

PRACTICAL PLACEMENT REGULATIONS OF THE AIR FORCE PROFESSIONAL HIGHER EDUCATION CURRICULUM OF THE ESTONIAN NATIONAL DEFENCE COLLEGE

I GENERAL PROVISIONS

1. Practical placement regulations of the air force professional higher education curriculum (hereinafter: regulations) state the organisation and procedures of practical placement of air force units of the air force professional higher education curriculum of the Estonian National Defence College (hereinafter: the ENDC) and practical placement of air operations, air surveillance and airfield specialties.
2. Practical placement is purposeful activity to achieve learning outcomes that is directed at implementation of acquired knowledge, abilities and attitudes in one's future work environment. Practical placement takes place with the assistance of the supervisor and in the form determined by the ENDC.

II AIM

The aim of practical placement is to provide the students with the first immediate experiences to complete the service tasks of a junior officer in one's future work environment.

III REQUIREMENTS FOR PRACTICAL PLACEMENT

1. Volume of practical placement is determined in the curriculum.
2. Practical placement (including its assessment) takes place according to the regulations and the curriculum of the subject within the time period determined in the training plan of the ENDC.

IV ORGANISATION OF PRACTICAL PLACEMENT AND CONCERNED PARTIES

1. Stages of practical placement
 - **I stage – preparation of practical placement.** In this stage the member of the teaching staff in charge of the subject is appointed, locations for practical placement are determined and completed, necessary proposals and orders are compiled, supervisors are appointed, curriculum for the subject and action plan for practical placement are compiled and administrative support is organised.
 - **II stage – practical placement.** Practical placement takes place according to the action plan, the students are assessed and documents are drawn up.
 - **III stage – conclusions of practical placement.** Documents of practical placement are submitted, general conclusion is compiled and assessment records are drawn up.
2. Parties connected with the regulations of practical placement and their responsibilities
 - **Officer School** in cooperation with the Air Force lecturer of the Chair of Tactics and the Air Force Training Centre determines the locations for practical placement at least six weeks prior to the beginning of practical placement; in cooperation with supervisors organises transport of students, their provisions and lodging at least one week prior to the beginning of practical placement; supports controlling of practical placement; solves everyday issues connected with students.
 - **Administrative Department of the ENDC** based on the proposal of the Commander of the Officer School compiles a proposal of the Commandant of the ENDC to the Commander of the Defence Forces to send students to practical placement and appointing of supervisors at least five weeks prior to the beginning of practical placement.
 - **Chair of Tactics** appoints a member of the teaching staff in charge for the subject at least six weeks prior to the beginning of practical placement; is responsible for studies, including checking and assessment.

V PEOPLE INVOLVED IN ORGANISING PRACTICAL PLACEMENT

- **Member of the teaching staff in charge** – member of the teaching staff from the Chair of Tactics appointed by the Chief of Chair of Tactics of the ENDC (in general Air Force Lecturer), who is responsible for studies, including assessment.
- **Trainee** – student sent on practical placement studying a respective subject.
- **Supervisor** – an officer appointed by the order of the Chief of the Air Force (in general from the Air Force Training Centre) who has served on the position of an instructor for at least one training period. Supervisor is responsible for immediate organisation, supervising, assessment and control of practical placement.
- **Assistant supervisor** – an active serviceman appointed by the supervisor who is directly responsible for the learning outcomes of practical placement or its parts. Assistant supervisor assists the supervisor in supervising, assessing and controlling the trainee.
- **Course Commanders** – Course commander and sergeant of the trainee in charge of the logistic support for the trainees.
- **Controllers of practical placement** – member of the teaching staff from the Chair of Tactics appointed by the Chief of Chair of Tactics and course commanders who have the responsibility to control practical placement and the activities of the trainees and submit proposals based on the findings (annex 5) to the member of the teaching staff in charge of practical placement concerning the effectiveness of activities.

VI TASKS OF PEOPLE INVOLVED IN ORGANISING PRACTICAL PLACEMENT

1. Tasks of the member of the teaching staff in charge
 - To compile the curriculum and action plan for practical placement in cooperation with the supervisor (annex 1) based on the goal of the subject, learning outcomes and future position of the trainee.
 - To brief supervisors and trainees at least one week prior to the beginning of practical placement.
 - To solve all issues the supervisors and trainees have connected with training.
 - To organise controlling of practical placement based on the action plans of practical placement at least once during practical placement.
 - To compile a summary of the findings of controlling practical placement and consider the findings while planning next year's practical placement.
 - To gather portfolios of practical placement (annex 2) within five working days after completion of practical placement.
 - To complete and approve the assessment records of the subject in accordance with the regulations of organisation of studies.
 - To compile a summary of practical placement (shortcomings and propositions for next year) and submit it to the Chief of Chair of Tactics at least three weeks after completion of practical placement.
2. Tasks of the trainee
 - To follow the member's of the teaching staff in charge and supervisor's guidelines in achieving learning outcomes.
 - During practical placement follow the unit's rules and regulations.
 - To make efficient and economical use of the unit's equipment and supplies.
 - To participate in all activities determined by the learning outcomes of the subject.
 - To compile portfolio of practical placement with the documents to do with training listed in annex 2 that correspond to the conditions stated in the syllabus.
 - To complete report of practical placement recording all sub-sections of practical placement (annex 3) and add it to the portfolio of practical placement (annex 2).
 - To submit proper portfolio of practical placement (annex 2) to the member of the teaching staff in charge within five working days after the end of practical placement.
3. Tasks of the supervisor

