

Legislative Council Panel on Welfare Services
Meeting on 14 September 1998

Employment Situation of Social Work Graduates

Purpose

This paper informs Members of the latest employment situation of social work students who graduated in 1997 and the measures adopted to enhance their employment opportunities. The latest Report of the Social Work Manpower Planning Exercise is also attached for Members' information at Annex I.

Background

2. We last reported to the Welfare Panel of the Provisional Legislative Council, on 28 February 1998, the employment situation of 1997 social work graduates as well as the mechanism by which the Social Work Manpower Planning System (SWMPS) is conducted. With the assistance of the relevant tertiary institutions, the Social Welfare Department (SWD) conducted two surveys (in December 1997 and April 1998) on the employment situation of the 1997 social work graduates.

Employment Situation of 1997 Social Work Graduates

3. Every year, the Government together with the tertiary institutions and the Hong Kong Council of Social Service, examines the employment situation of new social work graduates, as part of the manpower projection exercise. In 1997, there were 367 full time social work degree graduates and 543 diploma graduates.

4. According to the survey conducted in December 1997, which saw a response rate of 65%, 83% of full-time degree graduates and 80 % of full-time diploma graduates who responded to the survey had secured employment - 43 % of respondents entered the social work field.

5. In the April 1998 survey, the response rate for both full-time degree and diploma graduates was 52%. Of those who responded, 95% of the degree graduates and 88% of diploma graduates had secured employment. 55% of degree graduates and 57% of diploma graduates entered the social work field.

6. Seen from a wider perspective, the employment situation for social work graduates compares favourably with graduates of other disciplines. According to statistics from surveys conducted by individual University Grants Committee-funded institutions on the overall employment situation of 1997 graduates, 83% of full-time degree graduates have secured employment. The employment rate for full-time sub-degree graduates was 76%.

The Social Welfare Manpower Planning System (SWMPS) Report No. 10

7. At the PLC Welfare Panel meeting held in February 1998, we undertook to provide the SWMPS Report No. 10 to the Panel once it became available.

8. The Social Welfare Manpower Planning System (SWMPS) was developed in 1987 to maintain up-to-date data on the supply of, and demand for, social work personnel. The system is maintained by the SWD, on the advice of the Joint Committee on SWMPS which comprises representatives

from SWD and the Hong Kong Council of Social Service. According to Report No. 10, there should be a supply of 418 degree graduates and 590 diploma graduates in 1998. The projections regarding the supply of, and demand for, social work degree and diploma holders for the period up to 2001/02 are at Annexes II and III respectively.

9. The projections indicate there will be a continued surplus of degree and diploma graduates in the coming few years. The main reason for the surplus is the recent decrease in the anticipated wastage rate of both social work officer (SWO) and social work assistant (SWA) grade workers. The wastage rate for SWO has dropped to 3.5% (from 4.6% in Report No. 9) and for SWA to 8.5% (from 11.7% in Report No. 9). We expect this downward trend to continue.

10. In 1998/99, 133 SWO grade posts and 185 SWA new posts will be created in SWD and the welfare sector. On the basis of the information available, it appears that a number of the 1998 graduates will not be able to readily secure employment in the social work field in the short-term. There are, however, many factors which affect employment, for instance when the students want to start work, whether they wish to remain in the social work field, or continue with their studies and how the prevailing economic climate affects the overall employment situation in Hong Kong. Given the short time since the 1998 batch of social work graduates left university, it is too early to know their employment situation at this stage.

Regular review of the manpower projection method

11. To assess manpower requirements in the social work field, the Joint Committee on Social Work Manpower Planning System annually updates the manpower projection for social workers and publishes an annual Social Work Manpower Planning Report. The projections in the Report form the basis of our recommendations to the University Grants Committee on the student intake for future social work programmes.

12. The manpower projections are made on the basis of past trends in demand, wastage rates of serving workers, voluntary non-entrants and supply from overseas returnees. These factors vary from time to time, and are sensitive to circumstantial factors. To ensure a better match between supply and demand, the Joint Committee will continue to review the projection methodology and examine ways of improving its accuracy.

Measures to enhance employment opportunities for

Social Work Graduates

13. We are aware of the need to enhance the employment opportunities for social work graduates and, together with the NGO sector, have adopted a series of measures to achieve this aim.

To expedite the creation of new posts

14. Earlier this year, both SWD and NGOs arranged for the social work posts earmarked for creation in 1998/99 to be filled as early as practicable. Of the 318 new social work posts to be created in this financial year, 89 social work posts (56 Social Work Officer posts and 33 Social Work

Assistant posts) have been created in the first quarter. Another 40 posts were created in July and August 1998. This action helps to ensure that employment opportunities are made available as soon as possible.

To streamline recruitment procedures

15. We will continue streamlining recruitment procedures so as to reduce the lead time required to fill a social work post. SWD now regularly updates its waiting list so as to enable those interested in social work employment opportunities in the Government to be contacted as soon as vacancies arise.

16. To enable the NGO sector to recruit the necessary social work personnel, NGOs are given early notification of new services or projects allocated to them. Following the establishment of the Social Workers Registration Board, SWD has removed the need for NGOs to seek its prior approval in vetting the qualifications of applicants for social work posts. In addition, SWD has recently published a manual on staff appointment matters for use by the subvented sector. This is a comprehensive reference tool for NGOs to assist with their vetting of candidates' qualifications in the recruitment process.

To encourage agencies to employ new graduates

17. As the employment difficulties faced by new social work graduates tend to be more acute when compared to those with relevant working experience, SWD actively encourages NGOs to accord priority to the employment of fresh graduates.

To encourage graduates to undertake further studies

18. The Administration has adopted measures to promote further education as a means to enhance the competitiveness of our graduates and to offer new opportunities to those who want to upgrade themselves through continuing and professional education. To meet the increasing demand from qualified graduates for further education, UGC-funded institutions have been invited to over-enrol their taught postgraduate courses in the 1998-99 academic year. 1,000 places have been made available under this scheme. This will cater for the needs of well-qualified graduates who will benefit from further studies before entering the job market.

19. The Non-Means Tested Loan Scheme, currently confined to full-time students of UGC-funded institutions, VTC Technical Colleges and the Hong Kong Academy for Performing Arts (HKAPA), will be extended to cover full-time students of the Hong Kong Shue Yan College which also offers social work degree and diploma programmes. All part-time students attending publicly-funded programmes offered by UGC-funded institutions will also be covered under this scheme starting from the 1998/99 academic year.

Career counselling services for prospective graduates

20. To prepare prospective graduates for their job search, the Student Affairs Office of various tertiary institutions offers a wide range of counselling services. The seven UGC-funded institutions have set up a joint-institution career databank which provides the most comprehensive and updated employment information. Individual offices also organise career talks, advice on interview techniques as well as information on the job market and prospective employers. These services will be of value to

students in their search for employment.

To continue monitoring the employment situation of social work graduates

21. To enable the Government to better assess the employment opportunities for social work graduates, SWD will continue to enlist the assistance of the relevant tertiary institutions in conducting surveys on the 1998 graduates' employment situation.

22. We remain committed to promoting welfare development and exploring ways to enhance the employment opportunities for social work graduates. It is however worth noting that social work students should endeavour to stay competitive in the market and be prepared to face similar challenges in their search for employment as with graduates from other disciplines.

Health & Welfare Bureau

September 1998

Projections in respect of social work degree graduates

(Year of Graduation)	<u>End Financial Year</u>				
	<u>97/98</u>	<u>98/99</u>	<u>99/00</u>	<u>00/01</u>	<u>01/02</u>
	(1997)	(1998)	(1999)	(2000)	(2001)
New Supply of Degree Graduates	411	418	403	386	427
New Demand for ASWO ¹ and above plus SWP ² in TIs ³	353	285	381	405	432
* Shortfall(-)/Surplus of Supply at end of individual years (supply less demand)	58	133	22	-19	-5

Note :

1 Assistant Social Work Officer

2 Social Work Personnel

3 Tertiary institutions' lecturers, fieldwork instructors etc.

* The cumulative number of degree graduates who have not entered the social work field is not computed, as it is not reasonable to assume that all graduates who cannot find a social work post will always remain in this field. However, we note from available records that a fair number of graduates in the past two years will continue to seek a job in the social work field.

Projections in respect of social work diploma graduates

(Year of Graduation)	End Financial Year				
	<u>97/98</u>	<u>98/99</u>	<u>99/00</u>	<u>00/01</u>	<u>01/02</u>
	(1997)	(1998)	(1999)	(2000)	(2001)
New Supply of Diploma Graduates	582	590	604	524	531
New Demand for SWA ¹ and above	485	446	453	478	505
* Shortfall(-)/Surplus of Supply at end of individual years (supply less demand)	97	144	151	46	26

Note :

¹ Social Work Assistant

* The cumulative number of diploma graduates who have not entered the social work field is not computed, as it is not reasonable to assume that all graduates who cannot find a social work post will always remain in this field. However, we note from available records that a fair number of graduates in the past two years will continue to seek a job in the social work field.

SOCIAL WELFARE MANPOWER

PLANNING SYSTEM

REPORT NO.10

Joint Committee on Social Welfare Manpower Planning System

Social Welfare Department Hong Kong Council of Social Service

April 1998

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PARTI EXECUTIVE SUMMARY

1. Projections for 1997/98-2001/02

- For **degree graduates**, there would be a surplus for 97/98 to 99/2000 and a shortfall for 2000/01 to 2001/02.
- There would be a surplus of **diploma graduates** for 97/98 to 2001/02.

Trained Social Work Personnel* (SWP) in 1996/97

2. Strength as at 31.3.1997

- The System provides information on **6,568 filled posts/strength** as at 31st March 1997, with 3,698 for the Social Work Officer grade (*SWO grade i.e. Assistant Social Work Officer rank and above*) plus Social Work Personnel (SWP) in training institutions (TIs) and 2,870 for Social Work Assistant grade (*SWA grade i.e. Social Work Assistant rank and above*).
- When compared with the strength as at 31st March 1996, the **growth rate on strength** was **8.4%** for SWO grade plus SWP in TIs and **7.2%** for SWA grade.

