



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

2026-2027

Concurrent Placement

ORIENTATION FOR STUDENTS

5 September 2026



MEETING SCHEDULE

Time	Venue	Topic	Speaker
9:15 – 9:30	CPD 3.28	Registration	
9:30 – 10:45	CPD 3.28	General rules and requirements	Ms. Lydia Lam DFI
11:00-12:30			
	CJT 5.33	School Social Work Services (SSW)	Ms. Irene Law
	CPD 3.28	Family Services (FS)	Ms. Omi Ng
	CPD 3.21	Rehabilitation Services (RS)	Ms. Monica Mok
	CPD 3.22	Services for Children & Youth (CYS)	Ms. Jake Pang
	CPD 3.23	Services for Elderly (ES)	Ms. Edith Fung
	CPD 3.24	Medical Social Services (MSS)	Ms. Debby Ko
	CPD LG40	Community Development (CD) & Multicultural Social Work Services (MCSW)	Ms. Vicky Lee
12:30–13:00		Students Meeting with Fieldwork Supervisors*	

Topics Covered

Concurrent placement allocation and Duration

Fieldwork period and objectives

Roles and responsibilities

Importance of Data Protection

Workload

Leave entitlement

Supervision

Assessment Criteria

Reports and Timeline

Other Concerns

Fieldwork Objectives

Students are given opportunities to:

Demonstrate social work principles and values in actions and attitudes;

Integrate theories and develop skills;

Enhance self-understanding, maximize potential and own capacity

Develop your own style of work within the bounds of professional practice and development



Fieldwork Objectives

This is where knowledge becomes practice.

Fieldwork gives you a safe but real space to grow into the social worker you want to become.



VALUES IN ACTION

Let respect, dignity and social justice guide everyday decisions.



THEORY INTO SKILL

Test ideas, practise interventions and learn from real situations.



KNOW YOURSELF

Recognise your strengths, limits and areas for growth.



FIND YOUR STYLE

Develop an authentic professional approach within ethical boundaries.



ROLES AND RESPONSIBILITIES

How you show up becomes part of the service.

Competence matters. So do the qualities people experience when they work with you.

01

RESPECT

See the person before the task.

02

INTEGRITY

Do what is right, even when unnoticed.

03

COMPASSION

Respond with humanity and care.

Professionalism is felt in every conversation, decision and follow-through.

SOCIAL WORK VALUES & BELIEFS

Values are not a list. They are a compass.

Use them to guide what you notice, how you decide and how you act.



DIGNITY

Respect every person's unique worth.



POTENTIAL

Believe in people's capacity to grow.



JUSTICE

Notice barriers and work toward fairness.



RELATIONSHIP

Use trust and connection to support change.



SERVICE

Offer knowledge and skills for meaningful benefit.



RESPONSIBILITY

Practise within professional and ethical standards.

PRINCIPLES IN PRACTICE

With clients: protect dignity, choice and trust.

Before every action, ask: Is it ethical? Is it respectful? Is it in the client's best interest?

BE RESPONSIBLE

Work within your role and seek guidance.

RESPECT CHOICE

Support informed decisions and self-determination.

PROTECT INFORMATION

Maintain confidentiality and use information carefully.

KEEP BOUNDARIES

Avoid conflicts of interest and inappropriate relationships.

SUSTAIN SERVICE

Plan continuity, transfer and termination responsibly.

BE TRANSPARENT

Follow proper practice in records and billing.

PRINCIPLES IN PRACTICE

With colleagues and agencies: earn trust through your conduct.

You represent yourself, HKU and the profession in every workplace interaction.

RESPECT

Communicate considerately and value different roles.

COLLABORATE

Participate actively and offer appropriate help.

COMMUNICATE

Keep co-workers informed and clarify expectations.

PRESENT PROFESSIONALLY

Follow agency standards for behaviour, appearance and dress.

Small actions build professional credibility.

PRINCIPLES IN PRACTICE

For the profession: protect its integrity and help it grow.

Your placement is the beginning of a professional identity, not only the completion of a course.

UPHOLD

Practise with honesty, integrity and responsibility.

ADVANCE

Strengthen the profession through learning, reflection and ethical practice.

The kind of social worker you become starts with the choices you make now.

Lead with EMPATHY

Empathy is not only how we treat others. It is also how we take responsibility for our own learning.



ESTABLISH GOALS

Set clear learning goals and follow through.



MAKE PREPARATION A HABIT

Submit work on time and come ready for supervision.



PARTICIPATE ACTIVELY

Share openly, raise questions and stay curious.



ACT ON FEEDBACK

Reflect on guidance and turn it into action.

Your learning grows when you take an active role in it.

Put **EMPATHY** into action

Speaking early helps the student, supervisor and agency work together on practical support.



TALK EARLY

Share any medical condition or personal constraint that may affect your placement.



HELP PLAN SUPPORT

Discuss reasonable adjustments that support learning while respecting agency needs.



YOUR PRIVACY MATTERS

Your medical information should not be disclosed to the agency without your consent.

Asking for support is a responsible step, not a weakness.

ROLES AND RESPONSIBILITIES

Responsible to Agency/Clients:

“Student social worker” (實習社工)

Strictly comply with SWRB Code of Practice, agency policies, SQS, documentation procedures (including financial reimbursement procedures), office disciplines

Obtain prior approvals before proceeding



THE IMPORTANCE OF DATA PROTECTION

- Be familiar with and strictly comply with HKU (Form A – 05) and agency policies on data protection and social media.
- Do not leave personal data and confidential information (e.g. case files) unattended
- Do NOT take clients' personal data out of the office unless there is a genuine operational need, and must seek prior approval from the centre in charge
- The record files should be stored in designated password-protected electronic storage devices
- Ensure safe keeping of the agency student worker card

A-05 Record Keeping: Guidelines for Students in Fieldwork Placement_2023 To [hku.hk](https://www.hku.hk)

<https://www.youtube.com/watch?v=YUMUminf5Is>
Confidentiality

SOCIAL MEDIA

May include (although it is not limited to):

Social Networking sites (e.g. Facebook, Instagram, LinkedIn, Myspace)

Video and photo sharing websites (e.g. YouTube, Flickr, Yammer)

Blogs, including corporate blogs and personal blogs

Micro-blogs (e.g. Twitter)

Forums, discussion boards and groups (e.g. Google groups, LIHKG)

Wikis and online collaborations (e.g. Wikipedia)

Vod and podcasts

Email and instant messaging (e.g. SMS, WhatsApp, WeChat, Signal)



GUIDELINES ON THE USE OF SOCIAL MEDIA

Prohibited the use of personal mobile phones to contact clients for placement (students can apply for a phone card from the Department with the support of the fieldwork supervisor)

Disclosure of any private or confidential information related to the agency, colleagues, fieldmates, fieldwork supervisors, or clients on social media is strictly prohibited. Even if names are removed, individuals or agencies may still be identifiable from the details shared, which constitutes a violation of privacy and confidentiality principles.

