



SOCIAL WORK TRAINING FUND

**FIFTY- THIRD ANNUAL
REPORT**

**By the
TRUSTEE**

**For the Year ending on
31 March 2014**

**FIFTY- THIRD ANNUAL REPORT
BY THE
SOCIAL WORK TRAINING FUND
TRUSTEE
FOR THE YEAR
ENDING ON 31 MARCH 2014**

Where dollars are quoted in this report, they are Hong Kong dollars unless otherwise stated.

**SOCIAL WORK TRAINING FUND
FIFTY-THIRD ANNUAL REPORT BY THE TRUSTEE
FOR THE YEAR ENDING ON 31 MARCH 2014**

Background

The Social Work Training Fund Ordinance (Cap 1100) was enacted on 18 August 1961 to provide for the establishment and administration of a trust fund known as the Social Work Training Fund. The Fund is vested in the Director of Social Welfare Incorporated as Trustee who, subject to the direction of the Social Work Training Fund Committee (the Committee), may apply the income of the Fund in accordance with Section 4 of the Social Work Training Fund Ordinance -

- (a) in making grants to individuals for the purpose of study and training as social workers, including payment of passages, travel and subsistence allowances and other incidental expenses;
- (b) in improving existing training facilities for social workers;
- (c) in running of courses for social workers and payment of any necessary expenses in connection therewith;
- (d) in the training of persons for social work in Hong Kong and in obtaining advice about such training; and
- (e) for any other purpose connected therewith, designed to improve the training and skills of social workers in Hong Kong.

Social Work Training Fund Committee

2. The Committee was established under Section 5 of the Social Work Training Fund Ordinance to manage the Fund. Its statutory membership consists of -

- (a) the Director of Social Welfare as ex-officio Chairman;
- (b) the Permanent Secretary for Labour and Welfare or his nominee; and
- (c) not more than three members appointed by the Chief Executive.

Under Section 7 of the Social Work Training Fund Ordinance, there shall be a secretary to the Committee who shall be appointed by the Chief Executive.

3. On 31 March 2014, the Committee consisted of the following members -

Chairman

Ms Carol Yip Man-kuen, JP (葉文娟太平紳士)
Director of Social Welfare

Members

Dr Vivian LOU (樓瑋群博士)

Mr CHAN Wai-to (陳偉道先生)

Mr Joseph MAN (文孔義先生)

Mr Gary TSANG (曾偉傑先生)
Nominee of the Permanent Secretary for Labour and Welfare

Secretary

Miss Louise CHEUNG (張慧心女士)
Social Welfare Department

4. Three meetings were held on 5 April 2013, 10 December 2013 and 25 March 2014 during the year 2013-14. Business discussed at the meeting and by circulation of papers included -

- (a) financial projection of the Social Work Training Fund for the period from 2013-14 to 2015-16;
- (b) position of the 2013-14 Social Work Training Fund Business Plan;
- (c) 2013-14 and 2014-15 Social Work Training Fund Business Plans;
- (d) partial sponsorship to organisations for running courses/seminars/workshops/lectures, publishing training materials and organising study tours to the Mainland; and
- (e) partial sponsorship to organisations for their social workers to attend short-term courses/seminars/conferences.

Scope of Sponsorship in 2013-14

5. Grants from the Social Work Training Fund were allocated primarily to improve the knowledge and skills of social workers in Hong Kong. The scope of the sponsorship comprised -

- (a) specialised or advanced social work knowledge and skills; or

- (b) management skills related to social work practice.
6. During the year, applications were invited from organisations for partial sponsorship for the following four types of training or training-related activities -
- (a) Type I - running training programmes in the form of courses/seminars/workshops/lectures for social workers;
 - (b) Type II - publication of training materials for social workers;
 - (c) Type III - social workers to attend short-term courses/seminars/conferences; and
 - (d) Type IV - organising study tours to the Mainland for social workers of the applicant organisations.

Partial Sponsorship for Running Training Programmes in the form of Courses/Seminars/Workshops/Lectures and Publication of Training Materials

7. When considering applications for grants from organisations, the Committee adopted the principles that the training/training-related activities should be for -

- (a) equipping social workers to tackle pressing or emerging social issues, e.g. domestic violence, suicide, pathological gambling, etc.;
- (b) meeting needs for specific social work skills, e.g. advanced clinical assessment, outcome measurement, etc.;
- (c) improving social work knowledge and skills and/or other related management or professional competence for social work practice, e.g. planning and resource management, research and evaluative skills, etc.; and
- (d) generating greater degree of benefit and cost-effectiveness, e.g. the impact or effectiveness of the training and the number of people to be benefited.

8. Organisations approved with grants from the Social Work Training Fund were required to fulfil certain requirements as set out in the 'Guidance Notes for Application from Organisations'. For instance, for partial sponsorship on publication of training materials, organisations are required to provide 20 copies or 5% of the number of copies published, whichever is the less, for distribution to relevant organisations and tertiary institutions to promote social work training and education.

9. In 2013-14, the Committee received a total of 12 applications from four organisations for conducting the first two types of training/training-related activities in paragraph 6 above. Among them, 11 were for running courses/seminars/workshops/lectures and one for publication of training materials. After deliberation, the

Committee approved all applications. However, nine out of the 12 approved applications were subsequently withdrawn by the concerned organisations. A list of the three successful applications is at **Annex I**.

Partial Sponsorship for Social Workers to Attend Short-Term Courses/Seminars/Conferences

10. Partial sponsorship for social workers to attend local short-term courses endorsed by the Committee was first introduced in 1999-2000. In 2006-07, the Committee agreed that there was no need to short-list short-term training courses/seminars/conferences and confine its sponsorship to these short-listed programmes. Instead, the Committee would give social workers greater degree of flexibility to identify, within the scope of sponsorship mentioned in paragraph 5 above, suitable training programmes held locally or outside Hong Kong. Each social worker could submit at the most two applications for sponsorship.

