



SOCIAL WORK TRAINING FUND

**FIFTY- SECOND
ANNUAL REPORT
By the
TRUSTEE
For the Year ending on
31 March 2013**

**FIFTY- SECOND ANNUAL REPORT
BY THE
SOCIAL WORK TRAINING FUND
TRUSTEE
FOR THE YEAR
ENDING ON 31 MARCH 2013**

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

**SOCIAL WORK TRAINING FUND
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FOR THE YEAR ENDING ON 31 MARCH 2013**

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 2013, the Committee consisted of the following members -

Chairman

Mr Patrick T K NIP, JP (聶德權太平紳士)
Director of Social Welfare

Members

Mr CHAN Wai-to (陳偉道先生)

Professor LAM Ching-man (林靜雯教授)

Mr Joseph MAN (文孔義先生)

Miss Cecilia SZE (施倩瑜女士)
Nominee of the Permanent Secretary for Labour and Welfare

Secretary

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

4. One meeting was held on 20 November 2012 during the year 2012-13. Business discussed at the meeting and by circulation of papers included -

- (a) financial projection of the Social Work Training Fund for the period from 2012-13 to 2014-15;
- (b) position of the 2012-13 Social Work Training Fund Business Plan;
- (c) partial sponsorship to organisations for running courses/seminars/workshops/lectures, publishing training materials and organising study tours to the Mainland; and
- (d) partial sponsorship to organisations for their social workers to attend short-term courses/seminars/conferences.

Scope of Sponsorship in 2012-13

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 2012-13, the Committee received a total of 15 applications from five organisations for conducting the first two types of training/training-related activities in paragraph 6 above. Among them, 14 were for running courses/seminars/workshops/lectures and one for publication of training materials. After deliberation, the Committee approved 12 applications. The remaining three applications were not approved as the proposed activities fell outside the scope. However, two out of the 12 approved

applications were subsequently withdrawn by the concerned application. A list of the 10 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 2012, 502 applications were received and 461 applications were approved after vetting. Among the 41 applications not approved, 16 of them fell outside the scope of sponsorship; 12 of them were not short-term programmes (i.e. more than a semester or four months); 10 applications were submitted by applicants already with two approved applications and the remaining three applications were not supported by attendance records. 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 2012-13, 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 2013.

16. Only the accumulation of income generated by the capital would be disbursed as grants. The income for the year was \$525,699 while the approved expenditure amounted to \$711,753, making a deficit of \$186,054. The audited statement of the Social Work Training Fund as at 31 March 2013 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
2012-13**

(I) Courses/Seminars/Workshops/Lectures

Name of Organisation	Title of Training Programme
Christian Family Service Centre	How to work with Generation Y MBTI Training Workshop Narrative Therapy Training Non Harmful Control and Breakaway Technique Positive Psychology Workshop
Hong Kong Federation of Women's Centre	The Application of Art Therapy in Group Work The Application of Strategies and Skills Learning and Development (SSLD) in casework and group work
St James' Settlement	Narrative Therapy Training for Youth Social Workers
The Hong Kong Federation of Youth Groups	Workplace Communication for Youth Workers

(II) Publication of Training Materials

Name of Organisation	Title of Publication
Hong Kong Lutheran Social Service, LC-HKS	"Read and Write with Joy"- A service programme to support children with dyslexia

**List of Short-term Courses/Seminars/Conferences Receiving Partial Sponsorship
from the Social Work Training Fund in 2012-13**