Prohibited uploading/ posting any photos/ comments/ sharing about placement sites/ colleagues/ field-mate/ fieldwork supervisors/ clients on any social media

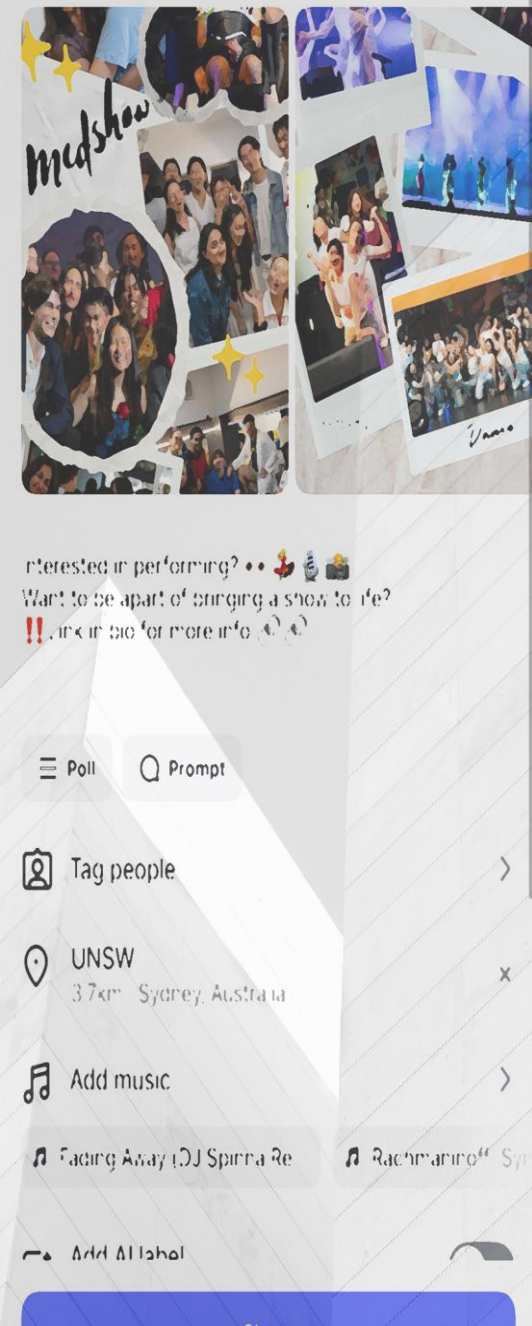
Prohibited adding service users as friends on your Facebook account/social networking media

PHONE CARD SUPPORT

Criteria: Students need to contact service users by mobile phone, but placement agencies cannot provide mobile work phone.

Procedure: Students need to email FWS & DFI to apply for the phone card stating their full name/program/placement unit/reason. DFI would approve upon receipt of FWS's endorsement.

Students must register/activate the phone card by their names and ID





2026-2027 CONCURRENT ALLOCATION

Settings	No. of Students
Community Development Services	8
Elderly Services	21
Family Services	51
Medical Social Services	22
Multicultural Social Work Services	3
Rehabilitation Services	22
Children and Youth Services	18
Overseas Placement (for summer block placement only)	NA
School Services (for concurrent placement only)	37
Total:	189



2025 - 26 CONCURRENT PLACEMENT MODULES AND DURATION

SOWK 4006/4007 BSW 450 hours
SOWK 6225/6231 MSW

21 Sep, 2026 to 3 April, 2027
Consecutive for **28 weeks**

All the required hours are minimum hours being set.



CONCURRENT PLACEMENT DURATION

For full-time students

- Normally every **Tue and Wed**
- **Should follow the agency's lunch/dinner break/daily work hours arrangement**
- Typically, working from home is not permitted.
- **3 sessions a day are not allowed** except on special program arrangements with **prior approval from the agency and FWS**
- Be flexible in work hours to meet the agency and service users' needs



CONCURRENT PLACEMENT DURATION

For Part-time students

- 1 full day and 2 sessions or 2 full days per week
- **Should follow the agency's lunch/dinner break/daily work hours arrangement**
- Typically, working from home is not.
- **Take Annual Leave on weekdays** *to participate in agency meetings or other activities to enrich your learning*
- **3 sessions a day is not allowed** except on special program arrangements with **prior approval from the agency and FWS**
- Be flexible in work hours to meet agency and service users' needs

CONCURRENT PLACEMENT DURATION

Placement continues during reading week, term break or school holidays in Christmas, Chinese New Year and Easter.

Don't plan any vacations/out-of-town trips during your placement period.

If taking compensation leave, max. one day per week.



WORKLOAD REQUIREMENT

First Placement

Case only : at least 4

Case + group + program : 2 cases + 1 group + 1 program

Group + program: 2 groups + 1 program

Community work project : 1-2

**Workload is decided by mutual discussion amongst student, agency and fieldwork supervisor , while final decision rests with the fieldwork supervisor*

WORKLOAD REQUIREMENT

Second Placement

Case only: at least 5

Cases + group + program: 2-3 cases + 1 group + 1 program

Group, project and program: 2 groups + 1 program or 1 group + 2 program/project (at least 2-3 sessions)

Community work project: 1-2

Workload is decided by mutual discussion amongst student, agency and fieldwork supervisor, while the final decision rests with the fieldwork supervisor

A-03 general requirements on student workload in fieldwork placement_2023

[THE UNIVERSITY OF HONG KONG \(hku.hk\)](https://www.hku.hk)



WRITTEN WORK

- Casework: Intake summary, Case recordings (including 1 process recording for 30 minutes for each case. e.g. If 3-5 cases, pick 1 session from 2 cases for process recording; if 1 case only, choose 2 sessions of the same case for Process Recording. **Total 2 process recordings only**), Transfer/Termination reports
- Group work: Group proposal, Session plans, Session recordings, Final Evaluation Report
- Project/Program: Project/Program Proposal, Ongoing Process records (optional), Final Evaluation report. For program/project with more than 1-day session, student needs to submit session plans and session evaluations
- * *Exact workload and requirement will be decided by the respective fieldwork supervisor, subject to the student's learning pace, but must fulfil both HKU and Agency requirements*

Please refer to the recording template being uploaded onto the placement website

SUBMISSION TIME-LINE FOR ASSIGNMENTS

Orientation Report, Learning contract and Weekly Reflective logs (usually will fall on the first three weeks of placement)

Supervision agenda and Supervision log : weekly, at least one day before the supervision

Other assignments as discussed and agreed with FSW.

