



## 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

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

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### 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/jogsabaly?docid=a1300077.tv>
- Pallaginé Bánkfalvi, E.: Kinek fontos a minőség? In: Könyvtári Levelezőlap 1999. 10. sz. 2-4. p.
- 11/2020.(II.7.)Korm. rendelet a felnőttképzésről szóló törvény végrehajtásáról
- <https://net.jogtar.hu/jogsabaly?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](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 mindenkorai Tanulmányi és Vizsgaszabályzat előírásai szerint, a Térítési és Juttatási Szabályzatban előírt díjak megfizetése mellett pótoltatható.

#### **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 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.

### Approval and validity of subject requirements