

## 社會工作者註冊局 SOCIAL WORKERS REGISTRATION BOARD

### 提名紀律委員會備選委員小組成員 Nomination of Disciplinary Committee Panel Members

#### 參考資料 Information Sheet

<p>(1) 社會工作者註冊局(「註冊局」)其中一項重要的職能為根據《社會工作者註冊條例》(第505章)(「《條例》」)處理註冊社會工作者(「註冊社工」)的違紀行為。</p> <p>(2) 有關註冊局的紀律處分程序,包括紀律委員會的權力及職能詳情,見《條例》第25至30條及「紀律聆訊前程序規則」和「紀律程序規則」,註冊局網站載有相關文件或超連結。</p> <p>(3) 概括而言,紀律委員會的成員須出席所有預備會議(按需要舉行)及聆訊。在聆訊中,投訴人須就其指控提出證據,而被投訴的註冊社工亦有權為個案作出辯護。由紀律委員會聽取雙方的證供,然後裁定投訴是否成立,並把裁決的建議呈交註冊局。如投訴成立,紀律委員會亦會把紀律制裁命令的建議一併呈交註冊局考慮及作最後裁決。此外,註冊局會委任一名法律執業者,就對指稱中的違紀行為進行研訊期間或前後所產生的任何法律及程序問題,向紀律委員會提供意見。</p> <p>(4) 紀律委員會備選委員小組(「備選委員小組」)成員由註冊局按照《條例》第26條所規定的下述類別及數目,經刊登憲報方式委任:</p> <p>(a) 不少於12名均持有認可社會工作學位的註冊社工(第1類);</p> <p>(b) 不少於12名均持有認可社會工作文憑的註冊社工(第1類);及</p> <p>(c) 不少於10名不是註冊社工的人。</p> <p>(5) 按照《條例》第27條規定,註冊局從備選委員小組中委任一個由5名人士組成的紀律委員會,該5名紀律委員會成員中須不少於3名及不多於4名成員為註冊社工。註冊局一般會從上述(c)組別委任兩人,其餘則視乎個案性質及被投訴的註冊社工的背景從上述(a)及/或(b)組別委任人選。</p> <p>(6) 委任為期3年,由2023年1月16日至2026年1月15日。</p>	<p>(1) One of the important functions of the Social Workers Registration Board ("the Board") is to deal with disciplinary offences in respect of registered social workers ("RSWs") in accordance with the Social Workers Registration Ordinance (Cap. 505) ("the Ordinance").</p> <p>(2) Regarding the disciplinary proceedings of the Board, including the details of the power and duties of the Disciplinary Committee ("DC") are prescribed in s.25 to 30 of the Ordinance as well as the "Rules in respect of Pre-hearing Procedures" and "Rules in respect of Disciplinary Proceedings", which are all available at the website of the Board in text or hyperlink.</p> <p>(3) In brief, DC members must be present throughout all preparatory meetings (held as needed) and hearing session(s) on the complaint. At the hearing, the complainant has to prove his/her case and the RSW being complained of has the right to defend his case. The DC would hear evidence of both sides and then decide whether the complaint is established and make recommendations to the Board accordingly. It would also recommend what disciplinary order should be imposed on the RSW if it considers that the complaint is established for the Board to make final decision. Besides, the Board will appoint a legal practitioner to advise the DC on any points of law and procedure that arise before, during or after an inquiry into an alleged disciplinary offence.</p> <p>(4) Disciplinary Committee Panel ("DCP") members are appointed by the Board as per s.26 of the Ordinance in accordance with the following numbers and categories and appointment be notified in the Gazette:</p> <p>(a) not less than 12 RSWs (category 1) who each hold a recognized degree in social work;</p> <p>(b) not less than 12 RSWs (category 1) who each hold a recognized diploma in social work; and</p> <p>(c) not less than 10 persons who are not RSWs.</p> <p>(5) Pursuant to s.27 of the Ordinance, the Board is to select from the DCP and to form a 5-member DC with not less than 3 and not more than 4 members shall be RSWs. It used to appoint up to 2 from group (c) and the rest from groups (a) and/or (b) with reference to the circumstances of the case and the background of the RSW being complained.</p> <p>(6) The appointment will be for a three-year term, from 16 January 2023 to 15 January 2026.</p>
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提名須知 General Notes on Nomination

