

**ESTONIAN MILITARY ACADEMY
PRACTICAL PLACEMENT GUIDELINES
for the VOCATIONAL EDUCATION STUDY PROGRAMME
MILITARY LEADERSHIP for SENIOR NON-COMMISSIONED OFFICERS**

I GENERAL PROVISIONS

1. These practical placement guidelines for the vocational education programme "*Military Leadership for Senior Non-Commissioned Officers*" outline the organisation and procedures for the practical placement of the students of the Estonian Military Academy (EMA) as a separate subject course.
2. These regulations take guidance from the Vocational Educational Institutions Act, the National Standard for Vocational Education, the Military Service Act, the Statutes of the EMA and other regulations governing academic studies and military service.

II PRACTICAL PLACEMENT

3. Practical placements are tailored set of actions that are geared towards achieving requisite learning outcomes through the application of acquired knowledge, skills and attitudes in the future working environment. The practical placement is carried out with the assistance and guidance of individually assigned supervisors.
4. The objective of practical placement is to provide students with the first-hand practical experience of performing the service duties of a senior non-commissioned officer (NCO) in their future work environment.
5. The workload of practical placement is determined in the curriculum.
6. Practical placements are arranged to take place in the structural units of the Estonian Defence forces (EDF) or the Estonian Defence League (EDL) in accordance with these regulations and the plans prepared at the practical placement unit.
7. The practical placement shall be assessed in accordance with the objectives of the curriculum as set out in the course syllabus.
8. Previous studies and work experience are taken into account in the assessment of practical placement in accordance with the EMA procedure for recognition of prior learning (RPL).

III RESPONSIBILITIES of PARTIES CONCERNED

9. Commander of the EMA Student Corps (input from the EMA vocational studies academic affairs specialist-adviser) shall:
 - 9.1 prepare a referral for approval by the Commandant of the EMA regarding students' professional specialisations and practical placements at least two weeks before the start of professional specialty studies. The referral must cover include the following information:
 - 9.1.1 assigned professional speciality;
 - 9.1.2 student's name;
 - 9.1.3 the name of the structural unit responsible for organising specialty studies, i.e. the unit the trainee will be assigned to for elective professional specialty studies;
 - 9.1.4 the name of the practical placement unit to which the trainee is assigned to;
 - 9.1.5 the time period for the practical placement.

- 9¹. The students receive guidance on choosing professional specialties and practical placements from the EMA vocational studies academic affairs specialist-adviser, outlining the objectives of the practical placement and details the compilation of the practical placement.
- 9². The EMA vocational studies academic affairs specialist-adviser shall be responsible for organising oversight over practical placements.
10. The practical placement unit shall be responsible for:
- 10.1 organising the trainees' accommodation, provisions, training and practical placements in accordance with the curriculum and these regulations;
 - 10.2 addressing and resolving the trainees' day-to-day issues during practical placement;
 - 10.3 assigning personal supervisors to each trainee at the start of practical placement who shall be responsible for the trainee's supervision and assessment throughout the entire period of practical placement.

IV PERSONS RESPONSIBLE for PRACTICAL PLACEMENTS

11. Trainee – a student who acquires direct experience for the performance of senior NCO duties in a peace-time position in the working environment.
12. Supervisor – an active service member appointed by the Commander of the practical placement unit (usually the unit's staff sergeant and/or representative of the professional specialty course). The supervisor shall be responsible for the organisation, supervision, and assessment of practical placement.
13. Assistant supervisor – if necessary, an active service member appointed by the Commander of the practical placement unit on the proposal of the supervisor. The assistant supervisor assists the supervisor in supervision and assessment of the trainee.
14. Practical placement oversight specialist – a person appointed by the EMA Head of Vocational Studies who is responsible for overseeing the conduct of practical placement and the activities of the trainees.

