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Teaching Guide

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# **STAFF MANAGEMENT AND WORK RELATIONSHIPS**

**Catholic University of Valencia**

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Curso 2023-2024

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Catholic University of Valencia "San Vicente Mártir"



### TEACHING GUIDE TO THE FIELD AND/OR SUBJECT

<b>SUBJECT:</b> STAFF MANAGEMENT AND WORK RELANTIONSHIPS		3
<b>Field:</b> Human Resources		12
<b>Module:</b> People leadership and educational teams.		3
<b>Educational Model<sup>1</sup>:</b> Basic and compulsory education	<b>Year:</b> 1º <b>Semester:</b> 2º	
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### \_MODULE ORGANITATION

PEOPLE LEADERSHIP AND EDUCATIONAL TEAMS				<b>Nº ECTS</b> <b>12</b>
<b>Duration and temporal location within the curriculum.</b>				
<b>Fields and Courses</b>				
<b>Field</b>	<b>ECTS</b>	<b>COURSE</b>	<b>ECTS</b>	<b>Course/semester</b>
Educational Leadership	3	Management Skills	3	1/2
			X	1/2
Work Teams	3	Work team in educational centers: chances and strategies.	3	1/2
			X	1/2

<sup>1</sup> Educational training (common field), Compulsory, Optional, External practice, Final Degree Project.

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Professional ethics of teachers and headmasters.	3	Professional ethics of headmasters.	3	1/2
Human resources	3	Staff management and work relationships.	3	1/2


**TEACHING GUIDE FOR FIELD/SUBJECT: Staff Management and Work Relationships.**

**Prerequisites:** There are no requisites described.

**GENERAL OBJECTIVES**

- To know basic principles of a selection process of staff.
- To establish own basic principles in a process of people selection, contextualized.
- To know different techniques for making the selection process.
- Define the competence profile to carry out the management and evaluation of performance
- To introduce the legislative framework regulating the work relationship between company worker in educational centers.
- To introduce key aspects of collective negotiation: work time, working day, permits...
- To understand the idea, features and types of civil liability, differentiating this one from the other responsibilities.

<b>KEY AND GENERAL COMPETENCES</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
CB6- Possess and understand knowledge that contributes to find chances for being original on the development and implementation of the ideas in an investigation context.	<b>X</b>			
CB7-. Students will know how to use knowledge and their skills for problem solving in new or less known environments inside broader contexts (or multidisciplinary) related with their field of study.		<b>X</b>		
CB8-Students will be able to integrate knowledge and to face up the complexity of telling opinions from information that includes reflections of social and ethical considerations related to their applications of knowledge and opinions.	<b>x</b>			
CB9- That students know how to communicate their conclusions and the knowledge and ultimate reasons that sustain them to specialized and non-specialized audiences in a clear and unambiguous way	<b>x</b>			
CB10- Students will have learning skills that let them continue studying in a self-directed and independent way.	<b>X</b>			



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CG01- Ability to manage information			X	
CG02- Ability to work in teams and effective collaboration with other professionals (with the possibility of working in an interdisciplinary and international context).		X		
CG03 The ability to update their knowledge and competences.	X			
CG04-The ability to solve problems and make decisions.			X	
CG05- The ability to adapt to new situations	X			
CG06- The ability to assume duties.		X		
CG07- Oral and written communications skills.		X		
CG08- Concern for the development of people and communities		X		
CG09-The ability to organize and plan.			x	
CG10-Self-critical attitude, being aware of their own competences and limitations, dismissing the importance of frustrations, showing interest for the teaching quality and developing systems that guarantee the quality of own services.		X		
CG11- Capacity for analysis and synthesis			X	
CG12 - Ability to maintain relationships with other professionals to contrast			X	
CG13- Ability to share and disseminate academic and professional knowledge		X		

SPECIFIC COMPETENCES				
Conceptual	1	2	3	4
CE20- To act with autonomy, responsibility and professional ethics inside the frame of the faculties that have been given.				x
CE21- Select suitable staff for the school using principles and basic techniques of staff selection processes.				x



LEARNING OUTCOMES	COMPETENCES
Knows and knows how to apply selection strategies, support and follow-up of the people that come to form part of the educational community, whether they are Administration and Services Staff or teachers	CE 21
Knows the rights and duties of workers as well as the rules governing labor relations by showing it in the resolution of concrete cases	CE 20
The student is able to solve situations raised in schools that can generate some type of civil liability, minimizing its effects	CE 20

