

ESTONIAN NATIONAL DEFENCE COLLEGE
PRACTICAL PLACEMENT GUIDELINES
for the MASTER'S STUDIES PROGRAMME

I GENERAL PROVISIONS

1. These practical placement guidelines for the Master's studies curriculum of the Estonian National Defence College (ENDC) outline the organisation, supervision and assessment procedures for the practical placement of ENDC students enrolled in the Master's studies programme.
2. Practical placements are tailored to achieve learning outcomes, and focus on the practical implementation of acquired knowledge and skills in working environment. The practical placements are organised in the format determined by the ENDC and under the guidance of practical placement supervisors.
3. The ENDC's Master's studies curriculum "Military Leadership for the Land Force" includes the following practical placement subjects courses:
 - Practical Placement –Infantry Battalion and Brigade Staff Procedures
 - Staff Officer Specialty Studies
(infantry / engineering / artillery / air defence / communications / logistics)

II OBJECTIVE

4. These guidelines serve as an instrument for the achievement of the learning objectives and outcomes of practical placement, enabling students to perform the following war-time service duties based on their chosen specialty:
 - Battalion Staff Officer
 - Brigade Staff Officer (or other unit at same level)

III PRACTICAL PLACEMENT

5. The specific details of practical placements (i.e. time period, location and participants) shall be coordinated with relevant units of the EDF.
6. The practical placements shall be organised in either indoor or outdoor conditions that approximate actual working environments, equipment and tactical situations.
7. In the course of the practical placement, the trainees shall take part in:
 - at least one operational order (OPORD) planning cycle;
 - the operations of the tactical operations centre (TOC).
8. The trainees shall be assessed on the basis of the assessment criteria outlined in the respective course syllabi.

IV ORGANISATION of PRACTICAL PLACEMENT and PARTIES CONCERNED

9. All practical placements shall be organised in accordance with this regulation and the course syllabus. The organisation of practical placements comprises the following stages:
 - **I stage – preparation:** In this stage, the ENDC prepares the course syllabus, and appoints individual supervisors. The parties concerned are given an overview of these guidelines and the course syllabus.
 - **II stage – practical placement:** Students are sent to assigned practical placement units.
 - **III stage – conclusion:** The supervisors prepare their assessment reports, as do the trainees.

10. The parties concerned and their responsibilities:

- **ENDC** – assigns students under the command of practical placement units.
- **EDF unit** – ensures the trainee with the requisite posting and working conditions, supervisor (an officer of at least II level training) and accommodation. Submits the final assessment report prepared by supervisors to the teaching staff responsible for the respective subject course at the ENDC (Annex 2).

V RESPONSIBILITIES of the PARTIES CONCERNED

11. The persons responsible for practical placement:

- **Responsible Teaching Staff** – lecturer from the ENDC Department of Tactics, who is responsible for overseeing the overall organisation of the subject course;
- **Trainee** – student enrolled in the ENDC Master's studies programme, assigned to practical placement;
- **Sergeant Major of the Student Corps** – officer at the ENDC Officer School, who is responsible for overseeing the provision of administrative support to trainees;
- **Supervisor** – usually a staff officer at the assigned practical placement unit, who shall be directly responsible for the organisation, supervision/mentoring and assessment of the trainee.

12. The Responsible Teaching Staff shall undertake to:

- prepare the course syllabi for practical placements, and coordinate with relevant EDF units;
- brief the trainees on the course syllabi for practical placements;
- organise, together with EDF specialist schools and practical placement units, the practical placements as per professional specialties of trainees in accordance with the learning outcomes outlined in the respective course syllabi;
- coordinate the assignment of supervisors in collaboration with practical placement units;
- brief the supervisors on the conduct of practical placements and supervisor responsibilities;
- brief the trainees on the practical placements guidelines and overall organisation;
- conduct site visits to practical placement units to conduct oversight of achievement of learning outcomes;
- formalise the practical placement assessment record.