V RESPONSIBILITIES RELATED to PRACTICAL PLACEMENT

15. The trainees are obligated to:
- 15.1 prepare their personal practical placement action plan (Annex 1), together with their supervisor, in accordance with the objective, learning objectives, and workload of the practical placement subject course. The practical placement action plan shall also take into account the plans put forward by the practical placement unit.
 - 15.2 submit their personal practical placement action plan to the EMA vocational studies academic affairs specialist-adviser no later than 1 week after the start of practical placement;
 - 15.3 undergo practical placement (including taking part in the unit's activities if foreseen in the personal action plan) and perform assigned tasks in accordance with the instruction received from the supervisor;
 - 15.4 follow the supervisor's instructions;
 - 15.5 observe the relevant rules and regulations of the practical placement unit throughout the course of practical placement;
 - 15.6 make efficient and economical use of the unit's equipment and supplies;
 - 15.7 prepare a study portfolio containing the documents outlined in these regulations;
 - 15.8 prepare a summary report (Annex 2), together with their personal supervisor, and include it in the practical placement portfolio with the supervisor's signature;
 - 15.9 prepare a self-assessment (Annex 5), and include it in the practical placement portfolio with personal signature;
 - 15.10 submit their practical placement study portfolio to the EMA vocational studies academic affairs specialist-adviser at least one week before completing the subject course.

16. The supervisors are obligated to :
 - 16.1 organise the on-site reception of trainees;
 - 16.2 brief the trainees on the organisation of work and training at the practical placement unit;
 - 16.3 assist the trainee in preparing their personal practical placement action plan, determining the areas to be assessed by the supervisor (see relevant forms under Annex 3), and detail to the trainee the relevant performance criteria (Annex 1);
 - 16.4 engage trainees in the activities related to requisite learning outcomes;
 - 16.5 instruct and advise trainees in their studies, incl. planning and execution;
 - 16.6 ensure the observation of relevant regulations and safety requirements in the preparation of lessons/exercises and studies;
 - 16.7 oversee and monitor the conduct of the trainee's practical placement (i.e. relevant documents duly submitted, etc.);
 - 16.8 assessing the trainee's performance, using designated assessment forms (Annex 3);
 - 16.9 resolve all training-related and administrative problems;
 - 16.10 assist the trainee in preparing the practical placement summary report (Annex 2);
 - 16.11 at the end of the practical placement, prepare the supervisor's assessment of the trainee, and give it to the trainee for inclusion in their personal study portfolio (Annex 4);
 - 16.12 if deemed necessary, request the appointment of assistant supervisors and oversee their activities.
17. The assistant supervisors are obligated to:
 - 17.1 instruct and advise trainees in their studies, incl. planning and execution;
 - 17.2 ensure the observation of relevant regulations and safety requirements in the preparation of lessons/exercises and studies;
 - 17.3 assess the trainees' performance in accordance with these guidelines.
18. The practical placement oversight specialist is responsible for:
 - 18.1 overseeing the progress of the practical placement, in collaboration with the supervisor, and submit an oversight report within one week after making their deliberations. The oversight report must include the following information:
 - 18.1.1 the practical placement units observed;
 - 18.1.2 the names of trainees and their supervisors;
 - 18.1.3 the activities of trainees during the period under review;
 - 18.1.4 assessment of observed activities and their compliance with relevant learning outcomes and these guidelines;
 - 18.1.5 problems raised by trainees.
 - 18.2 solving the day-to-day issues of students in collaboration with supervisors.