11. During the year 2013, 632 applications were received and 566 applications were approved after vetting. Among the 66 applications not approved, 16 of them fell outside the scope of sponsorship; 27 of them were not short-term programmes (i.e. more than a semester or four months); eight applications were submitted by applicants already with two approved applications; one application was not supported with sufficient course information; the courses applied under nine applications were completed in 2012; the fees applied under two applications do not fall within the scope of sponsorship; the course under one application does not fall within the scope of sponsorship and was completed in 2012; one application was submitted by an applicant with two approved applications and the course was completed in 2012; and the remaining one application was submitted by an applicant with two approved applications and the course does not fall within the scope of sponsorship. A list of the approved courses/ seminars/conferences is at **Annex II**. Details of the approved nominations by the respective organisations are at **Annex III**.

Partial Sponsorship for Organising Study Tours to the Mainland

12. In 2008-09, the Committee endorsed resuming the granting of partial sponsorship to organisations to organise study tours to the Mainland with a view to facilitating the versatility and the competence of the social workers in handling intricate social issues through professional exchange between the practitioners in the Mainland and Hong Kong.

13. Organisations had to follow the requirements as set out in the ‘Guidance Notes for Application from Organisations’ for organising study tours to the Mainland. For instance, only 50% of the estimated cost of each tour or a maximum grant of \$50,000, whichever is the less, will be sponsored; the Fund will only sponsor one study tour for each organisation in each financial year and all sight-seeing activities will not be sponsored.

14. In 2013-14, the Committee received one application for organising a study tour to the Mainland. The application that the Committee approved is listed at **Annex IV**.

State of the Social Work Training Fund

15. The original capital of the Social Work Training Fund consisted of \$2.2 million, which was received in 1961 from the United Kingdom Committee for World Refugee Year. In the same year, a grant of \$1.0 million was received from the Hong Kong Jockey Club (Charities) Ltd. In 1982 and 1987, donations of \$2.0 million and \$6.0 million respectively were further received from the Hong Kong Jockey Club (Charities) Ltd. The capital, which may be applied for any of the stated purposes with the approval of the Chief Executive, stood at \$11,448,266 as at 31 March 2014.

16. Only the accumulation of income generated by the capital would be disbursed as grants. The income for the year was \$429,578 while the approved expenditure amounted to \$731,612, making a deficit of \$302,034. The audited statement of the Social Work Training Fund as at 31 March 2014 is shown at **Annex V**.

Ms Carol Yip Man-kuen
Director of Social Welfare Incorporated
Trustee of the Social Work Training Fund

**Approved Applications from Organisations for Organising
Courses/Seminars/Workshops/Lectures or Publication of Training
Materials in 2013-14**

(I) Type I - Courses/Seminars/Workshops/Lectures

Name of Organisation	Title of Training Programme
Christian Family Service Centre	Understanding and Working with Personality Disorders
St James' Settlement	Advanced Training on Narrative Therapy

(II) Type II - Publication of Training Materials

Name of Organisation	Title of Publication
Hong Kong Lutheran Social Service	Shall We Talk --- Case Book of Narrative

Type III - List of Short-term Courses/Seminars/Conferences Receiving Partial Sponsorship from the Social Work Training Fund in 2013-14

(I) Professional Skills

1. 16th Asia Pacific Regional Conference of Alzheimer's Disease International 2013: Capacity Building in Dementia Care
2. 1-day Train-the-Trainers Workshop on Life and Death Education
3. 2013 Conference on Family and Bowen Therapy
4. 2013 International Conference on Art Therapy - Mixing Colors and Cultures : Art Therapy in a Melting Pot
5. 20th Annual Congress of Gerontology
6. 2-day Workshop on Energy Diagnostic and Treatment Methods (EDxTM)
7. 2-day Workshop on Forgiveness and Reconciliation in Couples
8. 2-day Workshop on Living Dance - Living MusicTM: Creating Healing for Everyone
9. 2-day Workshop on Mastering the Meaning of Mandalas: Making Sense of Who We Are on Our Journey
10. 2-day Workshop on Motivational Interviewing (MI) in Brief Consultations
11. 2-day Workshop on Overview of the International Practice of Nordoff-Robbins Music Therapy in a Variety of Treatment Contexts
12. 3-day Cognitive-Behavioural Therapy Training Workshop
13. 3-day Training in Motivational Interviewing
14. 3-day Workshop on Arts-assisted Social Work Practice
15. 3-day Workshop on Body-mind-soul Holistic Health
16. 3-day Workshop on Community Art - Intermodal Expressive Arts Therapy Today
17. 3rd Family Mediation Training Course (Basic and Advanced)
18. 4-Day Family Reconstruction Workshop
19. 4-day Training on Bereavement Counselling
20. 4-day Workshop Series on Psychodynamic Psychotherapy
21. A Five-day Workshop for Counselling Personnel on Child-centered Play Therapy
22. A Live Family Therapy Presentation Using the Satir Model Theme: Grief & Loss (Death)
23. Accredited Play Therapy Course (2013/04)

