

# Managing joint training activities to ensure the quality of higher education: Political Studies, Hanoi University of Home Affairs, Vietnam

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**ABSTRACT:** In the general development trend of the country, in response to the requirements of human resources serving the Interior Industry and high-quality human resources, ensuring quality to serve the needs of socio-economic development in Vietnam. Nam, through practice, it has been shown that the renovation of the management of joint training activities is very necessary and highly feasible. The Faculty of Political Science is a specialized unit of Hanoi University of Internal Affairs, with the function of organizing and implementing educational and training activities at undergraduate and postgraduate levels; organize professional training activities associated with Political Science; carry out international cooperation activities; Science and technology are in line with the University's development goals and directions in the context of international integration and extensive influence from the current industrial revolution 4.0 in Vietnam. The article analyzes the current situation and proposes solutions to improve the management of joint training activities to ensure the quality of higher education: A Study on Political Science, Hanoi University of Home Affairs.

**Keywords:** Educational management; Training links; Education quality; Quality assurance; Hanoi University of Internal Affairs.

## I. INTRODUCTION

On April 24, 2012, the Rector of Hanoi University of Internal Affairs signed the decision No. 216/QĐ-ĐHNH to establish the Faculty of Political Science under the Hanoi University of Internal Affairs. The Faculty of Political Science is a unit of Hanoi University of Internal Affairs that has the function of organizing and implementing

the process of training and fostering human resources with graduate, university, college and professional intermediate degrees. , vocational colleges, vocational secondary schools in the fields of politics, public policy, religion and other related professions; international cooperation, scientific research and implementation of scientific and technological advances for socio-economic development. The Faculty of Political Science is a specialized unit of Hanoi University of Internal Affairs, with the function of organizing and implementing educational and training activities at undergraduate and postgraduate levels; organize professional training activities associated with the Faculty's expertise; carry out international cooperation activities; science and technology in accordance with the goals and development direction of the University. Currently, there are 19 lecturers and employees of the Faculty, including 18 lecturers with a Master's degree or higher and one officer in charge of education and administration. In addition, there are part-time lecturers, who are chairpersons of the School Council; Formerly the School Board of Directors; are leaders and managers in other departments and faculties in the university, including: 03 Associate Professors, 08 PhDs and a number of masters. In addition to the permanent teaching staff, there are also visiting lecturers who are international experts from prestigious universities such as: University of Giessen; University of Potsdam (Germany); experts, lecturers from leading institutes, academies, universities in Political Science, Public Policy and Religious Studies participate in teaching and research.

## II. THEORETICAL BASIS

### Quality management

According to Kishikawa, a famous Japanese quality expert: Product quality management means researching, designing, implementing, manufacturing and maintaining a number of quality products, the product must be the most economical and useful. and always have to satisfy customer requirements.

According to AG Rbertson, a British manager: Product quality management is the application of measures, procedures, economic and technical knowledge to ensure that products are or will be products in accordance with the design and requirements in economic contract, the requirements in the economic contract by the most efficient way;

According to Philip B.Crosby's view: Quality management is a systematic means of ensuring total respect for all components of an action plan.

Quality Management System (QMS) is seen as a necessary means of performing quality management functions A quality system is an organizational structure of responsibilities, procedures, processes and resources. force required to manage quality. In training, the quality system is the organizational structure and quality management at the level of the whole industry or each higher education institution.

### Training link

Joint training is a cooperation between parties to organize the implementation of training programs granting diplomas of professional secondary schools, colleges and universities.

The training host is the school that organizes the training process including: enrollment, program implementation, assessment of learning outcomes, training, recognition of results and award of diplomas . Training coordination unit is the subject directly participating in training cooperation with the role of cooperation, supporting the conditions for implementation of training cooperation.

Training association contract is a document signed between the affiliated parties in order to define the rights, obligations and responsibilities agreed upon by the parties during the joint training process. In. Training and association is a form of coordination, support, and close association between training institutions or between training institutions and other partners in order to perform the functions and tasks of the training institution. training facilities.

For an organization like a school, the connection is even more important, bringing great results. It promotes the synergy of material and intellectual

resources, it links learning with practice, because the product itself created by the school is a resource for society. This resource is present in all economic and social fields. Linking will create a new strength, a new quality of work for the organization.

### Quality of higher education

The International Network of Quality Assurance in Higher Education (INQAHE) has given two definitions of higher education quality: (i) Complying with regulatory standards ; (ii) Achieve the set objectives.

According to the first definition, there should be a set of standards for higher education in all fields, and the accreditation of a university will be based on that set of standards. When there is no standard set of criteria, the assessment of higher education quality will be based on the goals of each field for evaluation. These goals will be established on the basis of the socio-economic development level of the country and the specific conditions of that school.

