

**ESTONIAN MILITARY ACADEMY
PRACTICAL PLACEMENT GUIDELINES
for the NAVY PROFESSIONAL HIGHER EDUCATION CURRICULUM
MARINE NAVIGATION SPECIALTY**

1. GENERAL PROVISIONS

- 1.1 These practical placement guidelines for the Estonian Military Academy (EMA) Navy professional higher education curriculum outline the organisation and procedures for the following practical placement subject courses under the marine navigation specialty: "*Practical Placement – Warship Command*", "*Practical Placement – Warship Mechanics Section Command*", and "*Practical Placement – Navigation*".
- 1.2 The EMA's marine navigation specialty practical placements are tailored to achieve learning outcomes, and focus on the practical implementation of acquired knowledge, skills and attitudes in the student's future working environment on board warships and at ports. The practical placements are organised in the format determined by the EMA and under the guidance of practical placement supervisors.
- 1.3 Training Vessels are vessels of the Estonian Navy (EDF) used for practical placements of EMA marine navigation specialty cadets.

2. OBJECTIVE

- 2.1. The objective of marine navigation specialty practical placements is to provide EMA students enrolled in the Navy PHE programme to gain first-hand practical experience on board Navy vessels and enable them to reinforce and demonstrate acquired knowledge and skills in the performance of service duties on board warships.

3. PRACTICAL PLACEMENT

- 3.1 The workload of practical placement is determined in the curriculum.
- 3.2 The practical placement, incl. its assessment, shall be organised in accordance with these guidelines and respective course syllabi during the period prescribed in the EMA training plan.

4. ASSIGNMENT to PRACTICAL PLACEMENT

- 4.1 The Personnel Group under the EMA Department of Support Services shall be responsible for preparing the EMA Commandant's referral to the Commander of the EDF regarding students' practical placements at least six weeks before the start of practical placement.
- 4.2 The EMA Department of Tactics, together with the Estonian Navy, shall be responsible for assigning students to Navy vessels and conducting oversight of practical placements.
- 4.3 The Estonian Navy, shall be responsible for allocating Navy vessels for practical placements at least five weeks before the start of practical placements and ensuring administrative and logistical support to trainees, incl. keeping work schedules and missions abroad.
- 4.4 During the course of practical placement with the Estonian Navy the students are subject to the orders given by the Commanding Officer of the Training Vessel; however, the Commanding Officer does not exercise disciplinary powers over the student.
- 4.5 The students' remuneration and mission allowance shall be covered by the EMA.

5. PERSONS RESPONSIBLE for PRACTICAL PLACEMENT

- 5.1 Responsible Teaching Staff – member of the EMA teaching staff (usually the Navy Curriculum Manager-Lecturer), who shall be responsible for the overall organisation, oversight and assessment of the practical placements, and shall be indicated as such in the course syllabus.
- 5.2 Trainee – EMA student assigned to practical placement.
- 5.3 Supervisor – the Commanding Officer of the Estonian Navy Training Vessel who shall be responsible for ensuring a conducive environment for practical placement, and for the organisation, supervision, oversight, and assessment of practical placement tasks.
- 5.4 Assistant Supervisor – a naval officer, appointed by the supervisor, preferably the Deputy Commanding Officer or Operations Officer (for Naval Tactics specialty students) or Senior Mechanic (for Naval Mechanics specialty students), who shall assist the supervisor in the supervision, oversight, and assessment of the trainee.

6. RESPONSIBILITIES RELATED to PRACTICAL PLACEMENT

- 6.1 The responsible teaching staff shall be undertake to:
 - 6.1.1 prepare the course syllabus for practical placement;
 - 6.1.2 brief the supervisors and the trainees at least one week before the start of practical placement;
 - 6.1.3 conduct oversight over the practical placements (i.e. compliance with syllabi, student satisfaction, insights from supervisors, etc.) at least once during each practical placement and relays the results and recommendations to the Chair of the EMA Department of Tactics, the EDF Naval Training Establishment, and supervisors;
 - 6.1.4 collect all practical placement reports (both from supervisors and trainees, Annexes 1 and 2), sea training task books and other relevant documents within five working days after the completion of practical placement;
 - 6.1.5 formalise the practical placement assessment record in accordance with the syllabus and based on supervisor assessments;
 - 6.1.6 prepare a summary report on practical placements (i.e. problems encountered and proposals for the future, etc.), and submits it to the Chair of the EMA Department of Tactics and Heads of the Estonian Naval Training Establishment no later than three weeks after the completion of practical placements.
- 6.2 The trainees undertake to:
 - 6.2.1 follow the instructions received from their supervisor;
 - 6.2.2 observe the relevant rules and regulations of the Navy and the Training Vessel during the course of practical placement;
 - 6.2.3 make efficient and economical use of the equipment and supplies of the Navy and the Training Vessel;
 - 6.2.4 take part in all activities determined by the learning outcomes of the practical placement and the role plan;
 - 6.2.5 prepare a summary report on the practical placement (Annex 1) and submit it to the responsible teaching staff within five working days after the completion of practical placement.

6.3 Supervisors shall undertake to:

- 6.3.1 organise the on-site reception of trainees;
- 6.3.2 ensure the efficient utilisation of the training vessel for the purposes of conducting various practical placement activities, making use of different weather and navigation conditions (incl. in the territorial waters of other countries) and conducting joint exercises with other vessels;
- 6.3.3 brief the trainees on the organisation of work on the Training Vessel;
- 6.3.4 engage the trainees in the activities related to requisite learning objectives and outcomes and assign suitably challenging tasks in accordance with the trainee's training level;
- 6.3.5 instruct and advise the trainees in their studies, incl. planning and preparation;
- 6.3.6 monitor the trainees and assess their work in accordance with the syllabus;
- 6.3.7 ensure that trainees observe the relevant rules and regulations of the Navy during the course of practical placement;
- 6.3.8 engage competent assistant supervisors and provide relevant guidance, if necessary;
- 6.3.9 welcome the trainee to the officer corps on board the ship and to introduce their customs and traditions;
- 6.3.10 prepare a summary report of practical placement (Annex 2) and submit it to the responsible teaching staff within five working days after the completion of practical placement.

6.4 The assistant supervisors shall undertake to:

- 6.4.1 instruct and advise trainees;
- 6.4.2 monitor the trainees and assess their efforts in accordance with the syllabus;
- 6.4.3 ensure that trainees observe the relevant rules and regulations of the Navy during the course of practical placement.

ANNEXES

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

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

PRACTICAL PLACEMENT TRAINEE SUMMARY REPORT

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

1. assessment regarding the achievement of learning outcomes
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 EMA
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. assessment regarding the achievement of learning outcomes
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 Commanding Officer of the Training Vessel must present their summary report to the trainee against signature.