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 2027-28 Briefing for students

Lydia Lam
Director of Fieldwork Education and Placement

31 October 2026

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

Briefing Schedule

Time	Content	Speaker
9:15 – 9:30 am	Registration	
9:30 - 9:55 am	Family Services (FS)	Ms. Omi Ng
9:55 - 10:20 am	School Social Work Services (SSW)	Ms. Irene Law
10:20 - 10:45 am	Rehabilitation Services (RS)	Ms. Monica Mok
10:45 - 11:10 pm	Services for Children & Youth (CYS)	Ms. Jake Pang
11:10 - 12:40 pm	General Requirement on Placement Demonstration of PMS Enrollment System	Ms. Lydia Lam
12:40 – 2:00 pm	**Break**	
2:00 - 2:25 pm	Medical Social Services (MSS)	Ms. Debby Ko
2:25 – 2:50 pm	Multicultural Social Work Services (MCSW)	Ms. Vicky Lee
2:50 - 3:15 pm	Community Development Services (CD)	Ms. Vicky Lee
3:15 – 3:40 pm	Services for the Elderly (ES)	Ms. Edith Fung
3:40 – 5:00 pm	**Overseas Placement Sharing and General Requirements for Non-local Placement**	Students and Ms. Lydia Lam

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

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.

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 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



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 Arrangement

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.

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 Modules

BSW FT
MSW FT

BSWFT3/MSW FT 1:

SOWK 4006/SOWK 6225 Fieldwork Placement I*

Summer Block Placement

Duration: 31 May to 7 Aug, 2027 (10 weeks, completing at least 450 hours in total)

Can apply for Non-Local Placement (SOWK6231):

Late May 2027 to 7 – 21 Aug 2027 (with 10 - 12 consecutive weeks, completing at least 450 hours in total)

SOWK 4007/SOWK 6231 Fieldwork Placement II

Concurrent Placement (local only)

Duration: Sep 20, 2027 to April 1, 2028 (28 weeks, 2 days (16 hours) per week, mainly on every Tues and Weds, completing at least 450 hours)

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 MODULES
MSW PT

MSW PT Y2

SOWK 6225 Field Placement I
Concurrent Placement (local only)
Duration: Sep 20, 2027 to Apr 1, 2028

MSW PT Y3

SOWK 6231 Field Placement II *#
Concurrent Placement (local only)
Duration: Sep 25, 2028 to Apr 6, 2029

Can apply for Non-local Placement taken in summer block, but needs to apply for deferment of SOWK 6231 Placement II to 2029 summer, with $3,000 administration fee.

C-03a Application for Duration Changes in Fieldwork Placement

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

Attachment/ On-the-job Placement

Only applies to **part-time students** who are now working at a **social service agency** *

Students could apply for attachment placement **only once**

Students who undertake attachment placement **at the working agency should be placed at a different unit** to widen the learning opportunities and differentiate the role as a student social worker

For a school setting, students cannot be placed at their own working school

Students **must get approval from the agency** and submit supporting letters **at the time of application.**

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 Modules

For all part-time students:

- Please prepare your own work schedule to match the placement's requirements.
- You need to be free at least 16 hours per week (besides taking courses) to fulfil the placement's requirement, including at least ONE day during weekdays.

Deferment of Fieldwork Reasons for deferment

Deferment of fieldwork placement is considered an exceptional arrangement and is only granted for valid reasons such as serious **HEALTH ISSUES OR FAMILY CRISES**.

Students seeking deferment must submit a formal application to the Director of Field Instruction (DFI) using the C-03a form, accompanied by **supporting documents** and a clear explanation.

For MSW students, a non-refundable administrative fee of $3,000 is required.

Once submitted, the application will be reviewed and forwarded to the Faculty for final approval.

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

Resumption of fieldwork

- Required to meet with the DFI before resuming placement.
- The DFI will consult with the student to review any support needs and determine the appropriateness of reasonable accommodations or placement adjustments.
- Medical or other relevant professional documentation or advice may be requested, where necessary, to **facilitate the planning of appropriate support arrangements**.

Where a deferment is approved and the student resumes placement in a subsequent calendar year, the student will be assigned to **the same placement mode that was previously deferred**.

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

Assignments: From Exploration to Independence

- Assignments should match each student's learning goals and suit the placement setting.
- Assignment types: Direct service – case, group, program, project, campaign



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

Assessment Criteria

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%

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

Choices of Placement Setting

- Community Development Services (AG/CC/NLCDP/PHA)
- Services for the Elderly (CSE/RSE)
- Family Services (FSC/CISC/SWD)
- Medical Social Services (MSS/MSP)
- Multicultural Social Work (EDR/ASR/FDW)
- Rehabilitation Services (RSD/RSR/PRS/CRN/SSS-only open for concurrent placement)
- School Social Work Services (SSWP/SSWS/SSWO) – only open for concurrent placement
- Services for Children & Youth (ICYSC/YR/RS)
- Non-local Fieldwork Placements (NLP) – only open for summer block placement

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

Setting Coordinators

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

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

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

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

Submit Preference Choices[17]

- 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*

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

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

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

District Preferences

District/area	Abbreviation	Including areas/localities
Central and Western	CW	Central, Admiralty, Mid-Levels, Peak, Sheung Wan, Sai Ying Pun, Kennedy Town, Western District
Wan Chai	WC	Wan Chai, Causeway Bay, Happy Valley, Jardine's Lookout, Tai Hang, Stubbs Road
Hong Kong Eastern	EST	North Point, Quarry Bay, Shau Kei Wan, Chai Wan, Siu Sai Wan, Heng Fa Chuen, Braemar Hill
Hong Kong Southern	STH	Aberdeen, Ap Lei Chau, Wong Chuk Hang, Ocean Park, Repulse Bay, Deep Water Bay, Stanley, Shek O, Pok Fu Lam
Yau Tsim Mong	YTM	Yau Ma Tei, Tsim Sha Tsui, Jordan, Mong Kok, Tai Kok Tsui, West Kowloon
Sham Shui Po	SSP	Sham Shui Po, Cheung Sha Wan, Lai Chi Kok, Shek Kip Mei, Stonecutters Island, Mei Foo
Kowloon City	KLC	Kowloon City, Ho Man Tin, To Kwa Wan, Ma Tau Wai, Hung Hom, Kai Tak, Whampoa
Wong Tai Sin	WTS	Wong Tai Sin, Lok Fu, Kowloon Tong, Diamond Hill, Chuk Yuen, Tsz Wan Shan, Wang Tau Hom
Kwun Tong	KT	Kwun Tong, Ngau Tau Kok, Kowloon Bay, Lam Tin, Yau Tong, Sau Mau Ping, Shun Lee, Lei Yue Mun
Tsuen Wan	TW	Tsuen Wan, Kwai Chung north-west, Tsing Lung Tau, Sham Tseng, Ting Kau, Ma Wan