3. Movement in 1996/97

- During the year 1996/97, there were 381 turnover, 305 re-entrant and 76 wastage cases for **SWO grade plus SWP in TIs**. The turnover, re-entrant and **wastage** rates were 10.7%, 8.6% and **2.1%** respectively.
- The respective figures for **SWA grade** were 545,320 and 225 cases, and the corresponding rates were 19.6%, 11.5% and **8.1%**.

4. Profile in 1996/97

- About two-thirds of SWP were female. Half of SWP were aged between 25 and 34 and the overall average age was 35.3. SWP were largely working in the areas of youth, family welfare and rehabilitation services in descending order. The overall average length of service was 8.8 years; about one-third of SWP had worked in the social work field for over 10 years.

Note: * For definition of terms, please see glossary in Appendix II(B).

PART II INTRODUCTION

- 1.1 Manpower is an important area of concern in the development of social welfare services in Hong Kong. To facilitate manpower planning, a **Joint Committee** comprising representatives from the Social Welfare Department (*SWD*) and the Hong Kong Council of Social Service (*HKCSS*) was formed in July 1987. The terms of reference of the Joint Committee is at Appendix I.
- 1.2 Under the Committee, a **Social Welfare Manpower Planning System** (*abbreviated as SWMPS or the System throughout this report*) was established. The System undertakes systematic collection of information of SWP which is essential for manpower planning. The objectives, coverage and data collection mechanism for the System are explained at *Appendix II (A)*.
- 1.3 This report is the **tenth** in the series of reports prepared by the Joint Committee. It is compiled by reference to the data on manpower strength collected as at **31st March 1997**, number of graduates estimated for **1997-2001** as in **March 1998** and demand figures estimated for years **1997/98-2001/02** as in **September 1997**.

PART III PROJECTIONS FOR 1997/98 - 2001/02

1. Period of Projections

- 1.1 For this report, the projections are prepared for a period of five years, i.e. 1997/98 - 2001/02. The method of projection is detailed at *Appendix II (C)* and the key statistics for projections at *Appendix III (A) - (D)*.

2. Projections for Degree Graduates

For degree graduates, there would be a surplus for 97/98 to 99/2000 and a shortfall for 2000/01 to 2001/02.

	<u>Financial Year</u>				
	<u>97/98</u>	<u>98/99</u>	<u>99/2000</u>	<u>2000/01</u>	<u>2001/02</u>
New Supply of Degree Graduates					
<i>(Year of Graduation)</i>	<i>(1997)</i>	<i>(1998)</i>	<i>(1999)</i>	<i>(2000)</i>	<i>(2001)</i>
<i>(a)</i> Graduates of local TIs for the year ⁽¹⁾	465	474	456	436	484
<i>(b)</i> Voluntary non-entrants	74	76	73	70	77
<i>(c)</i> New entrants with overseas qualification	20	20	20	20	20
<i>Total [i.e. (a) - (b) + (c)]</i>	411	418	403	386	427
New Demand for ASWO and above plus SWP in TIs					
<i>(d)</i> Net additional staff requirement	220	145	235	250	268
<i>(e)</i> Replacement for wastage	133	140	146	155	164
<i>Total [i.e. (d) + (e)]</i>	353	285	381	405	432
Shortfall (-) / Surplus of Supply⁽²⁾					
At end of individual years (<i>supply less demand</i>)	58	133	22	-19	-5
Estimated Strength					
At end of the year	3,918	4,063	4,298	4,548	4,816

Notes: ⁽¹⁾ Numbers of local graduates are provided by local TIs.

⁽²⁾ It is not reasonable to assume that all graduates who cannot find a job in the social work field in their year of graduation will remain in search of a job in the field. The cumulative number of degree graduates who have not entered the social work field is not computed. However, according to available records, we are aware that a fair number of graduates in the past two years will continue to seek a job in the field.

3. Projections for Diploma Graduates

There would be a surplus of diploma graduates for 97/98 to 2001/02.

	<u>Financial Year</u>				
	<u>97/98</u>	<u>98/99</u>	<u>99/2000</u>	<u>2000/01</u>	<u>2001/02</u>
New Supply of Diploma Graduates					
<i>(Year of Graduation)</i>	<i>(1997)</i>	<i>(1998)</i>	<i>(1999)</i>	<i>(2000)</i>	<i>(2001)</i>
(a) Graduates of local TIs for the year ⁽¹⁾	694	693	709	616	622
(b) Voluntary non-entrants	101	101	104	90	91
(c) Students holding posts of SWA grade	11	2	1	2	#
<i>Total [i.e. (a) - (b) - (c)]</i>	<u>582</u>	<u>590</u>	<u>604</u>	<u>524</u>	<u>531</u>
New Demand for SWA and above					
(d) Net additional staff requirement	231	168	161	172	184
(e) Replacement for wastage	254	278	292	306	321
<i>Total [i.e. (d) + (e)]</i>	<u>485</u>	<u>446</u>	<u>453</u>	<u>478</u>	<u>505</u>
Shortfall (-) / Surplus of Supply⁽²⁾					
At end of individual years (<i>supply less demand</i>)	97	144	151	46	26
Estimated Strength					
At end of the year	3,183	3,351	3,512	3,684	3,868

4. Significant Points to Note

- 4.1 Throughout the period of projections, the **non-entry rates** on supply for degree graduates (*including master graduates*) and diploma graduates are assumed to be **16.0%** and **14.6%** respectively. The **wastage rate** on strength for SWO grade plus SWP in TIs is assumed to be **3.5%**⁽³⁾ and that for SWA grade is assumed to be **8.5%**⁽⁴⁾.

- Notes : (1) Numbers of local graduates are provided by local TIs.
 (2) It is not reasonable to assume that all graduates who cannot find a job in the social work field in their year of graduation will remain in search of a job in the field. The cumulative number of diploma graduates who have not entered the social work field is not computed. However, according to available records, we are aware that a fair number of graduates in the past two years will continue to seek a job in the field.
 (3) Weighted average of wastage rates for 94/95 to 96/97.
 (4) Weighted average of wastage rates for 95/96 to 96/97.
 # Unknown.

PART IV MOVEMENT AND PROFILE OF SWP in 1996/97

(A) Movement of SWP

1. Introduction

1.1 This Section presents key statistics showing the strength, recruitment, turnover, re-entrant and wastage cases during the reference year of 1st April 1996 to 31st March 1997. Summary statistics on the distribution patterns are also included.

1.2 The System covers **6,568 filled posts / strength** as at 31 March 1997, with 3,698 for SWO grade plus SWP in TIs and 2,870 for SWA grade.

<u>Grade</u>	<u>Strength as at 31st March 1997</u>			
	<u>NGOs*</u>	<u>SWD</u>	<u>TIs</u>	<u>Total</u>
SWO grade plus SWP in TIs	2,113 (+6.2%)	1,228 (+6.6%)	357 (+31.3%)	3,698 (+8.4%)
SWA grade	2,340 (+7.0%)	530 (+7.7%)	-	2,870 (+7.2%)
<i>Total</i>	4,453	1,758	357	6,568

Notes: * NGOs include SWD-subvented sector, non-SWD-subvented sector (including posts subvented by Education Department and Hospital Authority) and non-subvented sector in NGOs.

() Figures in brackets represent the growth rate compared to corresponding figures on strength as at 31 March 1996.

1.3 Compared to corresponding figures on strength of 3,413 for SWO grade plus SWP in TIs and 2,678 for SWA grade as at 31 March 1996, the **growth rates** on strength were **8.4%** and **7.2%** respectively.

1.4 There were 381 turnover, 305 re-entrant and 76 wastage cases for **SWO grade plus SWP in TIs** recorded in 1996/97. The turnover, re-entrant and **wastage** rates were 10.7%, 8.6% and **2.1%** respectively.

1.5 The respective figures for **SWA grade** were 545, 320 and 225 cases, with the corresponding rates being 19.6%, 11.5% and **8.1%**.

2. Recruitment Cases

2.1 There were 1,379 recruitment cases recorded in 1996/97.

<p><i>By grade</i></p> <ul style="list-style-type: none"> • 39.3% were of SWO grade • 52.9% were of SWA grade • 7.8% were SWP in TIs

2.2 Analyzed by service, 29.2% of the recruitment cases entered the youth service and 18.3% joined the family welfare service. These two services were also employing the largest numbers of workers.

2.3 The recruitment cases for social work training increased drastically from 20 in 1995/96 to 110 in 1996/97. Extra staff were recruited mainly for supervising social work students undertaking field work practice for the blister programmes which started in 1995/96.

<u>Area of service</u>	<u>SWO grade</u>		<u>SWP in TIs</u>		<u>SWA grade</u>		<u>Total</u>	
	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Youth	145	26.8	-	-	258	35.4	403	29.2
Family welfare	140	25.8	-	-	112	15.4	252	18.3
Rehabilitation	50	9.2	-	-	156	21.4	206	14.9
Elderly	20	3.7	-	-	113	15.5	133	9.6
Social work training	2	0.4	108	100.0	-	-	110	8.0
Offenders / drug abusers	59	10.9	-	-	26	3.6	85	6.2
Community development	23	4.2	-	-	50	6.9	73	5.3
Medical social service	65	12.0	-	-	1	0.1	66	4.8
Central administration	29	5.4	-	-	7	1.0	36	2.6
Volunteer service and others	9	1.7	-	-	6	0.8	15	1.1
Total	542	100.0	108	100.0	729	100.0	1,379	100.0

3. Turnover Cases

3.1 A total of **926 turnover cases** were recorded in 1996/97.

By grade

- 38.2% were of SWO grade
- 58.9% were of SWA grade
- 2.9% were SWP in TIs

3.2 The overall **turnover rate** for SWO grade plus SWP in TIs was **10.7%** while that for SWA grade was **19.6%**. SWA grade in NGOs recorded the highest turnover rate of 22.7%.

