

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

**Ternopil Volodymyr Hnatiuk National Pedagogical University**

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**EDUCATIONAL AND PROFESSIONAL PROGRAM  
"Social administration in community"**

**The second (Master) level of higher education**

**in specialty 231 Social work**

**The field of knowledge 23 Social work**

**Qualification: Master of social work. Social worker**

**APPROVED BY THE ACADEMIC COUNCIL**

**The Head of the Academic Council**

\_\_\_\_\_ /V. P. Kravets/

(protocol № 13 dated "27" June 2017)

**Educational program enacts from September «01» 2017**

**(order №220-pdated August «30» 2017)**

**Ternopil 2017**

**I. Profile of the educational program**  
**Field of knowledge 23 «Social work»**  
**Specialty 231 «Social work»**  
**Specialization «Social administration in community»**

<b>1- General information</b>	
<b>Full name of higher educational institution and structural unit</b>	Ternopil Volodymyr Hnatyuk National Pedagogical University, Social Pedagogy and Social Work Department
<b>The degree of higher education and the name of the qualification in the language of the original</b>	Master of Social Work. Social Worker.
<b>The official name of the educational program</b>	Educational and professional program of preparation of applicants for higher education of the second (Master's) level for the branch of knowledge 23 «Social work» by specialty 231 «Social work» with specialization in «Social administration in community».
<b>Type of diploma and the volume of the educational program</b>	The master's degree, unitary, 90 ECTS credits, the term of study - 1 year 4 months.
<b>Availability of accreditation</b>	Ministry of Education and Science of Ukraine, Ukraine. Certificate about accreditation of speciality: series HД No 2096711, dated 19 January 2016, valid to 2024
<b>Cycle/Level</b>	FQ-EHEA – second cycle, EQF LLL – level 7, NRC (NQF - national qualifications framework) of Ukraine – level 7
<b>Prerequisites</b>	A bachelor's degree or an educational qualification level of a specialist in the specialty "Social Work" or in another specialty of the same or another field of knowledge provided that the entrance examinations are successful.
<b>Teaching languages</b>	Ukrainian
<b>The duration of the educational program</b>	till 01 July 2024
<b>Internet address of the permanent description of the educational</b>	<a href="http://www.tnpu.edu.ua/">http://www.tnpu.edu.ua/</a>

<b>program</b>	
<b>2 – The purpose of the educational program</b>	
Training of specialists capable of managing the processes of planned social changes in social groups, organizations and communities that will promote theirself – realization in the profession, in further education and self-education and competitiveness in the labor market.	
<b>3 – Characteristics of the educational program</b>	
<b>Subject area (branch of knowledge, specialty, specialization)(if available))</b>	Field of Knowledge 23 "Social Work" Specialty 231 "Social Work" Specialization «Social administration in community»
<b>Orientation of the educational program</b>	Educational-professional program with an orientation on the managerial aspects of social work, planning and organization of social development of communities, the use of innovative approaches in the administration of social services and solving social problems.
<b>The main focus of the educational program and specialization</b>	Special education in the field of social work at the level of organizations and social institutions and with different types of social communities (territorial communities, public and political associations, production teams, etc.). Key words: social work, administration, social services, community, social services, institutions, organizations.
<b>Peculiarities of the program</b>	The program includes the practice of state, private and public sectors, aimed at gaining managerial, organizational, coordination, analytical, forecasting, projective, intermediary and advisory skills with different types of social communities.
<b>4 – Eligibility of graduates for employment and further training</b>	
<b>Eligibility for employment</b>	Graduates can work in state, social and private social organizations and services that provide social services to different categories of population (social support services, employment services, state pension funds, rehabilitation, crisis and counseling centers); local government bodies and united territorial communities; in government structures, which carry out, along with the main activities, social work with separate groups of the population (Ministry of

