

HKSWA Ref. No.: _____

Your Ref. No.: _____

Form CA1: Course Accreditation- Application Form

1. Continuing Professional Development (CPD) Course applied			
Course Title:*			
Course Dates* (year/month/day):			
CPD Points Applied* *1 training hour =1 CPD point	CPD points		
Specialised CPD points Applied (Please tick as appropriate if the course caters training needs of the specialised field)	<input type="checkbox"/> Family and Children (including PPI) <input type="checkbox"/> School Social Work & Youth (including Primary & Secondary SSW) <input type="checkbox"/> Elderly <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Medical <input type="checkbox"/> Mental Health <input type="checkbox"/> Others (Please specify _____)		
2. Location of Course*			
Local (%)		Overseas (%)	
3. Course Format*			
Online (%)		Face to Face (%)	
4.Trainer(s) *			
5. Course Target Group *			
Social Workers (%)		Others (%)	
6. Course Organiser(s)			
Organiser(s)*			
Co-organiser(s)			
Has your course obtained any accreditation by other professional association(s)? *	<input type="checkbox"/> Yes <input type="checkbox"/> No		

<p>If YES, please list the full title of all other approving professional association(s).</p>	
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<p>7. Any attendance record for the course? *</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p>8. Any evaluation for the course?*</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Please indicate all methods of evaluation</p> <p><input type="checkbox"/> Questionnaire <input type="checkbox"/> Reflection log <input type="checkbox"/> Others: <u>(Please specify)</u> _____</p>

<p>9. Relevancy of course content to social work * (Please state briefly how the course content is connected to social work practice)</p>

<p>10. Learning Outcomes Expected*</p>	<p>Relevancy to PCF * (Please input competency code(s) as stated in General PCF)</p> <p>*For applying Specialised CPD points, please click the appropriate boxes for aligning with Specific PCF</p> <p><input type="checkbox"/> School Social Work <input type="checkbox"/> Family and Children Social Work <input type="checkbox"/> Mental Health Social Work</p>
i.	
ii.	
iii.	

11. Mode of course delivery*

- Mini-lecture Experience/Case sharing Group discussion
 Simulation exercise Experiential activities Demonstration
 Others _____

12. Contact Information*

Salutation	Prof / Dr / Mr / Mrs / Ms / _____
Name of Contact Person	
Position	
Contact Number	
Email	

13. Please note that the accredited course will be posted on the “List of Accredited Course” on the Academy Web*

- Yes, noted

14. Supporting Documents Checklist *

<input type="checkbox"/>	i. Course pamphlet (if any)
<input type="checkbox"/>	ii. Course materials (With information on activity objectives, duration, content and schedule) *
<input type="checkbox"/>	iii. Curriculum Vitae of trainer(s) *
	- Credentials
	- Relevant work, training and research experience
	- Other relevant information (If any)
<input type="checkbox"/>	iv. Additional related documents (If any)

Mapping to the General Professional Competency Framework (PCF)

Please state the following competency code(s) for the relevancy of each learning outcome.

G1. Value and Ethics			
G1.1 Emphasize Humanity			
G1.1.1 Honor peoples' autonomy	G1.1.2 Respect for the inherent worth, uniqueness and dignity of human beings	G1.1.3 Embrace diversity	G1.1.4 Believe in people's potential to change
G1.2 Promote Justice			
G1.2.1 Promote social justice	G1.2.2 Promote economic justice	G1.2.3 Promote environmental justice	G1.2.4 Facilitate social inclusion
G1.3 Demonstrate Commitment			
G1.3.1 Commit to enhance well-being of individuals through different methods of social work practice	G1.3.2 Commit to develop quality professional service	G1.3.3 Commit to analyze, formulate, and advocate for policies that promote social well-being	G1.3.4 Commit to improve well-being of the world
G1.3.5 Commit to promote the importance of human relationships			
G1.4 Adhere to Professional Ethics			
G1.4.1 Understand and comply with the social work professional code of ethics	G1.4.2 Able to make ethical decisions in the social work process	G1.4.3 Uphold professional integrity	