24. Accredited Play Therapy Course (2013/05) - Intermediate Play Therapy Course
25. Accredited Play Therapy Course (2013/05) - Introduction to Play Therapy
26. Action Therapy: Application for Social Worker and Counsellor
27. Advanced Certificate Course on Trauma Therapy
28. Advanced Certificate in Psychodrama Therapy
29. Advanced Course on Positive Psychology - Practical Training for Frontline Social Workers
30. Adventure Based Counselling Foundation Course 2013
31. An Essential of Sandplay: Therapist as Witness An Alchemical Mix of Inner & Outer Space
32. Application of Strategies and Skills Learning and Development (SSLD) in Interviews
33. Application to Short Term Group Play Therapy
34. Art Therapy Foundation Course 2013
35. Attention-Deficit Hyperactivity Disorder (ADHD): Prevalence, Signs, Symptoms & Social Intervention Skills
36. Basic Certificate Course on Trauma Therapy
37. Basic Course on Bowen Family Systems Theory
38. Basic Knowledge on Psychotropic Drugs and Substance Abuse
39. Beginner Workshop of Theatre of the Oppressed: Forum Theatre Theory and Practice 5-day Workshop
40. Blomberg Rhythmic Movement Training Level Three : Dyslexia, Vision and Reflexes
41. Care Management and interRAI Training Course
42. Certificate Course for Rehabilitation Assistants working with Children with Disabilities (Speech Therapy)
43. Certificate Course in Family Therapy (Fall 2013)
44. Certificate Course in Family Therapy (Spring 2013)
45. Certificate Course in Mental Health
46. Certificate Course of Application of Horticulture Therapy in Elderly Services
47. Certificate Course of Introduction in Horticulture Therapy
48. Certificate Course of Licensed Practitioner of Neuro-Linguistic Programming for Caring Professionals (Class 11)
49. Certificate Course of Restraint & Breakaway Instructor Accreditation
50. Certificate Course of the Mandt System®, Relational Level (Cycle 5)

51. Certificate Course on Critical Incident Stress Management (CISM) Individual Crisis Intervention & Peer Support
52. Certificate Course on Practical Skills for Teachers of Potential Training for Young Children
53. Certificate in Advanced Horticultural Therapy
54. Certificate in Basic Concept and Skills of Cognitive Behavioral Therapy
55. Certificate in Basic Concept and Skills of Marital Therapy
56. Certificate in Basic Concept and Skills of Narrative Therapy
57. Certificate in Basic Concept and Skills of Psychodynamic Therapy
58. Certificate in Basic Concepts and Skills of Bereavement Counselling
59. Certificate in Basic Horticultural Therapy
60. Certificate in Child Psychology Course (Intermediate Level)
61. Certificate in Counselling Child with Special needs
62. Certificate in Helping Children with Special Education Needs (Kindergarten & Primary School)
63. Certificate in House, Tree, Person Analysis and Emotion Management
64. Certificate in Intermediate Horticultural Therapy
65. Certificate in Sensory Integration Training
66. Certification Course in Hypnotherapy
67. The 17th Certified Gambling Counsellor Training Course (Hong Kong)
68. Certified Practitioner of Neuro Linguistic Programming
69. Certified Practitioner of Projective Drawing Art in Assessment
70. Child Centered Play Therapy
71. Child-centered Group Play Therapy: Introduction
72. Child-oriented Communication
73. Clinical Supervision Group
74. Coaching Parents in Rebuilding Parent-child Relationship with their Teenage Children
75. Cognitive Therapy of Personality Disorders
76. Community Art - Intermodal Expressive Arts Therapy Today
77. Constructing a Touching Story - Story Telling Techniques and Practices
78. Couple Counselling - the Family Systems Approach
79. Creative Problem Solving
80. Dance and Movement Transformational Therapy - Creating Change from the Inside Out
81. Dancing with People with Personality Disorders

82. Dementia Training Workshop: Integrative Approach for Management of Behavioural and Psychological Symptoms of Dementia
83. Diploma in Special Education: Special Learning Needs Education Course in Autism / Asperger's Syndrome
84. Directive Group Play Therapy for the Treatment of ADHD, Low Self-Esteem and Traumatized Children
85. Directive Group Play Therapy Group Supervision and Consultation
86. DreamMakers Conference
87. Elementary Certificate Course on Art Therapy
88. EMDR Part 1 of the Two-Part Basic Training
89. EMDR Training Part 1
90. EMDR Training Part 2
91. Emotion-focused Therapy: Application to Individual and Couples
92. Essentials of the Satir Growth Model Foundation Course
93. Experience Workshop for Teachers on Enhancing Concentration for K1 to K3 Children
94. Experiential Learning from Dr Milton Erickson: The Importance of Utilization
95. Exploring Human-animal Connection and Social Work
96. Exploring the Satir Model of Family Therapy for Personal & Professional Development
97. Expressive Arts with People with Disabilities Workshop
98. Externship in Emotionally Focused Couples Therapy
99. Family Mediation Live Supervision Scheme
100. Family Mediation Stage II Training
101. Family Mediation Stage II Training (Live Supervision)
102. Family System Theories: Application in Post Modern Era Course 1
103. Family Therapy Training
104. Focusing Level 1 Workshop
105. Focusing Level 3 Workshop
106. Foundation Certificate Course on Identifying and Treatment for Autistic Children
107. Foundation Counselling Course on Satir Model
108. Foundation Course on Projective Drawing
109. Four-day Workshop Series on Psychodynamic Psychotherapy
110. Hakomi Education Network - Hong Kong Training
111. Healing potential in Children / Service Needy play therapy

112. Healthy Life for Persons with Dementia, Happy Life for Carers
113. Hong Kong Autism 2013
114. Horticultural Therapy Elementary Certificate Course
115. Hypnotherapy - Utilization of Ideo-dynamics and Utilization of Ideo-dynamics - Children's Anxiety and Fear
116. "I Love Restless Kids" - Workshop on Directive Group Play Therapy Case Studies
117. Illustration of Game Leading Skills
118. Immersion Course in Accelerated Experiential Dynamic Psychotherapy (AEDP): Compassionate Journey to True Self, Positivity and Spirituality
119. Individual Crisis Intervention and Peer Support
120. Individual Play Therapy Case Supervision
121. Induction Certificate Course for Newly-Inducted School Social Workers
122. Integrative Family and Systems Therapy (I-FAST) and Mental Health Treatment: Intensive Training Workshop
123. Intermediate Course in Handling Children with Autism Spectrum Disorder
124. Intermediate Course of Narrative Therapy
125. Intermediate Level to Playback Theatre - Doing Playback Music Without Tears
126. Introduction of Play Therapy and Family Play Therapy
127. Introduction to Play Therapy
128. Introduction to Residential Aged Care Accreditation Scheme
129. Introductory Course on Narrative Therapy
130. Introductory Level to Playback Theatre Elementary Training Workshop
131. Introductory Workshop in Music Therapy
132. Introductory Workshop on Drama Therapy
133. It's all about ME!
134. Journey into Family-of-Origin
135. Journey to Clear Mind
136. Life and Death Education: Guidance for Life
137. Life-&-Death Self-Exploration Workshop
138. Low Event Challenge Course Associate Instructor
139. Mental Health First Aid Standard Course
140. Mental Health Recovery & Wellness Recovery Action Plan
141. Mindful Self-Compassion (MSC) Core Skills 2-day Workshop
142. Mindfulness-Based Stress Reduction in Mind-Body Medicine: A 7-Day Professional Training