	<p>Internal Affairs, the Armed Forces of Ukraine, penitentiary institutions, health care institutions, education); in business structures and enterprises, in particular in social psychological services, personnel departments, public relations, training centers; in public and charitable foundations, representative offices and branches of international organizations, whose activities involve the attraction of society resources, the implementation of social programs and projects, monitoring and evaluation of their effectiveness.</p> <p>Graduates may hold primary positions according to the occupational classifier SC 003: 2010:</p> <p>1143.2 Highest officials of the government organization</p> <p>1143.4 Higher officials of public organizations in the socio-cultural sphere</p> <p>1143.5 Highest official of the body of local government</p> <p>1210.1 Head of an enterprise, institution and organization</p> <p>1229 Head of the main unit</p> <p>1238 Project and program manager</p> <p>1483 Manager in the social sphere</p> <p>2446.1 Junior Researcher (Social security of the population)</p> <p>2446.1 Researcher-consultant (social security of the population)</p> <p>2446.2 Social worker</p> <p>2446.2 Specialist in social work</p> <p>2446.2 Specialist-organizer of social and consumer services</p> <p>2446.2 Social auditor</p> <p>2447.1 Junior research assistant in non-material production projects and programs</p> <p>2447.1 Scientific researcher of projects and programs in the field of non-material production</p> <p>2412.2 Social responsibility expert</p> <p>2419.3 State social inspector</p>
<b>Further training</b>	<p>Graduates are entitled to further training in third cycle programs FQ-EHEA - the second cycle, QFLLL - 7 level, NLC - 2 level in the field of knowledge "Social work" or related.</p>

<b>5 – Teaching and assessment</b>	
<b>Teaching and studying</b>	The main approaches to learning are: practice- and problem-oriented student-centered studying with elements of self-education.
<b>Assessment</b>	Methods for assessment students' knowledge are current controls and tests, essays, presentations, individual analytical tasks and projects, credits, written and oral examinations, defense of the practice report, public defense of the master's thesis.
<b>6 – Program competencies</b>	
<b>Integral competency</b>	The ability to solve complex tasks and problems during professional activities in the field of social work with the use of in-depth knowledge and skills of innovative character.
<b>General competencies</b>	<p><b>GC1 Ability to think abstractly, analyze and synthesize</b> Ability to analyze and structure social problems of an individual, group or community, to determine the optimal ways to solve them, to set goals and objectives, to make managerial decisions based on logical arguments and verified facts in a limited time and resources.</p> <p><b>GC2 Ability to search, process and analyze information from various sources</b> Ability to select, systematize, process, interpret and use the necessary social, legal and managerial information.</p> <p><b>GC3 Ability to apply acquired knowledge in practical situations</b> Ability to identify and evaluate the actual problems of individuals, organizations, communities in various spheres of vital activity of society, to apply means of social work in order to solve them.</p> <p><b>GC4 Ability to communicate effectively and interpersonal interaction</b> Ability to communicate with different types of audiences, clearly and convincingly communicate their ideas, to establish and maintain effective interpersonal interaction in order to provide professional assistance through social work in solving social problems.</p> <p><b>GC5 Ability to oral and written professional communication in a foreign language</b> Ability to independently read foreign-</p>

	<p>language professional literature, adequately perceive through listening and use oral monologue and dialogue speech within professional subjects..</p> <p><b>GC6 Ability to work independently and in a team</b> Willingness to organize their own activities and to work in cooperation with colleagues within certain timeframe, to organize joint work of interdisciplinary teams, to set clear tasks, to determine the level of responsibility, the role and contribution of each member of the team, including their own , to perform a joint task.</p> <p><b>GC7 Ability to act socially responsible and consciously</b> Awareness and compliance with social obligations and ethical principles of the social worker's activities in relations with clients, partners, colleagues and in the management of a social organization.</p> <p><b>GC8 Ability to demonstrate respect for culture and differences due to personal leadership in quality and managerial style</b> Ability to develop and implement assistance strategies, taking into account the cultural and social differences of clients.</p>
<b>Professional competencies</b>	<p><b>PC1</b> Ability to understand and define the strategic goals of social development at the community and regional level, to develop a strategic plan for community development, and to facilitate the consolidation of the efforts of its members in its implementation.</p> <p><b>PC2</b> Ability to carry out a deliberate conscious influence on the behavior of people and social groups in order to organize and coordinate their activities in the process of achieving the goals of the group, organization and society.</p> <p><b>PC3</b> Ability to independently carry out scientific researches of problems of social work, produce hypotheses, collect, process empirical data and carry out scientific analysis of their results, apply the obtained data to solve problems of practical professional activities.</p> <p><b>PC4</b> Ability to develop, implement, monitor</p>