(I) Professional Skills

1. 1-day Workshop on “Drawing Out Your Soul: An Experience of Touch Drawing”
2. 1-day Workshop on Guided Relational Viewing: Art Exhibits, Art Workshops and Art Therapy for Social Change
3. 1-day Workshop on Supporting Bereaved Children and Teenagers
4. 22nd Rehabilitation International World Congress
5. 2-day Retreat: The Inner Critic and Unconditional Gentleness
6. 2-day Workshop on “How to use Expressive Arts in exploring aging issues”
7. 2-day Workshop on “The Introduction to Logotherapy and Existential Analysis of Viktor E. Frankl”
8. 2-day Workshop on An Overview of Quantum Touch
9. 2-day Workshop on Face of Grief: Learning from Real-Life Cases
10. 2-day Workshop on Harmony Praxis Project
11. 2-day Workshop on Music Psychotherapy with the Elders - Facilitating Wellness and Healing in Body, Mind & Spirit
12. 2-day Workshop on Quantum Touch Level 1
13. 2-day Workshop on the Integration of Mind & Body Through the Arts & Dance
14. 3-day Cognitive Behavioral Therapy (CBT) Training
15. 3-day Workshop CCPC Global Approved Course “Training the Trainer”
16. 3-day Workshop on TEACCH's Structured Teaching for Children with Autism
17. 4-day Workshop on Face of Grief: Learning from Real-life Cases
18. 4-day Workshop Series on Psychodynamic Psychotherapy
19. 6As Character Parenting Facilitator Training
20. 9th Hong Kong Palliative Care Symposium
21. A Five-day Workshop for Counselling Personnel on “Child-centered Play Therapy”
22. A Practical Workshop on Curing Trauma Experienced in Growing Up
23. Acceptance and Commitment Therapy Workshop
24. Accredited Family Mediation Training

25. Addressing Sexuality in Individual & Couples Counseling: Counter-Intuitive Approaches
26. Advanced Certificate of Early Childhood Education and Playgroup Instructor
27. Advanced Classes in Therapy and Coaching
28. Advanced Family Mediation Training
29. Advanced Immersion Course in Accelerated Experiential Dynamic Psychotherapy (AEDP): An experience of integrating psychotherapy with Positive Psychology
30. Application of Music Therapy- Autism (Learning & Communication)
31. “Applied Positive Psychology in Hong Kong 2012” Conference
32. Applying “From Love to Intimacy Approach for Marriage Counselling” in Husband-Wife Relationship
33. Art in Therapy
34. Basic Course on Bowen Family Systems Theory
35. Basic Enneagram Trainer Course
36. Basic Family Mediation Training
37. Basic Hypnosis Certification
38. Bereavement Care and Support
39. Bringing in New and Reformed Games – Skills in Leading Games and Groups
40. Certificate Course in Childhood and Adolescence Disorders
41. Certificate Course in Family Therapy
42. Certificate Course in Mental Health
43. Certificate Course of “Licensed Practitioner of Neuro-Linguistic Programming” for Caring Professionals
44. Certificate Course of Advanced Mediation
45. Certificate Course of Attention and Social Trainer
46. Certificate Course on Accelerate Reading Ability Training Program (ARA)
47. Certificate in Applied Child Psychopathology
48. Certificate in Basic Concept and Skills of Narrative Therapy
49. Certificate in Basic Horticultural Therapy
50. Certificate in Counseling Child with Special Needs
51. Certificate in Fundamental Clinical Training in CBT (Level 1)- 3-Day Training Workshop
52. Certificate in Fundamental Clinical Training in CBT (Level 1): Module 3: Skills Laboratory

53. Certificate in Intermediate Horticultural Therapy
54. Certificate in Playwork
55. Certificate in Psychodrama Therapy
56. Certificate in Sensory Integration Training Course
57. Certificate in Teaching Students with Special Educational Needs
58. Certification Course on Development Disabilities: ASD
59. Certification in Art Therapy
60. Certified Practitioner of Art in Therapy
61. Certified Practitioner of Projective Drawing Art in Assessment
62. Child-centered Group Play Therapy: Introduction
63. Children's Cognitive Development
64. Children's Learning & Motivation
65. Clinical Applications of the Bowen Family Systems Theory
66. Clinical Supervision Group
67. "Coach The Parents" Professional Training Course
68. Conference on Bowen Family Systems Theory and Its Application
69. Conference on Sleep Medicine
70. Constructing a Touching Story- Story Telling Techniques and Practices
71. Couple and Family Expressive Arts Therapy
72. Course for Adventure Trainer in Multi-disciplinary Art (Advanced)
73. Course on Enneagram Wings and Subtypes
74. Course on Exploring Godly Play
75. Course on Home Learning of Autistic Children and Children with Specific Learning Disabilities
76. Dance and Movement Transformation Therapy: Creating Change from the Inside Out
77. Debriefing on Family Reconstruction Experiential Workshop
78. Diploma in Art Therapy
79. Diploma in Special Education
80. Directive Group Play Therapy for the Treatment of ADHD, Low Self-Esteem and Traumatized Children
81. Directive Group Play Therapy Group Supervision and Consultation
82. Drug Knowledge Project- Conference on Efforts in Drug Rehabilitation in Hong Kong
83. Elementary Certificate Course on Art Therapy
84. EMDR Part 1 of the Two-Part Basic Training