143. More Than Activities Workshop: Increasing Engagement, Learning, Impact Through Active Reviewing
144. Motivational Interviewing in Brief Consultations
145. Musical Therapeutic Activities (Age 16 or above)
146. Narrative Therapy Workshop (Level I)
147. Narrative Therapy Workshop (Level II)
148. National Mediator Professional Certificate
149. New Reality Therapy - Effective Use of Choice Theory in Counselling
150. NLP Business Excellence
151. Old Age Allowance, Disability Allowance and Comprehensive Social Security Assistance Scheme
152. One-day Workshop on Geriatrics Music Therapy
153. One-day Workshop on Introduction to Drama Therapy
154. One-day Workshop on Play Therapy for Children with Special Needs
155. One-day Workshop on Stress Management with Music - Introduction
156. Personality Dimensions Facilitator (Level 1)
157. Personality Dimensions® (Level I) Qualified Facilitator Qualifying Program
158. Personality Dimensions® (Level II) Facilitator - Trainer Qualifying Program
159. Personality Dimensions® Qualified Facilitator (Level 1) Certification (7)
160. Play Therapy
161. Power of One - Adventure Therapy Course
162. Practical Certificate Course on Adventure Based Counselling
163. Practical Intervention in Handling Childhood & Adolescent Disorders 2013
164. Practical Intervention in Handling Childhood & Adolescent Disorders 2013 - Suicide Risk Assessment & Case Management of Difficult Adolescents
165. Practical Workshop on “Dream ∞ Guided Imagery”
166. Practicum Course on Child-centered Play Therapy
167. Practicum Course on Projective Drawing
168. Professional Counselling Seminar and Demonstration and Workshop on Professional Counselling
169. Professional Exchange Meeting cum Workshop on Children’s Trauma Recovery Through Art Therapy
170. Psychodrama Therapy (Level 3: Basic Skills Learning)
171. Qualified Personality Dimensions® Facilitator (Level 1) Qualifying Program
172. Reaching the Souls in Play Therapy Journeys; Healing Potential in Children/Service Needy Play Therapy; Supervising Play Therapists intern

173. Regional Symposium of the International Society for Affective Disorders (ISAD 2013)
174. Satir Model Counselling Course (Level 2): Individual Counselling
175. Satir Model Counselling Course (Level 3): Couple Counselling
176. Satir Model Counselling Course: Family Therapy (Unit Four)
177. Satir Model Counselling Course: Foundation Course on Satir Model
178. Self-healing: Recovery from Trauma to Life Integration (Advanced)
179. Sex Education for Children and Adolescents Diagnosed with Childhood Disorders of ADHD, ASD and Mentally Challenged
180. Sexual Addictions and Treatments
181. Social Thinking Seminar in Hong Kong 2013
182. Special Learning Needs Education Course in ADD/ADHD Children
183. Special Learning Needs Education Course in Autism / Asperger's Syndrome
184. Special Learning Needs Education Course in Gifted Children
185. Use of Story-telling in Counselling and Therapeutic Groups
186. Story Therapy - Rebuilding Post-traumatic Mental Health for Children
187. Summer Intensive Practicum Course on Child-centered Play Therapy (2013)
188. Supervision Group on Child-centered Play Therapy
189. Symbols of Healing & Signs of Hope : Sandplay Therapy for Children and Adolescents
190. Symposium and workshops on the Use of Expressive Arts Therapies in Mental Health Service - Workshop A, B, C
191. Talk on “How to Provide Meaningful Activity for People with Middle and Late-stage Dementia”
192. Techniques of Grief Therapy: Creative Practices for Counselling & Bereaved
193. The Certificate Course in Family Therapy (Spring 2013)
194. The Counsellor for Prepare / Enrich Inventories
195. The Fundamentals of Art Therapy
196. The Level 1 Advanced Immersion Course in Accelerated Experiential Dynamic Psychotherapy (AEDP): Compassionate Journey to True Self, Positivity and Spirituality
197. The Satir Model - Theory and Practice
198. The Training of Playback Theatre
199. Theatre of the Oppressed Series Workshop
200. Trainer Certificate in Adventure Based Counselling (Low Event)
201. Trainer Certification Training in Neuro Linguistic Programming
202. Training Workshop - Drama Therapy Training on Working with Drug Addiction

203. Training Workshop on Student Risk Management
204. Training Workshop on Volunteer Development
205. Trauma-informed Art Therapy Certification Level Two
206. Trauma-informed Art Therapy: A 3-day Workshop for Level 2 Certification
207. Two-day Workshop on EFT in Action II - Working with Families with Adolescents, Clinical Case Studies in EFFT
208. Two-day Workshop on Harmony Praxis Project
209. Two-Day Workshop on How to Read Your Heart from a Simple Picture : Projective Drawing
210. Two-day Workshop on Introduction of Drama Therapy
211. Two-day Workshop on Restoring Safety to the Shattered Temenos - Trauma, Neurobiology, Attachment and Expressive Arts Therapy
212. Two-day Workshop on The Use of Story-telling in Counselling and Conducting Therapeutic Groups
213. Two-day Workshop on Theory of Psychoanalytic Psychotherapy
214. Two-day Workshop: Narrative Practice for Individuals and Families facing Mental Health Challenges
215. Two-day Workshop: Remembering Conversations with the Dying and Bereaved
216. Understanding Children with Developmental Disorder and How to Help Them
217. Understanding Sandplay Therapy
218. Use of Projective Drawing in Therapeutic Group
219. Value-added Course on Child and Adolescent Social Work
220. Visioning the Future-Partnership in Building a Relational Society
221. Workshop for Parents on Satir Model in Parenting: Change in Parental Model for Developmental Growth of Children
222. Workshop on Art Therapy and Trauma Recovery
223. Workshop on Breakaway Techniques for Handling Violent Behaviours in Workplace
224. Workshop on DSM-5's New Chapter on Neuro-developmental Disorders - Implication for Assessment and Intervention
225. Workshop on Experiential Activities
226. Workshop on Games for Children with Special Needs
227. Workshop on Handling Complaints and Application of Mediation
228. Workshop on Leading Elderly Persons and Debriefing Skills
229. Workshop on "Life Planning Based on Personal Characters"
230. Workshop on Narrative Therapy
231. Workshop on Narrative Therapy (Level I)
232. Workshop on Narrative Therapy (Level II)