Thus, to evaluate the training quality of a school, it is necessary to use the available set of criteria; or use specified standards; or evaluate the performance of the school's pre-determined goals. On the basis of evaluation results, universities will be classified according to 3 levels (1) Good quality; (2) Satisfactory quality; (3) Unsatisfactory quality. It should be noted that the criteria or standards must be selected in accordance with the objective of the verification.

Quality is a dynamic, multidimensional concept and many scholars argue that it is not necessary to find an exact definition for it. However, it is advisable and possible to identify several different approaches to this problem.

Although it is difficult to come up with a universally accepted definition of quality in higher education, researchers have tried to find the most common approaches. The basis of these approaches considers quality to be a relative, dynamic, multidimensional concept and with people in different positions may have different priorities when looking at it. For example, for teaching staff and students, the priority of the quality concept must be in the training process, which is the material and technical basis for the teaching and learning process. As for the employers, their priority on quality is on the output, that is, in the qualifications, capacity and knowledge of students when they graduate, etc. Therefore, quality cannot be said as a measure. concept of unity, quality should be defined with its purpose or meaning, and

in this respect a university can be of high quality in one area but in another. may be of low quality.

This poses a requirement to develop a clear and coherent system of criteria with quantified indicators, specifying the methods of quality assurance and quality management to be used internally and externally. higher education with the trend of gradually approaching regional and world standards in order to bring Vietnamese higher education into integration with world higher education.

### III. RESEARCH RESULTS

#### Activities associated with training institutions

Since the School was upgraded to a university in 2011, the scale of its associate training has increased significantly through university-level training. The school has promoted the tradition and training capacity to organize multidisciplinary with formal and non-formal training forms. Has signed cooperation agreements with 15 universities, academies and training links with about 35 different training institutions in the country. Every year, the University enrolls about 8,000 full-time students of majors and about 4,200 students who are in the subject of joint training.

The fields of training of the Faculty of Political Science: Undergraduate training of the university has 8 majors: Law studies, Organization and government building; Office Administration, Archives, Library Science, Human Resource Management, State Management, Cultural Management. College-level training has the following disciplines and majors: Archives, Office Clerks, Office Administration, Clerical Archives, Administrative Studies, Clerical Administration, Cultural Management, Library Information Science Institute, Applied News, Legal Services, Human Resource Management. Intermediate level training has the following branches: clerical administration, archiving, office administration, office secretarial, library, office informatics, administration. Vocational college and vocational training: Administrative Clerk, Office News, Secretarial.

By synthesizing the number of courses that have been trained at all levels, including nearly 17 disciplines, majors have shown the diversity of disciplines in order to meet the requirements of agencies, organizations and businesses on human resources in the field of human resources. perform professional duties in the field of internal affairs. With 50 years of training in specific disciplines in the fields of clerical work, archives, offices, State organizations and the fields of Home Affairs, it has shown the concern and direction of the University in the future. training human resources with

professional skills and knowledge is correct in terms of policy, vision and development trend of society. In parallel with the regular system, the University has signed cooperation agreements with many other training institutions in the country, also achieving remarkable results. The joint training majors also focus on the traditional disciplines of the University such as Archives, Office Administration, Clerical Administration, Legal Services, Human Resource Management, and State Management.

#### Manage admissions links of Political Science majors

Develop the unit's enrollment plan for each year: Based on the survey and investigation of the learning needs of agencies and departments and based on the enrollment targets of the University and the training associate unit. draw up an enrollment plan on the number of classes, number of students, branches, professions... Then submit it to the Ministry of Education and Training and the Ministry of Home Affairs to open specific joint classes. However, in reality, because the joint training unit is not fully active in this work, the enrollment sometimes does not go as planned. In some local occupations, learners do not have enough to set up classes and vice versa, leading to an imbalance in industries and occupations, not meeting the requirements to open classes.

Coordinating the implementation of enrollment: After that, there are documents permitting training association according to regulations. The Department of Education - Training of the University will coordinate with the admissions department of the joint training unit to organize this stage. Organize enrollment announcements to all subjects, the content of the notice must be full of information such as course registration, exam time, review plan , other requirements. Organize the collection of enrollment documents in accordance with regulations and then transfer them to the admission committee of the University. The collection and receipt of records, although the training associate is only a coordination unit, it is required to ensure the accuracy and the right audience so as not to disadvantage the learners. Participating in the application review board and the admission examination board in accordance with regulations. After the enrollment results are available, the organizers send the results and admission papers to the learners and organize the opening of classes as prescribed.

### **Managing the training process**

Manage the implementation of the training plan. The implementation of the training plan has the participation and coordination of functional departments and specialized faculties.

Managing teaching activities of lecturers (management of teaching methods, application of science and technology and technology in improving teaching methods, teaching content of modules, practice, theory..).

