

# Management and Development of Health-Sector Schools

Higher-Education Certificate

CAMPUS BIELEFELD



**FH Bielefeld**  
University of Applied Sciences

## Qualification objectives

The certificate course “Management and Development of Health-Sector Schools” qualifies teaching and educational staff for professionally assuming management roles at health-sector schools.

The content design is oriented towards the 2008 curriculum for qualifying head teachers (SQL), which is valid throughout North Rhine-Westphalia, as well as towards the identified needs of health-sector schools. Key topics include quality management, law and economics, human resource management, communication and cooperation in schools as well as curriculum development.

This continuing education study programme enables head teachers and teaching staff at health-sector schools to develop or strengthen their management competences.



## Contents

MODULE 1, 3 days	MODULE 2, 3 days	MODULE 3, 3 days	MODULE 4, 3 days	MODULE 5, 3 days
<b>Law and Economics</b> School and examination legislation Employment law Developments in school and education policies and their impact on legal bases Marketing Budget-oriented and provider-related school financing Controlling	<b>Quality Management</b> Concept and dimensions of quality Design levels of quality development and assurance for schools Criteria and standards for evaluating quality in health-sector schools Internal and external audits Certification of a quality management	<b>Human Resource Management</b> Principles of assessing personnel demand Criteria for preparing qualification profiles Elements of job advertisements Process of personnel selection Structure and realisation of job interviews Aims, tasks and actors in personnel development at vocational schools from the health sector Analysis of employees' educational needs with regard to the development of competences Process of the development of competences in the context of education and personnel development Instruments and concepts of succession, career and staff planning Effectiveness of personnel development through controlling of training and personnel development measures	<b>Communication and Cooperation in Schools</b> Role definition and role-related communication Communication structures and forms at health-sector schools Communication in school development processes Public relations and learning location cooperation Conversational skills for managers (advice, conflict resolution, employee appraisal) Leadership feedback	<b>Curriculum Development</b> Principles of curriculum development Legal requirements Didactic principles (competence orientation, activity orientation, situation orientation) Implementation and evaluation of curricula



## Structure

The certificate course “Management and Development of Health-Sector Schools” can be started each year in the winter semester (September–February). It consists of a one-day introduction and five three-day modules that are held as classroom events. The introduction will provide an overview of each of the certificate’s modules. Aside from gaining an insight into the individual modules, participants will have the opportunity to take a look at their own motivation, their personal understanding of their roles as well as individual expectations. At the end of the semester and after completing all modules, a three-hour cross-module (written) examination will be held. Passing this examination is the requirement for obtaining the higher-education certificate “Management and Development of Health-Sector Schools”. The modules can also be attended individually. In this case, a certificate of attendance will be issued.

## Facts

### Admission requirements

Completed higher-education degree with a pedagogical orientation (bachelor’s degree, Diplom, master’s degree)

### Application/start

The application period is June 1st – August 15th. every year. The certificate course starts at the beginning of the winter semester. Please use the application form (download box): [www.fh-bielefeld.de/studienangebot/bewerbungsseiten/bewerbung-zertifikate](http://www.fh-bielefeld.de/studienangebot/bewerbungsseiten/bewerbung-zertifikate)

If there are more applications than places, admission will be granted by the order in which applications have come in.

### Duration

1 semester (5 credit points)

### Degree

Higher-education certificate from Bielefeld University of Applied Sciences

### Fee

The tuition fee for this continuing education certificate course currently amounts to €1,890 including certificate examination, or €380 per individual module.

If the certificate course is taught online, the tuition fee amounts to €355 per module or €1,765 for the complete certificate course.

### Venue

**Fachhochschule Bielefeld**  
**Faculty of Health**

Interaktion 1  
33619 Bielefeld

[www.fh-bielefeld.de/gesundheit](http://www.fh-bielefeld.de/gesundheit)

## Contact

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### For content-related questions about the certificate course

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### For questions regarding applications and admissions

**Registrar’s and examination office**  
**Heike Pörtner**  
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