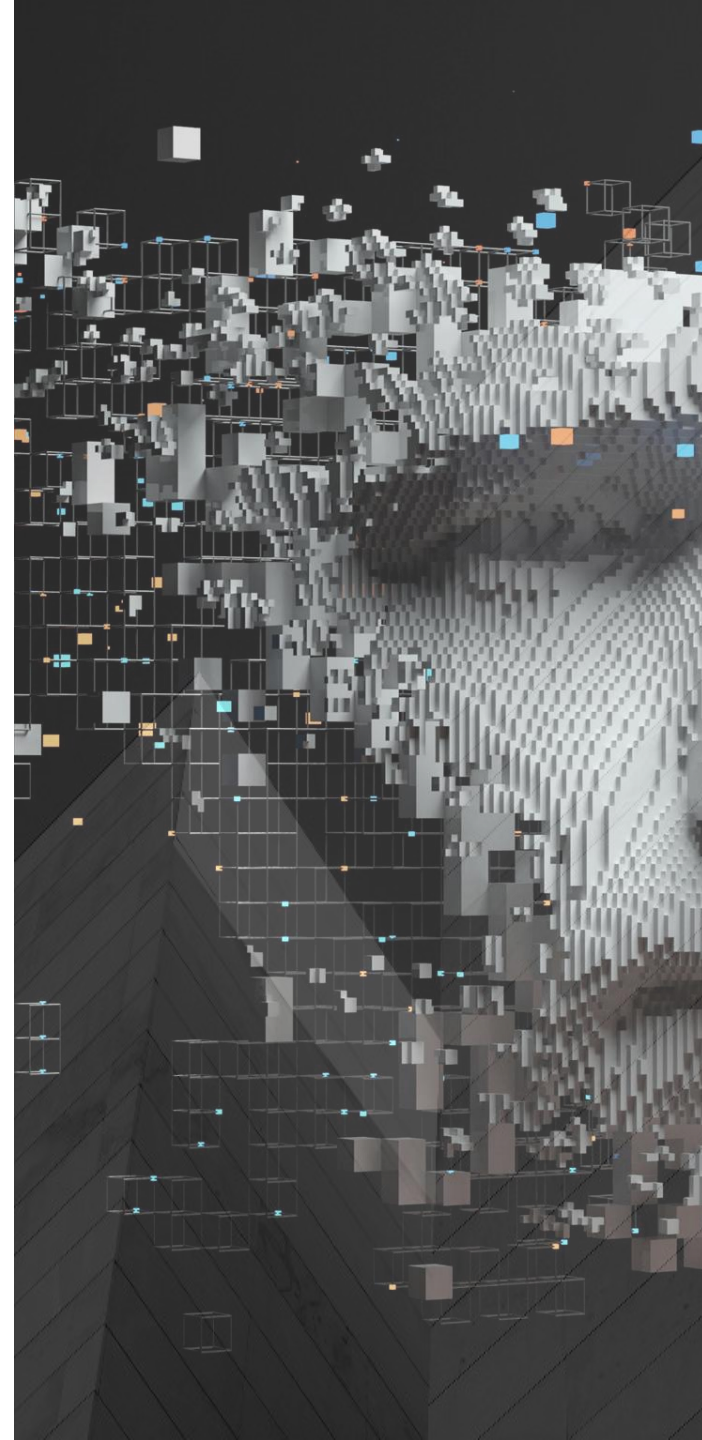
Best practice:

- Submit the group and program proposal at least 4 weeks before the commencing date for agency and FWS's approval
- Submit the session plan at least 1 week before the session
- Submit the case/group recording within one week after the interview/group session

AI USE IN FIELDWORK PLACEMENTS

IMPORTANT:

- The practices below align with ***HKU Guidelines on the Use of AI in Teaching and Learning**, which encourage the responsible, transparent, and ethical use of emerging technologies.
- Students must follow their placement agency's rules about AI, data use, and confidentiality.
- If the agency's rules are stricter than HKU or Department guidelines, follow the agency's rules.



APPROPRIATE AND INAPPROPRIATE USE

You are always responsible for checking that AI content is correct, relevant, and appropriate. Talk to your supervisor about anything AI helped you with.

Examples	Allowed?	Notes
Reviewing general social work concepts or frameworks	✓	General psychological concepts or therapeutic approaches.
Brainstorming group or programme ideas	✓	No identifiable information.
Checking grammar or clarity of anonymised group/programme text	✓	Student authorship and professional judgement must remain central.
Creating promotional materials and presentation materials for groups and programmes	✓	The student should disclose that the image was created using AI tool(s).
Summarising publicly available policy or research	✓	Read and verify the original source.
Writing or editing case notes, recordings, summaries, assessments, diagnoses, risk judgements, or intervention plans	✗	Strictly prohibited for specific clients or confidential records.
Entering service user, participant, or identifiable agency information	✗	Strictly prohibited.
Using AI to generate a complete/major part of a proposal or report without substantive student work	✗	Strictly prohibited.
Asking AI to analyse the dynamics of a specific group or to advise on managing particular members.	✗	Strictly prohibited.

NOTES

Retain AI-use records, including prompts and outputs verbatim, for verification if required.

“Writing” includes text produced for proposals, presentations, orientation reports, and other written materials.

Retain original non-AI work and required supporting documents, if supervisors need to review the original work.

TELLING US YOU USED AI

If AI helped you outline, write, or edit a group or programme document, say so. Add a short note at the start of the document, in a footnote, or on a cover page. For example:

"AI helped with language editing (tool name, date). The ideas and judgement are my own."

"AI helped generate ideas for activities (tool name). I adapted them to fit the agency."



LEAVE ENTITLEMENT

Overtime duties (OT) **for Direct Service Only** must have prior approval from IC and FWS. Not encouraged to accumulate.

Compensation leave (CL) **(no more than one day per week)** must have prior approval from IC and FSW

Need to make up the missed hours on sick leave and Public holidays

A medical certificate for sick leave is required for two consecutive days (if the agency requires a sick leave certificate for one day sick leave, students should follow agency guidelines)

Discretion will be given to the supervisor to manage the make-up in following the rules of HKSWRB

A-15 Guideline on Placement Hours Calculation

[Guidelines on Placement Hours Calculation \(hku.hk\)](http://hku.hk)



TRAINING ACTIVITIES

Training activities directly related to placement learning will be counted as placement hours, i.e. Pre-placement agency visit, HKU setting agency visits, mid-placement sharing, and training programs **with FWS approval** or agency support training can be counted as placement hours (C-01a Part A)

Agency orientation programs and Agency training programs can be counted as placement hours (C-01a Part B)

The total training hours should not be more than 5 % of the placement hours

[C-01a Placement Hours Record Form 2023 \(excel-format\).xlsx \(live.com\)](#)

A-15 Guideline on Placement Hours Calculation

[Guidelines on Placement Hours Calculation \(hku.hk\)](#)

PURPOSE OF SUPERVISION



Support – sustain the practitioner, helping them to manage the stress derived from placement



Management – work allocation and ensures agency objectives are met



Education – teaching and including giving feedback on progress



Mediation – providing a communication link between students and placement agency

TYPES OF SUPERVISION

Individual Supervision

Group Supervision

Live Supervision (at least 1)

A-02 guidelines for non-university fieldwork supervisors in supervising students placements_2023

[THE UNIVERSITY OF HONG KONG \(hku.hk\)](https://www.hku.hk)

[C-01b Supervision Hours Record Form 2023 \(excel-format\).xlsx \(live.com\)](#)

SUPERVISION HOURS

- Concurrent: At least 1.5 hours per week per student
- At least 50% of supervision hours - individual basis
- At least 50% of supervision hours - on-site
- Keep updated records of supervision hours on **C-01b**

[C-01b Supervision Hours Record Form 2023 \(excel-format\).xlsx \(live.com\)](#)

- Pre-placement meeting, Pre-Placement Agency Visit, Live supervision, Mid E and Final E meetings with the agency and Final E meeting with FWS can be counted as supervision hours
- **Zoom supervision is prohibited** unless there is a very special reason (e.g. a work trip), which requires prior approval from DFIs and should be well documented.
- Combined group supervision with other student(s) from other agencies is prohibited.

