

**PRACTICAL PLACEMENT REGULATIONS  
OF MARINE NAVIGATION OF  
THE NAVY PROFESSIONAL HIGHER EDUCATION CURRICULUM  
OF THE ESTONIAN NATIONAL DEFENCE COLLEGE**

**I GENERAL PROVISIONS**

1. Practical placement regulations of marine navigation of the Navy professional higher education curriculum (hereinafter: regulations) state the organisation and supervising of the practical placement of the subjects Practical Placement – Warship Command, Practical Placement – Warship Mechanics Section Command and Practical Placement - Navigation in the professional higher education curriculum of Naval Military Leadership of the Estonian National Defence College (hereinafter: the ENDC).
2. Subjects of marine navigation within the tactics specialty include „Practical Placement – Warship Command“ and „Practical Placement – Navigation“ and within the technics specialty „Practical Placement – Warship Mechanics Section Command“.
3. Marine navigation practical placement (hereinafter: practical placement) is purposeful activity to achieve learning outcomes, that is directed at implementation of acquired knowledge, abilities and attitudes on board a warship both at sea and in port. Practical placement takes place with the assistance of the supervisor and in the form determined by the ENDC.
4. Training vessel is a ship belonging to the Defence Forces that is used for the cadets' of the ENDC marine navigation practical placement.

**II AIM**

1. The aim of marine navigation practical placement is to provide the cadets of the ENDC following the professional higher education curriculum of Naval Military Leadership with the experience of marine navigation and enable them to reinforce and demonstrate acquired knowledge and skills when performing service duties on board a warship.

**III REQUIREMENTS FOR PRACTICAL PLACEMENT**

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

**IV ORGANISATION OF PRACTICAL PLACEMENT AND CONCERNED PARTIES**

- **Administrative department of the ENDC** 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 six weeks prior to the beginning of practical placement.
- **Navy** determines the training vessel or vessels and members of the teaching staff and supervisors responsible for marine navigation at least five weeks prior to the beginning of practical placement.
- **Officer School** in cooperation with the Navy organized the distribution of students between training vessels and 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

## V PEOPLE INVOLVED IN ORGANISING PRACTICAL PLACEMENT

- **Member of the teaching staff in charge** – member of the teaching staff who has been appointed in cooperation of Center of Naval Education and Education Department who is responsible for studies and its assessment (including drawing up assessment records).
- **Trainee** – student sent on practical placement. Trainees on board one training vessel form a training team in the sense of Navy regulations MKE 3/1 “Regulations of training conducted on board a training vessel“ (hereinafter: *MKE 3/1*).
- **Supervisor** – captain of a training vessel who has been appointed with the order of the Comander of Navy and who is responsible for establishing suitable conditions for practical placement on board the training vessel, also for responsible for immediate organisation, supervising, assessment and control of practical placement.
- **Assistant supervisor** – naval officer appointed by the supervisor (preferably assistant captain or operations officer in the field of naval tactics or senior mechanic in the field of naval mechanics). 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 division of students into teams and organizing administrative support for the trainees. Course commander is the Commander of the training team in the sense of MKE 3/1.
- **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 to submit the results (annex 4) to the member of the teaching staff in charge.

## VI TASKS FOR PEOPLE INVOLVED IN ORGANISING PRACTICAL PLACEMENT

1. Tasks of the member of the teaching staff in charge
  - To compile a syllabus.
  - 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 gather action plans of practical placement (annex 1) within five working days after the beginning of practical placement at the latest.
  - To organise controlling of practical placement based on the action plans of practical placement at least once during practical placement.
  - To gather portfolios of practical placement (annexes 2 and 3) of the trainees and the supervisor(s) 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 Commander of the Center of Naval Education and Training and 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 supervisor’s guidelines.
  - During practical placement follow the rules and regulations of the Navy and the training vessels.

- To make efficient and economical use of the equipment and supplies of the Navy and the training vessels.
- To participate in all activities determined by the learning outcomes of the subject in accordance with the role plan.
- To complete report of practical placement (in two copies, annex 2) and present it 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 location of practical placement in cooperation with the course commanders.
- To compile action plan of practical placement in cooperation with the trainee (annex 1), that is based on the syllabus and the requirements for practical placement, and to forward it to the member of the teaching staff in charge and to the course commander no later than five working days after the beginning of practical placement.
- To ensure the use of the training vessel in efficient conducting of practical placement in a multitude of activities, making use of different weather and navigation conditions (including in the waters of other countries when possible) and cooperation exercises with other ships.
- To introduce organisation of duties on board the training vessel to the trainee.
- To include the trainee in the activities determined by the learning outcomes of the subject and to provide the trainee with challenging tasks for practical placement taking into account the trainee's level of preparation (prior knowledge and skills).
- To brief and consult the trainee in planning and preparation of his/her activities.
- To control the trainee and assess his/her work in accordance with the syllabus.
- To make sure that the trainee observes Navy regulations and safety requirements during practical placement.
- To solve all possible problems in connection with training during practical placement.
- To solve all administrative problems during practical placement in cooperation with course commanders.
- When necessary to assure the presence of competent assistant supervisors and to guide their activities.
- To support the trainee's inclusion in the officer corps on board the ship and to introduce the customs and traditions of the officer corps on board the ship.
- To compile the supervisor's report of practical placement (in two copies, annex 3).

### 4. Tasks of the assistant supervisor

- To brief and consult the trainee in planning and preparation of his/her activities.
- To control the trainee and assess his/her work in accordance with the syllabus.
- To make sure that the trainee observes Navy regulations and safety requirements during practical placement.

### 5. Tasks of the course commanders

- In cooperation with supervisors solve everyday issues connected with trainees.
- To organise transportation and lodging of students in cooperation with the supervisors at least one week prior to the beginning of practical placement.
- In cooperation with the Chair of Tactics and member of the teaching staff in charge to check the implementation of practical placement and submit the controller report of practical placement (annex 4) to the member of the teaching staff in charge within one week after controlling. When necessary provide the supervisor with additional information about the trainee.

Taavi Urb  
Commander  
Commander of the Navy Basic Course of the Officer School

Annexes

- Annex 1. Action plan of practical placement
- Annex 2. Trainee report of practical placement
- Annex 3. Supervisor report of practical placement
- Annex 4. 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				
<b>Week</b>	<b>Topic</b>	<b>Activity</b>	<b>Location</b>	<b>Volume</b>
12	Introduction of the training vessel			
12	Route planning	Preparing entry to the port of Kunda	Naval Base	6 hrs
12	Optical navigation	Activities as a watch officer	Gulf of Finland	6 hrs
12	Optical navigation	Activities as a navigator	Gulf of Finland	6 hrs
12	Anchorage	Compiling an anchorage order	East of Naissaar Island	1 hr
	...			
	...			
	...			
	...			
14	Compiling report of practical placement		Navy Base	16 hrs
			<b>TOTAL:</b>	<b>234 hrs</b>

### **Trainee report of practical placement**

Report of practical placement is compiled in free form. 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 relatedness to prior learned knowledge
6. Suggestions for improving the organisation of practical placement
7. Personal assessment of one's own activities during practical placement with analysis (what and how I must develop 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 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 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. Captain's assessment of the trainee (on the scale of pass/fail) with a short argument

Captain of the training vessel familiarises the trainee with the report of practical placement and assessment against signature.

### **Controller report of practical placement**

When controlling practical placement the following is assessed:

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