G2. Practice			
G2.1 Demonstrate Knowledge and its Application			
G2.1.1 Use appropriate knowledge base for assessment	G2.1.2 Understand and use of theories in the planning and intervention process	G2.1.3 Apply specialised theories to help service users specific to certain practice settings	G2.1.4 Understand legal requirements implied in direct social work practice
G2.1.5 Understand the availability of community resources	G2.1.6 Possess up-to-date professional knowledge	G2.1.7 Sustain understanding of socio-economic political conditions of the society	G2.1.8 Understand and apply knowledge of research
G2.1.9 Able to behave and perform in a professional manner			
G2.2 Demonstrate Effective Intervention			
G2.2.1 Sensitive to interpersonal dynamics in engaging with target service users effectively	G2.2.2 Able to conduct assessment systematically and accurately	G2.2.3 Demonstrate skills in advocacy	G2.2.4 Able to carry out knowledge-informed or evidence-based practice
G2.2.5 Offer indigenized practice to meet service users' specific and emerging needs	G2.2.6 Implement critical evaluation	G2.2.7 Always engage in reflective practice to advance professional performance	G2.2.8 Manage crisis and unprecedented incidents
G2.2.9 Proficient at task, time, administrative and people management	G2.2.10 Utilize information technology appropriately	G2.2.11 Maintain physical, psychological, emotional and social health for provision of best service	

G3. Impact			
G3.1 Generate Societal Impact			
G3.1.1 Build social capital	G3.1.2 Advocate for policy change to meet emerging social needs and resolve social problems	G3.1.3 Develop innovative interventions	G3.1.4 Promote global values (e.g. equality, justice, human right, citizenship...) to create a better world
G3.2 Exert Professional Impact			
G3.2.1 Demonstrate professional expertise when participating in inter-disciplinary collaboration	G3.2.2 Expand new knowledge to advance professional practice	G3.2.3 Generate innovative practice to inspire social workers	G3.2.4 Conduct knowledge transfer

Mapping to the Specific Professional Competency Framework (PCF) for School Social Workers

Please state the following competency code(s) for the relevancy of each learning outcome.

S1. Value and Ethics			
S1.1 Emphasize Humanity			
S3.2.1 Honor peoples' autonomy	S3.2.2 Respect for the inherent worth, uniqueness and dignity of human beings	S3.2.3 Embrace diversity	S3.2.4 Believe in people's potential to change
S1.2 Promote Justice			
S1.2.1 Promote social justice	S1.2.2 Promote economic justice	S1.2.3 Promote environmental justice	S1.2.4 Promote political justice
S1.2.5 Facilitate social inclusion		S1.2.6 Facilitate social integration	
S1.3 Demonstrate Commitment			
S1.3.1 Commit to enhance well-being of individuals through different methods of social work practice	S1.3.2 Commit to protecting the right of the students	S1.3.3 Commit to develop quality professional service	S1.3.4 Commit to analyze, formulate, and advocate for policies that promote social well-being
S1.3.5 Commit to improve well-being of the students around the world			
S1.4 Adhere to Professional Ethics			
S1.4.1 Understand and comply with the social work professional code of ethics	S1.4.2 Able to make ethical decisions in the social work process	S1.4.3 Uphold professional integrity	S1.4.4 Uphold confidentiality and exercise informed consent
S1.4.5 Commit to improve well-being of the students around the world			