85. Essential Jungian Knowledge Necessary for Sandplay Practice
86. Essentials of the Satir Growth Model Foundation Course
87. Experiential Course in Using of Mixed Media in Helping Professional
88. Exploring the Satir Model of Family Therapy for Personal & Professional Development
89. Extended Course in Applied Psychiatry (Psychiatric Crisis Management)
90. Family Mediation Live Supervision
91. Family Reconstruction Experimental Workshop
92. Family Therapy and Working with Mental Health Issues- Level 1
93. First World CBR Congress: Community Based Rehabilitation- The Key To Realising Convention on Rights of Persons with Disabilities
94. Foundation Certificate Course on Identifying and Treatment for Autistic Children
95. Foundation Certificate Course on Sensory Integration
96. Foundation Certificate of Adventure Based Counseling Course 2012
97. Foundation Counseling Course on Satir Model
98. Foundation Course on Satir Model
99. Four-day Training on Bereavement Counseling
100. Group Crisis Intervention
101. House-Tree-Person (H-T-P) Personality Projection and Self-development
102. Induction Certificate Course for Newly-Inducted School Social Workers
103. Integrative Family and Systems Therapy (I-FAST) and Mental Health Treatment: Utilizing Family Strengths and Resilience
104. International Conference on “Use of Arts, Multimedia and Games in Group Work Practice”
105. Introduction of Music Therapy
106. Introduction to Sandplay Therapy & the Basics of Jungian Psychology
107. Introduction to Somatic Experiencing & Renegotiating Early Trauma
108. Introductory Course on Narrative Therapy
109. It’s all about ME
110. Level III on Focusing- Oriented Arts Therapy Training
111. Level III Workshop on Focusing-Oriented Arts Therapy Training
112. Level IV Workshop on Focusing-Oriented Arts Therapy Training
113. Level One Introductory Theraplay and Marschak Interaction Method
114. Low Event and High Event Technical Certificate
115. Marriage and Family Counselling Room (Live Demonstration)

116. Master Practitioner of Neuro Linguistic Programming
117. Mental Health First Aid (MHFA) Instructor Training
118. Mental Health First Aid Standard Course
119. Music Therapy for Children with Special Needs
120. NLP Practitioner Course
121. Object Relations Play Therapy
122. Objective Relations Play Therapy Workshops & Supervision Group
123. Overseas Specialist Training Workshop 2012 on Cognitive- behavioral therapy for anxiety in youth
124. Personality Dimensions® Level 1 Qualified Facilitator Certification
125. Personality Dimensions® Qualified Facilitator (Level 1) Qualifying Program
126. Person-centered Expressive Arts Workshop: “Deep Understanding of Self through Mindful Mask Exploration”
127. Play Therapy and Children’s Emotion
128. Playback Theatre Practice Workshop
129. Positive Psychology: *iStrength* Training Work on Strength-based Developmental Experience
130. “Practice Wisdom” Mass Lecture Series 2012 (1) “Parent-child conflicts, Non-filial beating and Family therapy”
131. Practicum Course on Child-centered Group Play Therapy
132. Practicum Course on Child-centered Play Therapy
133. Practicum Course on Projective Drawing
134. Practitioner Certificate Course of NLP for Caring Professionals
135. Principles of Hakomi Therapy
136. Professional Diploma on Art Therapy
137. Professional Training in Family Reconstruction
138. Projective Drawing- Art in Assessment
139. Projective Drawing- Child Art Assessment
140. Psychodrama Therapy (Level 3: Basic Skills Learning)
141. Residential Workshop on Gestalt Therapy
142. Restorative Dialogue: Victim- Offender Mediation Training Course
143. Rhythmic Movement Training Level 1 and 2
144. Satir Model Counseling Course: Individual Counseling (Unit Two)
145. Sexual and Gender Issues in Psychotherapy
146. Special Education (Specific Learning Difficulties in Reading and Writing)
147. Story-telling and the Use in Counseling and Therapeutic Groups
148. Summer Intensive Practicum Course on Child-centered Play Therapy
149. Supervision Course on Projective Drawing

