

**Estonian Aviation Academy
Rules for Practical Training**

1. General provisions

- 1.1. These Rules for Practical Training of the Estonian Aviation Academy (hereinafter the Academy or EAVA) establish the conditions and procedure for the organisation and supervision of practical training.
- 1.2. Practical training means a purposeful activity organised to achieve learning outcomes and aimed at applying acquired knowledge and skills in a working environment in a form determined by the educational institution and under the supervision of an instructor (subsection 3 of § 4 of the Standard of Higher Education).
- 1.3. The aim of practical training is to familiarise students with the practical work in their speciality, reinforce and deepen the theoretical knowledge obtained, acquire practical professional skills, and shape attitudes.
- 1.4. Practical training may be divided into familiarisation practice, work-based practical training, and speciality practice. The more detailed description of practical training is found in the syllabus.
- 1.5. The volume of practical training is established in the curriculum. Practical training forms at least 15% of the total volume of the curriculum.
- 1.6. The time and duration of practical training is regulated in the curriculum and practical training is organised on the basis of the study schedule (academic calendar) and/or the work schedule prepared by the training base.
- 1.7. Practical training may be completed in an institution designated or suggested by the Academy's structural unit, or in an institution selected by the student. Students who find a training base themselves shall coordinate it with the teaching staff member responsible for practical training in the respective structural unit at least one week before the commencement of practical training. The selection of the training base depends on the curriculum and has been specified in clause 3 of these Rules.
- 1.8. The Academy has the right to provide the training base with the student's personal and contact details (name, email address, phone number, personal identification code).
- 1.9. Students may also apply for the recognition of prior experience as practical training, following the EAVA's Procedure for the Accreditation of Prior and Experiential Learning.
- 1.10. Practical training may be completed either in Estonia or abroad.
- 1.11. The student who fails to be present at the time specified in the practical training schedule and/or has violated any agreements related to practical training may be exmatriculated for improper behaviour, following the procedure established in the EAVA's Study Regulations.
- 1.12. As specified in Annex 4, feedback is collected during practical training from the student as well as the supervisor from the training base. The feedback collected is used to improve the organisation of practical training.
- 1.13. The conditions and procedure for challenging any decisions related to the organisation of studies have been described in the Study Regulations. (Entry into force 30.05.2023)

2. Documentation

- 2.1. In the **syllabus for practical training**, the aim and learning outcomes of practical training, assessment methods and criteria have been defined.

