

ITEM CARD

Attachment No. 1 into Regulation No 3/07/2020
of 13 July 2020 *on the model card*
subject at the Higher School of Management
in Warsaw

I. GENERAL BASIC INFORMATION ABOUT THE SUBJECT (MODULE)										
Item Name Competency management										
Name of the organizational unit leading the course:	Faculty of Management and Technical Sciences									
Name of the field of study, level of education:	Management, first cycle									
Learning profile:	general academic									
Name of the specialty:	Human Resources Management									
Type of learning module:	specialty									
Year/Semester:	Year 3, semester 5									
Person coordinating the subject:	Agnieszka Król, PhD									
Prerequisites (resulting from the succession of items):	<p>Knowledge, skills and competences acquired as a result of teaching existing related subjects at first-cycle studies. They should have knowledge of the main roles and organizational functions and have basic knowledge of the essence of entrepreneurship in human activity and employee teams and its conditions.</p> <p>In terms of skills, they should have elementary skills of observation, description, analysis and interpretation of basic phenomena and processes occurring in the organization using basic concepts and theoretical approaches.</p> <p>In terms of competence, they should be prepared to organize and direct (at a basic level) the work of teams (project, task-based, etc.) and organisations in and out of the work environment</p>									
II. FORMS OF CLASSES AND NUMBER OF HOURS										
	Lecture	Exercise	Seminar	Laboratory	Workshop	Project	Seminar	Consultation	Exam/ Passing	Total hours
Full-time studies	36	30								66
Part-time studies	15	15								30
III. METHODS OF TEACHING ACTIVITIES										
Forms of classes	Didactic methods									
Lecture	Multimedia presentations, discussions, brainstorming, case-study, problem methods, work with literature, exercises assuming hypothetical-deductive thinking of listeners									
Exercise	Problem tasks, teamwork, brainstorming, case studies									
IV. OBJECTIVE LEARNING OUTCOMES WITH REFERENCE TO LEARNING OUTCOMES FOR THE FIELD OF STUDY AND AREAS										

ITEM CARD

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Lp.	Description of the learning outcomes in question	Directional effect reference
Knowledge:		
1	The student knows and understands in depth the concepts and tools of competence management and understands their importance and impact on the creation of human capital of various types of enterprises	ZO1_W14 P6S_WG; P6S_WK
2	Knows and understands in depth the functions of HRM, and knows the construction of competence models in organizations	ZO1_W09 P6S_WG
3	Knows and understands in depth the essence of innovation in competence management	ZO1_W07 P6S_WG
Abilities:		
1	He is able to apply in practice selected HR tools m.in. in the area of competence management, including correctly determining the mechanisms for identifying employees' competences.	ZO1_U07 P6S_UU
2	Is able to apply appropriate methods and tools for the analysis of competence systems in organizations based on various approaches and determine mechanisms for developing employees' competences using various techniques and methods of human resources management	ZO1_U09 P6S_UW
3	Can recognize the motives and causes of problems in the competence area of the organization and analyze errors and threats in competence management systems.	ZO1_U08 P6S_UW
Social competences:		
1	He is ready to move freely on the labor market, and to identify and manage employee competences.	ZO1_K04 P6S_KR; P6S_KK
2	He is ready to think and act in an entrepreneurial manner and effective human resources management in the organization	ZO1_K07 P6S_KO
V. CURRICULAR CONTENT (LEARNING)		
Lp.	Lecture:	Reference to the learning outcomes in question
1.	Competences - introductory issues	ZO1_W14 ZO1_W09 ZO1_W07 ZO1_U08 ZO1_U09 ZO1_U07 ZO1_K04 ZO1_K07
2.	Rational and emotional components of competence	
3.	Competency profiles.	
4.	Compositories and flexibility of their selection	
5.	Classification of competences	
6.	Competences and the main areas of HRM.	
7.	Soft and hard skills	
8.	Managerial competencies	
9.	Competence management systems .	
10.	Building competence systems	

ITEM CARD

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11.	Competence development	
12.	Diagnosing competencies	
13.	Competence employee appraisal systems	
14.	Competency measurement	
15.	Human resources management and competence management	
16.	Managerial competences in the context of enterprise innovation	
17.	Management of professional competences and motivating employees	
18.	Effective competence management: creating a competitive advantage for the company	
19.	Competency management and career planning	
20.	Competence management in the procesie of quality formation in the organization	
21.	The education system and the labour market	
22.	Intercultural competences	
23.	Digital competence	
24.	Competences of the future	
Lp.	Exercises/workshops:	Reference to the learning outcomes in question
1	Building a competency model	ZO1_W14 ZO1_W09 ZO1_W07 ZO1_U08 ZO1_U09 ZO1_U07 ZO1_K04 ZO1_K07
2	Competency profiles	
3	Assessment and measurement of competences	
4	Rational components of competence	
5	Emotional components of competence	
6	Tools for competence development in the organization	
7	Competency Book	
8	Behavioural determinants of managerial competences	
10	Soft and hard skills – analysis and diagnosis	
11	Managerial competences and ways to improve them	
12	Training methods used in improving competences	
13	Verification of competences in the recruitment and selection process	

