# MODULE PROGRAMME 20.10.2017 No. 6.1-14/2794-1

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| **CODE** | BPTC5233 – Safe Work Environment BPTC5234 – Knowledge of the Regulations and Organisational Culture and Structure of Police Service, BPTC5121 – Introductory Internship |
| **NAME OF THE SUBJECT (in Estonian)** | Politseiteenistuse alusõpingud |
| **NAME OF THE SUBJECT (in English)** | Fundamental Studies of the Police Service |
| **VOLUME (ECTS)** | 4 ECTS |
| **CURRICULUM** | Police Service |
| **MODULE COORDINATOR** | Piret Teppan |
| **PREREQUISITE MODULES AND SUBJECTS:** | There are no prerequisite modules nor subjects. |
| **AIM:** the student knows the structure and tasks of the Police and Border Guard Board, and understands their rights and obligations in their working environment. |
| **LEARNING OUTCOMES** | **ASSESSMENT METHODS** | **ASSESSMENT CRITERIA** |
| **After completing the module, the student:** |  |  |
| 1. understands their rights and obligations in their working environment and evaluates their work-related coping;
2. according to the statute of the Police and Border Guard Board, describes the setup of it and its tasks, can plan their career opportunities;
3. explains the organisation of public service and the police service based on the Public Service Act and the Police and Border Guard Act;
 | **M1. Essay** on the topic of the rights and obligations of an employee and an employer upon creating a safe work environment. Threshold criteria: The student: * describes how occupational safety and health are provided, incl. in a police organisation;
* gives an overview of the work of a working environment specialist and a working environment representative, and of the essence of the working environment council;
* describes the rights and obligations of an employee and an employer upon creating a safe work environment.
* describes the circumstances according to which an accident can be defined as an accident at work;
* describes how to behave in an event of an accident at work, and what are the benefits a person receives in the event of being injured in an accident at work;
* explains, why health check and vaccination are important;
* writes an essay that meets the requirements brought in the guidelines for the compilation of written papers of the EASS, the language of the essay is correct and the arguments are grounded.

 **AM 2. compilation of an internship report, a presentation** and a **test** on the tasks of the Police and Border Guard Board and the main tasks of its structural units.The student compiles an internship report and uploads it on Moodle. In groups, students compile a presentation on the internship report. The student answers to questions on the tasks of the Police and Border Guard Board and the main tasks of its structural units. Assessment criteria (Introductory internship report): * the report covers the tasks of the Police and Border Guard Board and the main tasks of its structural units;
* the report includes an overview of the main job-related tasks fulfilling of which the student could observe as a job shadow, and also what he/she learned as a job shadow
* self-analysis of their career prospects at the Police and Border Guard Board and related wishes, and also of the compatibility of their values with the agency’s values;
* recommendations and opinions about the internship;
* the internship report has been formatted according to the guidelines for the compilation of written papers of the EASS. In the internship report, there may be some mistakes related to formatting and the structure, the mistakes do not hinder the meaning.

Threshold criteria (Presentation):  * the presentation has been structured correctly;
* the presentation includes an overview of what was studied during the internship;
* the students have compared different tasks of the police;
* the students describe different situations they came across while job shadowing;
* the students indicate the benefits of the introductory internship.

Threshold criteria (Test): upon using the PBGB’s intranet and other sources, the student finds correct answers to all questions in the test.  **AM 3. Solving of cases and answering to questions** concerning the principles of public and police service. Threshold criteria:  * upon solving a case, the student explains the service-related tasks and rights of a police officer and relates these to the principles of good administration;
* the student gives correct answers to more than a half of the questions asked.
 | 1. lists and explains the main rights and obligations of an employer and employee when ensuring a safe working environment;
2. by using different means of ICT, the student compiles an overview of the tasks of the Police and Border Guard Board and the main tasks of its structural units. The overview is based on the statute of the Police and Border Guard Board, the statutes of the prefectures, and the information available on the intranet of the Police and Border Guard Board;
3. compiles a self-analysis of their career prospects at the Police and Border Guard Board, and also of the compatibility of their values with the agency’s values;
4. explains the organisation of public service and the police service based on the Public Service Act and the Police and Border Guard Act.
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| **Requirements for and the composition of the final grade / credit test:**  |
| The assessment method for the module is non-graded assessment. Prerequisites for the assessment are participation in discussions and group works and positive passing of practical tasks. The grade considers the AM 1 Essay on the topic of the rights and obligations of an employer and employee upon creating a safe working environment; AM 2 compilation of an internship report, a presentation and a test on the tasks of the Police and Border Guard Board and the main tasks of its structural units; AM 3 solving of cases and answering to questions(concerning the principles of public and police service). |

Compiled by: Piret Teppan

Date: 12.10.2017