- 2.2. At least one working day before the commencement of practical training, a **training agreement** is concluded either by two (the Academy and the training base; the training base and the trainee) or three parties (the Academy, the training base, and the student), depending on the specific characteristic of the curriculum, and the following is specified in the agreement:
 - 2.2.1. time period for practical training;
 - 2.2.2. duration of practical training in hours;
 - 2.2.3. place of practical training;
 - 2.2.4. type and content of practical training;
 - 2.2.5. rights and obligations of the parties to the agreement;
 - 2.2.6. details of the parties, incl. the name and details of the contact person;
 - 2.2.7. procedure for amending and terminating the agreement and a dispute settlement mechanism;
 - 2.3. The **Practical Training Record Book** is a tool for documenting daily activities, in which the tasks performed, the amount of time spent on the task, aspects learned from the activity, and the name of the person supervising the activity are recorded if specified so in the syllabus. The student submits the signed Practical Training Record Book to the training base supervisor by the time prescribed in the syllabus. Information provided in the Practical Training Record Book is checked by the training base supervisor, who authenticates it by signing the Practical Training Record Book. A recommended sample format for the Practical Training Record Book is provided in Annex 2.
 - 2.4. The **Practical Training Report** is the trainee's analytical overview of the tasks performed and aspects learned from the performance of tasks, which builds on the learning outcomes, reflects on the main points provided in the syllabus, and is submitted by the date prescribed in the syllabus. The Practical Training Report is drafted in correct Estonian, it must comply with the EAVA's Guidelines for Formatting Written Assignments, and is submitted to the supervisor from the Academy. The length of the Practical Training Report is specified in the syllabus (plus the title page and the table of contents). The Practical Training Report includes the trainee's appraisal of self-development and experience acquired during practical training. The sample format for the Practical Training Report is provided in Annex 1.
 - 2.5. At the end of practical training, the supervisor from the training base provides an **assessment of the trainee's performance** on a respective evaluation sheet or evaluation record. A recommended sample format for the evaluation sheet is provided in Annex 3.
 - 2.6. The **feedback form** is found in Annex 4.
- 3. Organisation of practical training**
- 3.1. In the **Aircraft Engineering** speciality, practical training is completed within the training regulated by the Commission Regulation (EU) No 1321/2014 Part-66 and Part-147 and following the procedure set forth in the MTO exposition. The student may choose the training base from the list of approved training bases.
 - 3.2. In the curriculum of **Air Traffic Services**, practical training is completed in accordance with parts 2.1, 2.3, 2.10, 4.11, and 4.12 of the ATSTO manual.
 - 3.3. In the curricula of **Aircraft Piloting** and **Commercial Air Transport Pilot**, practical training is completed in accordance with the ATO operations manual and training manuals, and practical training is regulated by the Commission Regulation (EU) No 1178/2011.
 - 3.4. In the curricula of **Aviation Management** and **Commercial Aviation Management**, trainees may choose the training base as they wish, coordinating it in advance with the supervisor from the Academy.
 - 3.5. In the **Aviation Communication and Navigation Systems** speciality, trainees may choose the training base as they wish, coordinating it in advance with the supervisor from the Academy.

4. The parties involved in the organisation of practical training and their duties are as follows:

- 4.1. **The Academy shall:**
 - 4.1.1. ensure a training base for students if this is specified in the syllabus;

- 4.1.2. verify whether the students who choose the training base themselves have done that before the commencement of practical training by the time specified in the syllabus, and have coordinated this with the training base;
- 4.1.3. inform the student of the obligation to provide all additional information requested by the training base (e.g., medical certificate);
- 4.1.4. provide before the commencement of practical training, if required, the person coordinating or supervising the practical training with the practical training agreement and the personal and contact details of the students completing their practical training within the period agreed upon in the agreement;
- 4.1.5. appoint a person responsible at the Academy for the student's practical training, who is specified in the syllabus;
- 4.1.6. arrange, if necessary, regular training sessions and briefings for the training base supervisors;
- 4.1.7. cover the costs of the aero-medical health certificate related to the completion of practical training;
- 4.1.8. cover the costs related to the completion of practical training and procedural costs of applying for an aviation personnel licence as agreed between the Academy and the training base;
- 4.1.9. sign, if required, a practical training agreement with the training base.

4.2. **The speciality department shall:**

- 4.2.1. appoint a responsible teaching staff member at least six weeks before the commencement of practical training;
- 4.2.2. draft a schedule according to which practical training is organised if specified so in the syllabus;
- 4.2.3. be responsible for the organisation of practical training, including its verification and assessment.

4.3. **The supervisor from the Academy** is a teaching staff member who is responsible for the purposeful organisation of practical training and shall:

- 4.3.1. draft the syllabus for practical training as provided for in the EAVA's Study Regulations;
- 4.3.2. conclude agreements with the training base for conducting practical training;
- 4.3.3. instruct the trainees at least one week before the commencement of practical training;
- 4.3.4. introduce to the students the organisation of practical training and the syllabus at least one week before the commencement of practical training, and shall assist in defining the student's individual learning outcomes for practical training;
- 4.3.5. coordinate the course of practical training and provide assistance in settling any problems between the student and the supervisor(s) from the training base, if necessary;
- 4.3.6. verify that practical training actually takes place, and shall observe the progress of the student during practical training;
- 4.3.7. provide advice to the student on preparing reports on practical training, if necessary;
- 4.3.8. provide constructive feedback during practical training, if necessary, and shall assess the completion of practical training as specified in the syllabus;
- 4.3.9. analyse the efficiency of practical training at the end of it, and based on the feedback from different parties (incl. the information and audits received from the Quality Manager), shall prepare a free form overview of the course of practical training and any aspects that need to be changed, and present it to the head of the respective curriculum no later than three weeks after the end of practical training.