Managing students' learning activities during the implementation of the training plan (attitude, diligence of students, initiative, creativity, self-research... of students when implementing the training plan).

Manage the compilation of documents, textbooks, learning materials, reference materials for training. The Rector has the right to designate specialized faculties to develop and compile materials for the study of each discipline. Documents and textbooks must be consistent with the training program, updated and supplemented in a timely manner.

Manage the examination, examination and evaluation of the results of the module, semester of each subject or course.

Managing administrative and teaching work: managing grades, considering promotion, conditions for continuing study, dropping out... every year, considering commendation, considering graduation, awarding diplomas, transcripts to students when the training course ends end.

Management of facilities and teaching facilities for training.

The management of the examination and assessment of the student's learning results is coordinated by the participating parties quite smoothly. In the past years, the unit has not allowed any phenomenon such as revealing questions, taking exams on behalf of students, cheating in exams, and there has been no phenomenon of students or supervisors having to suspend exams or examine exams because of violations of regulations. There are no complaints or denunciations about the inspection and evaluation process. Graduation internships are rigorously conducted and evaluated. However, there are still some shortcomings in the management of this stage that need to be overcome for the parties involved in the association. 100% of the course exam questions are not for teachers to teach, set questions, and consider such exams very objective.

### **Management of facilities for joint training**

The school regularly upgrades and modernizes teaching equipment, lecture halls, and study rooms for students. Invest in IT infrastructure, in which priority is given to strengthening the computer system, synchronizing training management data, managing facilities, the school's website in the Internet system to meet learning requirements, research by faculty and students.

General facilities and technical facilities in service of teaching, research and learning activities of the University are gradually being invested, upgraded and expanded in accordance with the training scale. Striving to 2020, the school has full modern facilities, serving high-quality training to meet the training requirements of human resources in the Interior industry.

Especially, the University has applied information technology to the management of facilities, equipment, electronic file codes, documents in the library are also electronic.

According to the training regulations, an associate training unit is a unit that fully prepares the conditions for facilities: classrooms, machinery, equipment, learning materials, practice facilities for teaching activities; arrange convenient accommodation for teachers and learners; Clean classrooms, ensure green - clean - beautiful surroundings.

With the joint training unit, it must be fully equipped with a system of classrooms with basic equipment to meet the needs of teaching and learning. With the budget and from the socialization of education, that unit is equipped with functional rooms to apply information technology in teaching, laboratories, libraries, and informatics rooms.

### **Management of output quality and job search for learners**

This is the last job of the training activity, but it is equally difficult and complicated, requiring the close, persistent and continuous coordination of the educational institution, the educational institution, and the joint training institution. for joint training classes) and employers. That combination helps the University to collect sufficient and accurate information, to supplement and correct inadequacies and limitations in the management of joint training activities in order to promptly meet the needs of students. education and the increasing requirements of society, maintaining the school's brand in the competitive period and in the context of regional and international educational integration.

Regularly monitor the use of training products of the University, the number of students who find a job after graduation, the number of students who use the right training expertise, other training specialties, the number of students working in the field. after school, the level of promotion, work results after completing the course.

Distributing questionnaires, assessing and collecting opinions of students who have been working at other educational institutions, as well as agencies that are using staff on training programs, training contents, methods management, teaching methods, learning methods, facilities, curricula, documents, testing, assessment and necessary services after training.

Create an information bridge between the University and students, between students and the University, between the University and the employer.

#### IV. CONCLUSION AND DISCUSSION

In the general development trend of the country in response to the requirements of human resources serving the Home Affairs industry and high-quality human resources, ensuring quality to serve the development needs of society, through practice shows that the Renovating the management of joint training activities is very necessary and highly feasible. Therefore, the authors propose 7 measures to strengthen and improve the quality of the management of joint training activities to ensure the quality of higher education in the Political Science major of the Faculty of Political Science of the University. Hanoi School of Internal Affairs:

Surveying needs and collecting feedback on training quality of training courses.

Enhance innovation in the examination and assessment of teaching activities of lecturers and students' learning.

Completing regulations on coordination and management of joint training activities.

Strengthening and consolidating modern facilities and equipment for joint training classes.

Develop and innovate training content, programs and methods.

Completing the process of managing and organizing examination, examination and assessment of learning results.

Strengthening socialization in joint training activities.

These measures must be taken in interaction, supporting each other to form a whole to mobilize the synergy of joint training activities for both the training host and the coordinating unit. training links,

The above conclusions confirm that the hypothesis raised by the topic is correct, the purposes and tasks of the research have been carried out, and the measures to manage the joint training activities to ensure the quality of higher education in the industry. Political science under the Faculty of Political Science, Hanoi University of Internal Affairs has initially yielded results. However, with limited time, we have not analyzed and explained deeply and closely all the issues of the topic. but only stop to see it as a premise for further research.

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