



Virtual Center of Excellence for Social Welfare Administration (VCoE-SWA)
under the aegis of
**Association of Professional Social Workers and
Development Practitioners (APSWDP)**

(Association in Special Consultative Status with the Economic and Social Council (ECOSOC) and Associated with Department of Global Communications (DGC) of the United Nations since 2019, Registered with NITI Aayog (Former Planning Commission of India) and Affiliate Member, International Association of Schools of Social Work (IASSW)

TENTATIVE BLOCK FIELD WORK SCHEDULE

Background:

The Block Field Work (Virtual) is an exclusive opportunity for the students of Masters in Social Work (MSW) to learn about social problems, diverse client groups, communities and resources, and issues that are psychosocial in nature and role of social welfare organizations and governmental institutions. The virtual block field work is a structured educational experience that includes specific learning objectives and professional supervision provided in an evaluative, disciplined and reflective manner.

It will allow students to interact with technical experts in a virtual youth work and community development settings, and they will be expected to develop and reflect on meaningful engagement of young people. Students are expected to examine the daily practices of an agency and consider the agency's organisational composition and goals. Students will consider their own values and beliefs through purposeful, reasoned and goal-directed critical thinking.

In consultation with field work supervisors, students will be expected to apply social work methods, principles, values and experiential learning techniques to develop self-directed learning and autonomous work practices. This field work practicum will provide opportunities to the students to incorporate professional skills in youth and community development.

Features of this Virtual Block Field Work

- Transactional learning, acquiring of knowledge, theory to practice and volunteerism to professionalism.
- Comprised of virtual sessions from technical experts and individual/group exercises.

Objective:

The objective of this Virtual Block Field Work is to take the students of Masters in Social Work (MSW), to a journey passing through transactional learning, acquiring of knowledge, theory to practice and volunteerism to professionalism. The Virtual Block Field Work will be comprised of virtual sessions from technical experts and individual/group exercises.

Field Work Activity:

- Mapping of various NGOs in the respective states
- Generating case studies vis-a-vis their experience in the field.



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Expected Outcome:

- Comprehensive study to access the network of NGOs in various states of India.
- Preparing a case file on best practices intervention by best Non Profit Organisation.

Tentative schedule

Date & Time	Topics	Moderator/Resource Persons
02.30-04.00 PM		
15 May, 2021 (Saturday) (0.5 Hrs)	Opening Remarks Induction and Introductory Meeting <ol style="list-style-type: none"> Briefing about the Virtual Block Field Work Protocol to be followed Do's and Don'ts during Virtual Block Field Work Background of APSWDP <p align="center">Question and Answers/ Discussion</p>	Dr. Sumit Arora, President, APSWDP. Mr. Rajeev Chaudhary, Hon. Director - Capacity Building & Training (Honorary), APSWDP
15 May, 2021 (Saturday) (1Hrs)	Social Work as a Profession: <ol style="list-style-type: none"> Introduction and Background Types of Social Work Practice Professional Identity Values & ethics: <ol style="list-style-type: none"> Service Social Justice Dignity of a person Importance of Human Relations Integrity Competence Ethical Principles/ Systematic Approach to Social Work Practice: <ol style="list-style-type: none"> Acceptance Individualization Communication Confidentiality 	Mr. Vivek Trivedi, Founder and Principal Adviser, APSWDP.



