for Fieldwork Placement

1. Psychologically and Physically well prepared for the workloads of placement
2. 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 clientele 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:

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Ms. Nancy Lee

Secretary

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# Q & A

# Placement Setting Briefing

Date: November 23, 2024  
(Saturday) Venue: CPD  
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Time	Content	Speaker
9:15 – 9:30am	Registration	
9:30 – 9:35am	Welcome remarks	Ms. Omi Ng
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)	Ms. Lydia Lam
12:35 – 2:00pm	Break	
2:00 – 2:45pm	Community Development Services (CD)	Ms. Omi Ng
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. Omi Ng, Lydia Lam