IV The ASSESSMENT of PRACTICAL PLACEMENTS

19. The trainees shall prepare, together with their personal supervisors, the practical placement portfolio, which must include the following documents:
- 19.1 practical placement action plan (Annex 1);
 - 19.2 practical placement report (Annex 2);
 - 19.3 copies of course schedules;
 - 19.4 training cards or notes on the topics covered;
 - 19.5 live firing exercise orders, filled out on relevant templates of the practical placement unit;
 - 19.6 orders prepared in the course of management exercises;
 - 19.7 supervisor's grading sheets (Annex 3);
 - 19.8 supervisor's assessment of trainee's practical placement (Annex 4);
 - 19.9 trainee's concluding self-assessment (Annex 5);
 - 19.10 if available, any materials compiled by the trainee personally during the course of the practical placement, e.g. PowerPoint presentations, handouts, etc.)
20. The practical placement portfolio shall constitute the basis for the final assessment of the trainee under this subject course. This assessment shall be organised by the EMA Head of Vocational Studies.

ANNEXES

Annex 1. **Practical Placement Action Plan**

Annex 2. **Practical Placement Summary Report**

Annex 3. **Supervisor's Grading Sheets**

Annex 4. **Supervisor's Concluding Assessment**

Annex 5. **Trainee's Concluding Self-Assessment**

Prepared by

[coordinated electronically]

Marilyn Saaroja
academic affairs specialist-adviser
Department Planning Section,
EMA Department of Academic Studies

**ESTONIAN MILITARY ACADEMY
VOCATIONAL EDUCATION CURRICULUM
MILITARY LEADERSHIP for SENIOR NON-COMMISSIONED OFFICERS
PRACTICAL PLACEMENT ACTION PLAN**

GENERAL DATA

Student			
Year/Class		Professional speciality	
Period of practical placement		Practical placement unit	
Practical placement supervisor			

PLANNED ACTIVITIES

Week	Topic	Activity	Location	Workload
14	orientation on site			
14	squad drills (target reconnaissance)	preparation of lessons/exercises	EDF unit	6 hrs
14	squad drills (target reconnaissance)	conduct of lessons/exercises	Tapa campus	2 hrs
15	preparation for weapons training	preparation of lessons/exercises	Tapa campus	8 hrs
	...			
	...			
	...			
	...			
24	practical placement report		EDF unit	16 hrs
			TOTAL:	260 hrs

GRADING SHEETS

LESSONS AND LIVE FIRING EXERCISES		
TRAINEE NAME AND SIGNATURE:	SUPERVISOR NAME AND SIGNATURE:	
LESSON TOPIC:	PASS/FAIL	SUPERVISOR'S COMMENTS
1. The trainee demonstrates relevant knowledge/skills, using appropriate facts and examples and skilfully perusing equipment.		
2. The trainee applies appropriate and effective teaching methods. The instructive and practice sections are logically structured. Overall, the training exercise conducted by the student covers everything addressed in the lesson.		
3. When errors occur, the trainee makes necessary corrections, and collects feedback (also for the whole lesson).		
4. The trainee conducts a safety briefing in accordance with relevant requirements, and ensures compliance with safety requirements. When errors occur, the trainee responds decisively in a timely manner.		
5. The trainee responds constructively to any questions raised, and pays attention to the development of both individual students and the group as a whole.		
6. The trainee uses clear and easily understandable language, and is able to answer questions. Sets an example in both appearance as well as attitude.		
STRENGTHS AND WEAKNESSES	DATE	
	TOTAL SCORE	
TRAINEE NAME AND SIGNATURE:	SUPERVISOR NAME AND SIGNATURE:	
LESSON TOPIC:	PASS/FAIL	SUPERVISOR'S COMMENTS
1. The trainee demonstrates relevant knowledge/skills, using appropriate facts and examples and skilfully perusing equipment.		
2. The trainee applies appropriate and effective teaching methods. The instructive and practice sections are logically structured. Overall, the training exercise conducted by the student covers everything addressed in the lesson.		
3. When errors occur, the trainee makes necessary corrections, and collects feedback (also for the whole lesson).		
4. The trainee conducts a safety briefing in accordance with relevant requirements, and ensures compliance with safety requirements. When errors occur, the trainee responds decisively in a timely manner.		
5. The trainee responds constructively to any questions raised, and pays attention to the development of both individual students and the group as a whole.		
6. The trainee uses clear and easily understandable language, and is able to answer questions. Sets an example in both appearance as well as attitude.		
STRENGTHS AND WEAKNESSES	DATE	
	TOTAL SCORE	

