SUBJECT DATASHEET

Quality management in adult education

BMEGT51S605

I. SUBJECT DESCRIPTION

1. SUBJECT DATA

Subject name
Quality management in adult education

ID (subject code)	BMEGT51S605

Type of subject
contact lessons

Course types and lessons

Type	*Lessons*
Lecture	6
Practice	0
Laboratory	0

Type of assessment
exam grade

Number of credits
4

Subject Coordinator

Name	*Position*	*Contact details*
Dr. Tóth Péter	professor	toth.peter@gtk.bme.hu

Educational organisational unit for the subject
Department of Technical Education

Subject website
https://edu.gtk.bme.hu

Language of the subject
magyar - HU

Curricular role of the subject, recommended number of terms
Programme: **Course organiser postgraduate specialist training programme with public road/air/waterway/railway specialisation**
Subject Role: **Compulsory**
Recommended semester: **2**

Direct prerequisites

Strong	None
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: 580515/8/2024 registration number. Valid from: 26.06.2024.

2. OBJECTIVES AND LEARNING OUTCOMES

Objectives

The aim of the course is to familiarise students with the concept and forms of quality management, as well as the possibilities of its application in adult education and adult learning. Participants will learn the principles of quality management, the operation of quality management systems and the ISO 9001 family of standards. To provide the student with an overview of quality management systems in adult education. The main objective is to provide an overview of quality principles. To make students aware that the quality management system approach is based on self-assessment, providing for continuous improvement, both in training, tools and human resources, where improvements are based on publicly available data and feedback. Students will learn that adult education providers have a comprehensive quality policy and a strategy to ensure the quality of training activities. A key objective is to understand the need for adult education organisations to develop formal internal mechanisms for approving, monitoring and internally evaluating the launch of their training programmes.

Academic results

Knowledge

1. understand the concept of quality, the factors that shape quality, the elements of the quality process
2. understand the role of quality assurance in adult learning
3. understand the principles of quality assurance in adult education
4. will be familiar with the content and objectives of a quality manual
5. understand the context of the evaluation system
6. understand the process of publishing quality information and the customer service function

Skills

1. be able to understand and apply quality principles in adult learning
2. be able to think and communicate about quality principles in adult learning in a complex way
3. be able to understand the context of internal and external evaluations
4. be able to communicate information
5. be able to challenge themselves

Attitude

1. be receptive and committed to the principles of quality management in adult learning
2. be open to continuous self-evaluation and improvement of adult education
3. will be cooperative in the implementation of measurement and evaluation of the adult education institution
4. will be open to learning expected behaviour related to quality principles
5. become committed to the principles of quality assurance (communication, competence, commitment)

Independence and responsibility

1. Responsible thinking about a systems approach to quality assurance
2. Independently and responsibly performs the tasks of a course organiser in relation to measurements and evaluations

Teaching methodology

Lectures, use of ICT tools and techniques, optional independent and group work, collaborative active learning (projects, cooperative and collaborative learning).

Materials supporting learning

- Oktató által készített prezentáció
- Magyarország Alaptörvénye
- 2013. évi LXXVII. törvény a felnőttképzésről
- https://net.jogtar.hu/jogszabaly?docid=a1300077.tv
- Pallaginé Bánkfalvi, E.: Kinek fontos a minıség? In: Könyvtári Levelezőlap 1999. 10. sz. 2-4. p.
- 11/2020.(II.7.)Korm. rendelet a felnőttképzésről szóló törvény végrehajtásáról
- https://net.jogtar.hu/jogszabaly?docid=a2000011.kor

- Felnőttképzés megújítása 2020 https://static.pbkik.hu/uploads/2020/10/2020.10.01.-ITM-Felnottkepzestajekoztato.pdf
- Csíkos, Csaba (2015): A felnőttképzésben alkalmazott minőségbiztosítási rendszerek hatása a képzés színvonalára című kutatás tanulmánya
- https://cms.refernet.ikk.hu/uploads/2015_A_feln_ttk_pz_sben_alkalmazott_min_s_gbiztos_t_si_rendszerek_e26d6c851c.pdf

II. SUBJECT REQUIREMENTS

TESTING AND ASSESSMENT OF LEARNING PERFORMANCE

General Rules

A 2.2 pontban megfogalmazott tanulási eredmények értékelése a kontaktórákat követő vizsga értékelésével.

Performance assessment methods

Szorgalmi időszakban végzett teljesítményértékelés részletes leírása: • a kontaktórákon való 100%-os részvétel, • 10-15 oldalas tematikus
dolgozat beadása • a tantárgyi tudás, képesség, attitűd, valamint az önállóság és felelősség típusú kompetenciaelemek értékelése.

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

Percentage of exam elements within the rating

- **tematikus dolgozat**: 100
- **összesen**: 100

Conditions for obtaining a signature, validity of the signature

Issuing grades

Excellent	95
Very good	88-94
Good	75-87
Satisfactory	62-74
Pass	50-61
Fail	0-49

Retake and late completion

A házi feladat és a vizsga a mindenkori 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	50
részvétel kontaktórán	6
tematikus dolgozat elkészítése	60
egyéb felkészülés	4
Összesen	120

Approval and validity of subject requirements

Consulted with the Faculty Student Representative Committee, approved by the Vice Dean for Education, valid from: 03.06.2024.

III. COURSE CURRICULUM

THEMATIC UNITS AND FURTHER DETAILS

Topics covered during the term

In order to achieve the learning outcomes set out in 2.2, the subject consists of the following thematic blocks. These thematic elements are scheduled in the course syllabuses of the courses announced each semester according to the calendar and other constraints.

1 The concept of quality and its forming factors

2 the relationship between quality and conformity

3 elements of the quality process

4 systematic approach to quality

5 development of quality systems

6 Company system of quality management (ISO 9001)

7 Process elements and purpose of MIR

8 Quality management documents (Quality management manual, Quality management procedures, implementation, control, documentation, forms)

9 Documentation obligations of the course organizer

Additional lecturers

A tantárgy előadóján túl oktatóként/konzulensként a következőkre személyekre számíthatunk: az adott félévben oktatói megbízási szerződéssel foglalkoztatott konzulensek. A megbízási jogviszony létesítésének feltétele, hogy a konzulens pedagógus, vagy andragógus végzettséggel és szakképzettséggel, valamint felnőttoktatásban, felnőttképzésben és/vagy felsőoktatásban/köznevelésben szerzett legalább 5 éves gyakorlattal rendelkezzen. toth.j

Approval and validity of subject requirements