

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

I GENERAL PROVISIONS

1. The practical placement regulations of professional higher education curriculum (hereinafter: regulations) state the organisation and supervising of the land force subject "Practical Placement on the Peacetime Position of a Junior Officer" in the professional higher education curriculum of the Estonian National Defence College (hereinafter: the ENDC)
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 on one's peacetime position and in one's future work environment.

III REQUIREMENTS FOR PRACTICAL PLACEMENT

1. Volume of practical placement is determined in the curriculum.
2. Practical placement takes place according to the regulations and the curriculum of the subject within the time period determined in the training plan of the ENDC.
3. Practical placement is assessed in accordance with the syllabus.

IV ORGANISATION OF PRACTICAL PLACEMENT AND CONCERNED PARTIES

- Stages of practical placement
- **1st 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, the subject syllabus is compiled, parties concerned are familiarized with the current regulations and syllabus and administrative support is organised.
- **2nd stage – process of practical placement.** Action plans are compiled, training and assessment of the trainees are conducted and documents are drawn up.
- **3rd stage – conclusion of practical placement.** Documents of practical placement are submitted, general conclusion is compiled and grades are awarded.
- Parties connected with the regulations of practical placement and their responsibilities
- **Officer School** in cooperation with the Headquarters of Land Forces determines the locations for practical placement at least six weeks prior to the beginning of practical placement; organizes the division of students between the locations of practical placement at least five weeks prior to the beginning of practical placement; in cooperation with supervisors organises transportation 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.
- **Personnel Branch of the 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 of 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 who is responsible for studies, including assessment.
- **Trainee** – student sent on practical placement studying a respective subject.
- **Supervisor** – a member of the Defence Forces appointed by the order of the Commander of the Unit who has served on the position of a platoon commander – instructor for at least one training period. The supervisor is responsible for the immediate organisation, supervising, assessment and control of practical placement. One supervisor may be assigned with several trainees; however, it is advisable to appoint a separate supervisor for each trainee.
- **Assistant supervisor** – a serviceman of the Defence Forces appointed by the supervisor (advisably an officer or senior NCO) who has served on the position of an instructor for at least one training period. Assistant supervisor assists the supervisor when necessary in supervising, assessing and controlling the trainee.
- **Course Commanders** – Course commander and sergeant of the trainee in charge of the division of students and organizing administrative 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.

VI TASKS FOR PEOPLE INVOLVED IN ORGANISING PRACTICAL PLACEMENT

1. Tasks of the member of the teaching staff in charge.

- To compile the syllabus at least two weeks prior to the beginning of practical placement.
- To brief supervisors and trainees at least one week prior to the beginning of practical placement.
- To resolve all issues the supervisors and trainees have connected with training.
- To gather action plans of practical placement (Annex 1) within five working days after the beginning of practical placement at the latest.
- To organise control 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 three 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

- In cooperation with the supervisor to compile the action plan of practical placement (Annex 1) that is based on requirements for practical placement.
- To follow the guidelines of the member of the teaching staff in charge and supervisor.
- During practical placement follow the rules and regulations of the unit.
- 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 the portfolio of practical placement with the documents to do with training listed in Annex 2 that correspond to the requirements stated in the syllabus.
- To complete report of practical placement (in two copies) and self-analysis (Annex 3) and add them 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 three working days after the end of practical placement.

3. Tasks of the supervisor

- To organise reception of trainees in the location of practical placement in cooperation with the course commanders.
- To compile an action plan of practical placement in cooperation with the trainee (annex 1), that is based on the requirements for practical placement, and to forward it to the member of the teaching staff in charge no later than five working days after the beginning of practical placement.
- To introduce unit's organisation of training and duties to the trainee.
- 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 make it possible for the trainee to participate in all activities prescribed by the syllabus.
- 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 training regulations of the Defence Forces, safety requirements and regulations of training and its preparation in the unit.
- To resolve all issues related to training during practical placement in cooperation with the member of the teaching staff in charge.
- To resolve all administrative issues 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 competent assistant supervisors and to guide their activities.
- To compile the supervisor's report of practical placement (in two copies) and an assessment of the trainee (Annex 4).
- To familiarise the trainee with the supervisor's report of practical placement and assessment against signature and include them 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 make sure that the preparation and execution of lessons/exercises and studies follow the training regulations of the Defence Forces, safety requirements and regulations of training and its preparation in the unit.

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 organisation of practical placement and submit the controller report of practical placement (Annex 5) to the member of the teaching staff in charge within one week after controlling.
- In cooperation with supervisors solve everyday issues connected with students.

Compiled by:

/signed electronically /

Allan Parv
Lieutenant Colonel

Chief of Brigade and Battalion Tactics Group
Acting Chief of Chair of Tactics

Annexes

Annex 1. Action plan of practical placement

Annex 2. Portfolio of practical placement

Annex 3. Trainee report of practical placement and self-analysis

Annex 4. Supervisor report of practical placement and assessment of the trainee

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
40	Familiarization with the unit			
40	Field skills (camouflage)	Preparation of lessons	Unit	6 hrs
40	Field skills (camouflage)	Conducting lessons	Central Training Area	2 hrs
40	Preparation of weapons lessons	Preparation of lessons	Central Training Area	8 hrs
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	...			
	...			
	...			
45	Compiling report of practical placement		Unit	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. Lesson maps or lesson plans with topics covered
4. Orders of firing exercises compiled on the basis of the unit's blank form
5. All assessment sheets from the supervisor and assistant supervisors
6. Trainee report of practical placement and self-analysis in two copies (Annex 3)
7. Supervisor report of practical placement and assessment of the trainee in two copies (Annex 4)
8. 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 giving the reason why a particular document has been included in the portfolio (e.g. a good or bad example, gained experience).

Trainee report of practical placement and self-analysis

Trainee report of practical placement and self-analysis are 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 links to previously learned knowledge
6. Suggestions for improving organisation of practical placement
7. Personal assessment of one's own activities during practical placement with analysis (what skills in future and how I should develop in myself in order to better manage service)
8. Concise assessment of one's performance (on the scale of pass/fail) with a short argument.

Supervisor report of practical placement and assessment of the trainee

Supervisor report of practical placement and assessment are 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 points in completing service duties
3. Assessment of the trainee's attitude in completing service duties
4. Recommendations for the trainee
5. Suggestions for improving the 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 and assessment against signature.

Controller report of practical placement

Practical placement controller report is submitted in free format. The document must record at least the following issues:

1. Assessment of practical placement conformity with the action plans compiled
2. Student(s) general assessment of 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 and implementation of practical placement.