The civil servant on the basis of annual performance INDIVIDUAL appraisal together with the HRM service prepares an **PROGRAMME FOR** individual programme for enhancement of his/her ENHANCEMENT professional competency level that should be agreed by OF PROFESSIONAL the direct supervisor of the civil servant and approved by COMPETENCY the head of a stand-alone structural unit where he works LEVEL envisages training, retraining, professional development and probation can be included The needs for professional training of civil servants shall be determined by their direct supervisor and the HRM service of the government agency following the results **PROFESSIONAL** of their performance appraisal TRAINING Professional training is carried out in the form of special courses, topical workshops, training, traineeship etc Traineeship can be held outside the job for a period from one to six months in other civil service position in another government agency or abroad during the period of traineeship the position and salary TRAINEESHIP of the civil servant should be retained.

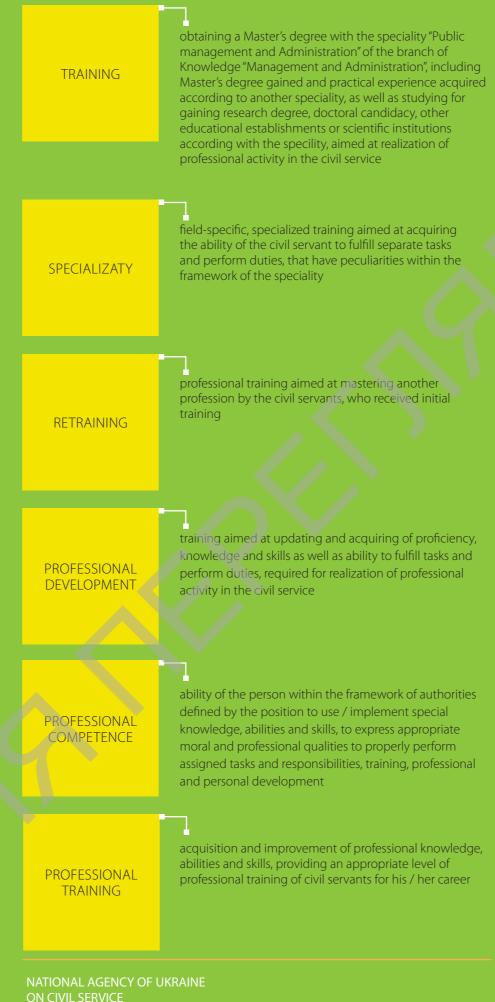
SPECIAL CONDITIONS SHOULD BE PROVIDED FOR THE CIVIL SERVANTS IN ORDER TO ENHANCEME THEIR PROFESSIONAL COMPETENCY LEVEL THROUGH ORGANIZING PROFESSIONAL TRAINING WHICH IS CONDUCTED

CONSTANTLY

within a year from at least once during their the date of their every three years service appointment professional training of civil servants, who professional enhancement were appointed development of professional to the civil service competency level of civil servants position for the first of civil servants time

FINANCING OF PROFESSIONAL TRAINING

- covered by the state, local budgets and other sources of budgeting
- the head of civil service within the limits of expenses provided for maintenance of a respective government authority should ensure organisation of civil servants' professional training, professional development of civil servants at workplace or in other institutions (organizations) and also should have the right, according to the law, to procure services required for organizing professional development of civil servants at enterprises, institutions and organizations irrespective of their form of ownership as well as form private persons



ORGANIZATION OF ENHANCEMENT OF PROFESSIONAL COMPETENCY LEVEL OF CIVIL SERVANTS IN UKRAINE

INDIVIDUAL

PROGRAMME

TRAININGS

RETRAINING

MASTER

NATIONAL

LANGUAGE

PROFICIENCY

PROFESSIONAL

DEVELOPMENT

PROFICIENCY

OF ONE OF

THE OFFICIAL

LANGUAGES OF

THE COUNCIL OF

EUROPE

INCREASING

THE LEVEL OF

PROFESSIONAL

COMPETENCE

TOPICAL WORKSHOPS

SPECIALITY

BACHELOR'S DEGREE

REQUIREMENTS TO THE

PROFESSIONAL

COMPETENCE

PROFESSIONAL

TRAINING

TRAINEESHIP

TRAINING

CENTER FOR ADAPTATION OF THE CIVIL SERVICE
TO THE STANDARDS OF THE EUROPEAN UNION

15, Prorizna str., Kyiv, 01601, (044) 278 36 50, www.center.gov.ua, center@center.gov.ua

