

**ESTONIAN NATIONAL DEFENCE COLLEGE**  
**PRACTICAL PLACEMENT GUIDELINES**  
**for the AIR FORCE PROFESSIONAL HIGHER EDUCATION CURRICULUM**

**I GENERAL PROVISIONS**

1. These practical placement guidelines for the Air Force professional higher education curriculum outline the organisation and procedures for the practical placement of Estonian National Defence College (ENDC) students in the air force professional higher education programme with the units of the Estonian Air Force under the air operations, air surveillance and airfield specialties.
2. The practical placement is an activity tailored to achieve learning outcomes, and focuses on the practical implementation of acquired knowledge, skills and attitudes in the student's future working environment. The practical placements are organised in the format determined by the ENDC and under the guidance of practical placement supervisors.

**II OBJECTIVE**

The objective of practical placement is to provide students with the first practical experience of performing junior officer service duties in their future work environment.

**III PRACTICAL PLACEMENT**

1. The workload of practical placement is determined in the curriculum.
2. The practical placement (including its assessment) is organised in accordance with this regulation and the subject syllabus during the time period determined by the ENDC training plan.

**IV THE ORGANISATION of PRACTICAL PLACEMENT and PARTIES CONCERNED**

**1. STAGES of PRACTICAL PLACEMENT**

- **I stage – preparation:** In this stage, the ENDC appoints the teaching staff responsible for overseeing the subject course and determines Estonian Air Force (EAF) units where students will carry out their practical placements, prepares the necessary documentation, appoints individual supervisors, prepares the syllabus and the practical placement action plan, introduces these regulations, the syllabus and the action plan to the parties concerned, and ensures administrative support.
- **II stage – practical placement:** The practical placement is carried out in accordance with the action plan, students' performance is assessed, and relevant documents prepared.
- **III stage – conclusion:** The documents related to the completion of practical placement are submitted to the ENDC, and the ENDC prepares a final report and record of assessment.

**2. CONCERNED PARTIES and THEIR RESPONSIBILITIES**

- **ENDC Officer School** determines the EAF units for practical placement in collaboration with the ENDC's responsible lecturer for Air Force subjects (ENDC Department of Tactics), and the EAF Training Centre at least six weeks before the start of practical placement; arranges the transport, provisions, and accommodation for ENDC air force programme students at least one week before the start of practical placement; supports the oversight of practical placement; addresses problems related to students.

- **ENDC Administrative Department** drafts the necessary documentation assigning ENDC students to practical placement, and appointing supervisors at least five weeks before the start of practical placement.
- **ENDC Department of Tactics** appoints the teaching staff responsible for overseeing the subject course at least six weeks before the start of practical placement, and shall be responsible for the overall subject course, incl. oversight and assessment.

## V PERSONS RESPONSIBLE for PRACTICAL PLACEMENT

- **responsible teaching staff** – member of the teaching staff of the ENDC Department of Tactics appointed by Chair (usually the Air Force lecturer), who shall be responsible for the overall subject course, including assessment.
- **trainee** – ENDC student taking the course in question and assigned to practical placement with a unit of the EAF.
- **supervisor** – an officer of the EAF appointed by the Commander of the Air Force (usually someone from the EAF Training Centre) who has served in the position of an instructor for at least one training period. The supervisor shall be responsible for the organisation, supervision, assessment, and monitoring of practical placement.
- **assistant supervisor** – an active service member appointed by the supervisor whose service duties are directly related to the learning outcomes of the practical placement or parts thereof. The assistant supervisor assists the supervisor in the supervision, assessment, and monitoring of the trainee.
- **course commanders** – the trainee's course commander and sergeant who are tasked with providing logistical support for trainees.
- **oversight committee** – the responsible teaching staff from appointed by the ENDC Chair of Tactics and course commanders who are tasked with monitoring the overall conduct and progress of practical placement and the activities of the trainees, as well as submitting proposals for improvement to the responsible teaching staff based on the findings (Annex 5).

## VI RESPONSIBILITIES RELATED to PRACTICAL PLACEMENT

### 1. The responsible teaching staff undertakes to

- prepare the course syllabus and, in collaboration with the supervisor, the practical placement action plan (Annex 1) based on the objectives, learning outcomes and the trainee's future service position;
- brief the supervisors and trainees at least one week before the start of practical placement;
- resolve all issues raised by the supervisors and trainees in connection with training;
- organise the oversight of practical placement based on the action plans at least once during the course of each practical placement;
- prepare a summary report of the findings of practical placement oversight, and take them into consideration when subsequent practical placements;
- collect all practical placement portfolios prepared by the students (Annex 2) within five working days after the completion of practical placement;
- complete and approve the assessment record of the subject in accordance with the ENDC study regulations;
- prepare a summary report on practical placements in the EAF (incl. outlining shortcomings and proposals for the future), and submit it to the ENDC Chair of Tactics at least three weeks after the completion of practical placements.

## **2. The trainees are responsible for**

- following the instructions received from the responsible teaching staff and their supervisor with regard to the achievement of learning outcomes;
- observing the relevant EAF rules and regulations during the course of practical placement;
- making efficient and economical use of the unit's equipment and supplies;
- taking part in all activities determined by the learning outcomes of the practical placement;
- prepare a study portfolio containing the documents listed in Annex 2 as stipulated in the course syllabus;
- preparing a summary report covering all component parts of practical placement (Annex 3) and add it to the portfolio of practical placement (Annex 2).
- submitting the practical placement study portfolio (Annex 2) to the responsible teaching staff within five working days after the completion of practical placement.