S2.Practice			
S2.1 Demonstrate Knowledge and its Application			
S2.1.1 Adopt a social-ecological framework in assessing the home-school-community system	S2.1.2 Be acquainted with theories for optimizing student learning	S2.1.3 Demonstrate knowledge of risk and mental health assessment	S2.1.4 Possess knowledge of human development of children, adolescents and young adults
S2.1.5 Understand students' and families' needs	S2.1.6 Have knowledge of students with special education needs	S2.1.7 Understand theories of family system and parenting and apply the skills	S2.1.8 Sensitive to puberty and sexuality issues
S2.1.9 Comprehend knowledge of mental health	S2.1.10 Understand scope of work of other professionals who support students and their families	S2.1.11 Aware of the cultural and ethnic diversities of students and families	S2.1.12 Understand legal procedures and implications in direction social work practice including child protection and juvenile justice
S2.1.13 Understand the availability of community resources	S2.1.14 Possess up-to-date professional knowledge	S2.1.15 Keep abreast of socio-economic political conditions of the society	S2.1.16 Familiarize with local education system, processes and policies
S2.1.17 Aware of the school culture and context	S2.1.18 Understand organizational system and development	S2.1.19 Able to perform the role of social worker in secondary setting	S2.1.20 Familiar with relevant guidelines, protocols and ordinances
S2.2 Demonstrate Effective Intervention			
S2.2.1 Sensitive to interpersonal dynamics in engaging with target service users effectively	S2.2.2 Sensitive to school and interpersonal dynamics	S2.2.3 Able to communicated with various clientele of different ages	S2.2.4 Able to conduct systematic and accurate assessment with appropriate tools
S2.2.5 Capable to advocate for the rights of the minors	S2.2.6 Able to carry out knowledge-informed or evidence-based practice	S2.2.7 Offer indigenized practice to meet service users' specific and emerging needs	S2.2.8 Implement critical evaluation for continuous improvement
S2.2.9 Always engage in reflective practice to advance professional performance	S2.2.10 Manage crisis and unprecedented incidents	S2.2.11 Ensure safety of students from bullying, violence and abuse	S2.2.12 Work with students who are affected by suicide death or bereavement

	effectively and efficiently		
S2.2.13 Provide intervention for students whose parents have mental health challenges	S2.2.14 Possess skills in conflict resolution	S2.2.15 Proficient at task, time, administrative and people management	S2.2.16 Communicate and collaborate with interdisciplinary partners in schools and other settings competently
S2.2.17 Utilize information technology and data for assessment and intervention skilfully and ethically	S2.2.18 Maintain physical, psychological, emotional and social health for provision of best service	S2.2.19 Demonstrate presentation, mediation, negotiation and persuasion skill	S2.2.20 Equip with skills in engaging with target service users effectively

S3. Impact			
S3.1 Generate Societal Impact			
S3.1.1 Build social capital	S3.1.2 Advocate for policy change to meet emerging social needs and resolve social problems	S3.1.3 Promote global values (e.g. equality, justice, human right, citizenship...) to create a better world	S3.1.4 Promote humanistic values (e.g. autonomy, individualization, diversity, strength-based) to school and the community
S3.2 Exert Professional Impact			
S3.2.1 Demonstrate professional expertise when participating in inter-disciplinary collaboration	S3.2.2 Expand new knowledge to advance professional practice	S3.2.3 Generate innovative practice to inspire social workers	S3.2.4 Conduct knowledge transfer
S3.2.5 Nurture the next generation of social workers			

Mapping to the Specific Professional Competency Framework (PCF) for Family and Children Service Workers

Please state the following competency code(s) for the relevancy of each learning outcome.

F1. Value and Ethics			
F1.1 Emphasize Humanity			
F1.1.1 Honor peoples' autonomy to choose	F1.1.2 Respect for the inherent worth, uniqueness and dignity of human beings	F1.1.3 Embrace diversity	F1.1.4 Believe in people's potential to change
F1.1.5 Respect for the views of the child			
F1.2 Promote Justice			
F1.2.1 Promote social justice	F1.2.2 Promote economic justice	F1.2.3 Promote environmental justice	F1.2.4 Facilitate social inclusion
F1.3 Demonstrate Commitment			
F1.3.1 Commit to enhance well-being of individuals through different methods of social work practice	F1.3.2 Commit to develop quality professional service	F1.3.3 Commit to analyze, formulate, and advocate for policies that promote social well-being	F1.3.4 Commit to promote the importance of human relationships
F1.3.5 Commit to safeguard the safety and wellbeing of children and individual family members			
F1.4 Adhere to Professional Ethics			
F1.4.1 Understand and comply with the social work professional code of ethics	F1.4.2 Able to make ethical decisions in the social work process	F1.4.3 Uphold professional integrity	F1.4.4 Maintain Professional Boundaries

