

Community Service Orders (CSO) Scheme
Registration Form for Provision of Unpaid Work for Community Service Workers

To: Co-ordinating Office of Community Service Orders, Social Welfare Department
(Attn : Officer-in-charge/COCSO)

Address: Room 813, 8/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, N.T.

Fax: 2609 4178

E-mail : cocsoenq@swd.gov.hk

Our agency is interested in providing unpaid work opportunity to community service workers, and the information of our agency and the nature(s) of work required is/are shown as below:

(1) Information of Agency :

Name of the Agency : _____

Address : _____

Tel : _____ Fax : _____ E-mail : _____

Name of Contact Person : _____ Post : _____

(2) Unpaid Work :

* Please submit separate registration forms if agency provides both task work and service work

Task Work (Please ✓, can choose more than one)	or	Service Work (Please ✓, can choose more than one)
☐ Painting		☐ To assist in planning/ running groups activities
☐ Mural painting		☐ To assist in planning/ running small or mass programmes
☐ PVC		☐ To assist in designing/ managing game stalls
☐ Renewing/ laying plastic floor tiles		☐ To assist in planning/ running outdoor activities
☐ Minor repairs		☐ others _____
☐ Carpentry		
☐ Mosaic		
☐ Gardening		
☐ Simple construction work		
☐ others _____		

(Remarks: A detailed job list will have to be prepared and submitted later)

(3) Others : (Please ✓ to indicate your preferences)

Proposed Day for Work :

☐ Sunday ☐ Saturday

☐ Weekdays (Please specify: _____)

History of joining CSO Scheme :

☐ Yes (Date: _____) ☐ No

Expected Commencement Date : _____

Contact Person : _____ (signature)

Date : _____

Community Service Orders (CSO) Scheme
Unpaid Work Arrangement and Reminder for Agency

- Nature of Scheme** : Community Service Orders (CSO) is a community-based sentencing option pursuant to **the Community Service Orders Ordinance, Cap. 378**. A court may make an order requiring an offender to perform unpaid work for a number of hours not exceeding 240 hours.
- Arrangement while the order is in force** : Community Service Worker (CSW) has to perform unpaid community services under the supervision of a probation officer from Social Welfare Department. CSW is required to complete the number of hours of unpaid work in the order within 12 months.
- Work Opportunity** : According to the Community Service Orders Ordinance, Cap. 378, CSWs will be arranged to work in governmental or non-governmental organisations.
- Co-ordinating Office of Community Service Orders (COCOSO) aims at looking for suitable organisations to provide unpaid work opportunity to CSWs and arranging them to perform unpaid work in various work sites. Please complete and return the registration form or contact our office if you are interested to join the scheme.
- Liaison and Co-ordination** : A Project Liaison Officer (PLO) will be assigned and be responsible for:
- Monitoring general operations and handling emergency in the work site;
 - Liaising with the responsible staff of work providing organisation (WPO) and the site supervisors (SSs) to discuss the job list, work priority, work schedule, material preparation and insurance etc.;
 - Arranging CSWs to the work site and perform unpaid work on time;
 - Keeping regular contact with the responsible staff of WPO to update the work progress; and
 - Conducting regular site visits to monitor the work progress and quality of work.
- Supervision and Management** : 1-2 professional site supervisors (SSs) will be assigned to the work site and be responsible for:
- Supervising not more than 12 CSWs in the work site on each working day;
 - Coaching CSWs to perform the unpaid work, including occupational safety, division of work, the use of materials and tools, quality control, and cleaning up;
 - Reviewing the communication log and related document;
 - Managing the performance and discipline of CSWs; and
 - Reporting the work progress and performance of CSWs to PLO.

Detailed Work Arrangement : Nature: Group placement. Each group will not have more than 12 CSWs and it will be supervised by 1-2 professional site supervisors.

Time: One fixed day in every week, from 9 a.m. to 5 p.m. A 60-minute lunch break and two 15-minute morning and afternoon break will be arranged to CSWs. Our office will give priority to the organisation which could carry out unpaid work on Sundays.

Duration: A project normally will last for 1 year but short-term and ad hoc project is negotiable. Agency could make new registration after the project is completed.

Discipline and behaviour: Probation officers have explained the requirements of behaviours and appearances according to the Guide for Unpaid Work under Community Service Order to CSWs. CSWs agreed and fully understood the rules and regulations.

Unpaid work nature :

1. Task Work: Painting, carpentry, wall pictures, mosaic making, minor repairs and gardening are common examples. Please discuss with PLO and SSs if there are other types of tasks; and
2. Service Work: Assist in organising or implementing programmes and activities involving direct contacts with service users, such as wheelchair escort or organising activities for the elderly.

Material and tools: Agency has to purchase/prepare related materials and tools.

Insurance: Agency has to purchase third party liability insurance or consider purchasing group personal accident insurance.

Privacy: Agency has to protect the privacy of CSWs. CSWs are normally treated as volunteers from Social Welfare Department.

Contact Method :	Co-ordinating Office of Community Service Orders, Social Welfare Department Room 813, 8/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, N.T. (Attn.: Officer-in-charge/COCSO)	Tel : 2158 6541 Fax : 2609 4178 E-mail : cocsoenq@swd.gov.hk
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