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

District/area	Abbreviation	Including areas/localities
Tuen Mun	TM	Tuen Mun Town Centre, Castle Peak, Siu Hong, Sam Shing, Gold Coast, Butterfly Estate, Lung Kwu Tan
Yuen Long	YL	Yuen Long Town, Tin Shui Wai, Hung Shui Kiu, Kam Tin, Pat Heung, San Tin, Lau Fau Shan, Ha Tsuen
North	NTH	Sheung Shui, Fanling, Luen Wo Hui, Kwu Tung, Ta Kwu Ling, Sha Tau Kok, Man Kam To, Taipo Road north area
Tai Po	TP	Tai Po Market, Tai Po Kau, Tai Mei Tuk, Shuen Wan, Lam Tsuen, Plover Cove, Hong Lok Yuen
Sai Kung	SK	Sai Kung Town, Clear Water Bay, Hang Hau, Tseung Kwan O, Po Lam, LOHAS Park, Junk Bay, Sai Kung Country Park
Tseung Kwan O	TKO	Tseung Kwan O Town Centre, Hang Hau, Po Lam, Tiu Keng Leng, Tseung Kwan O Industrial Estate, LOHAS Park, Pak Shing Kok
Sha Tin	ST	Sha Tin, Fo Tan, Wo Che, Lek Yuen, City One, Ma On Shan, Wu Kai Sha, Heng On, Kam Ying, Tai Wai
Kwai Tsing	KC	Kwai Chung, Tsing Yi, Lai King, Kwai Fong, Kwai Hing, Container Terminals, Cheung Ching
Islands	ILD	Tung Chung, Chek Lap Kok, Hong Kong International Airport, Discovery Bay, Mui Wo, Peng Chau, Cheung Chau, Lamma Island, South Lantau

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

District Preferences

Please choose 2 districts among the 19 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 be located within **ONE** hour of travel time.

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

Placement Preference System (PMS)

- Type URL as :

  https://pms.socialwork.hku.hk
- System will be activated on 31 Oct 2026, 6:00pm
- Students will receive email notification on how to log in the system

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

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 for the same placement choice

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

Criteria for Matching Placement

- Suitability of Students (e.g. physically, psychologically and academically)
- Recommendation from teachers
- If setting preference does not match with district preference, setting preference will over-ride district preference

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

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, e.g. medical social work & units from the Social Welfare Department, is less than the no. of students' first preferences, then students with higher cGPA will be placed in these first preferences. After selecting the students into the matching list, matching will not consider the academic result anymore.

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

Matching Schedule

Time	Tasks
30 Nov 2026	Collecting students' placement preferences
TBC	Non-local placement interview
17 Dec 2026	Announcement of the non-local placement application result
Mid Dec 2026	Non-local Placement Orientation Session
Mid Mar 2027	Matching students' summer block preferences and seek for teachers' further comment
Early Apr 2027	Announcement of the summer block matching results to students
8 May 2027	Summer Block Placement Orientation Session
31 May 2027	Commencement of Summer Block Placement
Early July 2027	Matching students' concurrent preferences and seeking for teachers' further comment
Around mid-Aug 2027	Announcement of the concurrent matching results to students
4 Sep 2027	Concurrent Placement Orientation Session
20 Sep 2027	Commencement of Concurrent Placement

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

Placement Management System (PMS)

Watch the demonstration on the Placement Website before input the data.



SWSA
Department of Social Work and Social Administration

Email Notification Sample

Dear Students,

Welcome to the SWSA Placement Management System, you can visit {{PMSStudentLink}} to complete your application for the coming summer block and/or concurrent placement in 2026/2027.

Please use your university number and attached password to enter the PMS. The PMS will be activated between 00:00 23 November 2025 and 17:00 20 December 2025.

Your password to the PMS is: XXXX

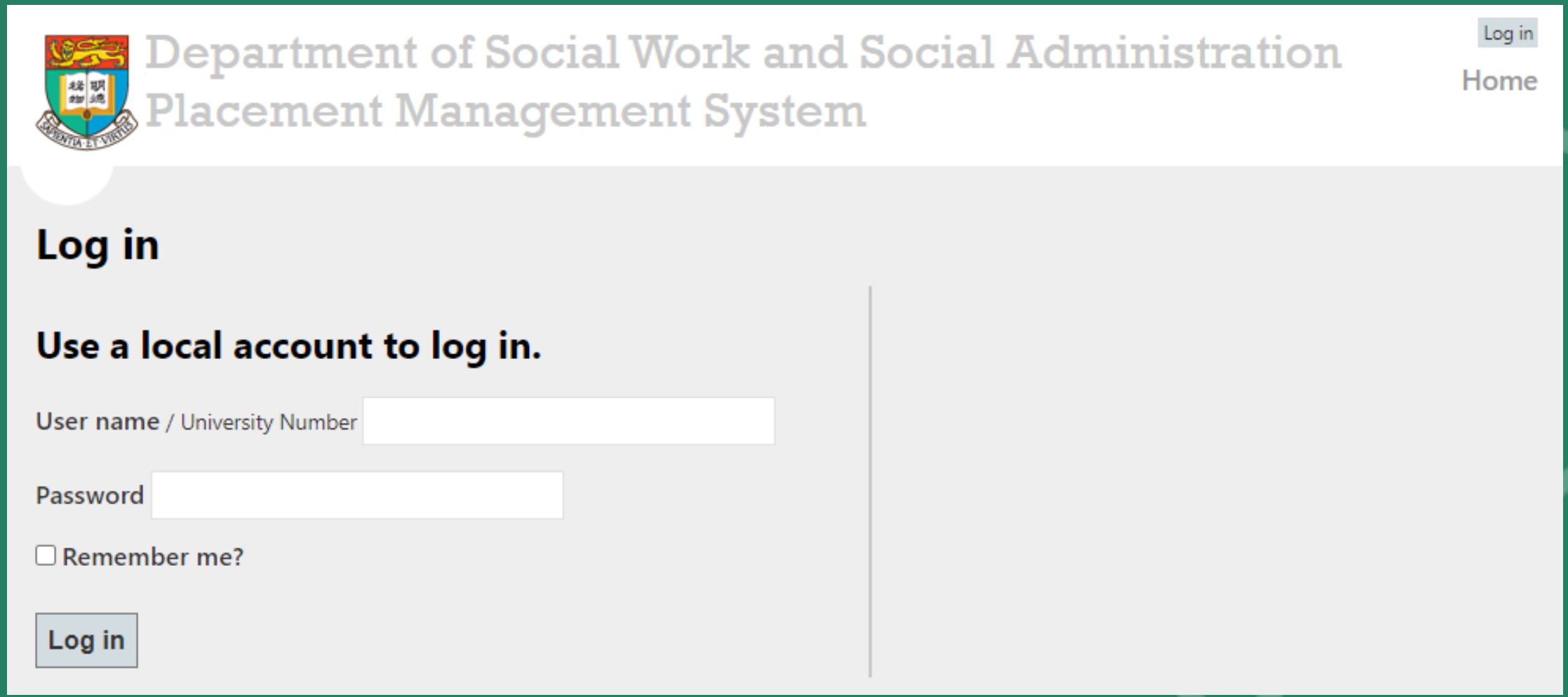
Please note these important reminders:

- The system allows 20 minutes per session for processing; please keep track of your time. If it expires, click the "refresh" button to continue.
- Avoid using special symbols (such as - + # @ ! ^ & >) and excessive [Enter] spacing in the Placement Expectation and Work Experience fields, as these may cause errors.
- Upload a clear and appropriate photo.
- Enter all information in English, except for your Chinese name if applicable.
- Please remember that your work and placement experience entries may be shared with agencies and supervisors; write thoughtfully and appropriately.

If you have any enquiries about the PMS, please contact Mr. Ross Lam at 3910 2560, or Ms. Lydia Lam at 3917 7031, lamls@hku.hk

HKU SWSA Placement Management System

Front Page of the PMS



Department of Social Work and Social Administration
Placement Management System

Hello, 8888888888! 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 .
7. You may click 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 ---------- >

Department of S
and Social Admi
THE UNIVERSITY OF
香港大學社會工作及

Department of Social Work and Social Administration
Placement Management System

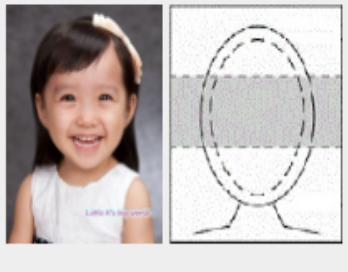
Hello, 8888888888! Log off

Home

The University Of Hong Kong
Department of Social Work and Social Administration
Preference Form for Summer Block and Concurrent Placements (2026 - 2027)

For those compulsory fields, please input NA if not applicable

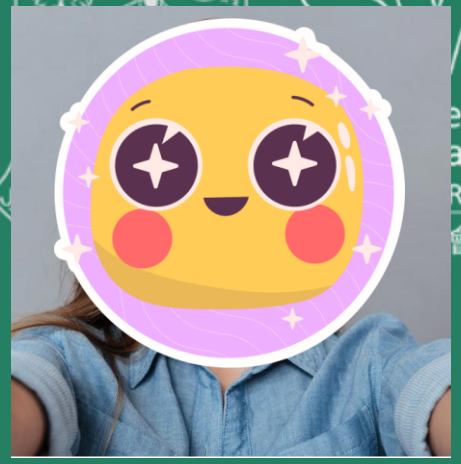
University Number
8888888888
Salutation
Ms.
First Name
Siu Cho
Last Name
Lau
HKID. e.g. A1234567(8)



Upload photo

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

Your name must be identical to those on your HKID card.



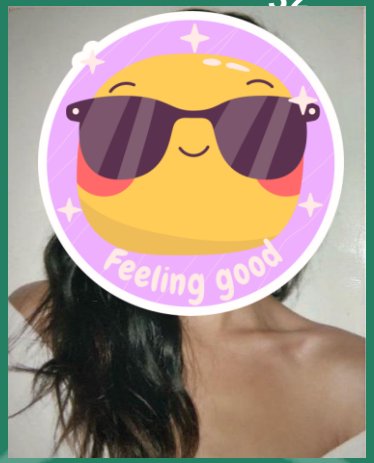
Selfie photo



Travel / Outing photo



Messy background



Inappropriate custom



Source: https://www.immd.gov.hk/



Source: https://photobi.hk/



Source: https://photobi.hk/

Screen for Full Time Students

Summer Block Placement (01/06/2026 - 08/08/2026)

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
(21/09/2026 - 03/04/2027 for BSW; 21/09/2026 - 03/04/2027 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
(21/09/2026 - 03/04/2027 for BSW; 21/09/2026 - 03/04/2027 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	☐	☐	☐
Afternoon	☐	☐	☐
Evening	☐	☐	☐

