

SWK377 Social Welfare Administration

Level: 3

Credit Units: 5 Credit Units

Language: ENGLISH

Presentation Pattern:

Synopsis:

This course is aimed at providing students with knowledge on management processes and basic skills to handle administrative matters in social care organisations. Students will learn contemporary management practices and apply them in social work practice. Topics include organisational structures and cultures, financial management, decision-making processes, change management and leadership, strategic planning, governance in charities, quality improvements, performance appraisals, supervision processes, teamwork and accountability. Challenges and limitations of applying corporate management practices in the non-profit or social care sectors will be examined. In addition, the impact of technological changes on social work management will be discussed.

Topics:

- Management theories in social care settings.
- Organisational structures and management practices.
- Leadership and decision-making processes.
- Social work supervision and appraisal processes.
- Organisational accountability in social care settings.
- Regulatory frameworks, governance and financial management.
- Service delivery planning and implementation.
- Risk assessment and risk management in social care settings.
- Corporate communication processes and skills.
- Public education.
- Technology and social services.
- Contemporary management issues in the social care sector.

Learning Outcome:

- Critique management theories, concepts and processes in social care settings.
- Evaluate different management practices in social care settings.
- Discuss the regulatory frameworks and processes in social work practice.
- Evaluate service delivery plans and implementation.
- Examine impact of technological changes in social work management
- Apply management and administrative skills in relevant social care institutions.
- Propose appropriate social welfare management practices.

Continuous Assessment Component	Weightage (%)
PRE-COURSE QUIZ	5
TUTOR-MARKED ASSIGNMENT	30
GROUP BASED ASSIGNMENT	15
Sub-Total	50

Examinable Component	Weightage (%)
Written Exam	50
Sub-Total	50

Weightage Total **100**