A-01 – List of fieldwork supervisor's tasks

[THE UNIVERSITY OF HONG KONG \(hku.hk\)](#)

A-02 – Guidelines for non-university fieldwork supervisors

[THE UNIVERSITY OF HONG KONG \(hku.hk\)](#)

MAXIMIZE YOUR LEARNING FROM SUPERVISION

- Prepare the **supervision agenda (half page) and supervision log (1 – 1.5 pages in point form) before every supervision.**
- **Note** down the suggestions/advice from FWS and follow through
- Actively update your progress, share your reflection and ask questions
- Do not take feedback personally or defensively



THE UNIVERSITY OF HONG KONG

Department of Social Work and Social Administration

20xx – 20xx Concurrent Placement

Supervision Agenda

Date: xx Nov 20xx (Tue)

Time: 3:00 pm – 4:00 pm Individual Supervision

4:00 pm – 4:30 pm Group Supervision

Venue: Onsite

Name of the Student: xxx

Name of the Fieldwork Supervisor: xxx

Content of Supervision:

Individual Supervision

1. Discuss about the social skills group for P1. and P.2 student
2. Discussion on Case Intake:

Group Supervision:

3. Suicidal Risk Assessment



THE UNIVERSITY OF HONG KONG

Department of Social Work and Social Administration

20xx – 20xx Concurrent Placement

Supervision Log 6

Date: xx Nov 20xx (Tue)

Time: 3:00 pm – 4:00 pm Individual Supervision

4:00 pm – 4:30 pm Group Supervision

Venue: Onsite

Name of the Student: xxx

Name of the Fieldwork Supervisor: xxx

Content of Supervision:

Individual Supervision

1. Discuss about the social skills group for P1. and P2 student

The Fieldwork Supervisor (FWS) appreciated the creative planning of the group proposal and session plan 1, which matched the participants' abilities and interest

FWS reminded the student to:

- Address the short attention span of the participants, keep the activity short, and invite 2 – 3 students to share for debriefing instead of all participants
- Seek prior approval from the school social worker (SSW) for the group proposal and session plan 1
- Update the SSW on the progress of the group session after the session.

2. Discussion on Case Intake:

FWS helped the student recap the core elements of an intake summary. Enhanced student's awareness of the importance of being objective, differentiating facts from inference, assessing the client's strengths and resources, assessing the potential risk factors, and maintaining logical connections between assessment and intervention

Group Supervision:

3. Suicidal Risk Assessment:

FWS facilitated student understanding of Signs & risk factors of Suicide and enhanced students' insight from suicidal statistics of the children and youth in HK with SW based on the shared articles

EVALUATION AND ASSESSMENT



MIDTERM EVALUATION

Mid December 2026 or
early January 2027

STUDENTS MID TERM EVALUATION REPORT AND SUBMISSION DEADLINE

Mid Evaluation Report:

[A-07b Mid-Placement Self-review Report Students 2023
\(word-format\).docx \(live.com\)](#)

Submission Deadline:

Before the Mid Term Evaluation meeting with the Agency

FINAL EVALUATION

Final evaluation meeting with the agency will be scheduled in the last two weeks of the placement.

Students need to prepare the final evaluation (A08)

[C-01a Placement Hours Record Form 2023 \(excel-format\).xlsx \(live.com\)](#)

[C-01b Supervision Hours Record Form 2023 \(excel-format\).xlsx \(live.com\)](#)

Submission Deadline: on or before 2 weeks after placement end, on or before April 18, 2026

Students' Feedback Form (A-11) to be submitted online on or before the final evaluation with the **Fieldwork Supervisor** to truly reflect their fieldwork experience **before the final evaluation meeting with FSW.**

The fieldwork supervisor will receive the feedback A-11 **at least three months after the final evaluation meeting.**

ASSESSMENT CRITERIA

A10A UPDATED BSW/MSW

(COMPLETED BY FWS)

Assessment Criteria	1st Placement	2nd 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 A - 10A_UPDATED)

Section One : Professional requirements

- Professional Social Work Conduct
- Social Work Ethics
- Critical Thinking and Professional Development
- Professional work attitudes and habits



A-10a_Updated (BSW)
Fieldwork Placement Student Evaluation Report_2023

ASSESSMENT OF PERFORMANCE

Section One: Professional Requirements

Please note: a passed grade for Student Fieldwork Placement will only be awarded if the student obtains a pass or above in Section One (Professional Requirements). A failed grade in Section One will lead to a failed grade in this Student Fieldwork Placement regardless of student's performances in other assessment areas.

	Items to be assessed - The student:	Overall grade range	
		Field placement I (25%)	Field placement II (25%)
1.1 Professional social work conduct	1) deals with ethical and value dilemmas openly while meeting one's professional responsibilities to agency, colleagues and clients		
	2) examines one's own values and belief systems and how they influence one's practice with clients		
	3) manages one's own affect in both direct practice encounter and in the context of the professional environment		
1.2 Social work values and ethics	1) knows, understands and abides by the SWRB Code of Practice		
	2) upholds integrity and honesty in professional practice		
	3) respects individual worth, human dignity and the client's right to self-determination		
	4) respects and protects client's right of confidentiality		
	5) begins to show commitment to social work value		N/A
	6) shows strong commitment to social work value	N/A	
1.3 Critical thinking and professional development	1) is reflective on own performance, recognizes strengths and deficit, identifies the possibilities for further improvement		
	2) reflects on broader issues beyond the immediate day to day work (e.g. service trends, policy advocacy, social issue, system impact and adequacies of services provision)		
	3) is open to feedback and criticism as an essential part of learning		
	4) delineates possible areas of ambiguities in practice; respects different opinions		
	5) is aware of the need to extend and improve knowledge and skills for continued professional growth	N/A	

BSW (UPDATED)

A-10a_Updated (MSW)
Fieldwork Placement Student Evaluation Report_2023

ASSESSMENT OF PERFORMANCE

Section One: Professional Requirements

Please note: a passed grade for Student Fieldwork Placement will only be awarded if the student obtains a pass or above in Section One (Professional Requirements). A failed grade in Section One will lead to a failed grade in this Student Fieldwork Placement regardless of student's performances in other assessment areas.