4.4. **The training base shall:**

- 4.4.1. arrange, if necessary, access to the training base for the student, and inform the student of the obligation to provide additional information requested by the training base (e.g., medical certificate, information regarding vaccination, notice from the Criminal Records Database, etc.);
- 4.4.2. provide the trainee with opportunities to perform practical training tasks;
- 4.4.3. ensure access to material-technical means – equipment, tools, manuals, software needed for the completion of practical training tasks;
- 4.4.4. ensure the existence of the supervisor and, if necessary, assessor required for the completion of practical training, and enable their participation in training sessions and information days arranged for supervisors;
- 4.4.5. appoint, in the event of several supervisors acting at the training base, a particular supervisor for the student;
- 4.4.6. cover the costs related to the completion of practical training and procedural costs of applying for an aviation personnel licence as agreed between the Academy and the training base;
- 4.4.7. inform the student of the obligation to provide additional information requested by the training base (e.g., information regarding vaccination, a notice from the Criminal Records Database, etc.).

4.5. **The training base supervisor** is a specialist in the field of practical training appointed by the training base, who shall:

- 4.5.1. review the syllabus of practical training at least one week before the commencement of practical training;
- 4.5.2. introduce to the trainee the training base, its internal rules (incl. occupational health and safety requirements) and other regulations to be followed while performing practical training tasks;
- 4.5.3. approve the schedule of the completion of practical training drafted by the student;
- 4.5.4. outline, based on the learning outcomes outlined in the syllabus and in agreement with the student, the activities that support the achievement of learning outcomes;
- 4.5.5. assist the student, if necessary, in defining individual learning outcomes for practical training, and shall support the student during practical training;
- 4.5.6. guide, support and observe the student's everyday learning process related to practical training and aimed at achieving the learning outcomes of the syllabus, and provide guidance on planning, preparing and conducting activities;
- 4.5.7. assign the student tasks appropriate for the achievement of the aim and learning outcomes of practical training;
- 4.5.8. give the student constructive, timely, personal and performance-oriented feedback on the performance of practical training tasks;
- 4.5.9. assess the performance of the student at the end of practical training, considering the aim and learning outcomes of practical training and using, preferably, the template provided in Annex 3, and shall introduce this to the student (excl. the students of the Aircraft Engineering curriculum);
- 4.5.10. assist in solving problems related to practical training and occurring in the course of it;
- 4.5.11. inform the Academy immediately if the student fails to perform the requirements established in the Academy's Rules for Practical Training, any internal rules regarding the organisation of work at the training base (incl. occupational health and safety requirements) and other regulations to be followed while performing practical training tasks.

4.6. **The trainee** is a student completing practical training, who shall:

- 4.6.1. review the curriculum, the syllabus of practical training and documents related to it before the commencement of practical training;
- 4.6.2. perform the tasks assigned during practical training by the supervisor(s) at the time and by the procedure agreed upon;
- 4.6.3. participate in practical training at the time specified in the schedule or agreed with the training base;
- 4.6.4. follow the work organisation rules of the training base (incl. occupational health and safety requirements), its internal rules and other regulations to be followed while performing practical training tasks;
- 4.6.5. maintain the secrecy of any confidential information obtained during practical training, and shall not disclose it to third parties;
- 4.6.6. inform the supervisor from the Academy and the training base of all circumstances that may prevent the completion of practical training;
- 4.6.7. fill in the Practical Training Record Book as required;
- 4.6.8. prepare the Practical Training Report, which focuses on analysing the knowledge and skills acquired during practical training and the compliance of these with the aims and learning outcomes set forth in the curriculum and syllabus;
- 4.6.9. wear, if required, the uniform or special attire or footwear during practical training that ensures safety at work;
- 4.6.10. start practical training at the training base in accordance with the information provided on practical training, and shall complete practical training in compliance with the general aims and learning outcomes, individual learning outcomes, and in the volume prescribed by the curriculum;
- 4.6.11. inform, in the event of illness (or any other good reason for the student's absence from practical training), the supervisor from the Academy and the training base within the first working day through the agreed information channel.
- 4.6.12. The violation of clauses 4.6.1 to 4.6.11 is considered infringement of study regulations and the practical training is deemed failed.
- 4.6.13. In the case of domestic practical training, the student shall cover the costs of accommodation and travel, also the costs related to health insurance, tests, vaccination and obtaining a medical certificate. As an exemption and based on the student's substantiated application, the Academy may reimburse the accommodation and travel costs, following the procedure for compensating students' expenses related to studies and representing the Academy. (*Entry into force 01.09.2022*)

5. Assessment of practical training

- 5.1. The final assessment of practical training is carried out as prescribed in the syllabus. For the final assessment, the supervisor from the Academy shall review the Practical Training Record Book, the aims, learning outcomes and the student's individual objectives of practical training, and the analysis provided in the Practical Training Report. In addition, the supervisor shall take into account the assessment provided by the supervisor and/or assessor from the training base.
- 5.2. The final assessment is carried out within 10 working days from the due date for submitting the documents required for the final assessment, or by the end of the semester when practical training was completed.
- 5.3. Any student who applies, under the Procedure for the Accreditation of Prior and Experiential Learning, for the recognition of prior work experience as practical training shall submit a certificate indicating the name of the employer, the position filled by the student, the period of working, and the job description of the position to the supervisor from the Academy.

ANNEX 1. Sample format for Practical Training Report

Title page

Table of contents

Introduction (to be filled in before the commencement of practical training)

- The aim, time, volume and place (name of the institution, structural unit) of practical training, the training base supervisor (name and position)
- Short description of individual objectives of practical training (what is your personal objective of practical training, which aspects you expect to develop, what you expect to learn in addition to the knowledge specified in the syllabus, which skills you expect to acquire)
- Short description of the institution chosen for practical training, its main area of activity, number of employees, working time and work organisation, working conditions (facilities, equipment, machinery, working tools)
- Expectations (what you expect from the training base and the supervisor from the training base, what you hope to learn during practical training)
- Aims and learning outcomes of practical training specified in the curriculum and syllabus.

Content of the Practical Training Report (filled in after the end of practical training)

1. Activity of the trainee in the institution and its analysis

- Description of established practical training tasks
- Use the STARR form (Situation - Task - Activities - Result - Reflection). Learning outcomes are found in the respective description of the curriculum and syllabus.

S - Situation - Describe the situations in which you acquired experience and that are related to the acquisition of learning outcome(s). List specific activity/activities that best illustrate the achievement of your learning outcome(s).

T - Task - Describe the practical training tasks you performed, and the task you took upon yourself. Identify your role and area of responsibility.

Which practical training tasks did you perform? List and briefly describe the tasks.

In your opinion, which practical training tasks did you perform well?

Which practical training tasks were difficult for you? What might have been the reason?

How did you manage in new or challenging situations? How much initiative did you display?

How are you satisfied with your final results of the performance of practical training tasks?

How did you follow the occupational safety requirements and internal rules of the enterprise?

A - Activities - Describe your action in a particular situation, your approach to the task (activities, techniques, preparation, etc.).

R - Result - Describe the most important results of an activity. How did you achieve these results? How was the result assessed (by whom, how, based on what)? Describe the follow-up activities, if any.

R - Reflection - Analysis. What can be concluded from what has been described above?