F2. Practice			
F2.1 Demonstrate Knowledge and its Application			
F2.1.1 Use appropriate knowledge base for assessment of children and family	F2.1.2 Understand and use of theories of children and family in the planning and intervention process	F2.1.3 Apply specialized theories to help service users specific to children and family service settings	F2.1.4 Understand and show respect to the diversity in family
F2.1.5 Possess up-to-date professional knowledge and skills related to children and family	F2.1.6 Have knowledge on purposes of children and family social work	F2.1.7 Understand legal requirements implied in direct social work practice with children and family	F2.1.8 Apply person-in-environment perspective
F2.1.9 Recognize risk indicators (resilience, adversity, vulnerability and protective factors) of individuals and families	F2.1.10 Apprehend knowledge on mental and physical illness, domestic violence, family crisis, trauma and special needs	F2.1.11 Have knowledge of adoption and residential care services for children	F2.1.12 Adopt lifespan and developmental framework in understanding children and family
F2.1.13 Understand the availability of community resources	F2.1.14 Keep abreast of socio-economic political conditions of the society	F2.1.15 Able to behave and perform in a professional manner	F2.1.16 Understand Culturally specific needs of children and Family
F2.2 Demonstrate Effective Intervention			
F2.2.1 Sensitive to interpersonal dynamics in engaging with target service users effectively	F2.2.2 Able to conduct assessment systematically and accurately	F2.2.3 Demonstrate gender and cultural sensitivity	F2.2.4 Demonstrate skills in advocacy
F2.2.5 Carry out knowledge-informed or evidence-based practice	F2.2.6 Provide family-centered services and support to children and family	F2.2.7 Possess competence in collaboration, facilitating autonomy, and communicating empathy	F2.2.8 Support developmental needs of children, youth and family

F2.2.9 Offer indigenized practice to meet service users' specific and emerging needs	F2.2.10 Possess collaborative skills in community networking	F2.2.11 Implement evaluation of outcomes and process of intervention	F2.2.12 Always engage in reflective practice to advance professional performance
F2.2.13 Manage crisis and unprecedented incidents	F2.2.14 Perform mandatory guardian duties	F2.2.15 Support family in transition	F2.2.16 Enhance parenting capacity and family functioning
F2.2.17 Ensure effective use of resources	F2.2.18 Proficient at task, time, administrative and people management	F2.2.19 Possess professional writing skills	F2.2.20 utilize up-to-date information technology appropriately
F2.2.21 Maintain physical, psychological, emotional and spiritual, social wellbeing of oneself for provision of best service	F2.2.22 Recognize the limitations of the profession	F2.2.23 Maintain regular clinical supervisions	F2.2.24 Advocate for the right of children

F3. Impact			
F3.1 Generate Societal Impact			
F3.1.1 Build social capital	F3.1.2 Advocate for policy change for the betterment of Children and Family	F3.1.3 Promote service innovation	F3.1.4 Create an equal and just society for children and family
F3.1.5 Enhance family well-being		F3.1.6 Develop a family-friendly environment in our society	
F3.2 Exert Professional Impact			
F3.2.1 Demonstrate professional expertise when participating in inter-disciplinary collaboration	F3.2.2 Contribute to knowledge expansion	F3.2.3 Develop innovative practice	F3.2.4 Conduct knowledge transfer
F3.2.5 Cultivate leadership and mentorship			

Mapping to the Specific Professional Competency Framework (PCF) for Mental Health Social Workers

Please state the following competency code(s) for the relevancy of each learning outcome.

M1. Value and Ethics			
M1.1 Emphasize Humanity			
M1.1.1 Honour peoples' autonomy, including persons in recovery from mental illness (PIR) and their care partners	M1.1.2 Respect for the inherent worth, uniqueness and dignity of human beings, including PIR and their care partners	M1.1.3 Embrace diversity	M1.1.4 Believe in people's potential to change, including PIR in different life developmental stage and in different stage of the course of mental illness
M1.1.5 Integrate the concepts of normalization and recovery into practice, and promote hope, choices and self-determination within medico-legal requirements and duty of care			
M1.2 Promote Justice			
M1.2.1 Promote social justice, including for PIR and their care partners, equal right in personal data protection, access to personal information, choice of lifestyle, expression of views, social services, and voting and other political rights		M1.2.2 Promote economic justice, including for PIR and their care partners, equal opportunity in employment, and equal citizen right in enjoying various financial support of the society	
M1.2.3 Promote environmental justice, including for PIR and their care partners, right to live in places where other people live, and enjoy environmental resources other people enjoy		M1.2.4 Facilitate Social Inclusion and eradicate stigmatization and discrimination on PIR and their care partners	
M1.3 Demonstrate Commitment			
M1.3.1 Commit to enhance well-being of individuals and promote assets/abilities of PIR through different methods of social work practice, including the normalization and recovery principles for working with PIR		M1.3.2 Commit to develop quality professional service, and addressing emerging service gap	
M1.3.3 Commit to analyze, formulate, and advocate for policies that promote social well-being		M1.3.4 Commit to improve well-being of the community, society and word	
M1.3.5 Commit to promote the importance of human relationships			
M1.4 Adhere to Professional Ethics			
M1.4.1 Understand and comply with the social work professional code of ethics		M1.4.2 Make ethical decisions in the social work process	