(II) Management

1. Certificate Course of Foundation Coaching for Caring Professionals
2. Certificate in Accounting Practice & Financial Management for NGOs
3. Certificate in Human Resources Management for NGOs (Session 4: Training and Development for NGOs - Needs Identification)
4. Contingency Handling in Service Units
5. Crisis Handling and Media Tackling Techniques
6. Designing Manpower Structure for Units and Teams and Promoting its Effective Operation
7. Executive Development Programme for Small NGOs
8. Leadership and Motivation
9. Performance Management - Coaching and Mentoring
10. Series on Volunteering Work Management - Risk Management for Volunteers and Relevant Application Laws
11. Strategic Planning for NGOs
12. Workshop on Effective Strategies for Staff Supervision and Coaching
13. Workshop on Knowledge Retention Strategies & Skills for Knowledge Workers
14. Workshop on Managing Difficult Personalities / Customers

Annex III

**Number of Approved Nominations for Partial Sponsorship from the Social Work
Training Fund to Attend Short-term Courses/Seminars/Conferences
in 2013-14**

<u>Organisation</u>	<u>Number of Approved Nominations</u>
Against Child Abuse Ltd.	1
Asbury Methodist Social Service	1
Association of Baptists for World Evangelism (HK) Ltd.	2
Baptist Oi Kwan Social Service	15
Bethel High School	1
Caritas - Hong Kong	6
Caritas Family Crisis Support Centre	2
Centre for Restoration of Human Relationships	5
Chi Lin Home for the Elderly	2
China Care Fund Ltd.	1
Chinese YMCA of Hong Kong	6
Christian Action	2
Christian Family Service Centre	8
City University of Hong Kong	1
Evangelical Lutheran Church Social Service - Hong Kong	1
Fu Hong Society	7
Harmony House Limited	1
Haven of Hope Christian Service	35
HKSYC&IA Chan Nam Chong Memorial School	1
Hong Chi Association	4
Hong Kong Blind Union	1
Hong Kong Cancer Fund	6

<u>Organisation</u>	<u>Number of Approved Nominations</u>
Hong Kong Children & Youth Services	9
Hong Kong Christian Service	36
Hong Kong Family Welfare Society	70
Hong Kong Institute of Vocational Education (Chai Wan)	1
Hong Kong Lutheran Social Service, LC-HKS	5
Hong Kong Sheng Kung Hui Welfare Council	21
Hong Kong Society for the Protection of Children	9
Hong Kong Student Aid Society	2
Hong Kong Workers' Health Centre Ltd.	2
Hong Kong Young Women's Christian Association	26
Hospital Authority	14
International Social Service Hong Kong Branch	20
Kwun Tong Methodist Social Service	11
Lok Chi Association Limited	3
Ma On Shan Tsung Tsin Secondary School	1
Marycove School	2
Medical Social Service Kwong Wah Hospital	1
Methodist Centre	1
Methodist Epworth Village Community Centre	2
New Home Association	3
New Life Psychiatric Rehabilitation Association	3
Outward Bound Hong Kong	1
Pak Kau College	1
Po Leung Kuk	18
Pok Oi Hospital	11
Potential Engine Limited	1

<u>Organisation</u>	<u>Number of Approved Nominations</u>
Precious Blood Children's Village	1
Rhenish Church Grace School	1
Richmond Fellowship of Hong Kong	1
S.A.L.E.M. - Family Net Social Service Centre	1
SAHK	1
Sai Kung District Community Centre	3
Scout Association of Hong Kong - The Friends of Scouting	1
Senior Citizen Home Safety Association	1
Sik Sik Yuen	3
Society for Community Organization	1
St. James' Settlement	6
Stewards Limited	14
Suicide Prevention Services Limited	3
Ta Ku Ling Ling Ying Public School	1
Tai Po Baptist Church Social Service	3
The Boys' and Girls' Clubs Association of Hong Kong	21
The Chinese Rhenish Church Hong Kong Synod	1
The Comfort Care Concern Group	6
The Hong Kong Catholic Marriage Advisory Council	10
The Hong Kong Chinese Women's Club Madam Wong Chan Sook Ying Memorial Care & Attention Home for the Aged	1
The Hong Kong Council of the Church of Christ in China	1
The Hong Kong Federation of Youth Groups	17
The Hong Kong Society for Rehabilitation	22
The Mongkok Kai Fong Association Ltd. Chan Hing Social Service Centre	6
The Neighborhood Advice-Action Council	2

<u>Organisation</u>	<u>Number of Approved Nominations</u>
The Salvation Army	2
The Society for the Aid and Rehabilitation of Drug Abusers	1
The Society of Rehabilitation and Crime Prevention, Hong Kong	1
The University of Hong Kong	1
Tung Wah Group of Hospitals	23
Y.L.P.M.S. Alumni Assn. Ying Yip Primary School	1
Yan Chai Hospital	3
Yan Oi Tong	3
Yang Memorial Methodist Social Service	13
Yuen Long Merchants Association Primary School	6
Yuen Long Town Hall Management Committee Limited	1
Total:	<hr/> <u>566</u>