<u>Grade</u>	<u>NGOs</u>		<u>SWD</u>		<u>TIs</u>		<u>Total</u>	
	<u>Turnover</u>		<u>Turnover</u>		<u>Turnover</u>		<u>Turnover</u>	
	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
SWO grade plus SWP in TIs	295	14.3	59	5.0	27	8.5	381	10.7
SWA grade	515	22.7	30	5.9	-	-	545	19.6
<i>Total</i>	810	18.7	89	5.2	27	8.5	926	14.6

- 3.3 Analyzed by service, 35.0% of the **turnover cases** were from the youth service and 17.7% were from the family welfare service. These two services were also employing the largest numbers of workers.

<u>Area of service</u>	<u>SWO grade</u>		<u>SWP in TIs</u>		<u>SWA grade</u>		<u>Total</u>	
	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Youth	95	26.8	-	-	229	42.0	324	35.0
Family welfare	86	24.3	-	-	78	14.3	164	17.7
Rehabilitation	36	10.2	-	-	93	17.1	129	13.9
Elderly	20	5.6	-	-	72	13.2	92	9.9
Community development	23	6.5	-	-	41	7.5	64	6.9
Offenders / drug abusers	24	6.8	-	-	22	4.0	46	5.0
Medical social service	33	9.3	-	-	2	0.4	35	3.8
Central administration	30	8.5	-	-	4	0.7	34	3.7
Social work training	2	0.6	27	100.0	-	-	29	3.1
Volunteer service and others	5	1.4	-	-	4	0.7	9	1.0
<i>Total</i>	<u>354</u>	<u>100.0</u>	<u>27</u>	<u>100.0</u>	<u>545</u>	<u>100.0</u>	<u>926</u>	<u>100.0</u>

3.4 Analyzed by reasons for leaving the job for the turnover cases:

Overall

- 56.2% of workers left the job for joining another organization in the social work field
- 9.6% for further study in social work field

By sector and by grade

- reasons are not known for the majority of SWO grade leaving SWD and TIs, and SWA grade leaving SWD
- major reason known for SWO grade in SWD was taking retirement
- major reason known for SWA grade in SWD was changing to SWO grade
- 13.0% of SWA grade in NGOs left for further study in the social work discipline

<i>Stated reason for leaving the organization</i>	<i>SWO grade</i>		<i>SWD in</i>		<i>SWA grade</i>						<i>Total</i>	
	<i>NGOs</i>		<i>SWD</i>		<i>TIs</i>		<i>NGOs</i>		<i>SWD</i>			
	<i>No.</i>	<i>%*</i>	<i>No.</i>	<i>%*</i>	<i>No.</i>	<i>%*</i>	<i>No.</i>	<i>%*</i>	<i>No.</i>	<i>%*</i>	<i>No.</i>	<i>%*</i>
Joining other NGOs / TIs	115	47.9	5	22.7	3	33.3	227	53.8	1	8.3	351	49.8
Joining SWD	25	10.4	-	-	-	-	20	4.7	-	-	45	6.4
Further study in social work field	13	5.4	-	-	-	-	55	13.0	-	-	68	9.6
Changing from SWA grade to SWO grade	-	-	-	-	-	-	52	12.3	10	83.3	62	8.8
Emigration	30	12.5	-	-	1	11.1	20	4.7	-	-	51	7.2
Retirement	3	1.3	17	77.3	1	11.1	4	0.9	1	8.3	26	3.7
Joining non-social work field	15	6.3	-	-	-	-	12	2.8	-	-	27	3.8
Further study in non-social work field	8	3.3	-	-	-	-	8	1.9	-	-	16	2.3
Expiry of contract	7	2.9	-	-	4	44.4	6	1.4	-	-	17	2.4
Other reasons for leaving social work field (e.g. poor health)	24	10.0	-	-	-	-	18	4.3	-	-	42	6.0
Reason not disclosed	55	NA	37	NA	18	NA	93	NA	18	NA	221	NA
<i>Total</i>	295	100.0	59	100.0	27	100.0	515	100.0	30	100.0	926	100.0

Notes : * Excluding those who did not disclose reason for leaving.
 NA Not applicable.

3.5 Analyzed by year of service in the serving organization for the turnover cases prior to their resignation:

Overall

- 58.1% had worked for 3 years or less

Average length of service by sector

- 3.9 years for NGOs
- 11.0 years for SWD
- 4.7 years for TIs
- 4.6 years for all three sectors

<i>Length of service in organization prior to leaving (years)</i>	<u>NGOs</u>		<u>SWD</u>		<u>TIs</u>		<u>Total</u>	
	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
1 or less	177	21.9	14	15.7	1	3.7	192	20.7
more than 1 to 2	172	21.2	14	15.7	2	7.4	188	20.3
more than 2 to 3	139	17.2	5	5.6	14	51.9	158	17.1
more than 3 to 4	95	11.7	5	5.6	2	7.4	102	11.0
more than 4 to 5	52	6.4	5	5.6	3	11.1	60	6.5
more than 5 to 10	128	15.8	14	15.7	2	7.4	144	15.6
more than 10 to 15	13	1.6	3	3.4	1	3.7	17	1.8
more than 15 to 20	10	1.2	5	5.6	1	3.7	16	1.7
more than 20	24	3.0	24	27.0	1	3.7	49	5.3
<i>Total</i>	810	100.0	89	100.0	27	100.0	926	100.0

4. **Re-entrant Cases**

4.1 There were 305 SWO grade plus SWP in TIs and 320 SWA grade re-entrant cases recorded in the reference year, representing a proportion of 8.6% and 11.5% of the respective average strength.

4.2 A significant proportion of SWP (47.2% of SWO grade plus SWP in TIs and 87.5% of SWA grade) were found to have moved among agencies within the NGO sector. The total re-entrant cases of TIs grew substantially from 20 in 1995/96 to 91 in 1996/97.

<i>Sector workers leaving from</i>	<u>No. of SWO grade plus SWP in TIs cases</u>			<u>No. of SWA grade cases</u>	
	<i>Sector workers re-entering to</i>			<i>Sector workers re-entering to</i>	
	<i>NGOs</i>	<i>SWD</i>	<i>TIs</i>	<i>NGOs</i>	<i>SWD</i>
NGOs	144	43	66	280	35
SWD	14	2	9	3	2
TIs	10	1	16	-	-
Total	168	46	91	283	37

4.3 Among re-entrant cases of SWO grade plus SWP in TIs, 65.2% had a break of service in the field for half a year or less while 19.3% for more than 2 years. For re-entrant cases of SWA grade, 81.9% had a break of service for half a year or less.

Average duration for break of service

- 13.5 months for SWO grade plus SWP in TIs
- 6.0 months for SWA grade

<i>Duration for break of service in the field (years)</i>	<u>SWO grade plus SWP in TIs</u>		<u>SWA grade</u>		<u>Total</u>	
	<i>No.</i>	<i>%</i>	<i>No.</i>	<i>%</i>	<i>No.</i>	<i>%</i>
½ or less	199	65.2	262	81.9	461	73.8
more than ½ to 1	18	5.9	20	6.3	38	6.1
more than 1 to 1½	17	5.6	8	2.5	25	4.0
more than 1½ to 2	12	3.9	5	1.6	17	2.7
more than 2 to 4	26	8.5	13	4.1	39	6.2
more than 4	33	10.8	12	3.8	45	7.2
Total	305	100.0	320	100.0	625	100.0

Notes: For re-entrant case, the following two types of workers are excluded:
 (a) workers who were serving in the field and took up other posts in addition; and
 (b) workers who only indicated that they had prior experience in the field without providing any further information.

5. Wastage Cases

5.1 The number of wastage cases for 1996/97 was estimated at 76 for SWO grade plus SWP in TIs and 225 for SWA grade, with the respective wastage rates being **2.1%** and **8.1%**.

5.2 By sector, SWA grade in NGOs recorded the largest number of wastage cases (232) and highest wastage rate (10.2%) for the year.

<u>Grade</u>	<u>NGOs</u>		<u>SWD</u>		<u>TIs</u>		<u>Total</u>	
	<u>Wastage</u>		<u>Wastage</u>		<u>Wastage</u>		<u>Wastage</u>	
	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
SWO grade plus SWP in TIs	127	6.2	13	1.1	-64*	N.A.	76	2.1
SWA grade	232	10.2	-7*	N.A.	-	-	225	8.1
<i>Total</i>	359	-	6	-	-64	-	301	-

Note: * The number of turnover cases being smaller than the number of re-entrant cases has resulted in a mathematically negative wastage figure.

(B) Profile of SWP

1. Introduction

1.1 Among the 6,568 filled posts covered by the System, 6,325 SWP have provided their personal particulars to the SWMPS Office. This Section highlights the personal characteristics of these 6,325 SWP.