MILITARY COMMAND EXERCISES		
TRAINEE NAME AND SIGNATURE:	SUPERVISOR NAME AND SIGNATURE:	
LESSON TOPIC:	PASS/FAIL	SUPERVISOR'S COMMENTS
1. Preparation. The trainee's plan takes into account relevant factors and the commander's intent. Conducts necessary checks prior to proceeding to the task, and the unit is at combat readiness at the prescribed time.		
2. Giving the operation order (OPORD). The trainee uses the five-point format, the proper command technique and appropriate command instruments.		
3. Performing the task – start. The trainee commences operations in a planned/appropriate manner and at the prescribed time.		
4. Performing the task – responding to issues. The trainee responds appropriately to situations (e.g. requests reports, ensures situational awareness, delivers reports). The trainee makes decisions and relays them as clear orders to the unit and resolves situations.		
5. Performing the task – reorganisation. The trainee organises security, establishes the situation within the unit (i.e. requests reports, inspects, etc.) and gives orders for building/restoring combat capabilities and follows- up on implementation.		
6. Performing the task – completion and transition to the next task. The trainee report to a higher level and commences operations in accordance with the instructions received.		
STRENGTHS AND WEAKNESSES	DATE	
	TOTAL SCORE	
TRAINEE NAME AND SIGNATURE:	SUPERVISOR NAME AND SIGNATURE:	
LESSON TOPIC:	PASS/FAIL	SUPERVISOR'S COMMENTS
1. Preparation. The trainee's plan takes into account relevant factors and the commander's intent. Conducts necessary checks prior to proceeding to the task, and the unit is at combat readiness at the prescribed time.		
2. Giving the operation order (OPORD). The trainee uses the five-point format, the proper command technique and appropriate command instruments.		
3. Performing the task – start. The trainee commences operations in a planned/appropriate manner and at the prescribed time.		
4. Performing the task – responding to issues. The trainee responds appropriately to situations (e.g. requests reports, ensures situational awareness, delivers reports). The trainee makes decisions and relays them as clear orders to the unit and resolves situations.		
5. Performing the task – reorganisation. The trainee organises security, establishes the situation within the unit (i.e. requests reports, inspects, etc.) and gives orders for building/restoring combat capabilities and follows- up on implementation.		
6. Performing the task – completion and transition to the next task. The trainee report to a higher level and commences operations in accordance with the instructions received.		
STRENGTHS AND WEAKNESSES	DATE	
	TOTAL SCORE	

**EMA PRACTICAL PLACEMENT GUIDELINES
VOCATIONAL STUDIES**

OTHER ASSESSED EXERCISES *		
TRAINEE NAME AND SIGNATURE:	SUPERVISOR NAME AND SIGNATURE:	
EXERCISE/LESSON TOPIC / OTHER ASSESSMENT:	PASS/FAIL	SUPERVISOR'S COMMENTS
STRENGTHS AND WEAKNESSES		DATE
		TOTAL SCORE

** This supplementary grading sheet is meant to be used for other assessments, mainly to be used for other professional specialties (e.g. logistics) that do not assess the performance of sampled activities (i.e. live firing exercises, military command). The supervisors must outline the criteria to be used for assessment of performance.*

SUPERVISOR'S SUMMARY REPORT and CONCLUDING ASSESSMENT

The supervisor's summary report and concluding assessment of the trainee 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 and concluding assessment to the trainee against signature.

ANNEX 5

to EMA Commandant's Directive No. 115
of 11 December 2019

THE TRAINEE'S SUMMARY REPORT and CONCLUDING SELF-ASSESSMENT

The trainee summary report and concluding self-assessment 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 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