- approves the Provision on the system of training, retraining,
 speciality and professional development of civil servants and local self-government officials, following the submission by the NAUCS
- approves the Licensing conditions for implementation of educational activities of educational establishments, following the submission by the Ministry of Education and Science of Ukraine
- approves the list of branches of knowledge and specialities, according to which the training for higher education is carried out, following the submission by the Ministry of Education and Science of Ukraine
- provides formation and functioning of the system of training, retraining, speciality and professional development of civil servants and local self-government officials
- Carries out needs assessment in professional training of civil servants according to the requirements of professional standards
- organizes (with involvement of educational establishments)
 training of civil servants in order to improve the level of
 national language proficiency of civil servants, the level of regional language or the
 language of minorities, defined by the law, as well as foreign language proficiency that
 is one of the official languages of the Council of Europe, in cases when such language
 proficiency is obligatory in accordance with the Law of Ukraine "On Civil Service"
- makes proposals regarding total amount of state order for training of civil servants for public needs on the basis of their professional competences and placement of total amounts approved by the law; provides timely financing of performers of government order according to the concluded state agreements
- facilitates development of the system of educational establishments, that are in charge of professional training of civil servants, delegates authorities to them regarding defining the content of education for civil servants according to the requirements of professional standards
- with the involvement of educational establishments organizes development of educational and professional programmes in the field of knowledge "Public Management and Administration" and their approval, as well as develops professional programmes of speciality and professional development of civil servants based on professional competences and approves such programmes
- carries out organization and methodological support of the annual All-Ukrainian contest "The best civil servant"
- develops and approves the state educational programmes
- provides legal, educational and methodological support to functioning of educational establishments
- carries out licensing of educational establishments according to the established procedure
- oversees compliance with the requirements of licensees and the licensing conditions, takes final decision according to the results of the audit
- forms requirements to the system of quality assurance of higher
- conducts licensing expertise, prepares expert conclusion on the possibility of issuing the license for educational activity
- creates unique data base of specialities
- conducts accreditation of educational programmes
- forms criteria of assessment of quality of educational activity
- according to the application forms of government authorities forms the draft public order for training of representatives of government authorities
- MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

MINISTRY OF

EDUCATION AND

SCIENCE

OF UKRAINE

NATIONAL

AGENCY FOR

OUALITY

ASSURANCE

OF HIGHER

EDUCATION

CABINET OF MINISTERS OF UKRAINE

NATIONAL

AGENCY OF UKRAINE

ON CIVIL SERVICE

provides planning of personnel training in order to improve the level of national language proficiency of civil servants, the level of regional language or the language of minorities, defined by the law, as well as foreign language proficiency that is one of the official languages of the Council of Europe, in cases when such language proficiency is obligatory in accordance with the Law of Ukraine "On Civil Service"

provides professional development of civil servants of the

HEAD OF THE CIVIL SERVICE OR THE GOVERNMENT AUTHORITY

HUMAN RESOURCES MANAGEMENT SERVICE OF THE GOVERNMENT AUTHORITY

government authority

- conducts internal trainings of civil servants of the administration of government authority
- carries out planning of professional training of civil servants
- generalizes needs of civil servants in training, speciality and professional development as well as submits relevant proposals to the Head of the civil service
- in joint cooperation with the civil servants develops individual programmes for enhancement of professional competency level based on the results of performance appraisal

NATIONAL
ACADEMY
FOR PUBLIC
ADMINISTRATION
UNDER THE
PRESIDENT OF
UKRAINE

higher educational establishment with specific conditions of studying, that provides scientific-methodological support to the system of training, retraining, speciality and professional development of civil servants

NETWORK OF EDUCATIONAL ESTABLISHMENTS ON MASTER TRAINING educational and professional programme for Master's training in the field of knowledge "Public Management and Administration" under the specialty «Public Management and Administration»

OTHER
EDUCATIONAL
ESTABLISHMENTS,
INSTITUTIONS,
ORGANIZATIONS

educational establishments, institutions, organizations, despite the type of ownership, that are in charge of delivering educational services, including abroad

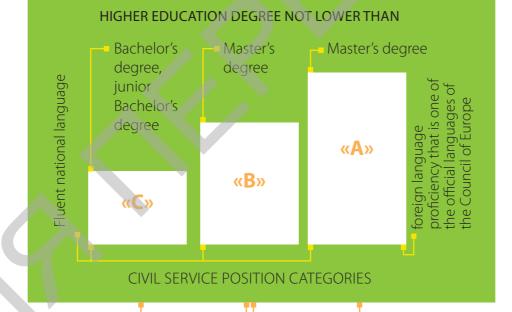
 acquisition and improvement of competencies needed for effective problem solving of professional activity in the civil service

CENTER FOR ADAPTATION OF THE CIVIL SERVICE TO THE STANDARDS OF THE EUROPEAN UNION

- enhancing of professional level of civil servants and selfgovernment officials, other experts
- participation in organization and conducting of training, retraining and professional development of experts on civil service, public administration and European integration in accordance with the legislation
- organization and conducting seminars, trainings, conferences, exhibitions, other activities in particular of international character

CENTERS OF TRAINING AND ADVANCED TRAINING Centers of retraining and advanced training of representatives of government authorities, self-government authorities, state entities and organizations, postgraduate educational institutions

- services delivery on postgraduate education of civil servants
- providing scientific and technical information and advisory support to government authorities



TYPES OF PROFESSIONAL TRAINING

- training programmes for professional training
- permanent thematic workshops
- specialized short term-training courses
- training in government authorities envisaged by the Law of Ukraine "On Civil Service" and abroad
- self-learning
- all-Ukrainian contest "The best civil servant"