



Guidelines for Creating the Individual Placement Plan

1. General Guidelines

1. In accordance with § 4 of the KHSB's PraxO –BA, the host establishment is obliged to train the students according to the individual placement plan, to take their specific professional qualification criteria into consideration, providing the student with the corresponding learning fields and enabling them to carry out learning activities in keeping with these qualification criteria.
2. At the beginning of the practical placement, an individual placement plan is to be drawn up by the host establishment together with the student. The plan is to be submitted to the practical placement office four weeks after the beginning of the placement at the latest and will be passed on to the respective contact lecturers from there.
3. The individual placement plan is intended to help structure the programme-integrated practical placement and is supposed to help allow the objectives of the practical placement to be met. The individual placement plan represents a binding framework for how the placement is to be organised and is supposed to make the learning process transparent for all concerned with respect to content, method and timeframe.
4. The individual placement plan is geared to the specific tasks set out by the host establishment and the learning opportunities offered there on the one hand and to the other on the learning wishes of the student and the learning goals of the respective study module of the study and examination regulations on the other.
5. The reflection and evaluation processes between the practical mentor and the student take place based on the individual placement plan.
6. After around half of the placement has been completed, it is recommended that the individual placement plan is reviewed in a critical manner with all those involved. The learning goals and teaching content already covered and those that remain should be discussed, with modifications to the plan being made as necessary.
7. The individual placement plan names¹:
 - the specifically formulated learning objectives, learning content and task assignments which can be learned at the host establishment;
 - the methods according to which these objectives and content can be learned by the students;
 - how the practical placement is to be structured within the time frame;
 - how often mentor discussions are to be held.
8. The individual placement plan is to be signed by the practical mentor and the student.

2. Content Issues and Structuring²:

I. Subject Area: Getting to Know the Host Establishment (Institution, Organisation), Duties and Goals of the Placement

During the practical placement, the host establishment enables the student to get to know:

- the fields of work specific to the programme of study
- the philosophy of the establishment as a special type of organisation (supporting organisations; conceptual, structural and organisational principles, whether administrative, legal, financial and political etc.)
- the development of the establishment and its goal

¹ See Appendix to the Individual Placement Plan

² To be regarded as a model for structuring the plan

- institutional partners

II. Subject Area: Working Context, Work Assignments, e.g. working with clients (target group, client)

During the practical placement, the host establishment allows the student:

- to job-shadow at professional discussions, at negotiations with professional partners, at ...
- to participate at team meetings, helper conferences, training measures... (participation in the institution's professional activities)
- to carry out administrative tasks and tasks linked to assignments, office work such as working with files, progress documentation, administrative processes such as giving an official position to public offices and institutions, written communication with clients, reviewing and updating email address lists, statistics.,...

Thus enabling the student to get to know:

- how assignments are dealt with in this specific field of activity
- the organisational structure and standard processes in this specific field of activity
- the structure of the target group in this specific field of activity

III. Subject Area: Learning and Further Development of Working Methods and Professional Knowledge (Theoretical and Practical Skills)

During the practical placement, the host establishment enables

a) via the work in a context specific to the field of activity and target group

the student to acquire:

- legal basics for professional action specific to the field of activity and target group in question
- specialist knowledge relating to communication, such as holding discussions, supportive communication

and to learn and receive training in:

- holding professional discussions with clients
- summarising cases and portraying them in a clearly structured way at a case conference (e.g. case team)
- accompanying the stages attached to a particular process, such as legal proceedings
- planning day-to-day work with the clients on the job, taking into consideration the structure of the target group
- consultation and guidance in all questions of support opportunities

b) via working in and with the team

participation at / in:

- staff meetings, case discussions, help plan processes, information events, prevention programmes

and the acquisition, learning and training of:

- socio-pedagogical counselling and discussion techniques
- using legal regulations in a secure manner
- connecting theoretical and practical study
- creating a contact contract
- carrying out professional practice within a social environment (analysis of and orientation within the social environment)
- action principles such as resource orientation, interdisciplinary approaches
- professional stances such as closeness / distance, problems stemming from the transferral of responsibility
- crisis intervention

- planning (conception) and subsequent implementation of a project
- committee work (such as neighbourhood management)
- mobilising local inhabitants and allowing them to participate in processes

IV. Subject Area: Personal Further Development (Personal Skills)

During the practical placement, the host establishment enables the consolidation and development of:

- individual initiative and individual responsibility
- independence and trust in one's self
- knowledge expansion
- consciousness and perception expansion (taking a professional view)
- a professional stance in the career
- building up trust and relationships and ending them in a suitable manner
- professional affinity

students to learn :

- how to cooperate and how to reflect
- specific perspective orientations such as systematic understanding
- how to develop one's own conceptual ideas and solutions
- how to put theory into practice.