APSWDP Supports Sustainable Development Goals

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	<ol style="list-style-type: none"> 5. Self Determination 6. Non-judgemental Attitude 7. Controlled Emotional Involvement <p>Skills of Professional Social Work:</p> <ol style="list-style-type: none"> 1. Empathy 2. Boundary Setting 3. Active Listening 4. Social Perceptiveness 5. Self-awareness 6. Organization 7. Coordination 8. Persuasion 9. Cooperation 10. Relaxation and De-compression 	
<p>22 May 2021 (Saturday) (1.5 Hrs)</p> <p>(1 Hour)</p>	<p>Methods of social work:</p> <ol style="list-style-type: none"> 1. Social Case Work 2. Social Group Work 3. Community Organization 4. Social Welfare Administration 5. Social Action 6. Social Work Research <p>Session on UN Systems & Allied Developmental Agencies:</p> <ol style="list-style-type: none"> 1. Introduction to UN System 2. Scope and Career 3. Getting involved with UN (UNV & YPs) 	<p>Mr. Vivek Trivedi, Founder, APSWDP</p> <p>Mr. Anshu Kumar, Former Technical Advisor to UNDP & Member, APSWDP</p>
<p>29 May, 2021 (Saturday) (1.5 Hrs)</p>	<p>Documentation and Report writing:</p> <ol style="list-style-type: none"> 1. Decide on the 'Terms of reference 2. Decide on the procedure 3. Find the information 4. Decide on the structure 5. Draft the first part of your report 6. Analyse your findings and draw conclusions 7. Make recommendations 	<p>Mr. Hitesh Kumar Gulati Hon. Director General, APSWDP</p>

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	<ol style="list-style-type: none"> 8. Draft the executive summary and table of contents 9. Compile a reference list 10. Revise your draft report 	
<p>5 June, 2021 (Saturday) (1.5 Hrs)</p>	<p>Leadership Skills:</p> <ol style="list-style-type: none"> 1. Effective Communication 2. Analytical Observations 3. Creative Thinking 4. Emotional Intelligence 5. Team Collaboration 6. Decision Making 	<p>Ms. Manjula Sularia, APSWDP.</p>
<p>12 June, 2021 (Saturday) (2 Hrs)</p>	<p>Areas of Social Work:</p> <ol style="list-style-type: none"> 1. Administration and Management 2. Advocacy and Community Organization 3. Aging 4. Child Welfare 5. Developmental Disabilities 6. Health Care 7. International Social Work 8. Justice and Corrections 9. Mental Health and Clinical Social Work 10. Mental Health and Substance Abuse Social Work 11. Occupational and Employee Assistance Program (EAP) Social Work 12. Policy and Planning 13. Politics 14. Public Welfare 15. Research <p>Other areas of work:</p> <ol style="list-style-type: none"> 1. Urban Development 2. Poverty Alleviation 3. Correctional Administration, 4. Public Health, 5. Monitoring and Evaluation 6. Capacity Building 	<p>Dr. Sumit Arora, President, Alumnus, UNITAR CIFAL JEJU</p>

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	Any other	
19 June, 2021 (Saturday)	Understanding Social Organizations (Youth, Community Based Organization) and Profiling Activities (Virtual/Physical).	Dr. Priyanka Khanna Kaushik, APSWDP.
26 June, 2021 (Saturday)	Understanding Street Theatre	Amit Sanauria/Navneet Kaur, Theatre Expert and Practitioners.
3 July, 2021 (Saturday)	Understanding Rural Setting and Social Work	Dr. Harish Sharma, CEVA, HP.
10 July, 2021 (Saturday)	Community Development and Community Driven Development	Dr. Priyadharsini, Member, APSWDP.
17 July, 2021 (Saturday)	Public Health with focus on Tobacco Control Initiatives	Mr. Rajeev Chaudhary, Hon. Director - Capacity Building & Training (Honorary), APSWDP
24 July, 2021 (Saturday)	Overview of Targeted Intervention Project run by APSWDP.	Dr. Sumit Arora, President, Alumnus, UNITAR CIFAL JEJU And Mr. Tapan Singh, Project Manager TI, APSWDP, Chandigarh.
31 July, 2021 (Saturday)	Concluding Field work Presentations (Power point) Sharing by Interns	Moderated by: Dr. Sumit Arora, President, Alumnus, UNITAR CIFAL JEJU Mr. Rajeev Chaudhary, Hon. Director - Capacity Building & Training (Honorary), APSWDP
31 July, 2021 (Saturday)	Concluding Remarks Certificate Distribution (Online)	Dr. Monica Singh, Chief Patron and Former, President, APSWDP. Head, Center of Social Work, Panjab University, Chandigarh. Dr. J K Yadav, Chief Patron and Former Vice President, APSWDP. Regional Director, IGNOU, Shimla.