2. Sex Distribution

• 67.5% were female

<u>Sex</u>	<u>NGOs</u>		<u>SWD</u>		<u>TIs</u>		<u>Total</u>	
	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Male	1,343	31.6	553	31.9	157	45.4	2,053	32.5
Female	2,901	68.4	1,182	68.1	189	54.6	4,272	67.5
Total	4,244	100.0	1,735	100.0	346	100.0	6,325	100.0

3. Age Distribution

Overall

- 49.7% were aged between 25 and 34
- 29.5% were aged between 35 and 44

Average age by sector

- 34.6 for NGOs
- 36.0 for SWD
- 41.0 for TIs
- 35.3 for all the three sectors

<u>Age</u>	<u>NGOs</u>		<u>SWD</u>		<u>TIs</u>		<u>Total</u>	
	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
20 - 24	496	11.7	231	13.3	-	-	727	11.5
25 - 29	1,163	27.4	376	21.7	12	3.5	1,551	24.5
30 - 34	1,109	26.1	415	23.9	66	19.1	1,590	25.1
35 - 39	807	19.0	231	13.3	131	37.9	1,169	18.5
40 - 44	373	8.8	248	14.3	78	22.5	699	11.1
45 - 49	155	3.7	172	9.9	41	11.8	368	5.8
50 - 54	83	2.0	52	3.0	12	3.5	147	2.3
55 - 59	42	1.0	10	0.6	3	0.9	55	0.9
60 and above	16	0.4	-	-	3	0.9	19	0.3
Total	4,244	100.0	1,735	100.0	346	100.0	6,325	100.0

4. **Rank Distribution**

- 32.6% were of SWO grade in NGOs
- 19.2% were of SWO grade in SWD
- 5.5% were SWP in TIs
- 34.5% were of SWA grade in NGOs
- 8.3% were of SWA grade in SWD

<i>Rank</i>	<i>NGOs</i>		<i>SWD</i>		<i>TIs</i>		<i>Total</i>	
	<i>No.</i>	<i>%</i>	<i>No.</i>	<i>%</i>	<i>No.</i>	<i>%</i>	<i>No.</i>	<i>%</i>
CSWO and above	22	0.3	23	0.4	-	-	45	0.7
SSWO	35	0.6	43	0.7	-	-	78	1.2
SWO	387	6.1	207	3.3	-	-	594	9.4
ASWO	1,617	25.6	940	14.9	-	-	2,557	40.4
Lecturer and above	-	-	-	-	141	2.2	141	2.2
Field work instructor / supervisor	-	-	-	-	205	3.2	205	3.2
CSWA	20	0.3	23	0.4	-	-	43	0.7
SSWA	480	7.6	187	3.0	-	-	667	10.5
SWA	1,683	26.6	312	4.9	-	-	1,995	31.5
<i>Total</i>	4,244	67.1	1,735	27.4	346	5.5	6,325	100.0

5. **Highest Qualification Distribution**

- 96.5% of SWO grade)
- 96.5% of SWP in TIs) *had necessary qualification in social work*
- 88.2% of SWA grade)

<i>Highest qualification</i>	<i>SWO grade</i>		<i>SWP in TIs</i>		<i>SWA grade</i>		<i>Total</i>	
	<i>No.</i>	<i>%</i>	<i>No.</i>	<i>%</i>	<i>No.</i>	<i>%</i>	<i>No.</i>	<i>%</i>
* MSW / M Soc. Sc. in social work and above	440	13.4	174	50.3	8	0.3	622	9.8
* Post-graduate diploma in social work	171	5.2	16	4.6	5	0.2	192	3.0
* BSW / B Soc. Sc. in social work	2,539	77.6	144	41.6	116	4.3	2,799	44.3

<u>Highest qualification (cont'd)</u>	<u>SWO grade</u>		<u>SWP in TIs</u>		<u>SWA grade</u>		<u>Total</u>	
	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
* Certificate in social studies	10	0.3	-	-	14	0.5	24	0.4
▲ Cadetship	25	0.8	3	0.9	3	0.1	31	0.5
Non-social work degree	59	1.8	9	2.6	32	1.2	100	1.6
▲ Social work diploma	17	0.5	-	-	2,206	81.6	2,223	35.1
▲ ISWT certificate	1	#	-	-	34	1.3	35	0.6
Non-social work diploma	4	0.1	-	-	35	1.3	39	0.6
Matriculation	2	0.1	-	-	35	1.3	37	0.6
School certificate	6	0.2	-	-	217	8.0	223	3.5
<i>Total</i>	3,274	100.0	346	100.0	2,705	100.0	6,325	100.0

Notes : * denotes training in social work for SWO grade
 ▲ denotes training in social work for SWA grade
 # less than 0.05%

6. Area of Service Distribution

Relatively large proportions were working in

- youth service (25.2%)
- family welfare service (22.2%)

<u>Area of service</u>	<u>NGOs</u>		<u>SWD</u>		<u>TIs</u>		<u>Total</u>	
	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Youth	1,545	36.4	46	2.7	-	-	1,591	25.2
Family welfare	676	15.9	725	41.8	-	-	1,401	22.2
Rehabilitation	714	16.8	55	3.2	-	-	769	12.2
Elderly	497	11.7	23	1.3	-	-	520	8.2
Offenders / drug abusers	149	3.5	293	16.9	-	-	442	7.0
Medical social service	111	2.6	320	18.4	-	-	431	6.8
Central administration	230	5.4	175	10.1	-	-	405	6.4
Community development	282	6.6	79	4.6	-	-	361	5.7
Social work training	-	-	19	1.1	346	100.0	365	5.8
Volunteer service and others	40	0.9	-	-	-	-	40	0.6
<i>Total</i>	4,244	100.0	1,735	100.0	346	100.0	6,325	100.0

7. **Job Role Distribution**

- majority of staff of SWO and above ranks were primarily involved in supervision/administration
- majority of SWAs, SSWAs and ASWOs were mainly involved in front-line activities

<u>Job role</u>	<u>SSWO and above</u>			<u>SWP in TIs</u>			<u>Total</u>		
	<u>SWO</u>	<u>ASWO</u>	<u>CSWA</u>	<u>SSWA</u>	<u>SWA</u>	<u>No.</u>	<u>%</u>		
Front-line	-	72	2,104	-	8	444	1,872	4,500	71.1
Supervisory / administrative	122	521	449	3	35	223	123	1,476	23.3
Teaching / training	1	1	4	343	-	-	-	349	5.5
Total	123	594	2,557	346	43	667	1,995	6,325	100.0

8. **Length of Service in Social Work Field Distribution**

- Overall*
- 33.8% had worked in the social work field for over 10 years
- Average length of service by sector*
- 7.8 years for NGOs
 - 9.9 years for SWD
 - 15.3 years for TIs
 - 8.8 years for all the three sectors

<u>Length of service in social work field (years)</u>	<u>NGOs</u>		<u>SWD</u>		<u>TIs</u>		<u>Total</u>	
	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
1 or less	414	9.8	88	5.1	-	-	502	7.9
more than 1 to 2	402	9.5	185	10.7	-	-	587	9.3
more than 2 to 3	374	8.8	173	10.0	2	0.6	549	8.7
more than 3 to 4	364	8.6	98	5.6	4	1.2	466	7.4
more than 4 to 5	266	6.3	76	4.4	3	0.9	345	5.5
more than 5 to 10	1,178	27.8	500	28.8	58	16.8	1736	27.4
more than 10 to 15	698	16.4	147	8.5	114	32.9	959	15.2
more than 15 to 20	324	7.6	174	10.0	101	29.2	599	9.5
more than 20	224	5.3	294	16.9	64	18.5	582	9.2
Total	4,244	100.0	1,735	100.0	346	100.0	6,325	100.0

9. **Full-time / Part-time Posts Distribution**

9.1 Among the 6,325 SWP posts, most of them (95.1% or 6,017) were full-time posts. Among those 308 part-time posts, 57.5% were in TIs. The average working hours for these part-time posts was 15.5 hours per week.

<u>Sector / grade</u>	<u>Full-time posts</u>		<u>Part-time posts</u>		<u>Total</u>	
	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
<u>NGOs</u>						
SWO grade	1,984	31.4	77	1.2	2,061	32.6
SWA grade	2,129	33.7	54	0.9	2,183	34.5
<u>SWD</u>						
SWO grade	1,213	19.2	-	-	1,213	19.2
SWA grade	522	8.3	-	-	522	8.3
<u>TIs</u>						
SWP in TIs	169	2.7	177	2.8	346	5.5
<i>Total</i>	6,017	95.1	308	4.9	6,325	100.0

9.2 These 6,325 SWP posts were taken up by **6,198 persons**. The majority (95.6%) were holding one full-time post only.

<u>No. of posts taken up</u>	<u>No. of persons</u>	<u>%</u>
One full-time post	5,928	95.6
One full-time post plus one or more part-time posts	89	1.4
One part-time post	151	2.4
Two or more part-time posts	30	0.5
<i>Total</i>	6,198	100.0

***APPENDIX I TERMS OF REFERENCE
OF THE JOINT COMMITTEE***

1. Overall Aim of the Committee

- 1.1 The **Joint Committee On Social Welfare Manpower Planning System** is set up to advise on the establishment and implementation of a Social Welfare Manpower Planning System in accordance with the principles of setting up the System agreed between SWD and the HKCSS for facilitating manpower planning. To this end, the System will undertake the systematic collection and retrieval of information of SWP which is essential for manpower planning and service implementation by the government, social welfare organizations and social work training institutions.

2. Functions of the Committee

- 2.1 To advise on a system design to facilitate input of data from participating organizations.
- 2.2 To advise on the output requirements and specifications in relation to the overall aim and specific objectives of the System.
- 2.3 To review the System as and when required and to make recommendations for major changes in the light of experience, for consideration by SWD and the HKCSS.
- 2.4 To interpret the collected data for compilation of an annual report to facilitate overall manpower planning in the welfare sector.
- 2.5 To submit the annual report to the Social Welfare Advisory Committee, Advisory Committee on Social Work Training and Manpower Planning, SWD, HKCSS, participating organizations and training institutions.
- 2.6 To consider and make recommendations on special requests for release of aggregate data other than those agreed at the introduction of the System.