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	2) upholds integrity and honesty in professional practice		
	3) respects individual worth, human dignity and the client's right to self-determination		
	4) respects and protects client's right of confidentiality		
	5) begins to show commitment to social work value		N/A
	6) shows strong commitment to social work value	N/A	
1.3 Critical thinking and professional development	1) is reflective on own performance, recognizes strengths and deficit		
	2) reflects on broader issues beyond the immediate day to day work (e.g. service trends, policy development, social issue, system impact and adequacies of services provision)		
	3) is open to feedback and criticism as an essential part of learning		
	4) delineates possible areas of ambiguities in practice; respects different opinions		
	5) is aware of the need to extend and improve knowledge and skills for continued professional growth	N/A	

MSW (Updated)



A-10a_Updated (BSW)
Fieldwork Placement Student Evaluation Report _2023

Section One (Cont'd)

	Items to be assessed - The student:	Overall grade range	
		Field placement I (25%)	Field placement II (25%)
1.4 Professional work attitude and habits	1) assumes responsibility for work, takes initiative and works independently		
	2) develops positive work habits (punctuality, discipline, courtesy, etc.)		
	3) is efficient in workload management (direct services / written assignments)		
	4) perseveres through difficulties		
	5) analyzes experience and transfers learning to other situations		
	6) shows compassion in social work practice		

BSW (UPDATED)

A-10a_Updated (MSW)
Fieldwork Placement Student Evaluation Report _2023

Section One (Cont'd)

	Items to be assessed - The student:	Overall grade range	
		Field placement I (25%)	Field placement II (25%)
1.4 Professional work attitude and habits	1) assumes responsibility for work, takes initiative and works independently		
	2) develops positive work habits (punctuality, discipline, courtesy, etc.)		
	3) is efficient in workload management (direct services / written assignments)		
	4) perseveres through difficulties		
	5) analyzes experience and transfers learning to other situations		
	6) shows compassion in social work practice		

MSW (Updated)

ASSESSMENT CRITERIA

Section Two : Organizational requirements

- understanding of agency & service
- performance of student social work role
- supervisor will take reference to agency's feedback (A-09)

A-10a_Updated (BSW) Fieldwork Placement Student Evaluation Report_2023			
Section Two: Organizational Requirements			
	Items to be assessed - The student:	Overall grade range	
		Field placement I (15%)	Field placement II (10%)
2.1 Understanding of agency and service	1) understands in general, the philosophy, objectives, target groups and service delivery pattern of the agency		
	2) understands the agency's role within the social welfare context in Hong Kong		
	3) reviews and appraises service provision of the agency and makes suggestions for change in a responsible manner		
	4) identifies service gaps, limitations or potential for service development		
	5) begins to understand the dynamics and unique culture of the service unit and their impact to the direct service provision		
	6) demonstrates ability to work on the dynamics and unique culture of the service unit and their impact to the direct service provision	N/A	
2.2 Orientation and Understanding of the community context	1) understands the serving community through different means		
	2) reviews the community needs and characteristics critically		
	3) understands the linkage among the existing service provision, the community and the agency mission as well as service trend		
2.3 Performance of student worker role	1) understands own role and responsibility as a student worker		
	2) works within the limitations and constraints of the agency		
	3) takes initiative to understand the work setting as well as operation of the agency and learns from the agency workers		
	4) identifies himself/herself as a member of the agency team and participates appropriately in its work		
	5) carries out agency procedures properly to meet with administrative requirements (e.g. statistics, record keeping, log sheets, proper use of agency's documents, etc.)		
	6) submits written reports according to the requirements of agency		
	7) reports work progress to agency appropriately		

BSW (UPDATED)

A-10a_Updated (MSW) Fieldwork Placement Student Evaluation Report_2023			
Section Two: Organizational Requirements			
	Items to be assessed - The student:	Overall grade range	
		Field placement I (15%)	Field placement II (10%)
2.1 Understanding of agency and service	1) understands in general, the philosophy, objectives, target groups and service delivery pattern of the agency		
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	2) reviews the community needs and characteristics critically		
	3) understands the linkage among the existing service provision, the community and the agency mission as well as service trend		
2.3 Performance of student worker role	1) understands own role and responsibility as a student worker		
	2) works within the limitations and constraints of the agency		
	3) takes initiative to understand the work setting as well as operation of the agency and learns from the agency workers		
	4) identifies himself/herself as a member of the agency team and participates appropriately in its work		
	5) carries out agency procedures properly to meet with administrative requirements (e.g. statistics, record keeping, log sheets, proper use of agency's documents, etc.)		
	6) submits written reports according to the requirements of agency		
	7) reports work progress to agency appropriately		

MSW (Updated)

ASSESSMENT CRITERIA

Section Three : Practice competence

- Theoretical knowledge application
- Communication & relationship skills
- Problem identification & assessment
- Goal setting and contracting
- Planning, implementation and monitoring
- Skills in facilitating change
- Evaluation and termination



A-10a_Updated (BSW) Fieldwork Placement Student Evaluation Report _2023			
Section Three: Practice Competency - Integration of KNOWLEDGE, ATTITUDE and SKILLS			
	Items to be assessed - The student:	Overall grade range	
		Field placement I (40%)	Field placement II (50%)
3.1 Integration and application of theoretical knowledge	1) reads up relevant theories and resource material for field practice 2) describes the rationale for selecting the theories or models in practice 3) uses concepts, theories to describe and explain human behaviour and phenomena observed in practice 4) applies relevant social work practice models in planning and intervention		
3.2 Communication skills	1) is able to communicate with different parties and people of diverse backgrounds 2) listens attentively and detects underlying messages 3) facilitates service users' expression with appropriate skills (e.g. questioning, clarification, reflection, etc.) 4) articulates ideas and gives information clearly, using language that different parties can understand 5) is sensitive to different cultures and able to respond appropriately		
3.3 Relationship skills (General)	1) is aware of own feelings in relating with people, recognizes their effects on the relationship and handles them constructively 2) relates and works with colleagues (including field-mates and other professionals) 3) relates and works with members of outside organizations (including government officials, voluntary agencies, district board members, etc.)		
3.4 Relationship skills (Working with clients)	1) recognizes the use of relationship in helping 2) initiates contacts with clients and engages them in purposeful relationships 3) uses worker-client dynamics to learn about client's communication patterns 4) is able to build up trustful relationship with the client system 5) maintains appropriate worker-client boundaries 6) sustains relationships in difficult situations (e.g. inertia, testing behaviour, etc.)		

BSW (UPDATED)

A-10a_Updated (MSW) Fieldwork Placement Student Evaluation Report _2023			
Section Three: Practice Competency - Integration of KNOWLEDGE, ATTITUDE and SKILLS			
	Items to be assessed - The student:	Overall grade range	
		Field placement I (40%)	Field placement II (50%)
3.1 Integration and application of theoretical knowledge	1) reads up relevant theories and resource material for field practice 2) describes the rationale for selecting the theories or models in practice 3) uses concepts, theories to describe and explain human behaviour and phenomena observed in practice 4) applies relevant social work practice models in planning and intervention 5) takes initiative to link up the past experience with current practice 6) reviews the strengths and limitations of applying the theoretical concepts and theories in practice	N/A	
3.2 Communication skills	1) is able to communicate with different parties and people of diverse backgrounds 2) listens attentively and detects underlying messages 3) facilitates service users' expression with appropriate skills (e.g. questioning, clarification, reflection, etc.) 4) articulates ideas and gives information clearly, using language that different parties can understand 5) is sensitive to different cultures and able to respond appropriately		
3.3 Relationship skills (General)	1) is aware of own feelings in relating with people, recognizes their effects on the relationship and handles them constructively 2) relates and works with colleagues (including field-mates and other professionals) 3) relates and works with members of outside organizations (including government officials, voluntary agencies, district board members, etc.)		
3.4 Relationship skills (Working with clients)	1) recognizes the use of relationship in helping 2) initiates contacts with clients and engages them in purposeful relationships 3) uses worker-client dynamics to learn about client's communication patterns 4) is able to build up trustful relationship with the client system 5) maintains appropriate worker-client boundaries 6) sustains relationships in difficult situations (e.g. inertia, testing behaviour, etc.)		