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

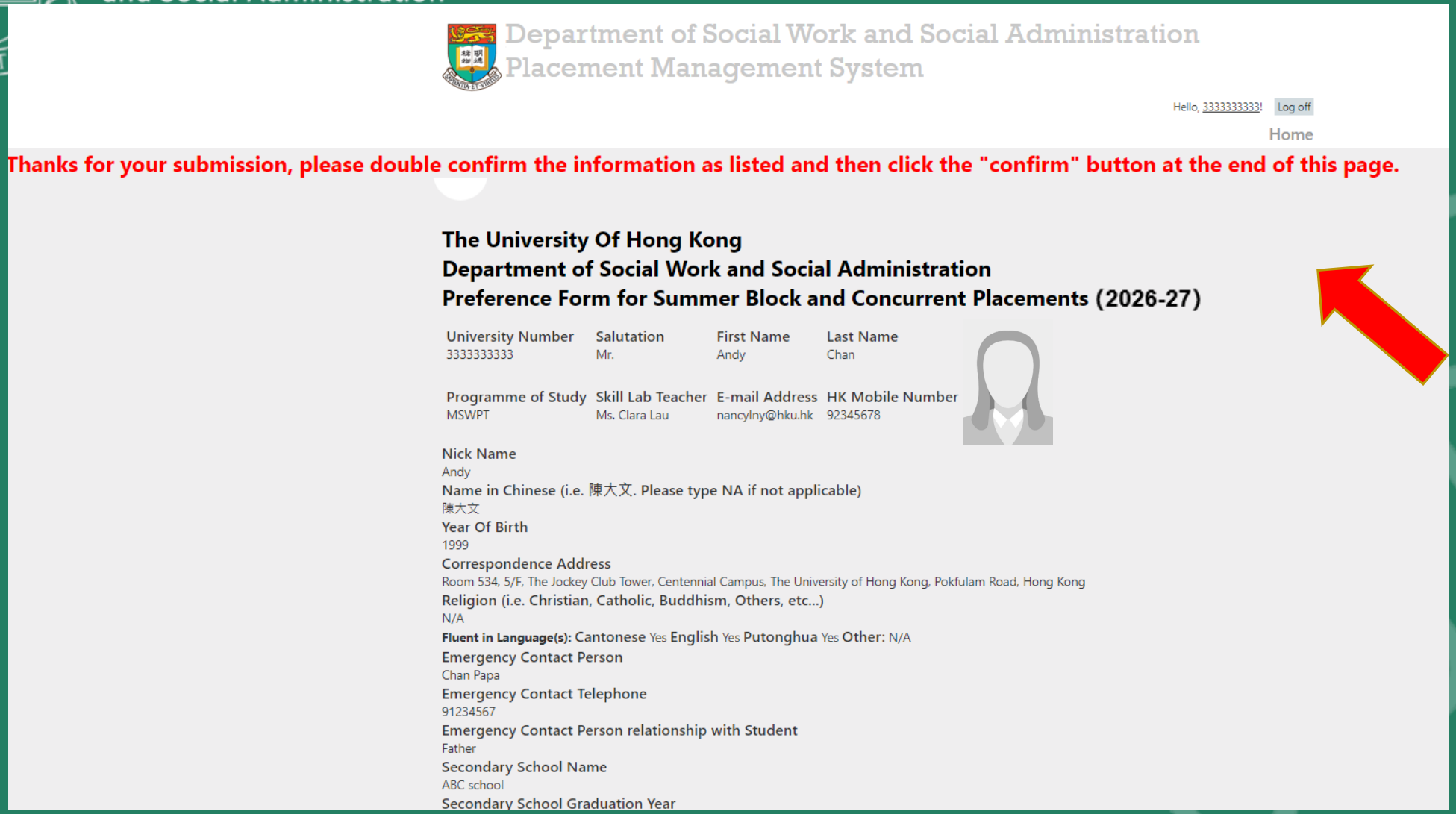
Information of prescription/medication

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 (2026-27)

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)

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:

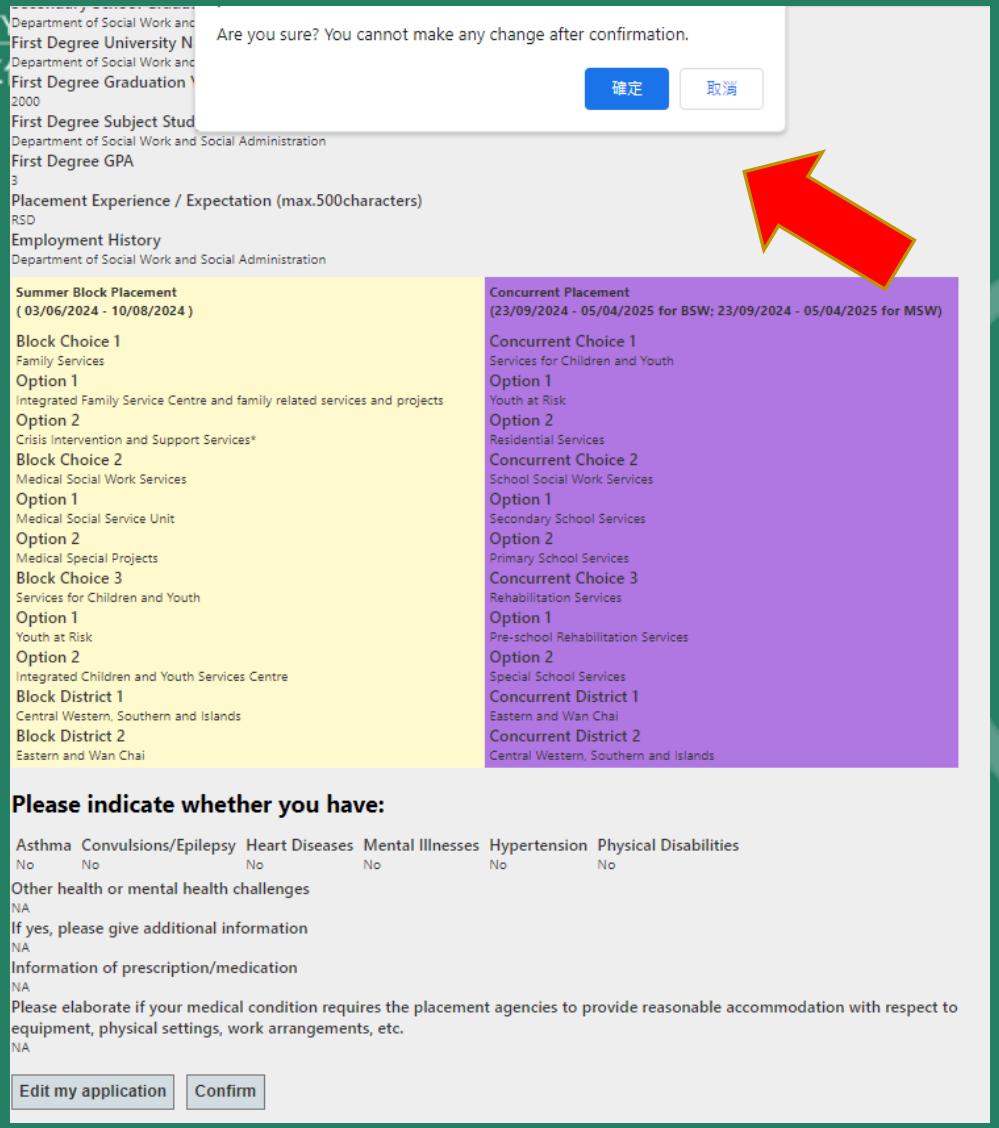
Asthma	Convulsions/Epilepsy	Heart Diseases	Mental Illnesses	Hypertension	Physical Disabilities
No	No	No	No	No	No

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

Department of Social Work and Social Administration
THE UNIVERSITY
香港大學社會工

Pop up message : once confirmed, cannot change



Department of Social Work and Social Administration

Your application is completed

Department of Social Work and Social Administration
Placement Management System

Hello, 8888888888! Log off

Home

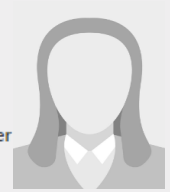
A confirmation email has been sent to you.

