



EVANGELISCHE HOCHSCHULE RHEINLAND-WESTFALEN-LIPPE
Protestant University of Applied Sciences

**Registration for an integrated practical work phase
for the B.A. in Early Education**

<p>Work placement I (Modul 6)</p> <p><input type="checkbox"/> 80 working days / 640 working hours</p> <p>Only for state-approved teachers subsequent to acceptance procedures:¹</p> <p><input type="checkbox"/> 30 working days / 240 working hours</p>	<p>Work placement II (Modul 13)</p> <p>20 working days / 160 working hours</p>	<p>A total of at least . 100 working days at 8 hrs or 800 working hrs should be completed</p> <p>For state-approved teachers only, subsequent to acceptance procedures, the following applies: A total of 50 working days at 8 hrs and/or 400 working hours</p>
---	---	--

Student's personal data

Surname		Matriculation number:	
First name			
Street:	Post-code:	Town:	
Phone:	E-Mail:		@evh-bochum.de

Period of the practical phase

from: DD.MM.YY	until: DD.MM.YY	Projected number of working hours:
-------------------	--------------------	---------------------------------------

Details of the practical work institution

Name of institution / operator of the institution:		Name of practice supervisor:	
Area of work / place of assignment:		Surname, First name:	
Street:		Degree and/or professional qualification <input type="checkbox"/> BA/Dipl. Early Education <input type="checkbox"/> BA/Dipl. Social Work <input type="checkbox"/> BA/Dipl. Inclusive Education <input type="checkbox"/> other comparable trainings (please specify):	
Postcode:	Town:		
Phone:			
E-Mail:			
Web:			
Stamp/seal of the institution/the operator of the institution		Place, Date	
		Signature (practice supervisor or representative of the organisation)	

The student:

Place, Date	Student's signature
.....

The Evangelische Hochschule RWL:

The Evangelische Hochschule RWL, Protestant University of Applied Sciences, confirms the suitability of the practical work institution in accordance with §4 of the practical work regulations for the BA degree course in Early Education².

Place, Date	Name of the module supervisor	Signature of the module supervisor
-------------	-------------------------------	------------------------------------

¹ Approval by the examination office of the EvH RWL in terms of §53 of General Examination Regulations

² This does not include confirmation of the examination regulation requirements for completion of and/or registration for the Modules 6 and 13.13.



EVANGELISCHE HOCHSCHULE RHEINLAND-WESTFALEN-LIPPE

Protestant University of Applied Sciences

Inclusion of contact data relating to the institution in the practical training database

The practice facility / institution:

Name of facility / operator of the facility
Area of work / place of assignment:
Street:
Postcode, Town:
Phone:
E-Mail:
Web:

Stamp/seal of the institution / operator of the institution

I/we agree to my/our contact data relating to the practical work institution being used until further notice by the Evangelische Hochschule RWL, Protestant University of Applied Sciences, for the practical training database of Department I: Social Work, Education and Diaconia and made available to students for their perusal and for research.

I/we object to the inclusion of my/our contact data in the practical training database.

I am/we are already included in the practical training database.

(Please tick accordingly)

Representative of the organisation

Surname	First name
---------	------------

Place, Date

Signature



1. General comments

Under the terms of the module handbook and of the practical experience regulations, the integrated practical work phase (Work placement I / Module 6 and Work placement II / Module 13) in the Bachelor degree course in Early Education includes two compulsory work placements. The practical work phase is central and fundamental to obtaining state recognition (cf. § 3 SobAG NRW³)

The aim of the practical work phase is to introduce students to operating independently in the field of early education, thus giving them the opportunity to:

- review their own motivation to study,
- develop skills for profound and practicable professional competence while putting this to the test by applying the theoretical knowledge they have acquired,
- get to know a selected field of action in greater depth, including its structures and action processes,
- strengthen their professional socialisation and identity as well as their reflective competence in interaction with values, norms and professional principles.

The student shall be assigned in such a way that he/she is given the opportunity to get to know the activities in the respective professional field in accordance with the stated objective of the practical work phase. This includes insights into and participation in regular processes and tasks such as individual and group work, project work, team meetings, talks with parents, network and social environment work, conceptualisation, support planning, administrative activities including the inspection of records.

The student shall be supervised by a specifically named practical work supervisor who is both professionally qualified and experienced. As a direct contact person, the practical work supervisor has a key function in the qualification process.

2. Time frame

In order to obtain state recognition in terms of § 3 SobAG NRW, the integrated practical work phase (Work placement I + II) shall comprise a minimum total of 100 working days (normally @ 8 hrs) = 800 working hours.

The requisite working days/hours shall be completed in two different practical work institutions, whereby Work placement I must comprise 80 working days / 640 working hours and Work placement II must comprise 20 working days / 160 working hours. Work placement I / 80 working days must be completed in a single block and working full-time.

