



Practical Placement Guide

2019/20

Vocational Services
London School of Theology
Green Lane, Northwood, Middlesex
HA6 2UW
tel: 01923 456 000

Registered Charity No. 312778



Essentials of Practical Placement

At London School of Theology, we believe it is vital to combine academic learning with its practical application: integrating what we learn **ABOUT** Jesus Christ in the classroom/online with living **FOR** him in the world. Practical placements are formative in different ways to the classroom: shaping gifts, skills and Christian character for future life and ministry – which is also why each placement looks different: we partner with each student to build a customised placement.



Students

Pray, expect great things of God and get ready to be changed by your placement! It's exciting to hear how many students say placement is integral in setting their vocational path beyond LST. Go in with a servant heart and be God's blessing in your placement.

Supervisors

You play a vital part: your consistent supervision and prayerful encouragement will provide an excellent learning environment for your placement student. We look to build partnerships with church leaders who model skills and Christian character commensurate with our biblical beliefs as an evangelical institution, and with organisational leaders in students' second year, who model excellent leadership and mentoring abilities and who are in sympathy with their placement student's Christian beliefs.



The Mechanics

how placements work

Practical placement falls under different modules: Practical Placement (TH4012) at Level 4 and Practical Placement II (TH5008) at Level 5 for Theology students and Worship Ministry in Practice (TM4104) at Level 4 for Theology, Music and Worship and Theology & Worship students.

Key facts

first year (Level 4) church-based placements

- Allocated by Vocational Services according to students' gifting, experience and desired area of ministry, using information submitted in their student profile (F1)
- Online and some campus students may undertake placement in a home church
- Run over 20 term-time weeks from October to May (see calendar)
- A minimum total of 72 placement hours (weekly average of 3.5/4 hrs). No maximum total, as long as students' studies and well-being are not negatively affected. A maximum of 45 hours are authorised in 1st semester, to ensure ongoing, consistent placement attendance.
- Two formal placement reviews (which involve submission of forms): mid-way point and at end.

Key facts

second year (Level 5) church and non church-based placements

- Students choose a placement which gives the opportunity to test God's call: anything from overseas mission to social action; education to chaplaincy and everything in between
- Placement can be undertaken either weekly, as above (weekly average of 4/4.5 hrs) or intensively through a vacation (eg 41 hrs a week over 2 weeks, or 1 day a week for 10 weeks).
- A minimum total placement hours of 82. No maximum total, as above

Please note that LST's academic timetable changes in semester two (at the beginning of February) and this may have implications on the student's availability.

Setting up Placement, Forms and Deadlines

1-11 October
Student 1-1 interview and placement preparation
(see schedule for interview slot)

6, 13 or 20 October
Student to visit allocated church

7-20 October
Student/Supervisor meeting
(organised by student/supervisor)

by 21 October
Placement Proposal (F2) submission

by 27 October
Placement commencement



Term-time Placement (Level 4 and 5)

PLACEMENT PROPOSAL (F2)
Deadline: **MONDAY, 21 OCTOBER 2019**

Student and Supervisor to complete: outlining placement objectives. Must be signed by student and supervisor. To be approved by LST BEFORE placement starts.

MID-YEAR PLACEMENT ASSESSMENT (F3)
Deadline: **MONDAY, 10 FEBRUARY 2020**

Student and supervisor to complete: reviewing how placement objectives are progressing.

LOG OF HOURS (F10.1)
Deadline: **MONDAY, 10 FEBRUARY 2020**

Student to complete and supervisor to sign.

YEAR-END PLACEMENT ASSESSMENT (F4)
Online Deadline: **FRIDAY, 15 MAY 2020**
On-campus Deadline: **TUESDAY, 26 MAY 2020**

Student and supervisor to complete: reviewing how placement objectives have been met.

LOG OF HOURS (F10.2)
Online Deadline: **FRIDAY, 15 MAY 2020**
On-campus Deadline: **TUESDAY, 26 MAY 2020**

Student to complete and supervisor to sign.

NB: Middlesex University is rigorous in their observance of deadlines - it is crucial that students start placement in good time and that all submission deadlines are met. Placement is only authorised when the proposal (F2 or F5) is submitted - hours completed before this are generally not credited. Please inform us in good time of any circumstances

Vacation Placement (Level 5)

VACATION PLACEMENT PROPOSAL (F5)
Deadline: **END OF TERM PRE-PLACEMENT**

Student to complete: outlining placement objectives. Must be submitted BEFORE placement starts. Placements cannot be approved retrospectively.

VACATION PLACEMENT ASSESSMENT (F6)
Deadline: **FIRST DAY OF TERM AFTER PLACEMENT**

Supervisor and student to complete: reviewing how placement objectives have been met.

LOG OF HOURS (F10V)
Deadline: **FIRST DAY OF TERM AFTER PLACEMENT**

Student to complete and supervisor to sign.

which may prevent the submission of placement forms by the deadlines so the student can apply for an extension if required. Forms are generally submitted electronically. Links to online forms are emailed to the supervisors. Please request paper copies if you prefer.

Who we are and how to contact us.



Emily Smuts
Director of Vocational Services
Tel: 01923 456 214
Email: emily.smuts@lst.ac.uk
Working days: Mon, Tues, Thurs



Krista Ewert
Vocational Services Administrator
Tel: 01923 456 212
Email: krista.ewert@lst.ac.uk
Working days: Tues, Wed, Thurs

Setting **S.M.A.R.T.** Placement Objectives using **Key Development Areas**

Specific

Each objective should be a clear and precise statement of intent and outcome.

WHAT exactly will I be doing?

Measurable

It should be easy to determine whether each objective has been achieved.

HOW will I know I have done it?

Attainable

Each objective should set a realistic target.

CAN I do it?

Relevant

Each objective should be relevant to your formation.

IS IT relevant?

Time-based

Each objective should have a fixed limit.

WHEN will I finish the task?

For example:

- Pray with three members of the youth group OR people from a different age/culture twice a term
- Teach one new worship song to the congregation OR prepare and lead a Bible Study each term
- Attend the church business meetings OR prepare and deliver a sermon once a term.

Each of the three placement objectives identified in your Placement Proposal (F2 or F5) should relate to a Key Development Area as set out below. These are key transferable skills set by the government for undergraduate education:



Communication

- Effective oral communication in individual, group and congregational settings.
- Appropriate use of a range of communication styles and techniques.

Working with Others

- Being an effective team member and leader.
- Ability to establish and maintain co-operative working relationships.
- Effective personal administration.

Improving Learning and Performance

- Setting personal objectives which are S.M.A.R.T.
- Implementing and monitoring performance against personal objectives.
- Assessing and responding to the feedback of others.

Problem Solving

- Ability to identify problems and provide viable solutions.
- Ability to put solutions into practice and monitor their effectiveness.

Christian Formation

- Evidence of theological reflection upon the learning experience.
- Maintenance and growth of personal relationship with God.
- Evidence of growth in Christian character and spiritual maturity.
- Encouragement of others in their discipleship.