3. Membership of the Committee

Chairman:	Mrs. Katherine SHIN	(SWD)
Members:	Ms Kay KU	(HKCSS)
	Ms Alice YUK	(HKCSS)
	Dr. LAW Chi-kwong	(HKCSS)
	Miss Cynthia CHAU	(HKCSS)
	Mrs. SO WONG Wei-yee (until November 97)	(SWD)
	Mrs. Justina HO (from November 97)	(SWD)
	Miss Lilian FUNG	(SWD)
Secretary:	Miss Mirian MO	(SWD)

APPENDIX II OVERVIEW OF METHODOLOGY

Appendix II (A) System Updating and Maintenance

1. OBJECTIVES

1.1 The **SWMPS** is maintained by the SWMPS Office in SWD, with the following objectives:

- to centralize and maintain up-to-date information on individual SWP for keeping track of the manpower situation in the social work field; and
- to maintain up-to-date information on the demand and supply of SWP to facilitate manpower projections.

2. COVERAGE

2.1 The System covers **organizations employing SWP** in three types of sectors, viz. non-governmental organizations (*NGOs*), SWD and local training institutions offering social work training courses (*TIs*). (See also Note*)

2.2 All SWP engaging in posts which require social work training, i.e. the following ranks and their equivalents, employed in the above three sectors are covered by the System: -

- (a) *Directorate posts requiring social work training*
- (b) *Principal Social Work Officer (PSWO)*
- (c) *Chief Social Work Officer (CSWO)*
- (d) *Senior Social Work Officer (SSWO)*
- (e) *Social Work Officer (SWO)*
- (f) *Assistant Social Work Officer (ASWO)*
- (g) *Teaching staff of social work discipline in TIs*
- (h) *Chief Social Work Assistant (CSWA)*
- (i) *Senior Social Work Assistant (SSWA)*
- (j) *Social Work Assistant (SWA)*

Note* For SWMPS, NGO refers to all non-governmental welfare organizations employing SWP. Hospitals and special schools which employed SWP under Hospital Authority and subvented by Education Department are also included.

3. DATA COLLECTION AND UPDATING

- 3.1 To maintain up-to-date information for the System, **comprehensive updating exercises** are launched **annually** to request each of the organizations to provide and **update information on all SWP working for them and report the staff movements** during the reference year.
- 3.2 Moreover, the organizations are requested to report to the SWMPS Office any staff movements and changes in personal particulars of SWP they are employing **at any time point during a year**. A set of data forms to be completed by the workers themselves upon joining an organization or whenever there are changes in respect of their personal particulars are used for this purpose.
- 3.3 The following paragraphs elaborate in greater details the undertaking of comprehensive updating exercises.
- 3.3.1 In each updating exercise, a number of reports based on the most up-to-date information kept in the System are prepared and distributed to individual organizations on a **restricted / confidential** basis. (*The reports include (a) listings of all SWP serving in individual organizations as at a certain reference date; and (b) listings of new recruit and turnover cases during the reference year. Basic information of the workers including name, Hong Kong Identity Card number, rank, type of service, nature of job, whether working full-time or part-time are also printed on the listings.*) The organizations are requested to check the reports against their records, mark any changes, amendments or omissions where appropriate and return them to the SWMPS Office.
- 3.3.2 To facilitate the compilation of a complete picture on the demand for and supply of trained social workers, the organizations are also requested to **provide information on vacancies** of SWP as at the reference date and **estimated demand** for SWP for the coming years.
- 3.3.3 The **TIs** are, in addition, requested to provide information on the number of students attending and the number of graduates (*together with a name list of the graduates*) for the current year for each social work course, as well as to **estimate the number of intakes** and **number of graduates** for each of the courses for the coming five years.
- 3.3.4 For setting up the SWMPS, a large scale data collection exercise was launched for the first time in late September 1987 to collect information on the personal particulars of SWP as at 30.9.1987. A total of ten comprehensive updating exercises have been carried out. The reference dates for the updating exercises were 30th September 1987, 31st December 1988, 31st December 1989, 31st December 1990, 31st December 1991, 31st March 1993, 31st March 1994, 31st March 1995, 31st March 1996 and **31st March 1997 latest**.

4. CONFIDENTIALITY OF DATA

- 4.1 The data maintained in the System are **analyzed** and presented in **aggregate form**. Data pertaining to individual SWP and organizations are kept strictly confidential and will not be released to any other government departments or bodies. When an individual SWP leaves the SW field, the case will be closed. Information on all closed cases will be deleted after six years of retention.

5. RESPONSE TO THE LATEST UPDATING EXERCISE

- 5.1 In the latest updating exercise conducted as at 31st March 1997, a total of **406** organizations (*including the SWD, 399 NGOs and 6 TIs*) were approached. Among the 399 NGOs approached, 14 NGOs which were subsequently found to have employed only a few SWP had not responded, and 164 NGOs in fact did not employ any SWP. (*Data of the 14 non-responded NGOs were assumed to be unchanged.*)
- 5.2 A list of **242 organizations employing SWP** (*including the responded and non-responded NGOs employing SWP*) covered by the System is at *Appendix II (D)*.
- 5.3 As mentioned in paragraph 3.3.1, while some of the information (*such as number of SWP employed and their respective area of service*) are reported by the participating organizations, personal particulars of individual workers (*such as age and sex*) are provided by the workers themselves. Comparing the figures on the total number of SWP employed by the organizations and the number of workers who have reported their personal particulars to the System, it is noted that only a small proportion of workers (3.7%) have not reported their personal particulars to the System.
- 5.4 The following table shows the number and proportion of workers by grade who have provided their personal data to the System:-

<u>Grade</u>	<u>No. of SWP who have provided their personal data to the System</u>	<u>Total no. of SWP employed in the organizations</u>	<u>% of (a) over (b)</u>
	(a)	(b)	(c) = (a)/(b) %
SWO grade plus SWP in TIs	3,620	3,698	97.9
SWA grade	2,705	2,870	94.3
<i>Total</i>	<u>6,325</u>	<u>6,568</u>	<u>96.3</u>

Appendix II (B) Glossary

Area of Service

It refers to the major type of service involved in by the post incumbent. *(For a post involving more than one type of service, the type of service which requires the worker to spend the largest proportion of time is taken as the major one.)*

Highest Qualification

It refers to the highest educational qualification of the social work discipline. *(For a person with no training in social work, his / her highest educational level is taken.)*

Job Role

It refers to the primary function, viz., front-line, supervisory / administrative, teaching / training, of the post. *(For a post involving more than one type of function, the type of function which requires the worker to spend the largest proportion of time is taken as the primary one.)*

NGO

For the Social Welfare Manpower Planning System, NGO refers to all non-governmental welfare organizations employing SWP. Hospitals and special schools which employed SWP under Hospital Authority and subvented by Education Department are also included.

New Entrants to a Grade

It refers to persons who first entered the social work field in the grade in the specified period. *(See also Note* on page 27)*

Non-entrants on Supply

It refers to newly graduated students who do not enter their respective social work grades (*degree / master social work graduates to posts of SWO grade plus SWP in TIs and diploma graduates to posts of SWA grade*). It includes both voluntary non-entrants (*those who choose not to enter the social work field on their own accounts*) and involuntary non-entrants (*those who are "forced" not to enter the respective grades due to non-availability of new posts and other reasons*).

Over-strength

Over-strength of a particular grade is the number of SWP in the grade which is over and above the specified establishment of the grade. *(This situation may arise when officers in the grade are employed for filling posts of other grades.)*

Rank

It refers to the substantive rank of the person (*not the required rank of the post*). *(Acting rank, either with a view to promotion or for administrative convenience, is ignored.)*

Rate

Non-entry Rate (%) of Degree / Diploma Graduates in a Year

$$= \frac{\text{No. of non-entrants of degree / diploma graduates to the respective SWO / SWA grade for the year}}{\text{Total no. of degree / diploma graduates for that year}}$$

Turnover, Re-entrant and Wastage Rate (%) of a Grade in a Year

$$= \frac{\text{No. of turnover / re-entrant / wastage cases of a grade for the year}}{\text{Average strength of the grade for that year}}$$

Recruitment Cases

It refers to the number of “occurrences” of SWP recruited in the specified period. *(If a worker has taken up more than one new job during the period, he / she would be counted more than once depending on the total number of new jobs in any organization covered by the System that he / she has taken up.)*

Re-entrant Cases of a Grade in a Year

A SWP post being filled by a person who has prior experience in the grade in the field is regarded as a re-entrant case. *(SWO grade and SWP in TIs are merged as one “grade” in analyzing re-entrants. Moreover, a part-time post being newly filled by a worker who is currently serving in another full-time post in the field is regarded as a re-entrant case only if he / she has once resigned a part-time or full-time post.)*

Shortfall/Surplus of Supply

It is defined as the estimated new supply less the estimated new demand. A **shortfall** of supply, being represented by a negative sign, implies that there would be inadequate potential new entrants to meet the estimated new demand. On the contrary, a **surplus** of supply, being represented by a positive sign, signifies that there would be resources available for further expansion / improvement of services or there would be involuntary non-entrants *(see also “Non-entrants on Supply” on page 26)*.

Strength / Social Work Personnel (SWP)

Unless otherwise specified, the number of SWP / strength refers to the number of **posts** *(full-time or part-time)* being filled by SWP. *(A worker holding two posts, either one full-time post and one part-time post or two part-time posts, would therefore be counted twice.)*

Average Strength for a Year

$$= \frac{(\text{Strength as at beginning of the year} + \text{Strength as at end of the year})}{2}$$

Turnover Cases

It refers to the number of “occurrences” of SWP leaving any organization for whatever reason in the specified period, regardless whether or not they have rejoined / would rejoin the field again. *(If a worker has resigned from more than one job or resigned from more than one organization during the period, he / she would be counted more than once depending on the total number of jobs that he / she has left.)*

Vacancies

It refers to the number of posts not being filled by officers of the required grade. *(An SWO grade post being filled by an officer of the SWA grade is for example counted as a vacancy.)*

Wastage Cases of a Grade in a Year

It is defined as the number of turnover cases less the number of re-entrant cases for the grade. *(See also Note*)*

Note* Workers of SWA grade who changed to SWO grade (in the same or different organizations) are regarded as new entrants to the SWO grade but wastage to the SWA grade.