**Approved Applications from Organisations
for Organising Study Tours to the Mainland in 2013-14**

Type IV

Name of Organisation

Hong Kong Lutheran Social Service,
LC-HKS

Name of Study Tour

Hong Kong Lutheran Social Service, LC-HKS:
Study tour to Beijing Municipality on Social
Welfare Services



Social Work Training Fund

Financial statements for the year ended 31 March 2014

Report of the Director of Audit



Audit Commission

The Government of the Hong Kong Special Administrative Region

Independent Audit Report

To the Legislative Council

I certify that I have audited the financial statements of the Social Work Training Fund set out on pages 3 to 14, which comprise the balance sheet as at 31 March 2014, and the income and expenditure account, statement of changes in equity and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Director of Social Welfare Incorporated's Responsibility for the Financial Statements

The Director of Social Welfare Incorporated is responsible for the preparation of financial statements that give a true and fair view in accordance with section 10(1) of the Social Work Training Fund Ordinance (Cap. 1100) and Hong Kong Financial Reporting Standards, and for such internal control as the Director of Social Welfare Incorporated determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with section 10(2) of the Social Work Training Fund Ordinance and the Audit Commission auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of

the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Director of Social Welfare Incorporated, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements give a true and fair view of the financial position of the Social Work Training Fund as at 31 March 2014, and of its financial performance and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards and have been properly prepared in accordance with section 10(1) of the Social Work Training Fund Ordinance.



Frederick T C WONG
Principal Auditor
for Director of Audit

5 November 2014

Audit Commission
26th Floor
Immigration Tower
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Wanchai, Hong Kong

Social Work Training Fund

Balance Sheet as at 31 March 2014

	Note	2014 HK\$	2013 HK\$
NON-CURRENT ASSETS			
Available-for-sale financial assets	4	4,702,834	4,827,380
		<u>4,702,834</u>	<u>4,827,380</u>
CURRENT ASSETS			
Held-to-maturity securities	3	-	3,000,130
Interest receivable		34,269	27,788
Dividend receivable		23,828	44,301
Deposits with banks		9,911,785	6,810,058
Cash at banks		411,126	938,033
		<u>10,381,008</u>	<u>10,820,310</u>
CURRENT LIABILITIES			
Accounts payable		(762,077)	(840,753)
		<u>9,618,931</u>	<u>9,979,557</u>
NET CURRENT ASSETS			
		<u>14,321,765</u>	<u>14,806,937</u>
TOTAL NET ASSETS			
Representing:			
DONATION ACCOUNT		11,448,266	11,448,266
ACCUMULATED SURPLUS ACCOUNT		2,716,375	3,018,409
INVESTMENT REVALUATION RESERVE		157,124	340,262
		<u>14,321,765</u>	<u>14,806,937</u>

The accompanying notes 1 to 8 form part of these financial statements.



(Ms Carol Yip Man-kuen)
 Director of Social Welfare Incorporated
 Trustee of the Social Work Training Fund
 5 November 2014

Social Work Training Fund

Income and Expenditure Account for the year ended 31 March 2014

	2014 HK\$	2013 HK\$
INCOME		
Income from debt securities		
Interest	2,885	58,500
Amortised premium	(130)	(2,657)
	<u>2,755</u>	<u>55,843</u>
Dividend income	196,440	182,559
Bank interest	124,555	111,621
Exchange gains	-	8,426
Refund of grants	105,828	167,250
	<u>429,578</u>	<u>525,699</u>
EXPENDITURE		
Bank charges	(300)	(300)
Grants to organisations	(726,937)	(711,453)
Exchange losses	(4,375)	-
	<u>(731,612)</u>	<u>(711,753)</u>
DEFICIT FOR THE YEAR	(302,034)	(186,054)
OTHER COMPREHENSIVE INCOME		
Items that may be reclassified subsequently to surplus or deficit:		
Revaluation (deficit)/surplus of available-for-sale financial assets transferred to investment revaluation reserve	(183,138)	568,901
TOTAL COMPREHENSIVE (EXPENSE)/INCOME FOR THE YEAR	<u>(485,172)</u>	<u>382,847</u>

The accompanying notes 1 to 8 form part of these financial statements.

Social Work Training Fund

Statement of Changes in Equity for the year ended 31 March 2014

	Donation Account HK\$	Accumulated Surplus Account HK\$	Investment Revaluation Reserve HK\$	Total HK\$
Balance at 1 April 2012	11,448,266	3,204,463	(228,639)	14,424,090
Total comprehensive income for 2012-13	<u>-</u>	<u>(186,054)</u>	<u>568,901</u>	<u>382,847</u>
Balance at 31 March 2013	11,448,266	3,018,409	340,262	14,806,937
Total comprehensive expense for 2013-14	<u>-</u>	<u>(302,034)</u>	<u>(183,138)</u>	<u>(485,172)</u>
Balance at 31 March 2014	<u>11,448,266</u>	<u>2,716,375</u>	<u>157,124</u>	<u>14,321,765</u>

The accompanying notes 1 to 8 form part of these financial statements.

Social Work Training Fund

Statement of Cash Flows for the year ended 31 March 2014

	2014 HK\$	2013 HK\$
Cash flows from operating activities		
Deficit for the year	(302,034)	(186,054)
Income from debt securities	(2,755)	(55,843)
Dividend income	(196,440)	(182,559)
Bank interest	(124,555)	(111,621)
Exchange losses/(gains)	4,375	(8,426)
Decrease in accounts payable	(78,676)	(147,852)
Net cash used in operating activities	<u>(700,085)</u>	<u>(692,355)</u>
Cash flows from investing activities		
Redemption of held-to-maturity securities	3,000,000	-
Purchase of available-for-sale financial assets	(58,592)	(47,859)
Interest received	120,959	205,985
Dividend received	216,912	154,319
Net increase in deposits with banks with original maturity over 3 months	(2,906,101)	(494,608)
Net cash from/(used in) investing activities	<u>373,178</u>	<u>(182,163)</u>
Net decrease in cash and cash equivalents	(326,907)	(874,518)
Cash and cash equivalents at beginning of year	938,033	1,812,551
Cash and cash equivalents at end of year	<u>611,126</u>	<u>938,033</u>
Analysis of the balances of cash and cash equivalents		
Deposits with banks with original maturity within 3 months	200,000	-
Cash at banks	411,126	938,033
	<u>611,126</u>	<u>938,033</u>

The accompanying notes 1 to 8 form part of these financial statements.