MSW (Updated)



HKU
SWSA

A-10a_Updated (BSW) Fieldwork Placement Student Evaluation Report _2023			
Section Three (Cont'd)		Overall grade range	
	Items to be assessed - The student:	Field placement I (40%)	Field placement II (50%)
3.5 Need exploration	1) collects information about a situation using different methods appropriately (e.g. record, literature review, collateral contact, observations, interview, home visit/community visit, participation in group sessions and meetings, questionnaires, etc.)		
	2) explores a situation through examining related systems and draws out relevant information		
	3) interprets information objectively, distinguishes between facts and inferences		
3.6 Assessment	1) identifies and assesses the factors which influence the situation (e.g. social, cultural, political, biological, psychological, etc.) and develops a multi-dimensional perspective in explaining human behaviour and social phenomena		
	2) identifies and partializes potentially problematic issues, sorts out priorities		
	3) identifies client's strengths, assets and resilience		
	4) identifies and assesses obstacles to change		
	5) recognizes patterns of interaction between clients and social systems (e.g. family/group/community/social institution), assesses their impacts on the situation		
	6) makes on-going assessment as new data become available		
3.7 Goal setting and contracting	1) spells out overall goals in response to client's needs and agency functions		
	2) breaks down broad goals into specific objectives		
	3) facilitates client to set priorities for problem solution and change		
	4) clarifies roles and responsibilities of worker and clients in achieving goals		
	5) engages in collaborative goal-setting with the identified needs		
3.8 Action planning	1) prepares proposal of strategies, activities or services for goal attainment		
	2) obtains approval for actions from the appropriate authorities, informs all concerned parties about action plans		
	3) sets realistic work schedules		
	4) locates the necessary human, physical and financial resources in the agency and/or community		
	5) prepares contingency plans		

BSW (UPDATED)

A-10a_Updated (MSW) Fieldwork Placement Student Evaluation Report _2023			
Section Three (Cont'd)		Overall grade range	
	Items to be assessed - The student:	Field placement I (40%)	Field placement II (50%)
3.5 Need exploration	1) collects information about a situation using different methods appropriately (e.g. record, literature review, collateral contact, observations, interview, home visit/community visit, participation in group sessions and meetings, questionnaires, etc.)		
	2) explores a situation through examining related systems and draws out relevant information		
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	2) obtains approval for actions from the appropriate authorities, informs all concerned parties about action plans		
	3) sets realistic work schedules		
	4) locates the necessary human, physical and financial resources in the agency and/or community		
	5) prepares contingency plans		

MSW (Updated)



HKU
SWSA

Department of
The Chinese University of Hong Kong

A-10a_Updated (BSW) Fieldwork Placement Student Evaluation Report_2023			
Section Three (Cont'd)		Overall grade range	
	Items to be assessed - The student:	Field placement I (40%)	Field placement II (50%)
3.9 Action implementation and monitoring	1) maintains a sense of purpose and direction in the intervention process 2) coordinates action implementation 3) is aware of the changes and developments of the case/group/ community and responds with appropriate actions 4) analyzes work progress, takes into consideration feedback from clients and parties concerned, and draws out implication for further action 5) recognizes and facilitates clients' contribution (e.g. achievement, efforts, strengths, inner resources, resilience) towards individual/group/ community growth		
3.10 Actions in facilitating change	1) performs appropriate social work roles in different practice situations (e.g. facilitator, educator, broker, mediator, advocate, etc.) 2) uses appropriate techniques to facilitate client change (e.g. encouragement, use of self, confrontation, negotiation, structured experience, education, alliance, lobbying, etc.) 3) uses skills and employs different means associated with particular intervention approach or strategy to facilitate client change (e.g. CBT, crisis-intervention, narrative therapy, family therapy, networking, social skills training, social action, etc.) 4) recognizes client resistance, explores meaning and patterns in the resistance 5) makes use of system dynamics in addressing issues of concern		
3.11 Action evaluation and termination	1) carries out plan of evaluation 2) identifies dynamics in the process of termination 3) involves clients and parties concerned in preparing, consolidating and evaluating changes 4) addresses specific tasks of termination, allows sufficient time for the process (e.g. review of progress, process of feelings aroused, identification of areas for follow up, referrals, etc.) 5) makes appropriate decisions on termination or transfer, according to agency functions, client needs and the situation		

BSW (UPDATED)

A-10a_Updated (MSW) Fieldwork Placement Student Evaluation Report_2023			
Section Three (Cont'd)		Overall grade range	
	Items to be assessed - The student:	Field placement I (40%)	Field placement II (50%)
3.9 Action implementation and monitoring	1) maintains a sense of purpose and direction in the intervention process 2) coordinates action implementation 3) is aware of the changes and developments of the case/group/ community and responds with appropriate actions 4) analyzes work progress, takes into consideration feedback from clients and parties concerned, and draws out implication for further action 5) recognizes and facilitates clients' contribution (e.g. achievement, efforts, strengths, inner resources, resilience) towards individual/group/ community growth		
3.10 Actions in facilitating change	1) performs appropriate social work roles in different practice situations (e.g. facilitator, educator, broker, mediator, advocate, etc.) 2) uses appropriate techniques to facilitate client change (e.g. encouragement, use of self, confrontation, negotiation, structured experience, education, alliance, lobbying, etc.) 3) uses skills and employs different means associated with particular intervention approach or strategy to facilitate client change (e.g. CBT, crisis-intervention, narrative therapy, family therapy, networking, social skills training, social action, etc.) 4) recognizes client resistance, explores meaning and patterns in the resistance 5) makes use of system dynamics in addressing issues of concern		
3.11 Action evaluation and termination	1) carries out plan of evaluation 2) identifies dynamics in the process of termination 3) involves clients and parties concerned in preparing, consolidating and evaluating changes 4) addresses specific tasks of termination, allows sufficient time for the process (e.g. review of progress, process of feelings aroused, identification of areas for follow up, referrals, etc.) 5) makes appropriate decisions on termination or transfer, according to agency functions, client needs and the situation		

MSW (Updated)

ASSESSMENT CRITERIA (FORM A-10A_UPDATED)

Section Four : Written Assignment and Use of supervision

A-10a_Updated (BSW) Fieldwork Placement Student Evaluation Report _2023			
Section Four: Written Assignment and Use of Supervision		Overall grade range	
	Items to be assessed - The student:	Field placement I (20%)	Field placement II (15%)
4.1 Written assignment	1) uses clear, concise and systematic presentation		
	2) completes written assignments with analyses and reflections		
	3) submits written assignments on time		
	4) shows language proficiency in Chinese/English		
	5) writes reports according to agency and university requirements		
4.2 Use of supervision	1) is clear about own learning interest, and needs for setting feasible learning objectives in consultation with the supervisor		
	2) takes responsibility for one's own learning (e.g. preparing for supervision, reading up relevant materials, etc.)		
	3) takes initiative to report work progress and seeks advice or comments from supervisor		
	4) participates in supervision, identifies issues for discussion, introduces ideas and shares own feelings		
	5) puts into action what has been learned in supervision		
	6) articulates own experience, feeling, personal construct & values and critically examines their impact towards own practice		N/A