	<p>and evaluate social programs and projects.</p> <p><b>PC5</b> Ability to define tasks, perspectives and principles of interaction; to organize individual, group, mass forms of partnership, inter-sectoral interaction to improve the quality of social security of the population.</p> <p><b>PC6</b> Ability to manage working time, through effective goal-setting, planning and organization of activities, self-monitoring and self-motivation to enhance own and team efficiency.</p> <p><b>PC7</b> Ability to develop and implement social support and social service programs in accordance with existing needs and opportunities of the community for their implementation.</p> <p><b>PC8</b> Ability to interact with legal entities and individual entrepreneurs on behalf of a client, social group or community in order to represent their interests and protect their rights by influencing public opinion and decision-making in the political, economic, social and public spheres.</p> <p><b>PC9</b> The ability to attract and effectively use financial and other resources to meet the needs and challenges of the community and of individual social groups.</p> <p><b>PC10</b> Ability to adopt and adapt methods, techniques and organizational forms for realizing the tasks of social work according to the purpose, features of clients and the real situation, to implement them in practice, ensuring their variability, structure, consistency and integration, and evaluate the results of intervention.</p> <p><b>PC11</b> Ability to model professional activities aimed at solving professional problems in the community, to expand and improve the arsenal of professional activities, to assess their own professional potential and opportunities.</p> <p><b>PC12</b> Ability to explain and justify the laws, principles, mechanisms of social administration and peculiarities of their application in the conditions of a territorial community.</p> <p><b>PC13</b> Ability to understand the problems of</p>
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	<p>special groups of clients due to their exclusion from society, to choose effective methods of intervention, to identify ways to integrate special customer groups and assess their effectiveness.</p> <p><b>PC14</b> Ability to conduct legal analysis of specific social relations, apply the rules of law in professional activities to solve complex issues and make optimal managerial decisions.</p> <p><b>PC15</b> Ability to analyze processes and trends in the field of professional activity and training of social workers, to understand their connection and influence on the development of the profession, to identify promising ideas of foreign experience of social work, possibility, feasibility and ways of their implementation in Ukraine.</p>
<b>7 – Program outcomes of studying</b>	
<b>POS1</b>	The ability to critically consider contemporary theories and models of social work, to apply them for the analysis of social phenomena and situations of clients is revealed.
<b>POS2</b>	The ability to identify problems, to search, collect and analyze information for substantiation of managerial decisions is revealed.
<b>POS3</b>	The ability to understand the essence of social objects, phenomena and processes, to establish causal relationships between them, to predict their development and influence them through the adoption of managerial decisions is revealed.
<b>POS4</b>	The ability to evaluate community resources and needs, to develop a strategic plan for its development, to consolidate the efforts of community members towards its implementation is revealed.
<b>POS5</b>	The ability to organize and coordinate social services provision in the community has been identified, access to relevant resources and support services is guided by the existing regulatory framework.
<b>POS6</b>	The ability to build communication with citizens, colleagues, partners and subordinates with respect, the requirements of culture and ethics of public administration and service etiquette is revealed.
<b>POS7</b>	The ability to assess the needs for establishing partnerships, to identify tasks and principles of interaction, to organize individual, group, mass forms of partnership with state authorities, enterprises, institutions and organizations has been identified.



<b>POS8</b>	The ability to determine the purpose and tasks of their own and collective activities, to motivate and manage the work of others to achieve their goals, to control and evaluate the results of the activity is revealed.
<b>POS9</b>	The ability to initiate social changes aimed at raising the level of social well-being of individuals, groups, communities, and the general population is revealed.
<b>POS10</b>	The ability to identify cases of violation of rights, to protect the civil rights and legitimate interests of clients (individuals, families, groups, organizations and communities) is revealed in accordance with the Constitution of Ukraine, state legislation and international legal acts.
<b>POS11</b>	The ability to detect, prevent and resolve conflicts of interest has been identified, as well as mediation in resolving conflicts within and among groups and organizations operating in the community through mediation procedures.
<b>POS12</b>	The ability to perform appraisal of social programs and projects, decisions, normative and legal documents in the field of social work is revealed.
<b>POS13</b>	The ability to perform polyvariable roles in the professional activity, based on understanding of the problems of consumers of social services is revealed.
<b>POS14</b>	The ability to act socially responsible is based on the ethical principles of professional activity, respect for diversity and cultural differences.
<b>POS15</b>	The ability to demonstrate initiative and generate qualitatively new ideas is revealed, to clearly, logically and reasonably explain it in both familiar and unfamiliar situations.
<b>8 – Resource support for the implementation of the program</b>	
<b>Personnel support</b>	<p>Scientific and pedagogical workers are involved in the implementation of the educational program, which according to the qualification correspond to the profile and the direction of the discipline. 100 % of lecturers have academic degrees and academic statuses in corresponding or related specialties (12% – the academic rank of professor and doctor of sciences, 30% – rank of associate professors and scientific degree of the doctor of sciences, 58% – rank of associate professors and scientific degree of the doctor of sciences).</p> <p>In order to increase the professional level, the faculty members, involved in the educational program, undergo an internship once every five</p>