The requisite working hours are always net working hours. Possible closing times due to public holidays, etc. shall not reduce the total number of hours that must be completed.

In the event of illness causing a student to fall short of the total of the 100 working days / 800 working hours required for state recognition, the missing days must be completed subsequently – the time frame for the practical work phase will be extended accordingly.

Attendance times for participation in reflection activities in the university context shall not be credited as working time. The practical work institution shall release the student so that he/she can participate in the obligatory reflection activities in Module 6 and/or 13.

3. Obligations on the student

The student shall actively cooperate with the practical work institution and/or the professional instructor on the timing and practical arrangements of the practical work phase in accordance with the agreements made.

The student shall discharge the tasks assigned in the practical work institution and the opportunities these offer in line with the objectives of the practical work phase.

The student shall participate regularly in the compulsory activities reflecting on the practical work phase.

³ Gesetz über die staatliche Anerkennung von Sozialarbeiterinnen und Sozialarbeitern [...] (Sozialberufe-Anerkennungsgesetz - SobAG) (Act for the State Recognition of Social Workers)



EVANGELISCHE HOCHSCHULE RHEINLAND-WESTFALEN-LIPPE

Protestant University of Applied Sciences

4. Notes on legal status during the practical work phase

The student shall remain a member of the Evangelische Hochschule RWL, Protestant University of Applied Sciences during the practical work phase (Work placement I and Work placement II).

The student, while completing the integrated practical work phases in Modules 6 and 13, shall not be regarded as working in an apprenticeship or training relationship in terms of the (German) Vocational Training Act (BBiG).

During an integrated practical work phase completed in Germany, the student has statutory accident insurance cover in terms of Section VII of the Social Security Code (Sozialgesetzbuch, SGB). Responsibility lies with the accident insurance agency engaged by the practical work institution on its behalf (cf. § 133 Para. 1 SGB VII). In the event of an insurance claim, the practical work institution shall compile an accident report and forward it to the agency responsible for the statutory accident insurance cover.

The student is advised to take out his/her own liability insurance, unless the third-party liability risk is covered by the insurance policy taken out by the practical work institution.

5. Registration and certification

Registration for the integrated practical work phase and/or the practical training contract must be submitted to the appropriate module supervisor for examination and approval within the respective registration deadline and/or before the start of the practical work phase. On request, a copy of the document can be made for the student and/or the practical work institution.

Nature of work placement	Period	Registration deadline
Module 6	winter semester	by 30 April in the preceding summer semester
Module 13	any time	at any time BEFORE the start of the work placement

Please bear in mind possible changes on account of the coronavirus pandemic!

At the end of the practical work phase – and in sufficient time to meet the submission deadlines that are applicable for the student – the practical work institution shall give certification (using the official university form, page 5) of the working days / working hours the student has actually completed.

Please address all questions to:

Evangelische Hochschule Rheinland-Westfalen-Lippe || Immanuel-Kant-Str. 18 – 20 || 44803 Bochum

Student service and administration of practical training

General	Phone: 0234 36901-158	E-Mail: studierendenservice@evh-bochum.de
Rutgart Siegler	Phone: 0234 36901-119	E-Mail: siegler@evh-bochum.de
Stephanie Baumann	Phone: 0234 36901-153	E-Mail: baumann@evh-bochum.de

Practical work coordination and module supervision for the Early Education degree course

Sabine Kleinkorres	Phone: 0234 3690-147	E-Mail: kleinkorres@evh-bochum.de
Module 6		

Linda Haarmann	Phone: 0234 3690-138	E-Mail: linda.haarmann@evh-bochum.de
Module 13		



**Confirmation of the completion of an integrated practical work phase
Work placement certificate**

BA degree course	Work placement I/Modul 6	Work placement II/Modul 13
Early Education	<input type="checkbox"/>	<input type="checkbox"/>

Student's personal data

Surname:	First name:	Matriculation No.:
----------	-------------	--------------------

Details of the practical work facility / institution

Name of the institution / operator of the institution:		
Street:	Post-code:	Town:

Period of the practical phase

Period registered:		
from: DD.MM.YY	until: DD.MM.YY	Planned number of working hours:
Where details differ from the above, please declare the actual period here:		
from: DD.MM.YYYY	until: DD.MM.YY	Working hours completed:

I hereby affirm the details relating to completion of the practical work phase in the above facility/institution.

Place, Date

Student's signature

We certify that _____
in our facility/institution in the period mentioned above.

has successfully completed the practical work phase

Place, Date



Stamp/seal of the institution/
operator of the institution

Signature of the placement supervisor or
representative of the organisation

The Evangelische Hochschule RWL:

As a member of the teaching staff with examination rights, I confirm

that the student participated regularly in the activities reflecting on the practical phase and receipt of the reflection report.

Place, Date

Name of the teaching staff member
with examination rights

Signature of the teaching staff
member with examination rights