BSW (Updated)

A-10a_Updated (MSW) Fieldwork Placement Student Evaluation Report _2023			
Section Four: Written Assignment and Use of Supervision		Overall grade range	
	Items to be assessed - The student:	Field placement I (20%)	Field placement II (15%)
4.1 Written assignment	1) uses clear, concise and systematic presentation		
	2) completes written assignments with analyses and reflections		
	3) submits written assignments on time		
	4) shows language proficiency in Chinese / English		
	5) writes reports according to agency and university requirements		
4.2 Use of supervision	1) is clear about own learning interest, and needs for setting feasible learning objectives in consultation with the supervisor		
	2) takes responsibility for one's own learning (e.g. preparing for supervision, reading up relevant materials, etc.)		
	3) takes initiative to report work progress and seeks advice or comments from supervisor		
	4) participates in supervision, identifies issues for discussion, introduces ideas and shares own feelings		
	5) puts into action what has been learned in supervision		
	6) articulates own experience, feeling, personal construct & values and critically examines their impact towards own practice		

MSW (Updated)



OVERALL REMARKS:

A-10a_Updated (BSW)
Fieldwork Placement Student Evaluation Report_2023

Overall remarks: Please comment on the following aspects:

Review of Learning Objectives

Learning Objectives	Progress/Achievement

Students Individual Characteristics, Strengths and Weakness

Areas for future development:

Recommended Grade Range* : _____

* Subject to review of Internal Examiner and endorsement of Board of Examination.

Fieldwork supervisor: _____
Signature / Date

Student's acknowledgement of having read the report: _____
Signature / Date

Student's comments, if any: _____

BSW (Updated)

A-10a_Updated (MSW)
Fieldwork Placement Student Evaluation Report_2023

Overall remarks: Please comment on the following aspects:

Review of Learning Objectives

Learning Objectives	Progress/Achievement

Students Individual Characteristics, Strengths and Weakness

Areas for future development:

Recommended Grade Range* : _____

* Subject to review of Internal Examiner and endorsement of Board of Examination.

Fieldwork supervisor: _____
Signature / Date

Student's acknowledgement of having read the report: _____
Signature / Date

Student's comments, if any: _____

MSW (Updated)

ASSESSMENT & EVALUATION

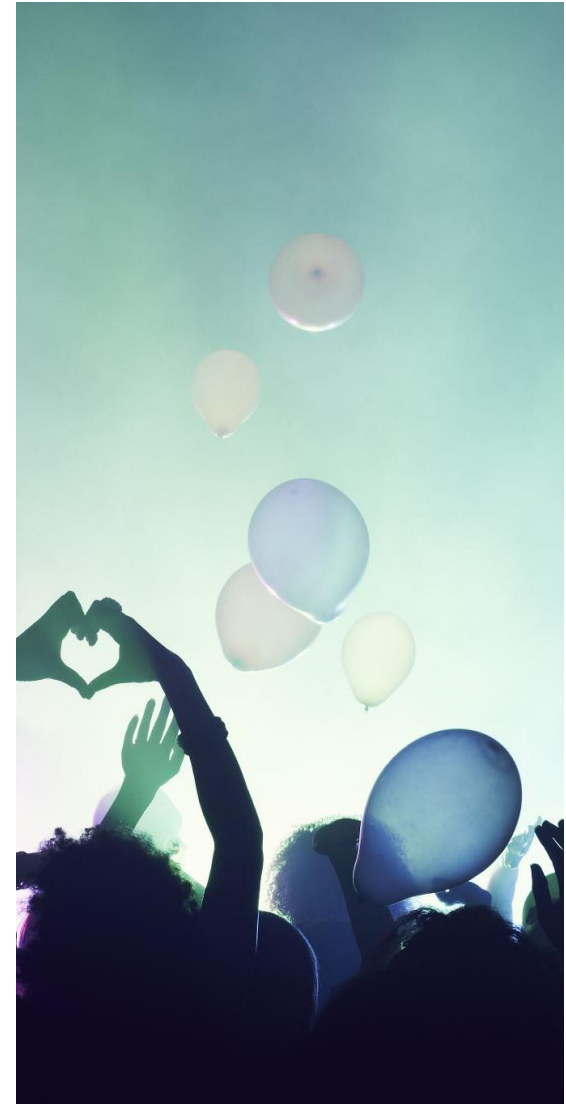
On-going process evaluation

Keep a record of any verbal / written warnings

FSWs will alert DFI on the early detection of failed cases

Keep all written work and comments in soft copy **(with anonymity)** for 3 months after the placement ends

No need to hand in assignments to the Department except upon special request by internal/external examiners



GRADING SYSTEM

The grade given by the fieldwork supervisor is a **RECOMMENDED GRADE RANGE**, the final grade will be reviewed by internal examiners (IE) and endorsed by BOE

“D” is the passing grade for MSW and BSW

Internal examiners (IE) act as second marker; University fieldwork supervisors will play this role (Including DFI)

Internal examiner (IE) can over-ride the grade being given by the fieldwork supervisor



GRADING SYSTEM

Students are welcome to share their feedback on the last page of the A-10a update. If the feedback needs the attention of DFI, please email DFI **immediately after the final evaluation**

A student who fails in the placement is required to re-take the placement

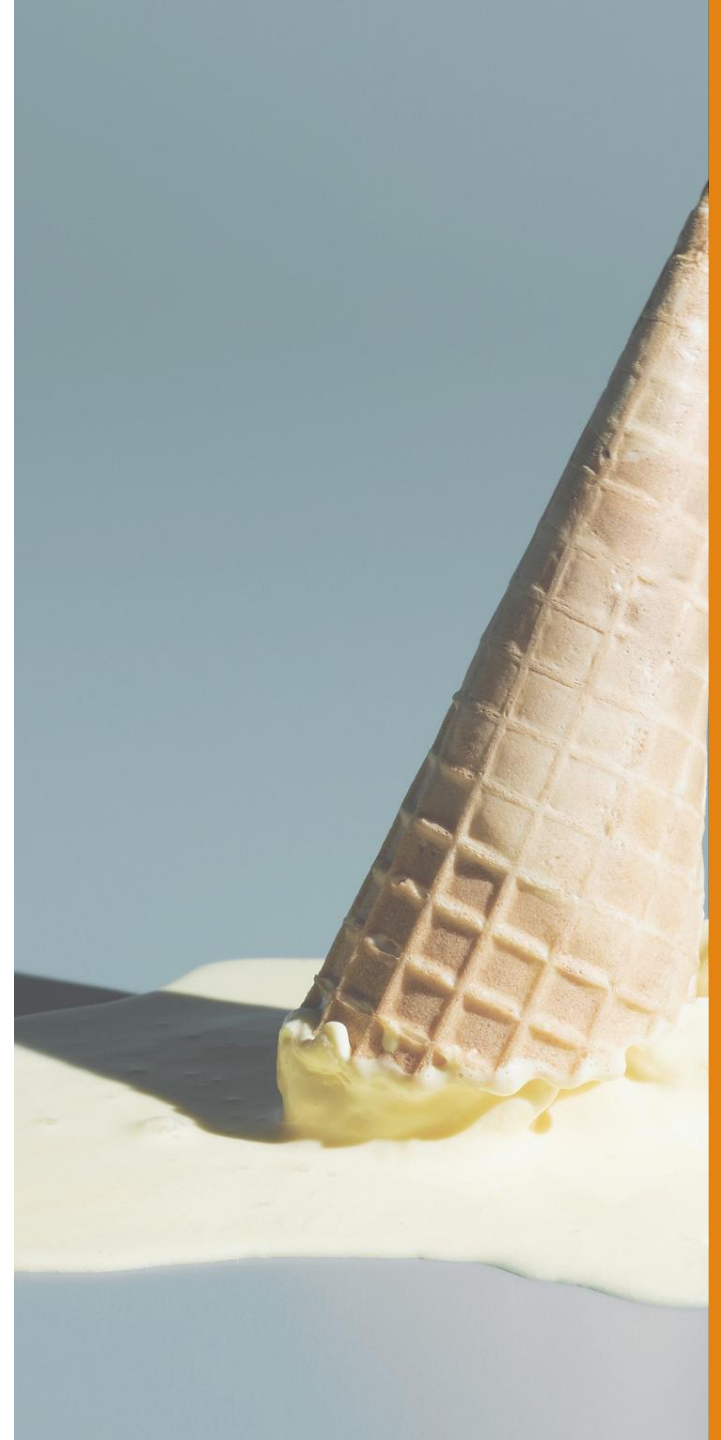
If the student fails twice will result in discontinuation.