The University Of Hong Kong
Department of Social Work and Social Administration
Preference Form for Summer Block and Concurrent Placements (2026-27)

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

Confirmation of receiving PMS application for 2026/2027

(Staging) HKU SWSA Placement Management System
To

Dear Students,

PMS has received your application:

Block Placement:
1st Choice : Services for the Elderly
Options 1 : Community Support Services
Options 2 : Residential Services for the Elderly
2nd Choice : Family Services
Options 1 : Integrated Family Service Centre and family related services and projects
Options 2 : Crisis Intervention and Support Services*
3rd Choice : Medical Social Work Services
Options 1 : Medical Special Projects
Options 2 : Medical Social Service Unit
Block placement District Preference 1: Central Western, Southern and Islands
Block placement District Preference 2: Kowloon City and Yau Tsim Mong

Concurrent Placement:
1st Choice : Rehabilitation Services
Options 1 : Day Services for People with Ex-mentally Ill, Intellectual Disability or Physical Disability
Options 2 : Residential Services for People with Ex-mentally Ill, Intellectual Disability or Physical Disability
2nd Choice : Multicultural Social Work Services
Options 1 : Centre for Asylum Seekers/Refugees or Foreign Domestic Workers
Options 2 : Project for Ethnic Minority Residents
3rd Choice : School Social Work Services
Options 1 : Secondary School Services
Options 2 : Primary School Services
Concurrent placement District Preference 1: Tsuen Wan and Kwai Tsing
Concurrent placement District Preference 2: Kowloon City and Yau Tsim Mong

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

Important

There is a video on the placement website to demonstrate how to complet input information to PMS

If you haven't received a 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 a short paragraph to describe your placement/ work experiences/ expectation, cannot exceed 500 characters.

ONCE YOU SUBMIT YOUR PREFERENCE, IT CANNOT BE CHANGED.
Please think carefully before submission.

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

Submission Dead-line

November 30, 2026 17:00

For BSW and MSW FT
Submit preference for both

Block Placement AND Concurrent Placement

Non-local Placement

MSW PT
SOWK6225 Placement I



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

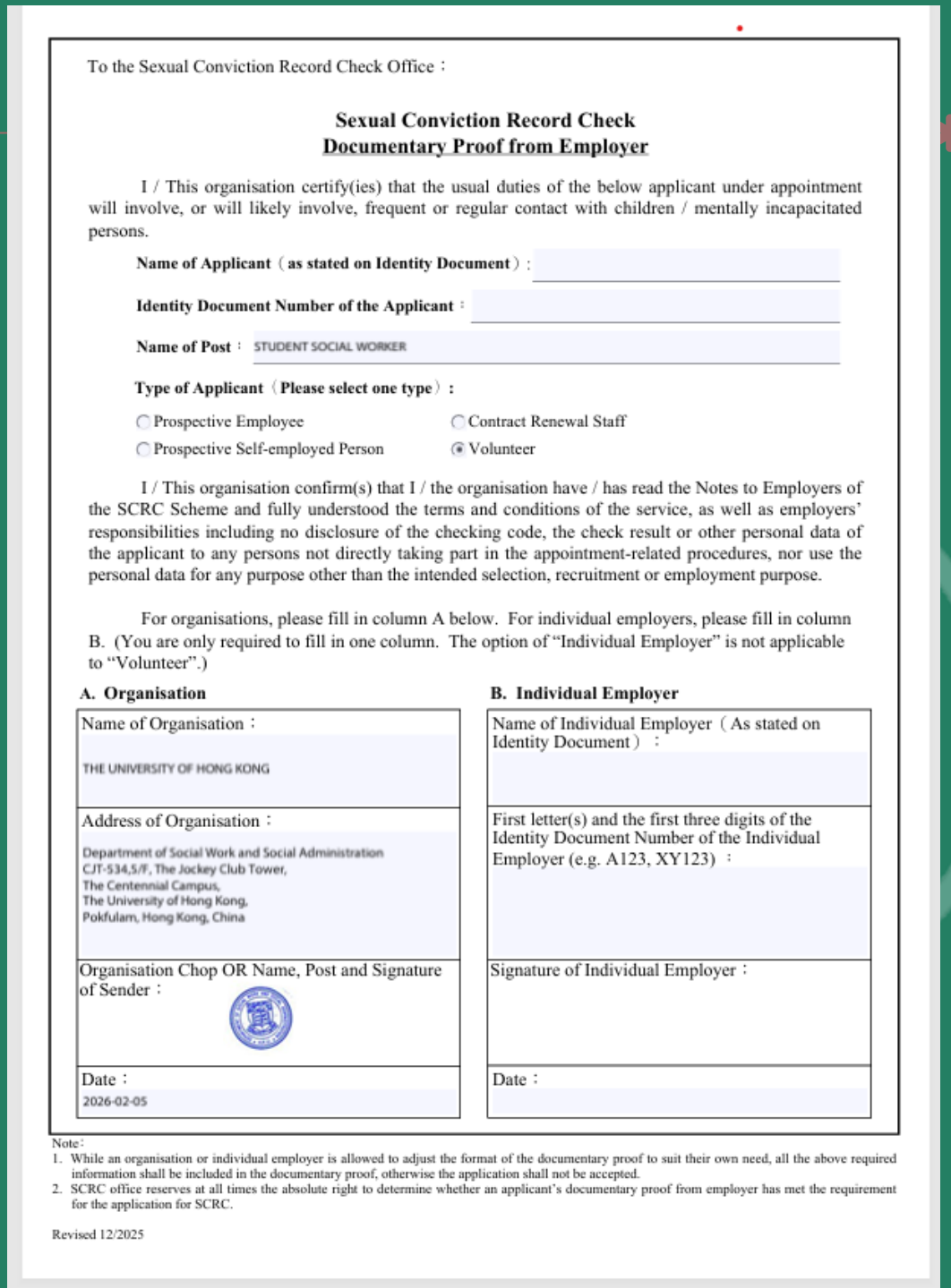
Penalty for Late Submission

We'll match all the preferences of those students who have submitted on time first and then finally settle the preferences of late submitters.