Appendix II (C) Method of Projection

1. INTRODUCTION

- 1.1 The method of projection adopted is simply taking the stock of SWO/SWA grade at the base year and carries it forward over time on the basis of separate projection of supply and demand. The projected new supply depends largely on the estimated graduates of local TIs whilst the projected new demand on the net additional staff requirement and the demand for replacement of wastage.

2. PROJECTED NEW SUPPLY

2.1 Projected New Supply for a Year

- 2.1.1 Projected new supply for 1997/98-2001/02
= Estimated fresh social work graduates in local TIs in the year
X (1 - projected non-entry rate)
+ Estimated number of new entrants with qualification obtained overseas
- 2.1.2 For 1997/98, an additional supply of 1996 “remaining graduates” estimated by the following formula is further added as part of the projected supply:
Remaining graduates = Total number of graduates in 1996
X (1 - projected non-entry rate)
- Graduates who had entered the respective grade in the field up to 31st March 1997

2.2 Graduates of Local TIs

- 2.2.1 The estimated fresh graduates for each year of the projection period are estimated by the respective TIs, based on their latest available information on the number of intakes for all training courses in the social work discipline as at March 1998. (*Figures for graduates corresponding to intakes up to academic year 2000/01 were based on the triennial plan covering academic years 1998/99-2000/01. Degree/post-graduate programmes attended by only serving workers of SWO grade are excluded.*) Possible drop-outs during the course have been taken into account in their estimation as far as possible.
- 2.2.2 The figures are **subject to changes** for circumstances such as reallocation of funds within TIs.
- 2.2.3 Breakdown of estimated graduates by training programme are at *Appendix III (A)*.

2.3 Non-entry Rate

- 2.3.1 For **diploma graduates**, since there were always a substantial number of vacancies in the SWA grade in previous years, it is reasonable to assume that there were **no involuntary non-entrants**.

- 2.3.2 Also the non-entry rates of recent years of graduation seem to take a few years to stabilize, the weighted average of non-entry rates for diploma graduates in 1992-1994 is taken as the non-entry rate throughout the projection period. (*By taking the weighted average, the year to year random fluctuations have been ironed out.*)
- 2.3.3 As for **degree / master graduates**, the rate for 1992 - 1996 is relatively higher and tend to stabilize after a longer period upon graduation. Alongside with the observation that 1992 was the first year when a surplus of supply was identified whereby the new demand was smaller than the number of graduates who wished to enter the social work field, it is assumed that there were **involuntary non-entrants** for these five years of graduates.
- 2.3.4 For manpower projection purpose, non-entry rate on supply should only take into account the voluntary non-entrants. The weighted average of non-entry rates for degree / master graduates in 1989 - 1991 (*years when there was no over-supply of graduates*) is therefore taken as the non-entry rate throughout the projection period.

2.4 **Limitations**

- 2.4.1 Whether graduates would enter the social work field would depend on a combination of factors, including the choice of the graduates, their career aspiration, the economic and unemployment conditions, availability of social work posts and attractiveness of other jobs in the labour market. It is therefore arguable and involves subjective judgement regarding how to distinguish between voluntary and involuntary non-entrants.
- 2.4.2 Another factor complicating the estimation of the non-entry rate is that the graduates may not enter the field in the year of their graduation and it is difficult to forecast in which year they will actually enter their respective grades. The latter would depend very much on whether the graduates have specific areas of service / organizations that they would choose to enter and the year of availability of such new posts.
- 2.4.3 It should also be noted that graduates who enter the field one or more years after their graduation (*i.e. the gap between the projected non-entry rate and the actual non-entry rate*) have not been taken into account in estimating the shortfall / surplus of supply for individual years.
- 2.4.4 To take into account the possible factors set out in paragraphs 2.4.1 - 2.4.3 would require more comprehensive studies on the entry patterns of fresh graduates alongside a number of assumptions. This is **beyond** the scope of this projection exercise.
- 2.4.5 Patterns on the years when fresh graduates entered their respective grades and the non-entry rates are at *Appendix III (B)*.

2.5 **New Entrants with Qualification Obtained Overseas**

- 2.5.1 The figures are estimated by taking simple average of actual new entrants with qualification obtained overseas in the past three years (*i.e. 1994/95, 1995/96 and 1996/97*). (*This category applies to degree / master graduates only.*)
- 2.5.2 While there are more unknown factors in estimating the number of new entrants with qualification obtained overseas, its effect on the accuracy of the projection results would be relatively small due to its small size in magnitude.

3. **PROJECTED NEW DEMAND**

3.1 **Method**

3.1.1 Projected new demand for 1997/98 - 2001/02

= Estimated net additional staff requirement for the year
+ Estimated replacement for wastage for that year

3.1.2 For the year 1997/98, vacancies net over-strength as at 31.3.1997 is further included as part of the proposed demand.

3.2 **Net Additional Staff Requirement**

3.2.1 For the years 1997/98 and 1998/1999, the estimated number of **new posts (less number of posts to be deleted)** for the following sectors are included.

(a) *all posts in SWD;*

(b) *SWD-subvented posts in NGOs;*

(c) *non-SWD-subvented posts and others (including posts subvented by Education Department and Hospital Authority, non-subvented posts in NGOs and TIs).*

3.2.2 The estimated number of new posts for SWD and the SWD-subvented sector in NGOs for 1997/98 and 1998/99 are compiled by reference to the information known to SWD in September 1997. They are estimates based on **approved projects with the necessary funding secured.**

3.2.3 It should be noted that the estimated additional new posts are **subject to changes in circumstances**. For example, the actual number of posts finally created for an approved project may turn out to be different due to **slippage** of the project, or the differences between the estimated and the ultimately approved number of posts.

3.2.4 The number of new posts for non-SWD-subvented and others sector are estimated by individual parties concerned as known in April/May 1997. It is difficult to ascertain their accuracy.

3.2.5 Breakdown of net new posts by area of service for the years 1997/98 and 1998/99 are at *Appendix III (C)*.

3.2.6 For the years 1999/2000 -2001/02, the population/service growth approach is adopted for projecting the net additional staff requirement. In the “population/service growth approach”, the new demand for population based services (service provisions based on a ratio of the size of target population groups) is estimated according to the growth rate of the target population, while the new demand for the non-population based services (such as rehabilitation services and service for offenders) is computed based on the growth rate of such services from 1988/89 - 1996/97.

3.3 Replacement for Wastage

3.3.1 Estimated replacement for wastage

$$= \text{Estimated average strength for the year} \\ \times \text{Projected wastage rate on strength}$$

3.3.2 Since the strength at the end of the year depends on supply and demand, the replacement for wastage is estimated by the following formulae:

(a) In case there is a shortfall for the year, replacement for wastage

$$= \frac{[\text{Strength at beginning of the year} + 0.5 (\text{Projected supply})] \times \text{Projected wastage rate}}{1 + 0.5 (\text{Projected wastage rate})}$$

(b) In case there is a surplus for the year, replacement for wastage

$$= \text{Projected wastage rate} \\ \times [\text{Strength at beginning of the year} + 0.5 (\text{Net additional staff requirement})]$$

3.3.3 For SWO grade plus SWP in TIs, the projected wastage rate is assumed to be the weighted average wastage rate for the past three years (*i.e.* 1994/95, 1995/96 and 1996/97). For SWA grade, the corresponding figure is assumed to be the weighted average rate for the past two years (*i.e.* 1995/96 and 1996/97) because a new trend of wastage rate is observed since 1995/96. (By taking the weighted average, the year to year random fluctuations have been ironed out.)

3.3.4 It is rather difficult to forecast the wastage cases in future years, which would probably be affected by a number of economic, social and personal factors. Such factors would include the availability of other jobs in the labour market, the personal choice for further study, emigration, early retirement and change in career aspiration, etc. To take such factors into account would require a number of judgmental assumptions which is beyond the scope of this projection exercise.

3.3.5 Detailed figures on the wastage rates are at *Appendix III (D)*.

4. Estimated Strength

4.1 Estimated strength at the beginning of 1997/98-2001/02

$$= \text{Estimated strength at the end of the preceding year}$$

4.2 Estimated strength at the end of 1997/98-2001/02

$$= \text{Estimated strength at the beginning of the year} \\ + \text{Expected net additional staff requirement to be filled for that year} \\ - \text{Expected new vacancies arising from wastage not likely to be filled for that year}$$

Appendix II (D) List Of Organizations Employing SWP
(Organizations Employing SWP Covered by the SWMPS)