- In brief, which competencies did you acquire during practical training (in relation to learning outcomes)?
- In your opinion, what are your strengths considering the acquired learning outcomes?
- In your opinion, which aspects do you need to develop further in relation to learning outcomes? What do you feel you still need to learn?
- How would you assess the achievement of your individual objectives?
- How would you assess your response to problematic situations (conflicts, criticism, meeting new people)? Please give concrete examples.
- How would you assess your development in performing practical training tasks?

- What would you do differently in a similar situation next time?

2. Summary

The summary provides a general assessment of practical training. It should summarise the extent to which you managed to perform practical training tasks and achieve the learning outcomes and aims, including individual objectives. All opinions should be justified in the summary.

3. Annexes (not compulsory)

Additional materials (PowerPoint presentation, photos, figures, guidelines, etc.), materials introducing the institution.

ANNEX 2. Recommended sample format for the Practical Training Record Book

Trainee:

Training base:

Responsible training base supervisor:

Date	Description of the trainee's activity	Short analysis of aspects learned from everyday activity	Volume in hours	Name and signature of the supervisor
09.09.2022	Measuring the Standing Wave Ratio (SWR) on both channels; measuring the Low Noise Amplifier (LNA); measuring the Minimal Discoverable Signal (MDS).		8	J. Kuusik

ANNEX 3. Assessment of the trainee's performance by the training base supervisor – recommended sample format of the assessment sheet

Trainee:

Training base:

Training base supervisor:

The training base supervisor assesses the trainee's activity and performance of practical training tasks. The assessment is prepared in free form and covers at least the following aspects:

1. Compliance of the action plan included in the Practical Training Record Book with the activities actually performed during practical training
2. Opinion on the strengths of the trainee and aspects that need to be developed, based on the trainee's performance of practical training tasks and the aim and intended learning outcomes of practical training
3. Recommendations to the trainee (incl. attitude, cooperation skills and other transferable skills)
4. Summarising assessment

ANNEX 4. Feedback collected in the course of practical training – recommended sample format

1. Suggestions of the training base supervisor to the Academy regarding the organisation of practical training

Feedback is provided in free form. Possible topics to be covered:

- Did you have a sufficient overview of the aims of practical training and documents required for supervising?
- How did the supervisor from the Academy support you during the practical training?
- Do you have any suggestions to the supervisor from the Academy?
- How would you assess your cooperation with the supervisor from the Academy? Please describe the experience you gained.
- Based on your experience, what would you change in the organisation of practical training?
- Assessment of the trainees' knowledge and practical skills needed for the performance of practical training, suggestions for the development of the curriculum so as to improve the level of prior knowledge.

2. The trainee's feedback on practical training

The feedback should outline positive aspects as well as any circumstances that require more attention, also suggestions on the following:

a. Support provided by the Academy, organisational aspects

- How would you describe the support the Academy provided in the preparation for practical training?
- Do you find that your prior knowledge and skills acquired during your studies at the Academy were sufficient to be prepared for practical training (e.g., documentation, selection of the training base, supervision, etc.)?
- Did you have a sufficient overview of documents you had to observe during practical training?
- Were the requirements for filling in the Practical Training Record Book and preparing the Practical Training Report clear and understandable for you?
- How did the supervisor from the Academy support you during your practical training?
- How would you assess your cooperation with the supervisor from the Academy? Please describe the experience you gained.
- Based on your experience, what would you change in the organisation of practical training?

b. Support provided by the training base, organisational aspects

- How were you first received at the training base (familiarising with the work place, work safety, organisation of work, rules applying at your work place, work associates, etc.)?
- How did the supervision take place? In your opinion, did you receive sufficient feedback from you training base supervisor? Were you generally satisfied with the supervision of practical training?
- Were you generally satisfied with the training base?
- How would you assess your cooperation with the training base supervisor? Please describe the experience you gained.
- What would you suggest to the training base or the training base supervisor?
- Your assessment of acquired knowledge and practical skills, considering the experience you gained during practical training (assess the knowledge and skills acquired both at the Academy and during practical training).