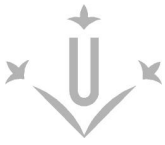


<b>Procedure:</b> <b>DEVELOP AND EXECUTE THE TRAINING PLAN FOR THE ADMINISTRATION AND SERVICES STAFF</b>	<b>PG 16</b>
<b>Responsible unit:</b> <b>TEACHING QUALITY AND PLANNING</b>	
<b>Approved by:</b> <b>Ramon Saladrigues Solé</b> <b>Manager</b>	
<b>Location:</b> <a href="https://cv.udl.cat/portal/site/uop">https://cv.udl.cat/portal/site/uop</a> <b>Printed copies are not guaranteed to be valid</b>	

<b>HISTORY OF EDITIONS</b>			
<b>No. versio n</b>	<b>Date Elaboration</b>	<b>Date Approval</b>	<b>Summary of reasons for change</b>
1.0	May 2009	May 2009	Initial edition
2.0	June 2010	June 2010	Incorporation of evaluation results AQU Catalunya
2.1	June 2012	June 2012	Regulatory update
2.2	October 2013	October 2013	Update procedures
3.0	March 2018	Electronics	Update procedure
3.1	April 2020	Electronics	Regulatory update



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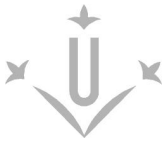
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## **PREPARATION / REVIEW**

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Ramon Saladrigues Solé. Manager

Olga Esteve Miret. Center Quality Manager (QPD)



## **1. OBJECT**

The purpose of this procedure is to establish how the University of Lleida detects the training needs of its administration and services staff (PAS) and prepares, executes and evaluates the Training Plan.

## **2. SCOPE OF APPLICATION**

This procedure applies to the administration and services staff of the UdL.

## **3. SCOPE OF DIFFUSION**

This procedure must be brought to the attention of all the people who participate in the preparation or management of the PAS training plan: Personnel unit, PAS Official Board and Company Committee of the Labor PAS.

## **4. RELATED PROCESSES**

This procedure is part of the Facilitate and administer human team process (A21) and the Train, develop and promote sub-process (A213).

## **5. RELATED MANAGEMENT SYSTEMS**

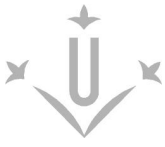
This procedure is included in the scope of the Internal Quality Assurance System of the University of Lleida.

## **6. DEFINITIONS**

**Training plan:** The Training Plan is understood to mean the set of training activities that are carried out during the academic year and that are aimed at meeting the training needs of the staff and aimed at developing an innovation process. It is understood that training is a fundamental component in professional development.

## **7. REFERENCES/ REGULATIONS**

- [Legislative Decree 1/1997](#), of 31 October, which approves the recasting in a single text of the precepts of certain legal texts in force in Catalonia in matters of public function.
- [Statutes](#) from the University of Lleida.



- [Regulation of continuing training of the administration and services staff of the University of Lleida.](#)<sup>1</sup>
- [Agreement on PAS language training](#)<sup>2</sup>
- [Agreement to enhance the Training Plan for the Administration and Services Staff of the University of Lleida.](#)<sup>3</sup>
- [6th Collective Agreement for the administration and labour services staff of the University of Barcelona, the Autonomous University of Barcelona, the Polytechnic University of Catalonia, the Pompeu Fabra University, the University of Girona, the University of Lleida and the University of Rovira and Virgili](#), published in DOGC No. 7039, of January 18, 2016.[Error correction](#) of the publication of the agreement, published in DOGC no. 7042, of January 21, 2016.

## 8. OPERATIONAL CONTENT

### 8.1. DESCRIPTION OF THE ACTIVITY

#### 1. Detect training needs

The Management, together with the Personnel unit, detects the training needs for the different areas in accordance with the different tools for detecting the training needs of administration and service personnel (PAS). PAS policy agreements as well as the job catalogue, which includes job function sheets, are also taken into account in the detection of training needs.

#### 2. Define the PAS training strategy

The Management, which directs the PAS, defines the strategy of the different programs in the field of Training.

#### 3. Prepare the proposal for training activities

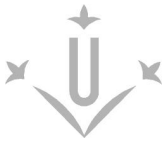
The Management and the Personnel unit draw up the annual Training Plan proposal that includes the training activities.

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<sup>1</sup> Agreement no. 31/2011 of the Government Council, of January 27, 2011, which approves the modification of the PAS training regulations.

<sup>2</sup> Agreement of the Governing Council of October 27, 2015

<sup>3</sup> Agreement no. 188/2016 of the Governing Council of July 20, 2016, which approves the incentive for the training of the Administration and Services Staff of the University of Lleida.



#### **4. Validate training activities**

The Training Committee validates the proposed activities for the different programs.

#### **5. Disseminate the training plan**

The calls for training actions must be widely disseminated. The Training, Integration and Social Aids Section of the Personnel unit advertises the Training Plan internally through the "Employee Portal" application, and by email to all administration and service staff.

#### **6. Execute the training plan**

The Training, Integration and Social Assistance Section of Personnel carries out the actions necessary for the correct execution of the Training Plan (teaching staff, spaces, timetables...)

#### **7. Evaluate the activities**

At the end of each training activity, a questionnaire is given to the participants to evaluate the activity.

#### **8. Evaluate the PAS**

At the end of a training activity and, if it is appropriate for the subject or duration of the course, an evaluation test will be taken that allows you to know the degree of utilization of the course. The benefit is obtained by passing the final assessment of the course and the mandatory minimum attendance.

The evaluation system will be determined by the trainer.

The result of the assessment can be pass/not pass.