13. The Trainees undertake to:

- undergo practical placement during the assigned time period;
- perform assigned service duties at the practical placement unit;
- follow the instructions received from their supervisor;
- prepare a summary report on the practical placement (Annex 1).

14. The Sergeant Major of the Student Corps undertakes to:

- ensure administrative support in accordance with the instructions received from the responsible teaching staff and supervisors, incl. equipment and supplies for trainees;
- arrange the transport of trainees to and from the practical placement unit.

15. The Supervisors shall undertake to:

- prepare the course syllabi for practical placements, and coordinate with relevant EDF units;
- organise the on-site reception of trainees and organisation of work at unit level;
- brief the trainees on the course syllabus;
- organise the practical placements as per professional specialties of trainees in accordance with the learning outcomes outlined in the respective course syllabi, and ensures that trainees are assigned to appropriate postings during military exercises;
- instruct and advise the trainees during exercises with regard to the performance of assigned service duties;
- address and resolve all training-related problems that arise during the course of practical placement in collaboration with the responsible teaching staff;
- provide input for the unit's summary report on practical placements (Annex 2);
- assess the trainees' performance in accordance with the assessment criteria outlined in the syllabus;
- observe the trainees' performance of service duties for the purposes of assessment;
- notify the trainees of assessment periods and areas;
- prepare a summary assessment of the trainee and give them feedback.

VI IMPLEMENTING PROVISIONS

16. These guidelines are subject to amendment with any amendments made to the respective subject course.

Tarmo Metsa
Lieutenant Colonel
Chair of the EMA Department of Tactics

ANNEXES

Annex 1. **Practical Placement Trainee Summary Report**

Annex 2. **Practical Placement Supervisor Summary Report**

**PRACTICAL PLACEMENT TRAINEE SUMMARY REPORT
for TK11.52 Practical Placement –Infantry Battalion and Brigade Staff Procedures**

Guidelines for practical placement summary report (students/trainees)

- 1) the report must be in the format of MS Word document
- 2) length of the report is 3 to 6 pages
- 3) deadline for submitting the report is subject to agreement with the supervisor
- 4) the report must address the following:
 - a. arrival at the practical placement unit and orientation, incl. staff and personnel, regulations and standard operating procedures, accommodation, assignment of personal supervisor;
 - b. overview of service duties and working conditions, presentation of staff standard operating procedures, overview of the supervisor's role;
 - c. overview of assigned staff duties;
 - d. analysis of assigned staff duties (i.e. were the fundamentals covered at the ENDC sufficient for performance in the practical working environment? what is lacking in the preparation? what are the differences between theory and practice, if any? what knowledge/skills not provided by the ENDC but proved necessary?);
 - e. if the trainees performed several different duties during the practical placement, the report must include the analysis outlined under clause d for each of the duties performed.

Proposals for improvements based on personal experience.

**PRACTICAL PLACEMENT SUPERVISOR SUMMARY REPORT
for TK11.52 Practical Placement –Infantry Battalion and Brigade Staff Procedures**

Guidelines for practical placement summary report (supervisors)

- 1) the report must be in the format of MS Word document
- 2) deadline for submitting the report is subject to agreement with the ENDC
- 3) the report must address the following:
 - a. overview of service duties and working conditions, presentation of staff standard operating procedures, overview of the supervisor's role;
 - b. overview of assigned staff duties;
 - c. analysis of assigned staff duties (i.e. were the fundamentals covered at the ENDC sufficient for performance in the practical working environment? what is lacking in the preparation? what are the differences between theory and practice, if any? what knowledge/skills not provided by the ENDC but proved necessary?);
 - d. if the trainees performed several different duties during the practical placement, the report must include the analysis outlined under clause c for each of the duties performed.
- 4) Issues related to the organisation of practical placements that emerged during the course of practical placement are not addressed in the practical placement guidelines.