



SUBJECT DATASHEET

Human resource management and development in public education

BMEGT51S514

I. SUBJECT DESCRIPTION

1. SUBJECT DATA

Subject name

Human resource management and development in public education

ID (subject code) BMEGT51S514

Type of subject

part - time training in distance learning - contact lessons

Course types and lessons

<i>Type</i>	<i>Lessons</i>	<u>Type of assessment</u>
Lecture	8	exam
Practice	0	<u>Number of credits</u>
Laboratory	0	6

Subject Coordinator

<i>Name</i>	<i>Position</i>	<i>Contact details</i>
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Educational organisational unit for the subject

Department of Technical Education

Subject website

<https://gtk.bme.hu>

Language of the subject

magyar - HU

Curricular role of the subject, recommended number of terms

Programme: **Public education manager programme from 2021/22/Term 2**

Subject Role: **Compulsory**

Recommended semester: **3**

Direct prerequisites

Strong • alapképzési szakhoz kapcsolódó tanítói és vagy főiskolai szintű (BA/BSC) tanári oklevél és 3 év oktatási intézményben szerzett szakmai gyakorlat • mesterképzési szakhoz kapcsolódó egyetemi szintű (MA) tanári oklevél és 3 év oktatási intézményben szerzett szakmai gyakorlat

Weak None

Parallel None

Exclusion None

Validity of the Subject Description

Approved by the Faculty Board of Faculty of Economic and Social Sciences, Decree No: 581046/15/2021. Valid from: 24.11.2021.

2. OBJECTIVES AND LEARNING OUTCOMES

Objectives

The aim of the course is to familiarize students with the basic concepts of human resource development, the relevant field of human resources management and management in public education. It provides an overview of labour market theories. It presents the most important areas, goals and methods of human resources management with a practical approach, i.e. in response to the current human resources situation in Hungarian public education, the given maintenance expectations and the management policy principles. It reviews the role of employees and managers in the organisation, the factors influencing their professional and humanly determining behaviour in the light of relevant competences and the development tasks and methods of public education managers. The further aim of the course is to familiarize the teacher with the function, process and framework of the qualification system, as well as to learn how to create a portfolio, as well as to explore career paths in the system of public education and to learn career planning.

Academic results

Knowledge

1. Are you familiar with the YC, Mt. the Civil Code and 326/2013 (VIII. 30.) Government Decree No. 1700/2012 (XII. 29.) on human resource development standards.
2. You are familiar with the tasks of head of institution related to the teacher's upskilling plan.
3. He knows the qualification framework, understands competences well, knows the goals of the career system and the tasks of the head of the institution related to the teacher qualification procedure.
4. Knowledge of staff development methods.
5. He is familiar with the methods of the division of subjects and the possibilities of the heads of institutions to provide the lessons assigned to the vacancies.
6. You are familiar with the selection methods.
7. It can interpret the concept of staff development, the different methods of development, it knows the relationships between HR and staff development, the framework for HR auditing, and the individual stages.
8. He can interpret the concept of a career, he knows the types of careers, he can make a career plan.
9. You know the concept of quality assurance, you can develop a practical quality assurance procedure and a process plan.
10. He knows the methods of preparing the portfolio, the expectations, his knowledge is practical and experiential.

Skills

1. It is able to recognize and eliminate organizational dysfunctions.
2. It is able to manage organizational changes.
3. It is able to plan the supply of labour in advance.
4. Capable of recruiting the right workforce and selecting them.
5. It is capable of rethinking comprehensive, well-founded technical questions on the management of human resources and developing appropriate responses based on relevant resources.

Attitude

1. It is able to recognize and eliminate organizational dysfunctions.
2. It is able to manage organizational changes.
3. It is able to plan the supply of labour in advance.
4. Capable of recruiting the right workforce and selecting them.
5. It is capable of rethinking comprehensive, well-founded technical questions on the management of human resources and developing appropriate responses based on relevant resources.