150. Symposium & Workshop on Creativity and the use of the Arts in Existential Psychotherapy
151. Symposium on Gender-based Violence in Hong Kong: Sexual & Domestic Violence
152. Symposium: Pathways to Mental Health Recovery Peer Support Development and Beyond
153. Taylor-Johnson Temperament Analysis (T-JTA) Training Workshop
154. The 2nd HKU Counselling Conference- Youth Counselling: Practice and Passion
155. The 3rd Regional Symposium- Asian Families: Innovations in Practice and Policies
156. The Coaching Clinic Training Program
157. The Counsellor for Prepare/Enrich Inventories
158. The Counsellor for Prepare/Enrich Inventories Workshop
159. The Mindfulness-Based Stress Reduction Program
160. The Radiant Child Yoga Level 1-2 teacher training and Level 3
161. The Training of Commedia dell' Arte
162. Three-day Workshop on Arts-assisted Social Work Practice
163. Training Course of Schizophrenia & Mood Disorder
164. Training Course on Teaching Sensory Integration Exercise (Advanced)
165. Training Course on Teaching Sensory Integration Exercise (Elementary)
166. Training on Comprehensive Assessment for the Children with Special needs
167. Transforming complainant to customer- Application of solution-focused approach to overcome resistance
168. Trauma-Informed Art Therapy: A Three Day Workshop for Level One Certification
169. Two-day Psychodrama Workshop on “Effective Strategies for working with even the Most Difficult Behaviour”
170. Two-day Workshop Identity- A Narrative View
171. Two-day Workshop on “Application of Emotion-Focused Therapy for Couples in Local Context”
172. Two-day Workshop on “How to read your heart from a simple picture: Projective Drawing”
173. Two-day Workshop on Couple Therapy in the Chinese Context
174. Two-day Workshop on “Crisis Management and Media Relations for Community Services and Educational Personnel”
175. Two-day Workshop on “How to understand the dynamics of family and couple through Expressive Arts”
176. Two-day Workshop on Narrative Practices for Families and Individuals Experiencing Mental Health Difficulties
177. Two-day Workshop on Re-authoring the relationship story through

narrative mediation

178. Two-day Workshop on Use of Directive Play Therapy Techniques in treatment of social, emotional and behavioral difficulties of children diagnosed with Autism Spectrum Disorder (ASD)
179. Understanding and Working with People Challenged by Personality Disorders
180. Understanding Art, Clients and Yourself: Art Therapy Clinical Supervision
181. Understanding Men's and Women's Psychology and Mental Health for Effective Clinical Intervention
182. Use of Arts, Multimedia and Games in Group work Practice
183. Use of Projective Drawing in Therapeutic Group
184. "What is Systemic Thinking & How is it applied to Clinical Practice" Workshop
185. Workshop on Family Therapy
186. Workshop on "Overview of Borderline Personality Disorder"
187. Workshop on Focusing-Oriented Arts Therapy Training
188. Workshop on Managing Difficult Personalities/Customers
189. Workshop on Mindfulness Practice as a Foundation for Teaching and Health Care
190. Workshop on Opening Your Heart and Growth
191. Workshop on Professional Trainer for Dementia
192. Workshop on Working with Teens with PTSD using the Satir Model
193. Workshop Series on Couples and Family Expressive Arts Therapy
194. Workshop Series on Expressive Arts Training: Self-Care/Wellness; Focusing and Mindfulness; Couples and Families
195. Workshop Series on Psychodynamic Psychotherapy