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

SCRC

- The department will send this form to each student.
- Students can apply for SCRC through the online system of HK Police Force.
- After you get the result, the student needs to upload it to the designated OneDrive.
- Settings usually require SCRC:
  - Rehabilitation service
  - School social work
  - Other services required to serve children or younger kids.
  - Agencies required.



To the Sexual Conviction Record Check Office：

Sexual Conviction Record Check
Documentary Proof from Employer

I / This organisation certify(ies) that the usual duties of the below applicant under appointment will involve, or will likely involve, frequent or regular contact with children / mentally incapacitated persons.

Name of Applicant（as stated on Identity Document）：

Identity Document Number of the Applicant：

Name of Post： STUDENT SOCIAL WORKER

Type of Applicant（Please select one type）：

○ Prospective Employee　○ Contract Renewal Staff
○ Prospective Self-employed Person　◉ Volunteer

I / This organisation confirm(s) that I / the organisation have / has read the Notes to Employers of the SCRC Scheme and fully understood the terms and conditions of the service, as well as employers' responsibilities including no disclosure of the checking code, the check result or other personal data of the applicant to any persons not directly taking part in the appointment-related procedures, nor use the personal data for any purpose other than the intended selection, recruitment or employment purpose.

For organisations, please fill in column A below. For individual employers, please fill in column B. (You are only required to fill in one column. The option of "Individual Employer" is not applicable to "Volunteer".)

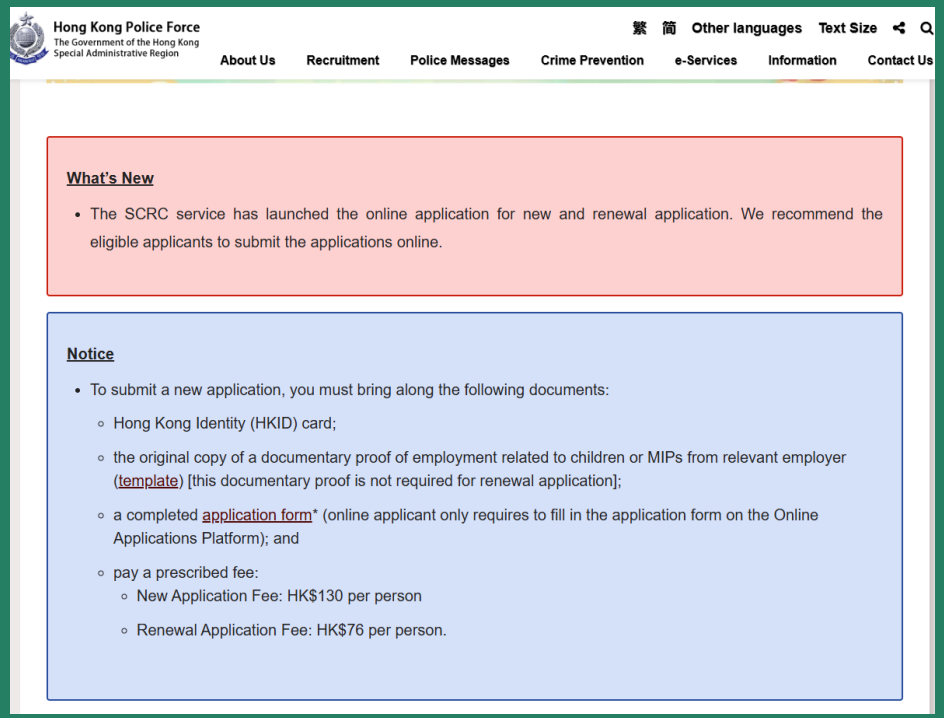
A. Organisation	B. Individual Employer
Name of Organisation： THE UNIVERSITY OF HONG KONG	Name of Individual Employer（As stated on Identity Document）：
Address of Organisation： Department of Social Work and Social Administration CJT-534,5/F, The Jockey Club Tower, The Centennial Campus, The University of Hong Kong, Pokfulam, Hong Kong, China	First letter(s) and the first three digits of the Identity Document Number of the Individual Employer (e.g. A123, XY123)：
Organisation Chop OR Name, Post and Signature of Sender：	Signature of Individual Employer：
Date： 2026-02-05	Date：

Note：
1. While an organisation or individual employer is allowed to adjust the format of the documentary proof to suit their own need, all the above required information shall be included in the documentary proof, otherwise the application shall not be accepted.
2. SCRC office reserves at all times the absolute right to determine whether an applicant's documentary proof from employer has met the requirement for the application for SCRC.

Revised 12/2025

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

https://www.police.gov.hk/ppp_tc/11_useful_info/scrc.html



Hong Kong Police Force
The Government of the Hong Kong Special Administrative Region

繁 简 Other languages Text Size

About Us | Recruitment | Police Messages | Crime Prevention | e-Services | Information | Contact Us