Independence and responsibility

1. In its decisions it is capable of professional self-reflection and selfcorrection.
2. Committed to the continuous development of human resources, realistically assesses its potential.
3. It is characterized by cooperation and responsibility in relation to its profession, field of expertise and their representatives.
4. He has considerable autonomy in raising, developing, representing and justifying the comprehensive and specific questions of his profession.

Teaching methodology

Lectures, communication in writing and orally, use of IT tools and techniques, optional tasks created independently and in group work.

Materials supporting learning

- Balázs Éva: A közoktatás, mint humánerőforrás fejlesztési tényező Educatio 2003/4. (535-550)
- Karolinyi Mártonné-Lévai Zoltán-Poór József: Emberi erőforrás menedzsment a közszolgáltatásban Mód-szertani Kézikönyv Szókratész Külgazdasági Akadémiai Kiadó Bp. 2005.
https://www.oktatas.hu/pub_bin/unios_projektek/tamop_315_pedkepzes_fejl/3_1_5_1_hirlevel_Kotschy_Beata__portfolio.pdf
- <http://eqavet.nive.hu>
- Ajánlott irodalom: - recommended sources
- Balázs Éva: Területi tervezés, humánerőforrás-fejlesztés a közoktatásban Új Pedagógiai Szemle 2002 április
- Koncz Katalin: Karriermenedzsment Aula Kiadó Bp.2004.
- Nemeskéri Gyula-Pataki Csilla: A HR gyakorlata Ergofit Kft. Bp. 2007.

- Belső tananyagfejlesztés során az Emberi erőforrás fejlesztés és minősítés tantárgyhoz készített esettanulmány – dr. Dula Borbála, Szabados István László 2021. január.
- A jegyzethez készített prezentáció(k).
- Friss és aktuális weblapok, blogok magyar és angol nyelven
- Lévai Zoltán-Bauer János: Személyügyi tevékenység gyakorlata Szókratész Külgazdasági Akadémiai Kiadó Bp. 2002.
- Barlai Róbertné: Teljesítményértékelés - Pedagógusok és vezetők munkájának értékelése Műszaki Könyvkiadó 2007.

II. SUBJECT REQUIREMENTS

TESTING AND ASSESSMENT OF LEARNING PERFORMANCE

General Rules

A 2.2 pontban megfogalmazott tanulási eredmények értékelése a kontaktórákat követő vizsga teljesítésével

Performance assessment methods

Szorgalmi időszakban végzett teljesítményértékelés részletes leírása: • a kontaktórákon való 100/-os részvétel, • aktív közreműködés a csoportfeladatok megoldásában, • a tantárgyi tudás, képesség, attitűd, valamint az önállóság és felelősség típusú kompetenciaelemek értékelése. Vizsgaidőszakban végzett teljesítményértékelés részletes leírása: • vizs

Percentage of performance assessments, conducted during the study period, within the rating

● -: -

Percentage of exam elements within the rating

● -: -

Conditions for obtaining a signature, validity of the signature

-

Issuing grades

Excellent	94- 100
Very good	88-94
Good	75-87
Satisfactory	62-74
Pass	50-61
Fail	0- 50

Retake and late completion

A házi feladat, félévközi jegy és a vizsga a mindenkor Tanulmányi és Vizsgaszabályzat előírásai szerint, a Térítési és Juttatási Szabályzatban előírt díjak megfizetése mellett pótolható.

Coursework required for the completion of the subject

felkészülés a kontaktórára	60
részvétel kontaktórán	8
felkészülés a vizsgára	100
egyéb felkészülés	12

Approval and validity of subject requirements

Consulted with the Faculty Student Representative Committee, approved by the Vice Dean for Education, valid from: 08.11.2021.

III. COURSE CURRICULUM

THEMATIC UNITS AND FURTHER DETAILS

Topics covered during the term

A 2.2 pontban megfogalmazott tanulási eredmények eléréséhez a tantárgy a következő tematikai blokkokból áll:

Additional lecturers

- - -

Approval and validity of subject requirements