- To organise reception of trainees in the locations of practical placement in cooperation with the course commanders.
 - To compile action plan of practical placement in cooperation with the member of the teaching staff in charge (annex 1) that is based on the syllabus of the subject and the future position of the trainee.
 - To introduce unit's organisation of training and duties to the trainee and the action plan of practical placement compiled.
 - To include the trainee in the activities determined by the learning outcomes of the subject.
 - To brief and consult the trainee in his/her studies, its planning and preparation.
 - To control the trainee and assess his/her work in accordance with the syllabus.
 - To check that preparation of lessons/exercises and studies observe the learning outcomes of practical placement, regulations of the unit and safety requirements.
 - To solve all possible problems in connection with training during practical placement in cooperation with the member of the teaching staff in charge.
 - To solve all administrative problems during practical placement in cooperation with course commanders.
 - To support the trainee in compiling his/her portfolio of practical placement.
 - When necessary to assure the presence of assistant supervisors and to guide their activities.
 - To compile the supervisor's report of practical placement (annex 4).
 - To familiarise the trainee with the report of practical placement about his/her performance against signature and include it in the portfolio of practical placement (annex 2).
4. Tasks of the assistant supervisor
- To brief and consult the trainee in his/her studies, its planning and preparation.
 - To control the trainee and assess his/her work in accordance with the syllabus.
 - To check that preparation of lessons/exercises and studies observe the learning outcomes of practical placement, regulations of the unit and safety requirements.
5. Tasks of the course commanders
- To organise transport and lodging of students in cooperation with the supervisors at least one week prior to the beginning of practical placement.
 - When necessary provide the member of the teaching staff in charge and supervisor additional information about the trainee.
 - In cooperation with the Chair of Tactics to check the progress of practical placement and submit the controller report of practical placement to the member of the teaching staff in charge within one week after controlling (annex 5).
 - In cooperation with supervisors solve everyday issues connected with students.

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Annexes

- Annex 1. Action plan of practical placement
- Annex 2. Portfolio of practical placement
- Annex 3. Trainee report of practical placement
- Annex 4. Supervisor report of practical placement
- Annex 5. Controller report of practical placement

Action plan of practical placement

Action plan of practical placement is compiled in the form of a table that reflects the completion of learning objectives in terms of weeks, topics and lessons and in the volume prescribed within the subject.

Example

Trainee: Siim Susi				
Week	Topic	Activity	Location	Volume
22	Beginning of practical placement	Arrival and housing	Air Force Base	6 hrs
22	Introduction of practical placement	Presentation of Air Force Training Centre (AFTC)	Air Force Base	2 hrs
45	Supervisor report of practical placement	Presentation of (AFTC)	Air Force Bas	16 hrs
			TOTAL:	234 hrs

Portfolio of practical placement

Portfolio of practical placement is a collection of documents that consists of the following documents:

1. Action plan of practical placement (annex 1)
2. Copies of timetables
3. All assessment sheets from the supervisor and assistant supervisors
4. Trainee report of practical placement (annex 3)
5. Supervisor report of practical placement (annex 4)
6. Personally compiled work and other materials etc when applicable (PowerPoint presentations, handouts etc)

All documents gathered in the portfolio of practical placement are supplemented with a short argumentation from the trainee as to the reason of why a particular document has been included in the portfolio (e.g. a good or bad example, gained experience).

Trainee report of practical placement

Trainee report of practical placement is compiled in free format. The document must record at least the following issues:

1. The action plan conformity to real events
2. Assessment of conditions of practical placement
3. Assessment of the activities of the supervisor and/or assistant supervisor
4. Assessment of the support from the ENDC
5. Practical placement connection with prior learned knowledge
6. Suggestions for improving organisation of practical placement
7. Personal assessment of one's own activities during practical placement with analysis (what and how I must develop in myself in order to better manage service)
8. Concise assessment of oneself (on the scale of pass/fail) with a short argument

Supervisor report of practical placement

Supervisor report of practical placement is compiled in free format. The document must record at least the following issues:

1. The action plan conformity to real events
2. Assessment of the trainee's strong and weak sides in completing service duties
3. Assessment of the trainee's attitude in completing service duties
4. Recommendations for the trainee
5. Suggestions for improving organisation of practical placement
6. Concise assessment/evaluation of the trainee (on the scale of pass/fail) with a short argument

Supervisor familiarises the trainee with the report of practical placement against signature.

Controller report of practical placement

The following is assessed while controlling practical placement:

1. Practical placement conformity with the action plans compiled
2. Student(s) general contentment with practical placement (completion of practical placement aims, activities of supervisor(s), problems)
3. Supervisor's general assessment of practical placement (activities of trainees, problems)
4. Suggestions for improving organisation of practical placement