<p>(1) 截止日期：<u>2022 年 11 月 17 日</u></p> <p>(2) 填妥的提名表格須於截止日期或之前，以電郵、傳真或郵寄至註冊局辦事處，聯絡資料如下： 電郵：<a href="mailto:info@swrb.org.hk">info@swrb.org.hk</a> 傳真：(852) 2591 1411 郵寄：香港筲箕灣南安街 83 號 海安商業中心 27 樓</p> <p>(3) 是次程序旨在邀請註冊社工參與提名，每名註冊社工最多可提名 3 人（不限組別，即包括持有認可社會工作學位或文憑的註冊社工〔第 1 類〕及非註冊社工），每份提名表格只限提名一人，表格可在註冊局網站下載或自行影印使用。</p> <p>(4) 每位被提名人士須獲得兩名註冊社工提名。</p> <p>(5) (a)組及(b)組的被提名註冊社工須具備不少於 5 年的社會工作實務經驗。</p> <p>(6) 提名人及被提名人應細心閱讀「參考資料」及「提名須知」，並須在提名表格上簽署作實。</p> <p>(7) 提交提名表格時，須附上被提名人的履歷表。</p> <p>(8) 是次程序所收集的資料只供註冊局用於委任或考慮委任備選委員小組的成員。</p> <p>(9) 待完成所有委任程序後，沒有獲委任的提名資料將於半年後銷毀。</p> <p>(10) 註冊局擁有如何及委任與否的最終決定權。</p>	<p>(1) Deadline: <b><u>17 November 2022</u></b></p> <p>(2) Completed nomination forms should be sent to the Office of the Social Workers Registration Board by email, fax, or mail on or before the deadline, details as below: Email: <a href="mailto:info@swrb.org.hk">info@swrb.org.hk</a> Fax: (852) 2591 1411 Mail: 27/F, Eastern Commercial Centre, 83 Nam On Street, Shau Kei Wan, Hong Kong.</p> <p>(3) This round of exercise is to invite nominations from RSWs. Each RSW can nominate up to 3 persons (no limits on grouping, that means including RSWs [category 1] who hold a recognized degree or diploma in social work; and non-RSWs), but one nomination form should only be used for nominating a person, where the form can be downloaded from the Board's website or photocopied for use.</p> <p>(4) Each nominee must be nominated by 2 RSWs.</p> <p>(5) Nominee for groups (a) and (b) should be possessing not less than 5-year social work practice experience.</p> <p>(6) Nominators and the nominee should read in detail the "Information Sheet" and the "General Notes on Nomination"; and sign the nomination form.</p> <p>(7) The <b>nominee's curriculum vitae must be attached</b> when submitting the nomination form.</p> <p>(8) Information collected will be used solely for the Board to appoint or consider appointment of members to the DCP.</p> <p>(9) Information of those not being appointed will be disposed of after a period of half year.</p> <p>(10) The Board is with full authority and discretion in appointment, including the manner and those of not appointing.</p>
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## 提名表格 NOMINATION FORM

填表前請詳閱「參考資料」和「提名須知」。Please read the "Information Sheet" and "General Notes for Nomination" before filling in this form.

## 被提名人資料及聲明 Particulars and Declaration of the Nominee

姓名 Name	(中文 in Chinese)	(英文 in English)	註冊編號 (如適用) Registration No. (if applicable)
聯絡方法 Contacts	電話號碼 Phone no.	電郵 Email	
<input checked="" type="checkbox"/> 被提名人同意並附上其履歷表，記載了相關學歷、專業資歷及工作經驗。 With due consent, attached is a copy of the curriculum vitae of the nominee, recording the academic and/or professional attainment and working experience.			
類別 Type (請☑出合適 選項。Please tick as appropriate)	<input type="checkbox"/> 註冊社工 Registered Social Worker ("RSW") <input type="checkbox"/> (a) 持認可社會工作學位 Holding a recognized degree in social work <input type="checkbox"/> (b) 持認可社會工作文憑 Holding a recognized diploma in social work		
<input type="checkbox"/> 非註冊社工 Non-Registered Social Worker 職業/專業 : _____ 從業年資 : _____ No. of years therein : _____			
如被提名人是註冊社工，請填寫以下資料 The following to be completed only when the nominee is an RSW: 社工實務的專長範疇（若選取多於一項，請按優次註明，「1=最優」，最多選三項） Areas of specialty in social work practices (if selecting more than one, please rank up to three in ordinal numbers, "1=first") ( ) 青少年 Children and Youth ( ) 社區發展 Community Development ( ) 長者 Elderly ( ) 家庭及兒童福利 Family and Children Welfare ( ) 醫務 Medical ( ) 復康 Rehabilitation for Persons with Disabilities ( ) 戒毒及更生 Rehabilitation for Drug Abusers and Offenders ( ) 福利機構管理 Welfare Agency Management ( ) 其他，請註明 Others, please specify : _____			
過往參與有關社工或其他專業界別的紀律研訊工作的經驗（如有，請列出）： Past experiences in participating the work of disciplinary inquiries of social work or other professionals (Please specify, if any):			
<b>聲明 Declaration</b> 1. 本人同意此項提名。 I consent with this nomination. 2. 本人若被委任，願意遵守及簽署保密協議。 If I am appointed, I am willing to observe and sign the confidentiality undertaking. 3. 本人知悉註冊局不一定委任所有獲提名的人士；如本人獲委任，註冊局可直接與本人聯絡。 I aware that the Board may not appoint all those being nominated; and if appointed, I welcome direct contact from the Board. 4. 本人曾／不曾*在香港及／或香港以外的其他地方被裁定觸犯罪行。如有，請列出： I have / have not* been convicted of any offence in Hong Kong or elsewhere outside Hong Kong. Please specify, if any: _____ 5. 本人曾／不曾*在香港及／或香港以外的其他地方被裁定作出任何專業方面的違紀行為。如有，請列出： I have / have not* been committed of any disciplinary offence in any professional respect in Hong Kong or elsewhere outside Hong Kong. Please specify, if any: _____ 6. 本人確認上述所填寫的資料及夾附的履歷表，乃盡本人所知及所信，均真實正確。 I confirm that the above information provided and the curriculum vitae attached are true and correct to the best of my knowledge and belief.			
被提名人簽署 Signature of nominee			日期 Date

## 兩位提名人資料及聲明 Particulars and declaration of the two Nominators

<b>聲明 Declaration</b> 本人已取得被提名人同意此項提名。 I have obtained the consent of the nominee to this nomination.			
姓名(中文或英文) Name (in Chinese or English)	註冊編號 Registration No.	姓名(中文或英文) Name (in Chinese or English)	註冊編號 Registration No.
簽署 Signature	日期 Date	簽署 Signature	日期 Date