1. Social Welfare Department

2. Non-governmental Organizations

<p>Aberdeen Kaifong Welfare Association Social Service Centre Action Group for Aid to the Mentally Retarded Against Child Abuse Agency for Volunteer Service American Baptists Mission Social Services Office Asbury Methodist Social Service the Methodist Church Hong Kong Asian Outreach Hong Kong Ltd Asian Women's League c/o Chan Kwun Tung C&A Home for Elderly Asso. of Baptists for World Evangelism Inc. Po Lam Bradbury Elderly Centre Association for Engineering and Medical Volunteer Services Association of Baptists for World Evangelism Tin Yue Baptists Church S/E Association of Evangelical Free Churches of Hong Kong, The Baptist Oi Kwan Social Service Barnabas Charitable Service Association. Ltd. Befrienders International Bishop of the Roman Catholic Church in HK Yuen Long Catholic Secondary School (Skills Opportunity School) Boys' & Girls' Clubs Association of Hong Kong, The Boys' Brigade, Hong Kong Bradbury Hospice (under Hospital Authority) - Medical Social Service Dept Breakthrough Limited CCC HK Council Kei Shun Special School CCC Mongkok Church Kai Oi School CCC Nim Tsi School Caritas-Hong Kong Caritas Medical Centre (under Hospital Authority) - Medical Social Service Dept Chai Wan Baptist Church-Social Service Centre Chain of Charity Movement Limited Cheshire Home, Chung Hom Kok (Under Hospital Authority) Medical Social Service Dept Cheung Chau Rural Committee Youth Centre Cheung Hong Baptist Church Social Centre for the Elderly Children's Cancer Foundation China Peniel Missionary Society/Shek Kep Mei Social Centre for Elderly Chinese Evangelical Zion Church Ltd c/o Tze Wan Shan Zion Children and Youth Centre Chinese Rhenish Church-H.K. Synod Social Service Department Chinese Rhenish Church Hong Kong Synod Rhenish Church Grace School Chinese YMCA Kowloon Centre Ching Chung Taoist Association of Hong Kong Limited c/o Ching Chung C&A Home for the Aged Christian Action Christian Family Service Centre Christian Fellowship of Pastoral Care for Youth Ltd Christian Nationals' Evangelical Commission Aged People Centre Christian New Being Fellowship Ltd Christian and Missionary Alliance Church Union Hong Kong Ltd, The Chuk Lam Ming Tong Ltd c/o Chuk Lam Ming Tong C&A Home Chung Shak Hei (Cheung Chau) Home for the Aged, Limited Chung Sing Benevolent Society Chung Sing Church Limited-Chung Sing Church Bradbury Social Service Centre</p>	<p>Church of United Brethren in Christ Hong Kong Limited Social Service Division Couple Co-creation Society Limited Crossroads Service Society DACARS Limited Duchess of Kent Children's Hospital (under Hospital Authority) - Medical Social Service Dept Ebenezer School & Home for Visually Impaired Endeavours Bert James Young Social Centre for the Elderly Endeavours Wu Ki Lim Social Centre for the Elderly Evangelize Children's Home Evangelical Free church of China Evangelical China Fellowship H.K. Canaan Church Shatin Chapel Bradbury Student Development Centre Evangelical Lutheran Church Social Service-Hong Kong Evangelize China Fellowship Ngau Tau Kok Holy Word School Family Planning Association of Hong Kong Free Methodist Church of Hong Kong, The Friends of Scouting, The Fung Ying Seen Koon Girls' Brigade (Hong Kong) Grantham Hospital (under Hospital Authority)-Medical Social Service Dept HKSYC&I Association Chan Nam Chong Mem.School (Special Section) Hans Andersen Club Ltd. Harmony House, Ltd Haven of Hope Christian Service Haven of Hope Hospital (under Hospital Authority)-Medical Social Service Dept Heep Hong Society for Handicapped Children Helping Hand Limited Heung Hoi Ching Kok Lin Association Buddhist Po Kwong School Heung Hoi Ching Kok Lin Association. Hong Kong & Kowloon Joint Kaifong School Hong Kong & Kowloon Women's Kaifong Association Hong Kong & Macau Lutheran Church Hong Kong AIDS Foundation Ltd Hong Kong Association for the Mentally Handicapped Hong Kong Association of the Deaf Hong Kong Baptist Hospital Au Shue Hung Health Centre Hong Kong Blind Union Hong Kong Buddhist Association, The Hong Kong Buddhist Hospital (under Hospital Authority) - Department of Nursing Hong Kong Buddhist Hospital (under Hospital Authority) - Medical Social Service Dept Hong Kong Catholic Marriage Advisory Council Hong Kong Children & Youth Services Hong Kong Chinese Women's Club Hong Kong Chiu Chow Po Hing Buddhism Association Ltd. Hong Kong Christian Concern for the Homeless Association Hong Kong Christian Mutual Improvement Society Hong Kong Christian Service Hong Kong Christian Service Pui Oi School Hong Kong Council of Social Service Hong Kong Council of the Church of Christ in China, The Hong Kong Down Syndrome Association. Ltd. Hong Kong Evangelical Church Social Service Ltd Hong Kong Evangelical Church (OMS) Tai Hing Elderly Centre & Reading Centre Hong Kong Family Welfare Society Hong Kong Federation of Handicapped Youth Hong Kong Federation of Youth Groups</p>
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2. Non-governmental Organizations (cont'd)

Hong Kong Federation of the Blind
 Hong Kong Housing Affairs Association
 Hong Kong Joint Council of Parents of the Mentally Handicapped, The
 Hong Kong Juvenile Care Centre
 Hong Kong Lutheran Social Service Lutheran Church-Hong Kong Synod
 Hong Kong Macao Conference of 7TH DAY Adventist Church-Social Service Dept.
 Hong Kong Mutual Encouragement Association.
 Hong Kong PHAB Association
 Hong Kong Playground Association
 Hong Kong Red Cross
 Hong Kong School for the Deaf
 Hong Kong Sea School
 Hong Kong Society for Rehabilitation
 Hong Kong Society for the Aged
 Hong Kong Society for the Blind
 Hong Kong Society for the Deaf, The
 Hong Kong Society for the Protection of Children
 Hong Kong Sports Association for the Mentally Handicapped
 Hong Kong Stoma Association Ltd
 Hong Kong Student Aid Society
 Hong Kong Student Aid Society Tung Wan Mok Law Shui Wah School
 Hong Kong West Point Baptist Church Elderly Centre
 Hong Kong Young Women's Christian Association
 Industrial Evangelistic Fellowship
 International Church of the Foursquare Gospel Hong Kong District Ltd Lung Hang Church Elderly Centre
 International Social Service, Hong Kong Branch
 Kiangsu & Chekiang Residents Association c/o Tuen Mun Hostel for the Elderly
 Kowloon City Swatow Christian Church Lok Wah Swatow Christian Church Social Centre
 Kowloon Women's Welfare Club Wong Cheung Kin Memorial Hostel for the Elderly
 Kwai Chung Hospital (under Hospital Authority)-Patient Resource & Social Centre
 Kwong Wah Hospital (under Hospital Authority)-Medical Social Service Dept
 Kwun Tong Methodist Social Service
 Lai King Baptist Church Bradbury Social Centre for the Elderly
 Lai King Christian Children and Youth Centre
 Lai Tak Evangelical Church Lai Tak Youth Centre
 Lok Sin Tong Benevolent Society, Kowloon
 Lotus Association of Hong Kong, The Chi Yun School
 Lutheran School for the Deaf
 MacLehose Medical Rehabilitation Centre (under Hospital Authority) - Medical Service Dept
 Margaret Trench Medical Rehabilitation Ctr (under Hospital Authority) - Medical Social Service Dept
 Mary Rose School
 Mental Health Association of Hong Kong
 Methodist Ap Lei Chau Centre
 Methodist Centre
 Methodist Church Hong Kong, The Fortress Hill Methodist School (Skills Opportunity School)
 Methodist Epworth Village Community Centre
 Mission Covenant Church Ltd, The
 Mong Kong Baptist Church After School Care Service Centre
 Mongkok Kaifong Association Ltd Chan Hing Social Service Centre
 Nam Long Hospital (Under Hospital Authority)-Medical Social Service Dept
 Neighbourhood Advice-Action Council
 New Life Church of Christ
 New Life Psychiatric Rehabilitation Association
 New Territories Women & Juvenile Welfare Association Ltd.
 New Voice Club of Hong Kong, The
 Our Lady of Maryknoll Hospital (under Hospital Authority) - Medical Social Service Dept
 Pak Tin Baptist Church Ltd Social Centre for the Elderly
 Pamela Youde Nethersole Eastern Hospital (under Hospital Authority) - Community & Patient Resource Department
 Parents' Association of the Mentally Handicapped Ltd.
 Pentecostal Church of Hong Kong Ltd
 Pentecostal Holiness Church Ling Kwong Bradbury Centre for the Blind
 Playright Children's Playground Association Limited
 Po Leung Kuk
 Po Leung Kuk Yu Lee Mo Fan Memorial School
 Po Leung Kuk Law's Foundation School
 Po Leung Kuk Mr. & Mrs. Chan Pak Keung Tsing Yi School
 Pok Leung Kok Centenary School
 Pok Oi Hospital
 Pok Oi Hospital (under Hospital Authority)-Medical Social Service Dept
 Project Care
 Queen Elizabeth Hospital (under Hospital Authority)-Patient Resource Centre
 Queen Mary Hospital (under Hospital Authority) - Patient Resource Centre
 Regeneration Society
 Rehabilitation Alliance Hong Kong
 Richmond Fellowship of Hong Kong
 Ruttonjee Hospital (under Hospital Authority)-Medical Social Service Dept
 S.K.H. Diocesan Welfare Council
 S.K.H. St. Christopher's Home
 Sai Kung Community Centre
 Salvation Army
 Salvation Army Hong Kong Command Shek Wu School
 Sam Shui Native Association Lau Pun Cheung School
 Saviour Lutheran School
 Sha Tin Public School Shatin Public School Association Ltd
 Shamshuipo Kaifong Welfare Advancement Association
 Sik Sik Yuen-Social Services Unit
 Sisters of the Good Shepherd Marycove Centre
 Sisters of the Good Shepherd Pelletier Hall
 Sisters of the Precious Blood Precious Blood Children Village
 Society for Community Organization
 Society for the Aid and Rehabilitation of Drug Abusers
 Society for the Rehabilitation of Offenders, Hong Kong
 Society of Boys' Centres
 Society of Homes for the Handicapped
 Spastics Association of Hong Kong
 St. James' Settlement
 St. John Ambulance Association and Brigade
 St. Teresa's Hospital
 St. Vincent's Church St. Vincent's Children's Centre
 Stewards' Company (H.K.) Ltd.
 TWGHs Tsui Tsin Tong School
 Tai Hang Residents' Welfare Association
 Tse Wan Shan Kaifong Welfare Association Choi Jun School
 Tsuen Wan Ecumenical Social Service Centre
 Tsung Tsin Mission of Hong Kong Social Service Division
 Tuen Mun Hospital (under Hospital Authority)-Community Services Centre
 Tung Lum Buddhist Aged Home
 Tung Sin Tan Home for the Aged
 Tung Wah Eastern Hospital (under Hospital Authority) - Medical Social Service Dept
 Tung Wah Group of Hospitals C.Y. Ma Charity Fund Practical School
 Tung Wah Group of Hospitals Community Services Division
 Tung Wah Groups of Hospitals Kwan Fong Kai Chi School
 Tung Wah Hospital (under Hospital Authority)-Medical Social Service Dept