	years.
<b>Material and technical support</b>	Material and technical support allows to carry out qualitative training of specialists for the educational program. The training is conducted in classrooms equipped with modern technical means of training. Students have the opportunity to use computer classes with free Internet access, a library, sports halls and playgrounds, and meals. Nonresident students are provided with hostels. The condition of all premises complies with the sanitary requirements certified by the sanitary-technical passports.
<b>Information and studying and methodological support</b>	<p>Ternopil Volodymyr Hnatyuk National Pedagogical University has a powerful system of information support, the components of which are: the official site of the university (<a href="http://tnpu.edu.ua">http://tnpu.edu.ua</a>), the page of the department on Facebook (<a href="https://www.facebook.com/groups/204551090068625">https://www.facebook.com/groups/204551090068625</a>), a wireless Internet access point, a science library, reading rooms, the virtual learning environment of Moodle.</p> <p>Educational and methodological support of the educational process includes: curricula, educational and methodological complexes of disciplines, educational and work programs of disciplines; practice programs; methodical instructions on the implementation of master's theses; packages of complex control works; author's development (textbooks, teaching aids, methodical materials) of the teaching staff.</p>
<b>9 – Academic mobility</b>	
<b>National Credit Mobility</b>	Is carried out under individual contracts of participants in the educational process.
<b>International Credit Mobility</b>	Conducting joint research, internships, practice, mutual exchange of students and lecturers in projects on international credit mobility on the basis of bilateral agreements with the Humanities and Economics University in Elblong, Yan Dlugosz Academy in Czestochowa, University of them. Jan Kokanovsky in Kielce, South-Czech University in the city of České Budějovice.
<b>Studying of foreign applicants for higher</b>	The possibility of teaching foreign students within the limits of the licensed volume of a

<b>education</b>	specialty under the conditions of preliminary language training.
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## 2. List of components of the educational and professional program and their logical consistency

### 2.1. List of components of educational and professional program

Code / №	Components of the educational program (educational disciplines, course projects (works), practice, qualification work)	Number of credits	Assessment form
1	2	3	4
OBJECTIVE COMPONENTS OF EDUCATIONAL PROGRAM			
I. Cycle of fundamental, natural science training			
OC1.1.01	Foreign language (in professional orientation)	4	Exam
OC1.1.02	Social innovations	4	Exam
OC1.1.03	Simulation of social processes	4	Exam
II. Cycle of professional and practical training			
OC2.1.01	Methodology and methods of research in social work	4	Exam
OC2.1.02	Time management	4	Exam
OC2.1.03	Social partnership	4	Exam
OC2.1.04	The theory and practice of socialwork in the community	4	Exam
OC2.1.05	Social administration and supervision	4	Exam
OC2.1.06	SocialFundraising	4	Exam
OC2.1.07	Legal regulation of social relations	5	Credit
OC2.1.08	World models and standards for social work	4	Exam
OC2.1.09	Prevention of behavioral deviations	3	Exam
OC2.1.10	Monitoring and evaluation of social programs and projects	4	Exam
OC2.3.01	Pre-diploma practice	9	Credit
	Certification:		
OC2.1.11	Qualification (master’s) thesis	5	Exam
Total amount of objective components:		66	
Selective components of the educational program			
		4	Credit
SC2.2.01	Modern strategies for providing social services in the community		
SC2.2.02	Social entrepreneurship		
		4	Credit
SC2.2.03	Mentor support for children and young people		
SC2.2.04	Professional communication in the system of government		
		3	Credit
	2	3	4
SC.2.2.05	Transcultural Aspects of Social Work		
SC2.2.06	Social work with multicultural communities		
		4	Credit
SC2.2.07	Social mediation		
SC2.2.08	Social mediation and facilitation		
		4	Credit
SC2.2.09	Institutionalization of social organizations		

SC2.2.10	Organizational culture and behavior of personality		
		5	Credit
SC2.2.11	Workshop on social and administrative administration in the community		
SC2.2.12	Modeling of the professional activity of a social worker in the community		
<b>Total amount of selectiv components:</b>		<b>24</b>	
<b>GENERAL AMOUNT OF EDUCATIONAL PROGRAM</b>		<b>90</b>	

### **3. Form of certification of higher education applicants**

Certification of graduates of the educational program in specialty 231 «Social work» is conducted in the form of the defence of the master's thesis and ends with the issuance of the document of the established model for the award of the master's degree with qualification: Master of social work with specialization in Social administration in community.

The certification is carried out openly and publicly.