* + - 1. **Card of course**

|  |  |
| --- | --- |
| 1. Subject name
 | Competence management methodology  |

**1. Location of the subject in the system of studies**

|  |  |
| --- | --- |
| 1.1. Programme | **Sociology** |
| 1.2. Mode of study | **Full time studies / Part time studies** |
| 1.3. Level of degree | **Master degree** |
| 1.4. Profile | **General/Practical** |
| 1.5. Speciality | **-** |
| 1.6. Lecturer responsible for the subject | **Dr Małgorzata Jedynak** |

**2. general characteristics of course**

|  |  |
| --- | --- |
| 2.1. Connection with a subject group | **General/Practical** |
| 2.2. Total credits (ECTS) | **2** |
| 2.3. Language of instruction | **English/Polish** |
| 2.4. Semesters in which the subject is carried out | **I** |
| 2.5. Criterion for selection of listeners | **none** |

**3. Learning outcomes and method of conducting classes**

**3.1. Aim of the subject**

|  |  |
| --- | --- |
| **Lp.** | **Aim of the subject** |
|
| C1 | The acquaintation with the concept and types of competences, the importance of personal competences, professional competence, identification of competences. Personal, social competences. Discussion of the purpose of competence management. |
| C2 | A proposal of exercises aimed at self – knowledge, deepening self-awareness |
| C3 |  Self-identification and analysis by students of selected and relevant personal and professional competences.Inspire students to strengthen and systematically develop their own competences |
| C4 | Orientation of students to conscious self-knowledge, professional development in accordance with their own resources and capabilities. |

**3.2. . Learning outcomes, divided into KNOWLEDGE, SKILLS AND COMPETENCIES, with reference to learning outcomes for an area (s) and a field of study**

|  |  |  |
| --- | --- | --- |
| **Lp.** | **Description of learning outcomes** | **Reference to the learning outcomes** |
| After completing the subject, student in the range of **KNOWLEDGE**,can |
| W1 | A student has knowledge of human activity in the area of development of the necessary personal, professional competences. It knows what is the process of competence management, what is its methodology. | K\_W07 |
| After completing the subject, student in the range of **SKILLS**, can |
| U1 |  A student can identify, describe and interpret the selected competences on the background of preferences, attitudes and societal expectations. He/she can discuss the importance of the competency management process. | K\_U09 |
| After completing the subject, student in the field of **SOCIAL COMPETENCES**, can |  |  | InzA\_W02, InzA\_W01 |
| K1 | Be ready for conscious professional development, personal growth, self-study. | K\_K01 |
| K2 |  Be ready to group collaboration and understand the responsibilities in achieving specific objectives and in shaping the competences of individual | K\_K02 |

* 1. **3.3. Type of classes and number of hours – Full time studies (ST), Part time studies (NST)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mode of study** | **Lecture** | **Discussions****Exercises** | **project** | **workshops** | **Lab** | **Seminar** | **lectureship** | **Additional Online** **……….**(form) | **Others** | **ECTS** |
| **ST** |  |  |  |  |  |  |  |  |  |  |
| **NST****PUW** |  |   |  |  |  |  |  |  10 |  | 2 |

**3.4. Curriculum content (separately for each type of classes: (Lecture, Discussions, project workshops, Lab, Seminar, lectureship)**

**TYPE OF LECTURES: exercises…discussions……………………**

|  |  |  |
| --- | --- | --- |
| **Lp.** | **Content of lectures** | **Form of teaching** |
| **full time studies** | **Part time studies** |
| CLASSES | PLATFORM | CLASSES | PLATFORM |
| 1. | Presentation of the shots of definitional competencies, classification of competences, personal skills, professional- characteristicsThe essence and importance of the competence management process.  |  |  |  | x |
| 2. | Identification of competences, rules of constructing competence structures |  |  |  | x |
| 3. |  The forms of competencies improving. |  |  |  | x |
| 4. | Presentation of selected personal, professional competencies and analysis during group work, inspiring the development of individual competencies. |  |  |  | x |

**3.5 Methods of evaluation of learning outcomes** (in relation to particular effects): conversation, homework, final paper – My competence that I would like to develop.

**3.6. Criteria for assessing the achieved learning outcomes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning outcome** | **Student receiving a grade 3 is able to:** | **Student receiving a grade 4 is able to:** | **Student receiving a grade 5 is able to:** |
| W |  He/she has a basic level of knowledge about human activity in the development and improvement of personal, professional competences. To a good extent, it determines the essence and importance of the competence management process. | A student has a good level of knowledge about human activity in the development and improvement of personal, professional competences. To a good extent, it determines the essence and importance of the competence management process. | He/she has an in-depth knowledge of human activity in the development and improvement of personal, professional competences. It is very good to determine the essence and importance of the competence management process. |
| U | A student adequately describes the competence chosen, discusses in general the essence and importance of the process of competence | He/she describes well and interprets selected competencies, it is well discussed the essence of the competence management process. | Very well, accurately describes, interprets the selected competencies, in a deeper way analyzes the process of competence management. |
| K1 | At a sufficient level a student understands the importance of systematic vocational training, personal development, self-education | A student understands the need of systematic professional development and personal progress, self-study. | He/she is aware of a meaning and importance of systematic professional development and personal progress and self-study. |
| K2 | A student in a sufficient way knows and understands the meaning and worth of co-operation and group work.  | A student well knows and understands the meaning and worth of co-operation and group work in effective way of reaching the targets. | A student excellent knows and understands the meaning and worth of co-operation and group work in effective way of reaching the targets. And in a process of strengthening of individual personal members competencies.  |

**3.7. Literature**

**Basics:**

**G. Filipowicz, Zarządzanie kompetencjami, Warszawa 2004**

**T. Oleksyn, Zarządzanie kompetencjami. Teoria i praktyka, Warszawa 2010**

**Supplementary:**

**R. Wood, T. Payne. Metodyka rekrutacji i selekcji pracowników oparta na kompetencjach, Warszawa 2006**

**A. Nowak, A. Stanek. Kompetencje personalne i społeczne, Jak je rozwijać?**

**A. Wojtczuk-Turek. Rozwijanie kompetencji twórczych**

**4. Student’s workload – balance of credits (ECTS)**

|  |  |
| --- | --- |
| **Activity** | **Student workload** |
| **Full time studies** | **Part time studies** |
| **CONTACT HOURS (activities that require direct participation of an academic teacher)** |  | **10** |
| Participation in lectures |  | 10 |
| Consultation (min. 10% of hours provided for any form of classes) |  | 2 |
| **STUDENT'S OWN WORK** |  | **40** |
| Independent study on the subject of lectures and completion of homework |  | 10 |
| Self-preparation for other classes than lecture (project etc.) |  | 10 |
| Preparation for evaluation |  | 10 |
| Preparation for evaluation and passing an exam |  | 10 |
| **TOTAL STUDENT WORKLOAD** |  | **50** |
| **Credits (ECTS) for a subject** |  | **2** |

|  |  |
| --- | --- |
| Date of last change | 26.10.2021 |
| Zmiany wprowadził | Dr Małgorzata Jedynak |
| Zmiany zatwierdził | mgr Dominika Janik-Lis |