



## The essentials of Practical Placement at London School of Theology 2023-24

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 or online with living **for** him in the world. Practical placements are formative in various ways: shaping gifts, skills and Christian character for future life and ministry – which is also why each placement looks different: we partner with the individual student to build a customised placement.

You, **the supervisor**, 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 ministerial 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.

### 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.
- ❖ Online and some campus students may undertake placement in a home church context.
- ❖ Run over approx. 20 term-time weeks from October to May (see calendar) or throughout the year in a home church context.
- ❖ A minimum total of 72 placement hours for Theology students (weekly average of 3.5/4 hrs) and 60 placement hours for all music related students (weekly average of 3 hrs) are required. No maximum total as long as students' studies and well-being are not negatively affected. A maximum of 45 hours will be authorised in 1<sup>st</sup> semester to ensure ongoing, consistent placement attendance.
- ❖ For music related students, a minimum of 50% of placement hours should have a worship focus (eg playing in the band; leading/planning worship; AV support; leading a service). The other <50% can be spent as student and supervisor feel led.
- ❖ Two formal placement reviews (which involve submission of forms) at mid-way point and 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.
- ❖ A minimum total of 82 placement hours. No maximum total, as above.
- ❖ 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).

**NB:** please note that LST's academic timetable changes in semester 2 (at the beginning of February) and this may have implications on the student's availability.

## Setting up Placement, forms and deadlines through the year

Timings in the set-up phase of placement are as follows:

- Student 1-1 interview and placement preparation: **Mon 25 September – Fri 6 October 2023**
- Student/supervisor meeting: **Sun 1 – Sun 29 October** (organised by student/supervisor)
- Student visit to allocated church – **Sun 1, 8, 15, 22 or 29 October**
- Placement Proposal (F2) submission: **by Monday 30 October**
- Placement commencement – **by Sunday 5 November (NB: placement can start as soon as F2 is submitted)**

**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 (F2) is submitted - hours completed before this are generally not credited. Please inform us in good time of any circumstances which may prevent the submission of placement forms on or before the deadlines below, so the student can apply for an extension if required.

	TERM-TIME PLACEMENT (Level 4)	VACATION PLACEMENT (Level 5)
Proposal	<p><b><u>F2: Term-time placement proposal</u></b>            Student and supervisor to complete, outlining placement objectives. Must be signed by student and supervisor. To be approved by LST <b>BEFORE</b> placement starts.</p> <p><b>Deadline: Mon 30 October 2023</b></p>	<p><b><u>F5: Vacation placement proposal</u></b>            Student to complete: outlining placement objectives. Must be submitted <b>BEFORE</b> placement starts. Placements cannot be approved retrospectively.</p> <p><b>Deadline: end of term pre-placement</b></p>
Mid-year assessment	<p><b><u>F3: Mid-year assessment</u></b>            Student and supervisor to complete: reviewing how placement objectives are progressing.</p> <p><b><u>F10.1: Log of hours</u></b>            Student to complete. Supervisor to sign.</p> <p><b>Deadline: Mon 12 February 2024</b></p>	<p><b><u>F6: Vacation placement assessment</u></b>            Supervisor to complete: assessing how placement objectives have been met.</p> <p><b><u>F10.2: Log of hours</u></b>            Student to complete. Supervisor to sign.</p> <p><b>Deadline: first day of term after vacation placement.</b></p>
Year-end assessment	<p><b><u>F4: Year-end assessment</u></b>            Student and supervisor to complete: reviewing how placement objectives have been met.</p> <p><b><u>F10.2: Log of hours</u></b>            Student to complete. Supervisor to sign.</p> <p><b>Deadline: Tue 28 May 2024</b></p>	

Forms are generally submitted electronically. Links to online forms are emailed to students and supervisors. Please request paper forms if you prefer.

## Setting SMART placement objectives using Key Development Areas (KDA)

Each of 3 placement objectives identified in your Placement Proposal (F2) should relate to a KDA, 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 member and team leader.
- Able to establish and maintain co-operative working relationships.
- Effective personal administration.

### IMPROVING LEARNING & PERFORMANCE

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

### PROBLEM SOLVING

- Ability to identify problems and provide realistic 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.



### For example:

- Pray with 3 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.