ON- CAMPUS EDUCATIONAL ACTIVITIES			
ACTIVITY	Teaching- Learning Methodology	Relationship With Learning Outcomes For The Subject	ECTS (0.20%)
CLASS ATTENDANCE	Teacher presentation of contents, analysis of competences, explanation and in-class display of skills, abilities and knowledge.	R1, R2, R3	0,5
EVALUATION	Written test consisting of practical cases to be solved by the student, individually or in a group, where we value acquisition of learning outcomes and competences with the	R1, R2, R3	0,1



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	above (or former) indicators.		
Total			0,6

INDEPENDENT WORK ACTIVITIES			
ACTIVITY	Teaching-Learning Methodology	Learning Outcomes Relationship Course	ECTS
SELF WORK	<p>Student's work: individual preparation of readings, problem solving, assignments, memories, etc. to present or deliver in the theoretical lessons, practical lessons and / or small group tutorials</p> <p>Work done on the university platform <a href="http://www.platform.ucv.es">www.platform.ucv.es</a></p>	R1, R2, R3	2,4
Total			(2,4)
SYSTEM FOR ASSESSING THE ACQUISITION OF THE COMPETENCES AND ASSESSMENT SYSTEM			
Assessment Tool <sup>2</sup>		LEARNING OUTCOMES ASSESSED	Allocated Percentage
Self-evaluation checklist. It will value the participation in learning circles and the implication in the classroom proposals and how these have allowed them to access the		R1, R2, R3	10%

<sup>2</sup>Techniques and instruments of evaluation: exam-exposure oral, written test (objective evidence, development, concept maps ...), tutorials, projects, case studies, logbooks, portfolio, etc.)



learning result of the subject. (You will only be able to have access to the realization of this self-evaluation if you have attended, at least, 80% of class lessons).		
Single evaluation test consisting of practical assumptions one of each learning outcomes.	R1,R2,R3	90 %

#### CRITERIA FOR GRANTING A GRADE OF A WITH HONORS:

*The criteria for the award of the honorary registration are:*

- Excellent mark in the evaluation of the subject
- Active, constant and positive participation in classroom dynamics (student shows having done the suggested work for each lesson, participates actively by responding to questions raised during the lectures, provides valuable opinions on the topics worked, shows interest in deepen in the treated subjects, ...)
- In the event that there is more than one student that exceeds the above criteria, the teacher will propose an in-depth compulsorily study that will be carried out if you wish to obtain an honorary registration.

DESCRIPTION OF CONTENTS	COMPETENCES
<ul style="list-style-type: none"> <li>- Personnel selection policies</li> <li>- Security and hygiene at work</li> <li>- Work relationships.</li> <li>- Fundamentals aspects of employment contracts.</li> <li>- Collective agreements.</li> <li>- Work time: working day, permits, holidays...</li> <li>- Workers' social improvements.</li> </ul>	CE20 CE21





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Competency profiles and management and performance evaluation.	CE20 CE21
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TEMPORAL ORGANIZATION OF LEARNING: (Pupils of first registration):		
BLOCK CONTENT / TEACHING UNIT	SESSIONS	Nº
1	-Personnel policies	7 y 8
2	<ul style="list-style-type: none"><li>- Work relationships.</li><li>- Fundamentals aspects of employment contracts.</li><li>- Collective agreements.</li><li>- Work time: working day, permits, holidays...</li><li>- Workers' social improvements.</li><li>- Profiles of positions and competences.</li><li>- Civil liability</li></ul>	1, 2, 3, 4, 5 y 6
3	Job profile. Competency profile. Management and evaluation of performance	9 y 10

**REFERENCES**

- Employees' rights.
- Collective agreements applied to private and concerted private education.
- Statute of the Public Function
- Civil Code.
- Alcocer de las Heras, Carlos María. Introducción a la Psicología del trabajo Ed. Mc Graw Hill
- Jaime A. Grados y Elsa Sánchez "La Entrevista en las organizaciones" Manual Moderno 1993
- Anosorena Cao, Alvaro S. "Quince pasos para la selección de personal con éxito. Métodos e instrumentos". Editora Pardos (primera edición 1996)
- Allan y Barbara Pease. El lenguaje del cuerpo. El lenguaje del cuerpo en el trabajo. Ed. Amat
- Helena Galicen. Grafología Ed Robin Book
- Regulatory Law of the Social Jurisdiction