2. Non-governmental Organizations (cont'd)

United Christian Hospital (under Hospital Authority)-Medical Social Service Dept	Wong Tai Sin Hospital (under Hospital Authority)-Medical Social Service Dept
United Christian Nethersole Community Health Service	World Vision Hong Kong
Upper Wong Tai Sin and Fung Wong Centre for the Elderly	Wu Oi Christian Centre
Victoria Park School for the Deaf	Yan Chai Hospital Social Service Division-Board Office
Vocational Training Council Vocation Training for the Disable Section	Yan Chai Hospital (under Hospital Authority)-Medical Social Service Dept
Wai Ji Christian Service	Yan Chai Hospital-Madam Lo Lee Pui Ching Memorial Workshop
Watchdog Ltd Watchdog Early Learning & Development Centre	Yan Oi Tong Ltd
Women's Welfare Club Western District	Yang Memorial Methodist Social Service
Women's Welfare Club Eastern District	Yuen Long Town Hall Mgt Com. Ltd.
Women's Welfare Club Eastern District Ng Siu Mui Home cum C&A unit for the Elderly	Yuen Yuen Institute
	Zion Children & Youth Centre

3. Training Institutions

Chinese University of Hong Kong	Hong Kong Polytechnic University
City University of Hong Kong	Hong Kong Shue Yan College
Hong Kong Baptist University	University of Hong Kong

APPENDIX III STATISTICAL TABLES

Appendix III (A) Estimated Graduates By Training Programme

1. Number of Degree / Master Graduates*

<u>Training institution / programme</u>	<u>Year of graduation</u>				
	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>
<u>Chinese University of Hong Kong</u>					
BSW - full-time, 3 or 4 years	77	64	58	59	66
<u>City University of Hong Kong</u>					
BSW - full-time, 3 years	92	91	83	80	83
BSW - part-time, 3 years	54	54	57	50	50
<u>Hong Kong Baptist University</u>					
BSW - full-time, 3 years	39	48	45	45	45
<u>Hong Kong Polytechnic University</u>					
BSW - full-time, 2 years	45	45	45	30	30
BSW - full-time, 3 years	20	20	20	20	45
BSW - part-time, 4 years	40	40	40	40	40
<u>University of Hong Kong</u>					
MSW - full-time, 2 years	18	26	26	25	25
MSW - part-time, 3 years	2	11	13	8	15
BSW - full-time, 3 years	78	75	69	79	85
Total	465	474	456	436	484

2. Number of Diploma Graduates*

<u>Training institution / programme</u>	<u>Year of graduation</u>				
	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>
<u>City University of Hong Kong</u>					
full-time, 2 years	289	276	296	183	183
part-time, 4 years	45	47	53	45	51
<u>Hong Kong Polytechnic University</u>					
full-time, 2 years	220	220	220	240	240
part-time, 4 years	120	120	120	120	120
<u>Hong Kong Shue Yan College</u>					
full-time, 4 years	20	30	20	28	28
Total	694	693	709	616	622

Note : * Number of graduates refer to those who would graduate in the summer of the respective years.

Appendix III (B) Estimated Figures On Non-Entry Rates

1. Analysis of Graduates by Year of First Entering the Respective Grades

Year of graduation	Total no. of graduates	No. of graduates first entering the respective grades upon graduation*							Non-entry rate
		by Dec 90	by Dec 91	by Mar 93	by Mar 94	by Mar 95	by Mar 96	by Mar 97	
Degree / Master Graduates									
1989	235	190 (80.9%)	192 (81.7%)	192 (81.7%)	192 (81.7%)	192 (81.7%)	192 (81.7%)	192 (81.7%)	18.3%
1990	262		228 (87.0%)	229 (87.4%)	229 (87.4%)	230 (87.8%)	230 (87.8%)	231 (88.2%)	11.8%
1991	321			261 (81.3%)	262 (81.6%)	264 (82.2%)	264 (82.2%)	264 (82.2%)	17.8%
1992	415			265 (63.9%)	308 (74.2%)	312 (75.2%)	314 (75.7%)	316 (76.1%)	23.9%
1993	456				315 (69.1%)	336 (73.7%)	338 (74.1%)	339 (74.3%)	25.7%
1994	609					437 (71.8%)	471 (77.3%)	477 (78.3%)	21.7%
1995	495						342 (69.1%)	372 (75.2%)	24.8%
1996	441							233 (52.8%)	47.2%
Diploma Graduates									
1989	340	282 (82.9%)	285 (83.8%)	286 (84.1%)	287 (84.4%)	288 (84.7%)	290 (85.3%)	290 (85.3%)	14.7%
1990	332		304 (91.6%)	307 (92.5%)	308 (92.8%)	309 (93.1%)	310 (93.4%)	310 (93.4%)	6.6%
1991	488			419 (85.9%)	423 (86.7%)	425 (87.1%)	427 (87.5%)	428 (87.7%)	12.3%
1992	463			371 (80.1%)	386 (83.4%)	392 (84.7%)	396 (85.5%)	398 (86.0%)	14.0%
1993	458				364 (79.5%)	377 (82.3%)	381 (83.2%)	383 (83.6%)	16.4%
1994	352					286 (81.3%)	298 (84.7%)	306 (86.9%)	13.1%
1995	458						378 (82.5%)	404 (88.2%)	11.8%
1996	415							313 (75.4%)	24.6%

Notes : * Graduates who had entered their respective grades before graduation, for simplicity in presentation, were counted as entering the profession in their year of graduation.

() Figures in brackets represent the proportions of students who had entered their respective grades by the period.

2. Estimated Non-entry Rates for the Period of Projections

2.1 Weighted average of non-entry rates for degree / master graduates in 1989 - 1991

$$= \frac{43 + 31 + 57}{235 + 262 + 321}$$

$$= 16.0\%$$

2.2 Weighted average of non-entry rates for diploma graduates in 1992 - 1994

$$= \frac{65 + 75 + 46}{463 + 458 + 352}$$

$$= 14.6\%$$

Appendix III (C) Estimated Net Additional Staff Requirement

<i>Area of service</i>	<i>SWD</i>	<i>SWD-Subvented</i>	<i>Non-SWD-subvented and others</i>	<i>Total</i>
1. SWO grade plus SWP in TIs				
1997/98				
Central administration	13		3	16
Community development			1	1
Elderly	3	8	3	14
Family welfare	18	3.75	8	29.75
Medical social service	28		22	50
Offenders / drug abusers	3	6	4	13
Rehabilitation	2	39.85	26	67.85
Social work training			2.5	2.5
Youth	2	20.083	3	25.083
Other services			1	1
Total	69	77.683	73.5	220.183
1998/99				
Central administration	9		1	10
Community development			1	1
Elderly	5	17.6		22.6
Family welfare	15	8.625		23.625
Medical social service	10		22	32
Offenders / drug abusers	14		1	15
Rehabilitation		6	2	8
Social work training			3.5	3.5
Youth	1	27.083	1	29.083
Total	54	59.308	31.5	144.808
2. SWA Grade				
1997/98				
Central administration				
Community development	2		5	7
Elderly	2	18.837	7	27.837
Family welfare	3	8	3	14
Medical social service			2	2
Offenders / drug abusers		6	3	9
Rehabilitation		93	62.5	155.5
Social work training				
Youth		6	8	14
Other services			2	2
Total	7	131.837	92.5	231.337
1998/99				
Central administration				
Community development			4	4
Elderly	13	31.67		44.67
Family welfare	8	23.167		31.167
Medical social service			2	2
Offenders / drug abusers				
Rehabilitation		62	13.5	75.5
Social work training				
Youth		10	1	11
Other services				
Total	21	126.837	20.5	168.337

Appendix III (D) Estimated Figures On Wastage Rates

<u>Year</u>	<u>No. of cases</u>			<u>Average strength</u>	<u>Rate on strength</u>		
	<u>Turnover cases</u> (a)	<u>Re-entrant cases</u> (b)	<u>Wastage cases</u> (c) = (a) - (b)		<u>Turnover rate</u> (e) = (a) / (d) (%)	<u>Re-entrant rate</u> (f) = (b) / (d) (%)	<u>Wastage rate</u> (g) = (c) / (d) (%)
1. <u>SWO grade plus SWP in TIs</u>							
1988	373	180	193	1838	20.3	9.8	10.5
1989	390	159	231	1978	19.7	8.0	11.7
1990	377	283	94	2134	17.7	13.3	4.4
1991	345	200	145	2315	14.9	8.6	6.3
92/93	348	182	166	2429	14.3	7.5	6.8
93/94	385	250	135	2617	14.7	9.6	5.2
94/95	386	258	128	2921	13.2	8.8	4.4
95/96	371	229	142	3277	11.3	7.0	4.3
96/97	381	305	76	3564	10.7	8.6	2.1
2. <u>SWA grade</u>							
1988	328	140	188	1794	18.3	7.8	10.5
1989	430	210	220	1955	22.0	10.7	11.3
1990	438	239	199	1998	21.9	12.0	10.0
1991	466	234	232	2100	22.2	11.1	11.0
92/93	449	196	253	2177	20.6	9.0	11.6
93/94	575	296	279	2316	24.8	12.8	12.0
94/95	650	314	336	2382	27.3	13.2	14.1
95/96	551	320	231	2562	21.5	12.5	9.0
96/97	545	320	225	2778	19.6	11.5	8.1