(II) Management

1. 2-day Workshop on Crisis Management and Media Relations for Community Services and Educational Personnel
2. Be a Competent Team Leader
3. Certificate Course of Foundation Coaching for Caring Professionals
4. Certificate in Customized Knowledge Management Training for NGOs
5. Certificate in Human Resources Management for NGOs
6. Effective Project Management Skills for NGOs
7. Facilitation: Key to Effective Meeting
8. Frontline Social Worker Workshop- How to be an Effective Team Leader

9. MBTI Certification Programme
10. National Affairs Study Programme in Nurturing a New Generation of Social Workers 2012
11. Performance Management- How to Conduct a Meaningful Appraisal
12. Proposal and Fund Application Proposal Writing
13. Seminar on “Using Magic Words for Effective Leadership and Management Outcomes”
14. Social Media Analytics Workshop
15. Social Media Strategies, Tools & Applications
16. Supervision Skills- Supervising Professional Workers
17. Team Building- Leadership Workshop with MBTI Personality Indicators
18. Workshop on “How to be an effective supervisor with the Servant Leadership”

Number of Approved Nominations for Partial Sponsorship from the Social Work Training Fund to Attend Short-term Courses/Seminars/Conferences in 2012-13

<u>Organisation</u>	<u>Number of Approved Nominations</u>
Aberdeen Kai-Fong Welfare Association Social Service Centre	3
Association of Baptists for World Evangelism (HK) Ltd.	1
Baptist Oi Kwan Social Service	15
Baptist Oi Kwan Social Service Lok Kwan Halfway House	2
Barnabas Charitable Service Association Ltd.	1
Buddhist Sum Ma Shui Ying C & A Home for the Elderly	2
Caritas – Hong Kong	9
Caritas Institute of Higher Education	1
Centre for Restoration of Human Relationships Limited	7
Chinese YMCA of Hong Kong	2
Christian Family Service Centre	7
City University of Hong Kong	1
Evangelical Lutheran Church Social Service – Hong Kong	1
Fu Hong Society	14
Happy Tree Social Services Ltd.	2
Haven of Hope Christian Service- Bradbury Po Lam Community Health Development Centre	2
Haven of Hope Hospital	2
Heep Hong Society	5
HKSYC&IA Chan Nam Chong Memorial School	2
Hong Chi Association	1
Hong Chi Lions Morninghill School	2

<u>Organisation</u>	<u>Number of Approved Nominations</u>
Hong Kong Association for Specific Learning Disabilities	1
Hong Kong Cancer Fund	4
Hong Kong Children and Youth Services	1
Hong Kong Christian Service	20
Hong Kong College of Technology	1
Hong Kong Down Syndrome Association	1
Hong Kong Family Welfare Society	58
Hong Kong Lutheran Social Service, LC-HKS	4
Hong Kong Playground Association	1
Hong Kong Sheng Kung Hui Welfare Council	3
Hong Kong Society for the Protection of Children	2
Hong Kong Young Women's Christian Association	34
Hospital Authority	8
International Social Service Hong Kong Branch	8
Jubilee Centre	1
Kowloon West Community Harmony and Solidarity Services Centre	1
Kwun Tong Methodist Social Service	8
Methodist Epworth Village Community Centre	1
Mongkok Kaifong Association Ltd. Chan Hing Social Service Centre	3
Mother's Choice Ltd.	1
New Home Association Ltd.	1
New Life Psychiatric Rehabilitation Association	6
Po Leung Kuk	15
Pok Oi Hospital	14

<u>Organisation</u>	<u>Number of Approved Nominations</u>
Regeneration Society Limited	1
S.A.L.E.M. - Family Net Social Service Centre	1
Sai Kung District Community Centre	2
Shan Tsui Public School	1
Sik Sik Yuen	2
Sisters of the Good Shepherd, Marycove School	1
Social Welfare Department	2
St. James' Settlement	6
Stewards Limited	10
Sun Kei Primary School, The Christian & Missionary Alliance	2
Ta Ku Ling Ling Ying Public School	1
Tai Po Baptist Church Social Service	4
The Boys' & Girls' Clubs Association of Hong Kong	24
The Comfort Care Concern Group	6
The Hong Kong Buddhist Association Children & Youth Centre	2
The Hong Kong Catholic Marriage Advisory Council	1
The Hong Kong Council of the Church of Christ in China	1
The Hong Kong Federation of Youth Groups	32
The Hong Kong Society for Rehabilitation	33
The Neighbourhood Advice-Action Council	2
The Salvation Army	1
The Salvation Army Centaline Charity Fund School	1
The Salvation Army Tin Ka Ping School	1
The Society of Rehabilitation and Crime Prevention, Hong Kong	6
Tung Wah Group of Hospitals	24