Social Work Training Fund

Notes to the Financial Statements

1. General

The Social Work Training Fund (the Fund) was established for the purpose of training persons desirous of becoming social workers and improving existing training facilities in accordance with section 4 of the Social Work Training Fund Ordinance (Cap. 1100).

The address of the Fund's principal place of business is 44 Oi Kwan Road, Wan Chai, Hong Kong.

2. Significant accounting policies

(a) Statement of compliance

The financial statements have been prepared in accordance with section 10(1) of the Social Work Training Fund Ordinance and all applicable Hong Kong Financial Reporting Standards (HKFRSs) issued by the Hong Kong Institute of Certified Public Accountants.

(b) Basis of preparation

The financial statements have been prepared on an accrual basis and under the historical cost convention except that available-for-sale financial assets are stated at fair value as explained in the accounting policy set out in note 2(e) below.

The preparation of financial statements in conformity with HKFRSs requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenditure. The estimates and associated assumptions are based on experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis for making judgements about the carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

There are no critical accounting judgements involved in the application of the Fund's accounting policies. There are neither key assumptions concerning the future nor other key sources of estimation uncertainty at the balance sheet date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities in the next year.

(c) Adoption of new / revised HKFRSs

The Fund has adopted the following new and revised HKFRSs for the first time which are applicable to the Fund and effective for the current accounting period:

- Amendments to HKAS 1 (Revised) “Presentation of Financial Statements
- Presentation of Items of Other Comprehensive Income”
- HKFRS 13 “Fair Value Measurement”

The adoption of the new and revised HKFRSs has had no significant impact on the reported results and the financial position of the Fund.

The Fund has not early adopted any amendments, new standards and interpretations which are not yet effective for the current accounting period. The Fund is in the process of making an assessment of what the impact of these amendments, new standards and interpretations is expected to be in the period of initial adoption. So far, it has concluded that the adoption of them is unlikely to have a significant impact on the Fund’s results of operations and financial position.

(d) Held-to-maturity securities

Held-to-maturity securities are non-derivative financial assets with fixed or determinable payments and fixed maturity which the Fund has the positive intention and ability to hold to maturity.

Held-to-maturity securities are carried at amortised cost using the effective interest method less impairment losses, if any.

The carrying amounts of held-to-maturity securities are reviewed at each balance sheet date to determine whether there is objective evidence of impairment. If any such evidence exists, an impairment loss is recognised in the income and expenditure account as the difference between the asset’s carrying amount and the present value of estimated future cash flows discounted at the asset’s original effective interest rate. If in a subsequent period, the amount of such impairment loss decreases and the decrease can be linked objectively to an event occurring after the impairment loss was recognised, the impairment loss is reversed through the income and expenditure account.

(e) Available-for-sale financial assets

The Fund’s available-for-sale financial assets are classified as non-current assets unless they are expected to be disposed of within 12 months of the balance sheet date.

Purchases and sales of investments are recognised on trade-date on which the Fund is committed to the transactions. Available-for-sale financial assets are initially recognised at fair value plus transaction costs. At each balance sheet date the fair value is re-measured and any unrealised holding gain or loss arising from the change in fair value is recognised in other comprehensive income and accumulated separately in

the investment revaluation reserve.

When available-for-sale financial assets are sold, the Fund uses weighted average method to determine the realised gains and losses to be recognised in the income and expenditure account.

The fair values of quoted investments are based on current bid-prices.

The Fund assesses at each balance sheet date whether there is objective evidence that a financial asset is impaired. The cumulative loss, measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in the income and expenditure account, is removed from the investment revaluation reserve and recognised in the income and expenditure account.

(f) Foreign currency translation

Hong Kong dollar is the currency of the primary economic environment in which the Fund operates. Foreign currency transactions during the year are translated into Hong Kong dollars at the exchange rates ruling at the transaction dates. Monetary assets and liabilities denominated in foreign currencies are translated into Hong Kong dollars at the exchange rates ruling at the balance sheet date. Exchange gains and losses are dealt with in the income and expenditure account.

(g) Revenue recognition

Interest income from bank deposits and other interest-bearing financial instruments is recognised as it accrues using the effective interest method. The effective interest method is a method of calculating the amortised cost of a financial asset and of allocating the interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset or, when appropriate, a shorter period to the net carrying amount of the financial asset.

Dividend income is recognised when the Fund's right to receive payment is established.

(h) Cash and cash equivalents

For the purpose of the statement of cash flows, cash and cash equivalents comprise cash on hand, deposits with banks, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of changes in value, having been within three months of maturity when acquired.

3. Held-to-maturity securities

	2014 HK\$	2013 HK\$
Debt securities		
Unlisted, at cost	-	3,007,800
Less: Amortisation of premium	-	(7,670)
Balance at end of year	<u>-</u>	<u>3,000,130</u>
Classified as:		
Current assets	<u>-</u>	<u>3,000,130</u>

4. Available-for-sale financial assets

	2014 HK\$	2013 HK\$
Equity securities listed in Hong Kong		
Fair value at end of year	<u>4,702,834</u>	<u>4,827,380</u>

5. Financial risk management

- (a) The Fund's major financial instruments include its held-to-maturity securities, available-for-sale financial assets and bank deposits. The main risks associated with these financial instruments are set out below.

(i) Credit risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss.