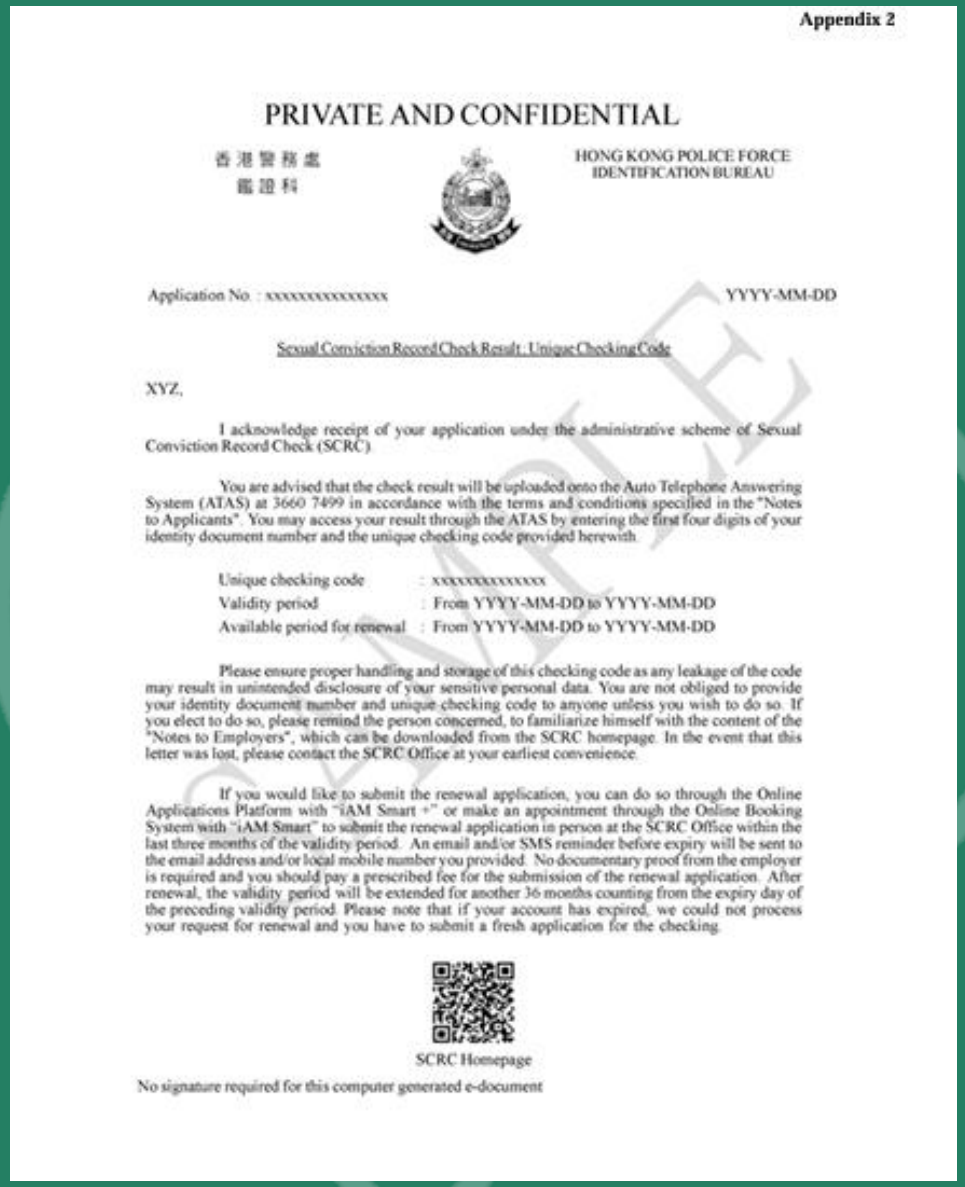
What's New

- The SCRC service has launched the online application for new and renewal application. We recommend the eligible applicants to submit the applications online.

Notice

- To submit a new application, you must bring along the following documents:
  - Hong Kong Identity (HKID) card;
  - the original copy of a documentary proof of employment related to children or MIPs from relevant employer (template) [this documentary proof is not required for renewal application];
  - a completed application form* (online applicant only requires to fill in the application form on the Online Applications Platform); and
  - pay a prescribed fee:
    - New Application Fee: HK$130 per person
    - Renewal Application Fee: HK$76 per person.

The validity period of applications is 36 months to reduce reapplications and renewal applications.



Appendix 2

PRIVATE AND CONFIDENTIAL

香港警務處
鑑證科

HONG KONG POLICE FORCE
IDENTIFICATION BUREAU

Application No. : xxxxxxxxxxxxxxx YYYY-MM-DD

Sexual Conviction Record Check Result: Unique Checking Code

XYZ,

I acknowledge receipt of your application under the administrative scheme of Sexual Conviction Record Check (SCRC).

You are advised that the check result will be uploaded onto the Auto Telephone Answering System (ATAS) at 3660 7499 in accordance with the terms and conditions specified in the "Notes to Applicants". You may access your result through the ATAS by entering the first four digits of your identity document number and the unique checking code provided herewith.

Unique checking code	: xxxxxxxxxxxxxx
Validity period	: From YYYY-MM-DD to YYYY-MM-DD
Available period for renewal	: From YYYY-MM-DD to YYYY-MM-DD

Please ensure proper handling and storage of this checking code as any leakage of the code may result in unintended disclosure of your sensitive personal data. You are not obliged to provide your identity document number and unique checking code to anyone unless you wish to do so. If you elect to do so, please remind the person concerned, to familiarize himself with the content of the "Notes to Employers", which can be downloaded from the SCRC homepage. In the event that this letter was lost, please contact the SCRC Office at your earliest convenience.

If you would like to submit the renewal application, you can do so through the Online Applications Platform with "iAM Smart +" or make an appointment through the Online Booking System with "iAM Smart" to submit the renewal application in person at the SCRC Office within the last three months of the validity period. An email and/or SMS reminder before expiry will be sent to the email address and/or local mobile number you provided. No documentary proof from the employer is required and you should pay a prescribed fee for the submission of the renewal application. After renewal, the validity period will be extended for another 36 months counting from the expiry day of the preceding validity period. Please note that if your account has expired, we could not process your request for renewal and you have to submit a fresh application for the checking.

SCRC Homepage

No signature required for this computer generated e-document

SAMPLE

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

Important Note about SCRC

- An email about application of SCRC will be sent to you in December 2026.
- The application should be completed before **28 February 2027**.
- It's your own responsibility to apply for SCRC. The fee cannot be reimbursed.
- Students who want to have placement in school and rehabilitation services, if you haven't completed the SCRC application before the deadline, **YOU WILL NOT BE ASSIGNED TO THESE SERVICES.**