<u>Organisation</u>	<u>Number of Approved Nominations</u>
Tung Wah Group of Hospitals Tsui Tsin Tong School	1
Wai Ji Christian Service	2
Yan Chai Hospital	1
Yan Chai Hospital Chiu Tsang Hok Wan Primary School	1
Yan Oi Tong	3
Yang Memorial Methodist Social Service	6
Yuk Chi Resource Centre	1
	<hr/>
Total:	<u>461</u>

**Approved Applications from Organisations
for Organising Study Tours to the Mainland in 2012-13**

Name of Organisation

Name of Study Tour

Hong Kong Lutheran Social Service,
LC-HKS

Hong Kong Lutheran Social Service, LC-HKS:
Mission to Find out about Social Welfare
Services in Guangzhou



Social Work Training Fund

Financial statements for the year ended 31 March 2013

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 2013, 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 2013, 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

13 November 2013

Audit Commission
26th Floor
Immigration Tower
7 Gloucester Road
Wanchai, Hong Kong

Social Work Training Fund

Balance Sheet as at 31 March 2013

	Note	2013 HK\$	2012 HK\$
NON-CURRENT ASSETS			
Held-to-maturity securities	3	-	3,002,787
Available-for-sale financial assets	4	4,827,380	4,210,620
		4,827,380	7,213,407
CURRENT ASSETS			
Held-to-maturity securities	3	3,000,130	-
Interest receivable		27,788	63,651
Dividend receivable		44,301	16,075
Deposits with banks		6,810,058	7,311,498
Cash at banks		938,033	808,064
		10,820,310	8,199,288
CURRENT LIABILITIES			
Accounts payable		(840,753)	(988,605)
		9,979,557	7,210,683
NET CURRENT ASSETS			
		14,806,937	14,424,090
Representing:			
DONATION ACCOUNT		11,448,266	11,448,266
ACCUMULATED SURPLUS ACCOUNT		3,018,409	3,204,463
INVESTMENT REVALUATION RESERVE		340,262	(228,639)
		14,806,937	14,424,090

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
13 November 2013

Social Work Training Fund

Income and Expenditure Account for the year ended 31 March 2013

	2013	2012
	HK\$	HK\$
INCOME		
Income from debt securities		
Interest	58,500	84,723
Amortised premium	(2,657)	(7,923)
	55,843	76,800
Dividend income	182,559	158,602
Bank interest	111,621	105,367
Exchange difference	8,426	6,686
Refund of grants	167,250	61,785
	525,699	409,240
EXPENDITURE		
Bank charges	(300)	(300)
Grants to organisations	(711,453)	(691,930)
	(711,753)	(692,230)
DEFICIT FOR THE YEAR	(186,054)	(282,990)
OTHER COMPREHENSIVE INCOME/(EXPENSE)		
Net fair value gains/(losses) on available-for-sale financial assets	568,901	(491,525)
TOTAL COMPREHENSIVE INCOME/(EXPENSE) FOR THE YEAR	382,847	(774,515)

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 2013

	Donation Account HK\$	Accumulated Surplus Account HK\$	Investment Revaluation Reserve HK\$	Total HK\$
Balance at 1 April 2011	11,448,266	3,487,453	262,886	15,198,605
Total comprehensive expense for 2011-12	<u>-</u>	<u>(282,990)</u>	<u>(491,525)</u>	<u>(774,515)</u>
Balance at 31 March 2012	11,448,266	3,204,463	(228,639)	14,424,090
Total comprehensive income for the year 2012-13	<u>-</u>	<u>(186,054)</u>	<u>568,901</u>	<u>382,847</u>
Balance at 31 March 2013	<u>11,448,266</u>	<u>3,018,409</u>	<u>340,262</u>	<u>14,806,937</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 2013