To minimise the credit risks arising from bank deposits, all time deposits are placed with reputable licensed banks in Hong Kong. To minimise credit risks arising from debt securities, only those classified under the investment grade by Moody's or Standard & Poor's are considered. At the balance sheet date, the credit quality of the investments in debt securities analysed by the ratings designated by Moody's was as follows:

	2014 HK\$	2013 HK\$
Debt securities by credit rating		
A2	<u>-</u>	<u>3,000,130</u>

The maximum exposure to credit risk as at the balance sheet date in relation to each class of financial assets is the carrying amount of those assets as stated in the balance sheet.

(ii) Market risk

The Fund is exposed to market risk due to changes in market variables such as equity prices, interest rates and exchange rates.

(1) Equity price risk

To manage equity price risk, the Social Work Training Fund Committee regularly reviews the investment portfolio and the investment guidelines for monitoring the investment activities of the Fund. It is estimated that, as at 31 March 2014, a general increase/decrease of 5% (2013: 1%) in the market prices of the equity securities held by the Fund would increase/decrease the balance of the Fund's investment revaluation reserve by about HK\$235,000 (2013: about HK\$48,000). The sensitivity analysis is based on the carrying amount of equity securities held by the Fund as at the balance sheet date and on the assumption that all other variables remain constant.

(2) Interest rate risk

Interest rate risk is the risk of loss arising from changes in market interest rates. This can be further classified into fair value interest rate risk and cash flow interest rate risk.

Fair value interest rate risk is the risk that the value of a financial instrument will fluctuate because of changes in market interest rates. Since the Fund's bank deposits and held-to-maturity securities bear interest at fixed rates, their fair value will fall when market interest rates increase. As they are stated at amortised cost, changes in market interest rates will not affect their carrying amounts and the Fund's deficit and equity.

Cash flow interest rate risk is the risk that future cash flow of a financial instrument will fluctuate because of changes in market interest rates. The Fund's exposure to cash flow interest rate risk is small as it has no major financial instruments bearing interest at floating rates.

The Fund's exposure to interest rate risk, based on the major interest-bearing financial instruments stated at carrying amounts at the balance sheet date and categorised by maturity dates, is shown below.

	Up to 3 months HK\$	Over 3 months to 1 year HK\$	Total HK\$
2014			
Deposits with banks	7,048,683	2,863,102	9,911,785
Debt securities	-	-	-
	<u>7,048,683</u>	<u>2,863,102</u>	<u>9,911,785</u>
2013			
Deposits with banks	3,779,322	3,030,736	6,810,058
Debt securities	3,000,130	-	3,000,130
	<u>6,779,452</u>	<u>3,030,736</u>	<u>9,810,188</u>

(3) Foreign currency risk

(I) Exchange rate risk

The Fund maintained net financial instruments denominated in United States dollars and Renminbi at a total of USD3,072 (2013: USD2,784) and CNY2,858,171 (2013: CNY548,625) respectively at the balance sheet date. As Hong Kong dollar is pegged to the United States dollars within a narrow range, it is considered that the Fund had no significant exposure to foreign exchange risk relating to this currency. Since no foreign currency rate hedging is made by the Fund for Renminbi, the carrying amount of the financial instruments in Renminbi represents the maximum exposure of the Fund to foreign currency risk.

(II) Sensitivity analysis

It is estimated that as at the balance sheet date should the Renminbi strengthen/weaken by 5% (2013: 5%) against the Hong Kong dollar, with all other variables being held constant, the deficit of the Fund for the year would decrease/increase by approximately HK\$178,500 (2013: HK\$34,300).

The sensitivity analysis above was determined assuming that the change in foreign exchange rate had occurred at the balance sheet date and had been applied to the Renminbi financial instruments in existence at that date. The 5% (2013: 5%) strengthening/weakening in Renminbi represents the assessment by the Fund of a reasonably possible change in foreign exchange rate over the period until the next balance sheet date.

(iii) Liquidity risk

In the management of liquidity risk, the Fund maintains a level of cash and cash equivalents that is considered adequate to finance its operations.

(b) Fair value hierarchy of financial instruments

The following table presents the carrying values of financial instruments measured at fair value at the balance sheet date on a recurring basis, categorised into the three-level fair value hierarchy as defined in HKFRS 13 Fair Value Measurement.

	2014		2013	
	Level 1 HK\$	Total HK\$	Level 1 HK\$	Total HK\$
Available-for-sale financial assets				
Equity securities listed in				
Hong Kong	<u>4,702,834</u>	<u>4,702,834</u>	<u>4,827,380</u>	<u>4,827,380</u>

No financial instruments were classified under Level 2 and Level 3. During the year, there were no significant transfers between financial instruments in Level 1 and Level 2.

The level into which a fair value measurement is classified is determined with reference to the observability and significance of the inputs used in the valuation techniques as follows: -

Level 1 valuations: fair value measured using only unadjusted quoted prices in active markets for identical financial instruments at the measurement date.

Level 2 valuations: fair value measured using observable inputs which fail to meet Level 1, and not using significant unobservable inputs. Unobservable inputs are inputs for which market data are not available.

Level 3 valuations: fair value measured using significant unobservable inputs.

6. Capital management

The capital structure of the Fund consists of the donation account, the accumulated surplus account and the investment revaluation reserve. The Fund's objectives when managing capital are:

- (a) to comply with the Social Work Training Fund Ordinance; and
- (b) to maintain a capital base for carrying out the purpose of the Fund as stated in note 1 above.

The Fund manages capital to ensure that its level is adequate to fund future grants and expenditure, taking into account its projected cash flow requirements, future financial obligations and commitments.

7. Cost of administration of the Fund

The cost of administration of the Fund has been borne by the Government of the Hong Kong Special Administrative Region in accordance with section 12 of the Social Work Training Fund Ordinance.

8. Fair values of financial assets and liabilities

All financial assets and liabilities are stated in the balance sheet at amounts equal to or not materially different from their fair values.