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

https://www.childprotectiontraining.hk/

Good Preparation for Fieldwork Placement

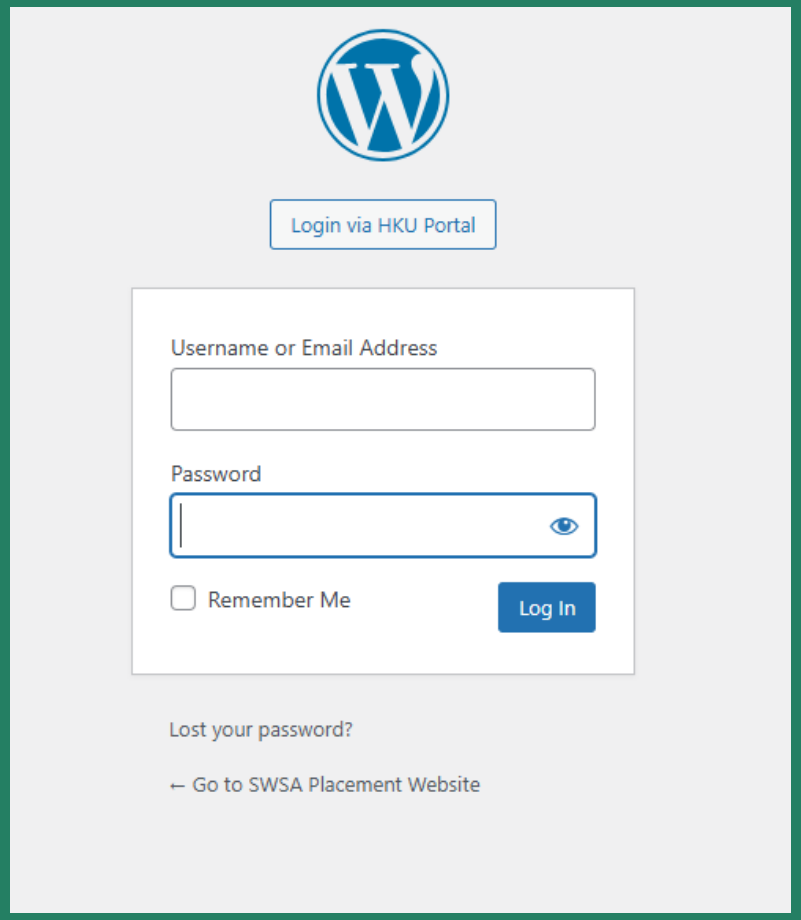
- Complete Child Protection Online Training provided by the Government, and an e-certification will be issued.
- Family service and school social work service

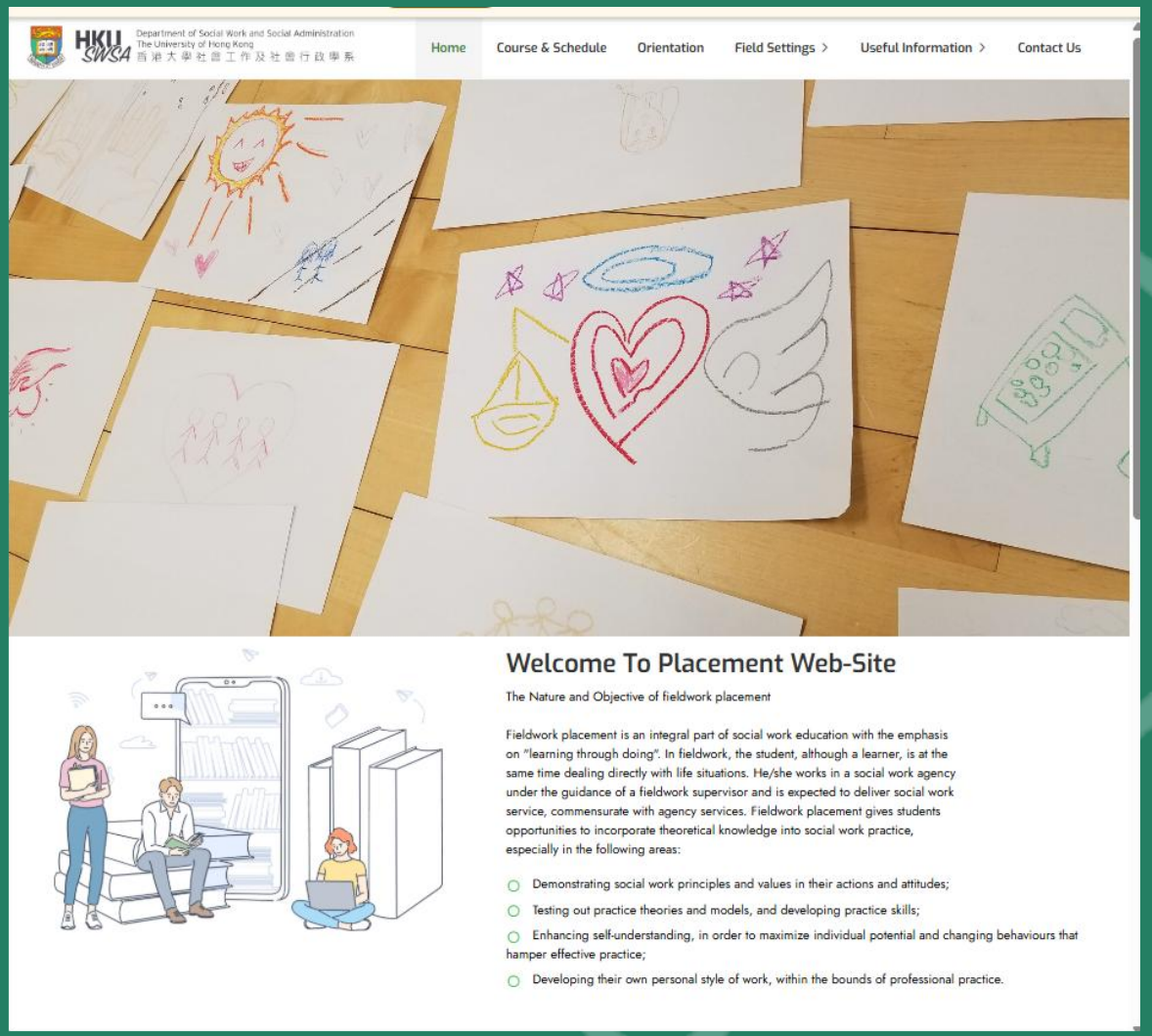




Department of Social Work and Social Administration
THE UNIVERSITY OF HONG KONG
香港大學社會工作及社會行政學系

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





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

Central Enquiry

https://www.youtube.com/watch?v=JaYSGg8biNk&list=RDJaYSGg8biNk&start_radio=1

Contact Persons:

Ms. Lydia L.S. Lam
Director of Fieldwork Education and Placement
Contact: lamls@hku.hk, 3917-7031, CJT 553

Dr. Vivian Chan
Deputy Director
Contact: vichan1@hku.hk, 3910-2567, CJT 556

Mr. Ross Lam
Secretary
Contact: rosslam@hku.hk, 3910-2560, CJT 534