



## **SUBJECT DATASHEET**

### **EFFICIENCY OF CAREER GUIDANCE AND JOB SEARCH TECHNIQUES**

**BMEGT51XX62476-98**

# I. SUBJECT DESCRIPTION

## 1. SUBJECT DATA

### Subject name

EFFICIENCY OF CAREER GUIDANCE AND JOB SEARCH TECHNIQUES

### ID (subject code)

BMEGT51XX62476-98

### Type of subject

contact hour

### Course types and lessons

<i>Type</i>	<i>Lessons</i>	<u>Type of assessment</u>
Lecture	0	term grade
Practice	8	<u>Number of credits</u>
Laboratory	0	5

### Subject Coordinator

<i>Name</i>	<i>Position</i>	<i>Contact details</i>
Dr. Kanczné dr. Nagy Katalin	assistant professor	kanczne.nagy.katalin@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: **Complex Application of the Principle of Sustainability**, postgraduate specialist training programme for teacher certification

Subject Role: **Compulsory**

Recommended semester: **4**

---

### Direct prerequisites

**Strong** Nincs

**Weak** Nincs

**Parallel** Nincs

**Exclusion** Nincs

### Validity of the Subject Description

Approved by the Faculty Board of Faculty of Economic and Social Sciences, Decree No: 580466/11/2025registration number. Valid from: 2025.06.25.

## 2. OBJECTIVES AND LEARNING OUTCOMES

### Objectives

The aim of the course is to provide students with a comprehensive picture of the operation and effectiveness of the Hungarian employment policy and career counselling system, and to acquire the techniques of effective job search in order to develop the work skills of students. They will learn about the main documents and institutional system of Hungarian employment policy, the characteristics of labour market training, and the measures supporting adult learning. They will gain practical experience in the use of national and EU job-search tools. They will learn digital and AI-assisted job search techniques, including how to write a resume and cover letter.

### Academic results

#### Knowledge

1. Student is familiar with the structure, goals and key players of the Hungarian employment and career guidance system.
2. Student is familiar with the main features, advantages and limitations of online national and EU job search platforms and tools, in particular the Europass portal.
3. Student understands how digital and AI-based tools (e.g. CV and cover letter generators) help job seekers and the related ethical issues.

#### Skills

1. Student uses the most important national and EU job-search platforms and tools to support learners' career choices.
2. Student is able to use digital and artificial intelligence-supported tools in the preparation of job applications (CV, motivation letter, etc.).
3. Student plans and implements structured career guidance activities to help students prepare for job search and career change.

#### Attitude

1. Demonstrates openness to technological innovations in career guidance practices (e.g. artificial intelligence, digital tools).
2. Demonstrates an inclusive attitude and cultural sensitivity in supporting students from diverse backgrounds and needs.
3. Committed to improving the quality and impact of career guidance activities, based on self-reflection and student feedback.

#### Independence and responsibility

1. Independently manages the development and implementation of career guidance sessions/projects.
2. Takes responsibility for updating his/her own knowledge and job search methods in a rapidly changing labor market environment.
3. Supports students' independent career decisions with personalized, data-based counseling, tailored to students' needs and competencies.

### Teaching methodology

Lectures, class discussions and practical tasks.

### Materials supporting learning

- Tankönyvek, jegyzetek, letölthető anyagok / Textbooks, notes, downloads
- 1. Csehné Papp, I. (2021). A munkaerőpiac folyamatai és kihívásai. ELTE Eötvös Kiadó, Budapest
- 2. Szabó, I. Sz., (szerk.) (2024) Munkaerőpiaci alapismeretek. Tankönyv. Károli Gáspár Református Egyetem. <https://geszk.kre.hu/images/kiadvanyok/Munkaeropiaci-Alapismeretek.pdf>
- 3. Dabais-Halász, Zs. (2018). Munkaerőpiac. Tréning tananyag. Miskolci Egyetem. [https://innovativ-tudasvaros-efop361.uni-miskolc.hu/files/1041/Munkaeropiac\\_tananyag.pdf](https://innovativ-tudasvaros-efop361.uni-miskolc.hu/files/1041/Munkaeropiac_tananyag.pdf)
- Orosz, A. (2013). A munka világa. SZTE JGYPK. [https://eta.bibl.u-szeged.hu/705/1/tankonyv\\_orosz\\_andrea\\_munka.pdf](https://eta.bibl.u-szeged.hu/705/1/tankonyv_orosz_andrea_munka.pdf) Fehér, I. (2009). A munka világa. Tájékoztató pedagógusoknak a Dobbantó projekthez kapcsolódva. Fogyatékos Személyek Esélyegyenlőségéért Közalapítvány, Budapest. <https://www.szitoimre.hu/wp-content/uploads/2024/10/d03-a-munka-vilaga-tajekoztato-pedagogusoknak.pdf>

## II. SUBJECT REQUIREMENTS

### TESTING AND ASSESSMENT OF LEARNING PERFORMANCE

#### General Rules

The learning outcomes set out in Section 2.2 are assessed on the basis of homework completed during the class and study period and the results of an online test. This can be changed by active participation in classes.

#### Performance assessment methods

A. Detailed description of performance evaluations carried out during the study period: 1. Partial performance evaluation (homework): Job search on EU and domestic portals according to defined parameters and preparation of a bilingual motivation letter related to a selected advertisement 2. Partial performance evaluation (homework): Creating a bilingual Europass CV 3. Partial performance evaluation (homework): Creation and testing of an AI-based chatbot preparing students for a job interview 4. Partial Performance Assessment (Homework): Take an Online Test

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

- részteljesítmény-értékelés: 25
- részteljesítmény-értékelés: 25
- részteljesítmény-értékelés: 25
- részteljesítmény-értékelés: 25

#### Percentage of exam elements within the rating

#### Conditions for obtaining a signature, validity of the signature

Nincs

#### Issuing grades

Excellent	91
Very good	87-90
Good	75-86
Satisfactory	62-74
Pass	50-61
Fail	49% vagy alatta

#### Retake and late completion

The examination is conducted in accordance with the provisions of the current Study and Examination Regulations, and may be retaken upon payment of the fees specified in the Fees and Grants Regulations

#### Coursework required for the completion of the subject

részvétel a kontakt tanórákon	8
házi feladatok elkészítése	101
felkészülés az online tesztre	40
online teszt kitöltése	1

#### Approval and validity of subject requirements

Consulted with the Faculty Student Representative Committee, approved by the Vice Dean for Education, valid from: 02.06.2025.

# III. COURSE CURRICULUM

## THEMATIC UNITS AND FURTHER DETAILS

### Topics covered during the term

### Additional lecturers

Bükki Eszter      adjunktus   bukki.eszter@gtk.bme.hu

Anafinova Saule   adjunktus   saule.anafinova@edu.bme.hu

### Approval and validity of subject requirements