SITUATIONS LEADING TO A FAILED GRADE

Displays behaviours that damage clients and agency

Recurrent series of irresponsible and/or inappropriate behaviours with no sign of improvement

Fails to hand in written assignments as required (2 weeks after placement ends)



FAILED CASE APPEAL PROCEDURES

For Appeal: **only apply to the failed case.**

The department will set up an **Appeal Board** to review all written assignments and reports (usually consisting of the Program Director, DFI and Experienced FWS)

Student, FWS and related agency representative will be consulted and interviewed

The Appeal Board will make the final decision

Logistics & Support

Timeline, allowances, extensions and other concerns



CONCURRENT PLACEMENT TIMELINE

22 SEP, 2025 TO 4 APRIL, 2026

responsible parties, receiving party & Documents/ timeline and submission deadline	Time line/sub deadline	FWS timeline/sub Deadline
Submission of A-05 page 1 & 2	Week 1	
Student's Mid E report (A-07b) to FWS : Mid E meeting with agency around mid Dec 2026 or before Jan 2, 2027 FSW's Mid E Reports (A-05, A-07a & Student's Mid E report) to Department	Before the mid E meeting with Agency	Jan 16, 2027
Student's Final E reports and assignments to FWS (A-08/A-08 updated, C-01a, C-01b (within 2 weeks after placement ends)	April 17, 2027	
Submission of A-11 to Department	Before Final E with FWS	
FSW's Final E Reports (A-09, A-10a/A-10a updated, A10c/1 st or 2 nd placement) to Department		May 1, 2027

TRAVELLING ALLOWANCE

- Criteria: Travelling Allowance **will only be given to those students with financial difficulties (CSSA/TSFS)**
- Procedure: Students need to email FWS & DFI to apply for the travelling allowance, stating their name/program/reasons and the required information per the next slide. DFI would approve upon receipt of FWS's endorsement.
- **Deadline of application: 2 weeks before placement ends**



TRAVELLING ALLOWANCE APPLICATION SAMPLE

- Student's Name/Program:
- Reason for applying for travelling allowance: CSSA/TSFS
- Total Applied Amount: \$XXX
- Home full address: XXX
- Agency Name and full address: XXX
- Mode of transport and fare: e.g. MTR from XX to XX Fare: \$XXX /Bus No. XXX from XXX to XXX Fare: \$XXX
- One-way fare: \$XXX/trip
- Total transportation cost: \$XXX/ trip x 2 trips per day x XX days=\$
- **Remark:** For reimbursement, \$16/day x 50 days(or exact workdays) will be deducted from the total transportation cost. Only a net balance will be received.



PLACEMENT EXTENSION

- Criteria: placement extension due to sickness or personal reason
- Procedure: The students need to email UIC, FWS and DFI stating their full name/program/placement unit/the reason for extension/period of extension. DFI would email confirming the agency's coordinator upon receipt of FWS's email confirmation of OIC (full name & title), student and FWS agreement for the extension.



OTHER CONCERN

Insurance

Students are covered by University Insurance Scheme during the placement period:

- (1) Group Personal Accident
- (2) Professional Indemnity Insurance

Illness is not included at the insurance scheme

Any work injury happened, please report to fieldwork supervisors and then DFI

MADAM LO NG KIU YING MEMORIAL PRIZE 羅吳翹英夫人紀念獎

Awarded to final-year students who have
achieved grade of Distinctions in placement

One for BSWFT student

One for MSWFT student and

One for MSWPT student

Each prize shall be of the value of **HK\$5,000**



Getting Ready

Tips, orientation programs and your fieldwork team

TIPS FOR PREPARATION

- Verify placement centre address and fieldwork supervisor's contact information
- Try to get directions to the placement site, rehearse the travelling time before the first day of placement
- Psychologically and physically well prepared for the workloads of placement
- Better to equip the knowledge and skills of the matched placement settings within this month
- Good time management
- Clarify expectations with your fieldwork supervisor right before the start date
- Having a support network to share your happiness or worries during the placement period
- Be familiar with how to make use of technology in delivering the learning tasks
- Seek advice from teachers and previous students about the practical wisdom/ experience during placement
- Read through the website/annual report of the agency/leaflets of the unit



ORIENTATION PROGRAMS

Placement agency/ fieldwork supervisor/ setting coordinator will arrange other orientation visits to students

Please liaise actively with your fieldwork supervisor/setting coordinator on the detailed arrangement of orientation programs

FIELDWORK TEAM



CONTACT PERSON:

Director of Field Instruction

Ms. Lydia Lam (lamlis@hku.hk) (3917 7031) (CJT 5.53)

Deputy Director of Field Instruction

Dr. Vivian Chan (vichan1@hku.hk) (3910 2567) (CJT5.56)

Programme Secretary

Mr Ross Lam (rosslam@hku.hk) (3910 2560) (CJT 5.34)

Fieldwork Placement Handbook and Forms

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

REFERENCES

1. Edmondson, David (2014) *Social Work Practice Learning – A Student Guide*. London : Sage.
2. Mathews, I., Simpson, D. & Crawford K. (2014) *Your Social Work Practice Placement : From Start to Finish*. London : Sage.
3. Corey, M.S. & Corey, Gerald (2011) *Becoming a Helper, Sixth Edition*. USA : Brooks/Cole.
4. Kiser, P.M. (2012) *The Human Services Internship: Getting the Most from Your Experience, International Edition, 3rd Edition*. USA : Brooks/Cole.
5. Baird, Brian N. (2014) *The Internship, Practicum, and Field Placement Handbook – A Guide for the Helping Professions, Seventh Edition*. USA: Routledge



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香港大學社會工作及社會行政學系

Q & A