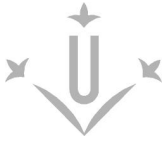
#### **9. Monitor and evaluate training activities**

The Training Committee is responsible for monitoring and evaluating the training activities to improve the procedure.

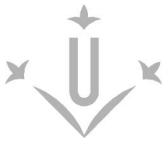
#### **10. Publish the annual report**

A report is drawn up of the monitoring and evaluation and published by the Personnel unit.

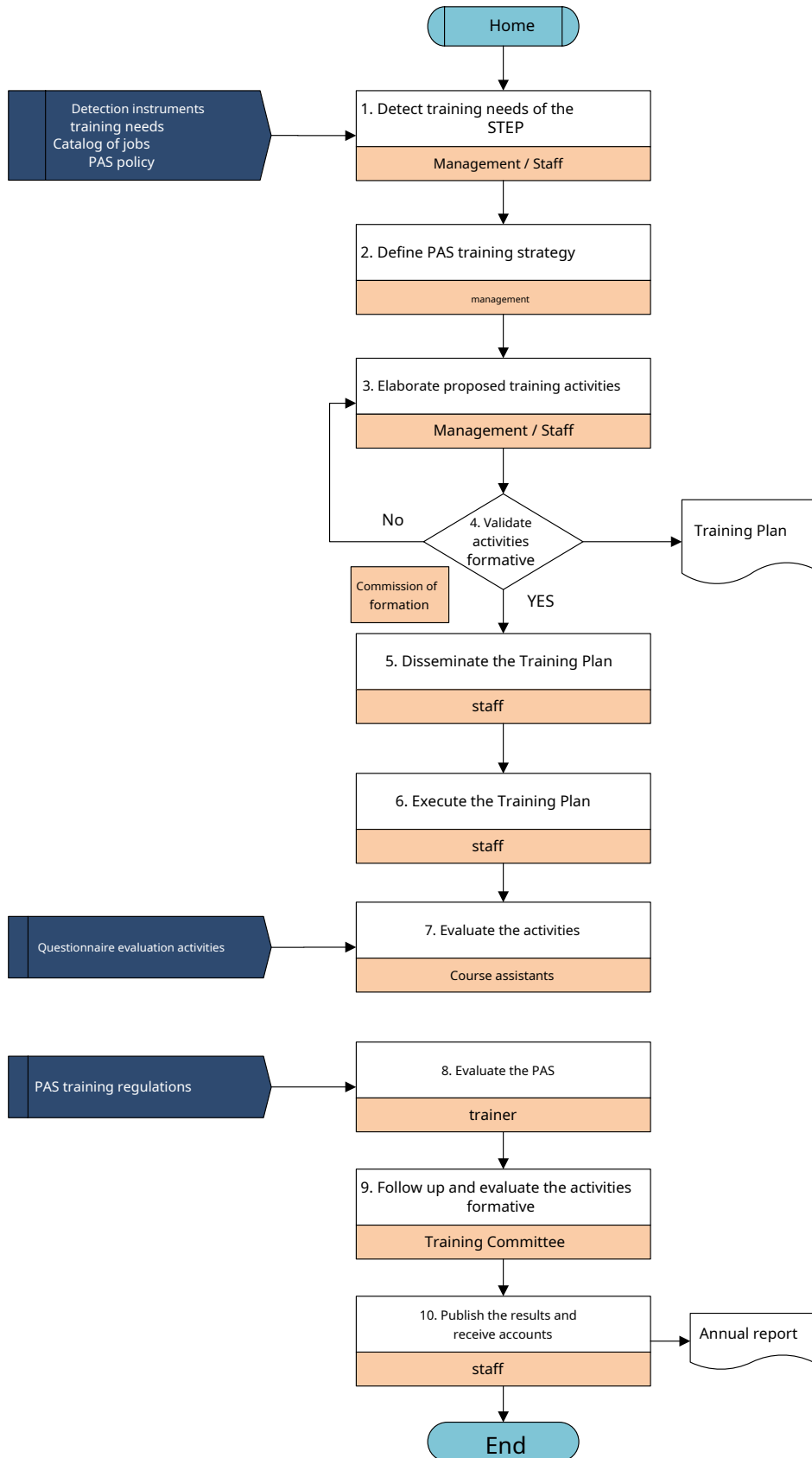
The Training, Integration and Social Aids Section of the Personnel unit oversees informing

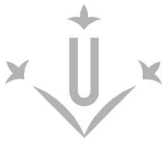


the Training Commission of the development of the plan and the result of the evaluation and of preparing an annual report that is made available to all PAS of the UdL.



## 8.2. ACTIVITY FLOW





### 8.3. RESPONSIBILITIES

**Training Committee:** It is responsible for the evaluation, monitoring and improvement of the UdL's PAS training plan.

**Staff:** It is responsible for all the management of the administration and services personnel (PAS): the labour affairs of the workers, the personnel selection processes, the provision and promotion of jobs, the training and continuous improvement plans, the preparation and control of the staff and teaching support tasks. The Training, Integration and Social Assistance Section is in charge of managing PAS training plans.

**Board of PAS Official and Company Committee of PAS Labor:** They represent the administration and services staff of the UdL at work and union level. They are represented on the Training Committee.

**Manager:** Exercises, by delegation of the rector, the management of the administration and services staff.

## 9. PARTICIPATION OF INTEREST GROUPS

The Training Committee has representation from the UdL administration and services staff.

The Management and union representatives have a voice and vote in the Training Committee, which monitors the Training Plan, evaluates the proposals and draws up the corresponding regulations.

## 10. RECORDS AND ARCHIVES

Document	Responsible/ Custodian
Proceedings of the Training Committee	Staff
Annual report	Staff

## 11. ANNEX

- **DOC09 Evaluation questionnaire for training activities**