M1.4.3 Uphold professional integrity	M1.4.4 Maintain professional independence in a multidisciplinary work setting for the best benefits of PIR and their care partners
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M2. Practice	
M2.1 Demonstrate Knowledge and its Application	
M2.1.1 Use appropriate knowledge base for assessment. For working with PIR and their care partners, knowledge base includes but not limited to adequate understanding of mental health and illnesses in context, crisis management, comprehensive history taking, biopsychosocial case formulation, core physical treatments and psychosocial interventions, rehabilitation models, and mental health law	M2.1.2 Understand and use of theories in the planning and intervention process, including PIR in different life developmental stage and in different stage of the course of mental illness
M2.1.3 Apply specialized theories to help service users specific to certain practice settings, which include but not limited to psychiatric inpatient, outpatient and day hospital services, community mental health centres, vocational rehabilitation services, residential services, case management teams, and service users and care partners groups or organizations	M2.1.4 Understand legal requirements implied in direct social work practice, in particular the mental health law of Hong Kong
M2.1.5 Understand the availability of community resources	M2.1.6 Possess up-to-date professional knowledge, in particular, psychopathology, physical treatments, psychosocial interventions, recovery and rehabilitation, service models, and mental health law
M2.1.7 Sustain understanding of socio-economic political conditions of the society	M2.1.8 Understand and apply knowledge of research
M2.1.9 Behave and perform in a professional manner, including in working with PIR, their care partners, and other health and social services' professionals, and in interacting with society at large	M2.1.10 Work collaboratively in a multidisciplinary mental health team
M2.1.11 Promote safety and mitigate risk	
M2.2 Demonstrate Effective Intervention	
M2.2.1 Sensitive to interpersonal dynamics in engaging with target service users effectively, including PIR and their care partners	M2.2.2 Able to conduct assessment systematically and accurately and develop biopsychosocial case formulation

<p>M2.2.3 Demonstrate skills in advocacy</p>	<p>M2.2.4 Carry out knowledge-informed or evidence-based practice</p>
<p>M2.2.5 Offer indigenized practice to meet service users' specific and emerging needs</p>	<p>M2.2.6 Implement critical evaluation</p>
<p>M2.2.7 Always engage in reflective practice to advance professional performance</p>	<p>M2.2.8 Manage crisis and unprecedented incidents, including psychiatric emergency</p>
<p>M2.2.9 Proficient at task, time, administrative and management</p>	<p>M2.2.10 Understand the application and limitation of information technology in mental health services</p>
<p>M2.2.11 Maintain physical, psychological, and social health for provision of best service</p>	

M3. Impact	
M3.1 Generate Societal Impact	
M3.1.1 Build social capital for PIR in different life developmental stage and in different stage of the course of mental illness	M3.1.2 Advocate for policy change and service development to meet emerging social needs and resolve social problems
M3.1.3 Excel existing services and innovate on intervention development	M3.1.4 Promote global values (e.g. equality, justice, human right, citizenship...) with cultural sensitivity to create a better world
M3.1.5 Eradicate stigma on PIR and their care partners, and facilitate social inclusion	
M3.2 Exert Professional Impact	
M3.2.1 Demonstrate professional expertise when participating in inter-disciplinary collaboration	M3.2.2 Expand new knowledge to advance professional practice
M3.2.3 Generate innovative practice to inspire all mental health practitioners	M3.2.4 Conduct knowledge transfer
M3.2.5 Strengthen the multidisciplinary mental health team's understanding of the critical contextual issues in working with PIR and their care partners	