	2013	2012
	HK\$	HK\$
Cash flows from operating activities		
Deficit for the year	(186,054)	(282,990)
Income from debt securities	(55,843)	(76,800)
Dividend income	(182,559)	(158,602)
Bank interest	(111,621)	(105,367)
Exchange difference	(8,426)	(6,686)
(Decrease)/Increase in accounts payable	(147,852)	102,477
Net cash used in operating activities	(692,355)	(527,968)
Cash flows from investing activities		
Redemption of held-to-maturity securities	-	4,000,000
Purchase of available-for-sale financial assets	(47,859)	(3,543,365)
Interest received	205,985	378,654
Dividend received	154,319	155,737
Net (increase)/decrease in deposits with banks with original maturity over 3 months	(494,608)	902,811
Net cash (used in)/from investing activities	(182,163)	1,893,837
Net (decrease)/increase in cash and cash equivalents	(874,518)	1,365,869
Cash and cash equivalents at beginning of year	1,812,551	446,682
Cash and cash equivalents at end of year	938,033	1,812,551
 Analysis of the balances of cash and cash equivalents		
Deposits with banks with original maturity within 3 months	-	1,004,487
Cash at banks	938,033	808,064
	938,033	1,812,551

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 all new / revised HKFRSs which are effective and relevant to the Fund for the current accounting period.

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

	2013 HK\$	2012 HK\$
Debt securities		
Unlisted, at cost	3,007,800	3,007,800
Less: Amortisation of premium	(7,670)	(5,013)
Balance at end of year	<u>3,000,130</u>	<u>3,002,787</u>
Classified as:		
Non-current assets	-	3,002,787
Current assets	<u>3,000,130</u>	<u>-</u>
	<u>3,000,130</u>	<u>3,002,787</u>

4. Available-for-sale financial assets

	2013 HK\$	2012 HK\$
Equity securities listed in Hong Kong		
Fair value at end of year	<u>4,827,380</u>	<u>4,210,620</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:

	2013 HK\$	2012 HK\$
Debt securities by credit rating		
A2	<u>3,000,130</u>	<u>3,002,787</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 2013, a general increase/decrease of 1% (2012: 10%) 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\$48,000 (2012: about HK\$421,000). 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 surplus 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	Over 3 months to 1 year	Over 1 year but not more than 3 years	Total
	HK\$	HK\$	HK\$	HK\$
2013				
Deposits with banks	3,779,322	3,030,736	-	6,810,058
Debt securities	<u>3,000,130</u>	<u>-</u>	<u>-</u>	<u>3,000,130</u>
	<u>6,779,452</u>	<u>3,030,736</u>	<u>-</u>	<u>9,810,188</u>
2012				
Deposits with banks	7,311,498	-	-	7,311,498
Debt securities	<u>-</u>	<u>-</u>	<u>3,002,787</u>	<u>3,002,787</u>
	<u>7,311,498</u>	<u>-</u>	<u>3,002,787</u>	<u>10,314,285</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 USD2,800 (2012: USD2,100) and CNY548,600(2012: CNY535,200) 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% (2012: 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\$34,300 (2012: HK\$33,000).

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% (2012: 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 according to the fair value hierarchy defined in HKFRS 7 Financial Instruments: Disclosures, with the fair value of each financial instrument categorised in its entirety based on the lowest level of input that is significant to that fair value measurement.

	2013		2012	
	Level 1 HK\$	Total HK\$	Level 1 HK\$	Total HK\$
Available-for-sale financial assets				
Equity securities listed in Hong Kong	<u>4,827,380</u>	<u>4,827,380</u>	<u>4,210,620</u>	<u>4,210,620</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 three levels of the fair value hierarchy are:

Level 1 (highest level): fair values measured using quoted prices (unadjusted) in active markets for identical financial instruments.

Level 2: fair values measured using quoted prices in active markets for similar financial instruments, or using valuation techniques in which all significant inputs are directly or indirectly based on observable market data.

Level 3 (lowest level): fair values measured using valuation techniques in which any significant input is not based on observable market data.

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.