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******The program schedule is tentative and subject to change as per the availability of date and time.***

General Instructions to be adhered during the sessions:

1. You will need a device such as a computer, a tablet or a smartphone with internet access.
2. In order to reduce the chances of failures or freezes during the online seminars, we advise you not to download any files during the time of session.
3. If using mobile phones, avoid taking calls as it will disconnect the online training session.
4. We also recommend you to close all applications that could influence the connection speed.
5. Do not disrupt the session by asking intermitting questions. In case of any query, questions, suggestions etc., same to be posted in the chat box.
6. During the beginning of each session, all the participants will start their videos. At the onset of the session, video can be turned off by the participants. The participants can put their still picture on the screen (optional).
7. Mics will remain off during the entire session unless the participants are asked by the moderator to turn on their mics.

Instructions for undertaking the assignments:

1. Learners shall choose an area of social work practices along with a choice of method of social work to be practiced during the internship.
2. If a learner would like to carry an empirical study then, s/he should plan a topic of their study, universe of the study and sample size in consultation with their respective faculty in charge.
3. If a learner would like to practice primary methods of social work then they are supposed to undertake case studies from their neighbourhood/ immediate vicinity keeping in view the COVID-19 pandemic guidelines issues by their respective Areas/ States etc.



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4. Learners are also advised to observe and follow the guidelines of the Government towards their own personal safety. Example, observing social distancing, wearing 3 layered mask and using hand sanitizer/ washing hands with soap.
5. In addition, if learners are facing any kind of problems in making the physical visits in their vicinity, then they can plan the study through secondary sources by accessing web based available resources.
6. Learners are required to compile detailed studies of any eight organizations (2 every week) including 4 nationally known, 4 globally known including (Government and Non-Government).
7. A short presentation on the respective topic has to be made by each learner on any day fixed in consonance with the coordinator.
8. Upon successful completion of Block Field Work course, APSWDP will issue a certificate of internship to those who have ensured 100 percent attendance throughout, duly verified by the coordinator.

Final submission of the report:

1. Learners are required to submit the report to their respective faculty as per the rules of the university.
2. A soft copy of the report shall also be emailed to APSWDP at apswdp@gmail.com by citing a subject as “**Block Field Work_Report_2020_Name_Roll No**”.

Reporting requirements:

1. Learners are required to observe the following instructions while preparing their report.
 - a. Cover Page
 - b. Indexing
 - c. Abbreviations
 - d. Induction meeting report
 - e. Detailed report of eight organizations (Maximum 2 pages each).
 - f. Four Case studies with respect to methods chosen by them (Maximum 2 pages each including one picture each)



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- g. Four National/ State Missions of the Government to be studied by the Interns and the same are required to be documented (Maximum 2 pages each).
 - h. Two National level policies related to environment/ poverty/ employment/ social welfare/ others are required to be studied by the interns and the same to be documented (Maximum 5 pages each).
 - i. It is mandatory for all the interns to study about NITI Aayog, its functions, roles, programmes, policies, structure etc. in detailed (Maximum 10 pages).
2. Learners must keep in mind while doing internet research that the contents should not be copy paste and rather it should be developed in their own language.
 3. Proper reference should be done at the end of report.
 4. A Two page summary on self-evaluation about the learnings of the entire Block Field Work period at the end of report.

Note: A WhatsApp Group has been created for coordination purpose, thus no telephonic calls will be encouraged.

For any clarification, you may contact the following:

<p>Dr. Sumit Arora President Chief Coordinator</p>	<p>Mr. Rajeev Kumar Director - Capacity Building & Training (Honorary) Coordinator and Moderator</p>
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