## **3. The supervisors are responsible for**

- organising the on-site reception of trainees in collaboration with course commanders;
- preparing individual practical placement action plans in collaboration with the responsible teaching staff (Annex 1) based on the syllabus and the trainee's future service position;
- briefing the trainees on the topics of the unit's work organisation, and their personal practical placement action plan;
- engaging the trainees in the activities related to requisite learning outcomes;
- instructing and advising the trainees in their studies, incl. planning and preparation;
- monitoring the trainees and assessing their work in accordance with the syllabus;
- ensure the observation of requisite learning outcomes both in the preparation of lessons/exercises and studies, as well as relevant regulations and safety requirements;
- resolving all training-related problems that arise during the course of practical placement in collaboration with the responsible teaching staff;
- addressing all administrative problems that arise during practical placement and resolving them in collaboration with course commanders;
- supporting the trainees in compiling their practical placement portfolios;
- ensuring the engagement of and guidance to assistant supervisors, if necessary;
- preparing a summary report of practical placement (Annex 4);
- review the summary reports with each trainee (against signature), and include them in the practical placement portfolios (Annex 2).

## **4. The assistant supervisors are responsible for**

- instructing and advising trainees in their studies, incl. planning and preparation;
- monitoring the trainees and assessing their efforts in accordance with the syllabus;
- ensuring that learning outcomes, relevant regulations and safety requirements are observed in the course of preparing lessons/exercises and studies.

## **5. The course commanders are responsible for**

- organising the transport and accommodation for ENDC students in collaboration with the supervisors at least one week before the start of practical placement;
- furnishing the responsible teaching staff and supervisor additional information about the trainee, as necessary;
- overseeing the progress of the practical placement, in collaboration with the ENDC Department of Tactics, and submit an oversight report to the responsible teaching staff within one week after making their deliberations (Annex 5);
- resolving students' day-to-day problems in collaboration with supervisors.

Major Kristo Lipasaar  
Air Force Lecturer, ENDC Department of Tactics

**ANNEXES**

Annex 1. **Practical Placement Action Plan**

Annex 2. **Practical Placement Study Portfolio**

Annex 3. **Practical Placement Trainee Summary Report**

Annex 4. **Practical Placement Supervisor Summary Report**

Annex 5. **Practical Placement Oversight Report**

**ANNEX 1**

**PRACTICAL PLACEMENT ACTION PLAN**

Practical placement action plans are completed in the format of a table that reflects the achievement of learning objectives detailed by weeks, topics and lessons, in accordance with the workload prescribed in the course syllabus / study programme curriculum.

Example

Trainee: Siim Susi				
<b>Week</b>	<b>Topic</b>	<b>Activity</b>	<b>Location</b>	<b>Workload</b>
22	start of practical placement	arrival and accommodation	Air Base	6 hrs
22	intro to practical placement	overview of EAF Training Centre	Air Base	2 hrs
45	Supervisor's summary report	Presentation of (AFTC)	Air Base	16 hrs
			<b>TOTAL:</b>	<b>234 hrs</b>

**ANNEX 2**

**PRACTICAL PLACEMENT PORTFOLIO**

The practical placement portfolio of is a collection of documents compiled by the trainee during the course of their practical placement and comprising the following documents:

1. practical placement action plan (Annex 1)
2. copies of course schedules
3. all grading sheets from the supervisor and assistant supervisors
4. the trainee's summary report (Annex 3)
5. the supervisor's summary report (Annex 4)
6. if available, any materials compiled by the trainee personally during the course of the practical placement, e.g. PowerPoint presentations, handouts, etc.)

The trainees must furnish all documents included in the portfolio brief summary stating the reason for the inclusion of a particular document (e.g. a good or bad example, experience gained, etc.).

**ANNEX 3**

**PRACTICAL PLACEMENT TRAINEE SUMMARY REPORT**

The trainee summary report is a free-form document that must address at least the following elements:

1. actual activities vs action plan
2. assessment of the conditions of practical placement
3. assessment of the activities undertaken by the supervisor and/or assistant supervisor
4. assessment of the support provided by the ENDC
5. interlinkages with knowledge acquired before practical placement
6. suggestions for improving the organisation of practical placement
7. self-assessment and analysis (i.e. personal professional development to improve performance in subsequent military service)
8. concluding self-assessment (on the scale of pass/fail) with a brief explanation

## **PRACTICAL PLACEMENT SUPERVISOR SUMMARY REPORT**

The supervisor summary report is a free-form document that must address at least the following elements:

1. actual activities vs action plan
2. trainee's strengths and weaknesses in the performance of service duties
3. trainee's attitude with regard to performing service duties
4. constructive recommendations for the trainee
5. suggestions for improving the organisation of practical placement
6. concluding assessment of the trainee (on the scale of pass/fail) with a brief explanation

The supervisor must present their summary report to the trainee against signature.



**ANNEX 5**

**PRACTICAL PLACEMENT OVERSIGHT REPORT**

The following elements are assessed in the process of conducting oversight of practical placement:

1. the conformity of practical placement with the prepared action plans
2. students' overall satisfaction with practical placement (i.e. achievement of objectives, comments on supervisor(s), problems, etc.)
3. the supervisor's concluding assessment of practical placement (i.e. the activities of trainees, problems, etc.)
4. suggestions for improving the organisation of practical placements.