ITEM CARD

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14	Analysis of behaviors, attitudes within the determinants of behavioral competences			
15	Constructing research tools for diagnosing competences			
VI. METHODS OF ASSESSMENT OF LEARNING OUTCOMES				
Learning outcomes	Verification method			Form of classes in which EUS (Learning Outcome) is verified
Knowledge:				
ZO1_W14 ZO1_W09 ZO1_W07	test, project, presentation, discussion activity			Lecture/Exercises
Abilities:				
ZO1_U08 ZO1_U09 ZO1_U07	Test. Project, presentation, discussion activity			Lecture/ Exercises
Social competences:				
ZO1_K04 ZO1_K07	Test, project, presentation, discussion activity			Lecture/ Exercises
VII. CRITERIA FOR ASSESSING ACHIEVED LEARNING OUTCOMES				
Learning outcomes	Unsatisfactory assessment The student does not know and does not understand/cannot/is not ready:	Grade range 3.0-3.5 The student knows and understands / can / is ready:	Grade range 4.0-4.5 The student knows and understands / can / is ready:	Very good rating The student knows and understands / can / is ready:
For each of the learning outcomes identified for the Knowledge, Skills and Competences module	The student obtains less than 50% max. the number of points for a given effect	The student gets from 50 to 59% max. the number of points for a given effect on a grade of 3 and The student gets from 60 to 69% max. the number of points for a given effect per grade 3.5	The student gets from 70 to 79% max. the number of points for a given effect per grade 4, and The student obtains from 80 to 89% max. the number of points for a given effect per rating 4.5	The student obtains more than 89% max. the number of points for a given effect
VIII. STUDENT'S WORKLOAD – NUMBER OF HOURS AND BALANCE OF ECTS CREDITS				
Type of activity ECTS			Student load	
			Studies Stationary	Part-time studies
Participation in didactic activities (lectures, exercises, tutorials, project, laboratories, workshops, seminars) – SUM of hours – from point II			66	30
Exam/Passing				
Participation in the consultation				

ITEM CARD

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Project / Essay	10	10
Independent preparation for didactic classes	24	40
Preparing to pass a teaching class	25	45
Total student workload (25h = 1 ECTS) TOTAL hours/ECTS	5 ECTS credit/ 125 h	5 ECTS credit/ 125 h
Student load in classes in direct contact with the teacher	66	30
Student load in practical classes	59	95
Student load in practical vocational preparation classes		
Student load in research preparation classes		
X. LITERATURE AND OTHER DIDACTIC MATERIALS		
Basic literature:		
<ol style="list-style-type: none"> 1. Oleksyn T.: "Competence management. Theory and practice", Wolters Kluwer Polska SA, Kraków 2018 2. Filipowicz G. Competence management. Company and personal perspective, Wolters Kluwer 2019 3. Małgorzata Tyrańska, Selected issues of employee competence management in the organization, C.H. Beck 2021 4. Katarzyna Szczepańska-Woszczyzna, Managerial competences in the context of enterprise innovation, Wydawnictwo Naukowe PWN 2020 		
Supplementary literature:		
<ol style="list-style-type: none"> 1. Bartnicki M.: "Competences of the company. From defining competences to building a strategy", wyd. Placet, Warsaw 2000 2. Dubois D.D. and Rothwell W.J.: "Competency-Based Human Resource Management," ed. Helion, Gliwice 2008 3. Hampden – Turner Ch.; Trompenaars F.: "Seven dimensions of culture", Oficyna Ekonomiczna, Kraków 2000 4. Sidor-Rządkowska M., Competence systems of employee evaluation. Preparation, implementation and integration with other HRM systems, Wolters Kluwer, Oficyna Ekonomiczna, Kraków 2006 5. Moczyłowska J.M., Management of professional competences, and motivating employees, Difin, Warsaw 2008 6. Filipowicz G.: "Management of professional competences", PWE, Warsaw 2004. 7. Effective competence management: creating a competitive advantage of the company / Jacek Wieczorek. - Gdansk: Oddk, 2008. 8. Smart organizations - management of knowledge and competences of employees / Piotr Kordel et al. - Warsaw : Polish Agency for Enterprise Development, 2010 9. Management of professional competences and motivating employees / Joanna Moczyłowska. - Warsaw: Difin2008. 10. 		
Other teaching materials: Case study, Moodle, MS Teams		