



**DG JUSTICE**

**European Training Platform**

**User guide**

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## 1. INTRODUCTION

### 1.1. PURPOSE OF THE DOCUMENT

The objective of this document is to provide guidance to the ETP justice professionals that will interact with the ETP system.

### 1.2. INTENDED AUDIENCE

The present document is intended to be read by the following people:

- Justice professionals using the ETP;
- DG JUSTICE project members;
- All Training Provider's users.

### 1.2. STRUCTURE OF THE DOCUMENT

This document is structured into the following set of chapters:

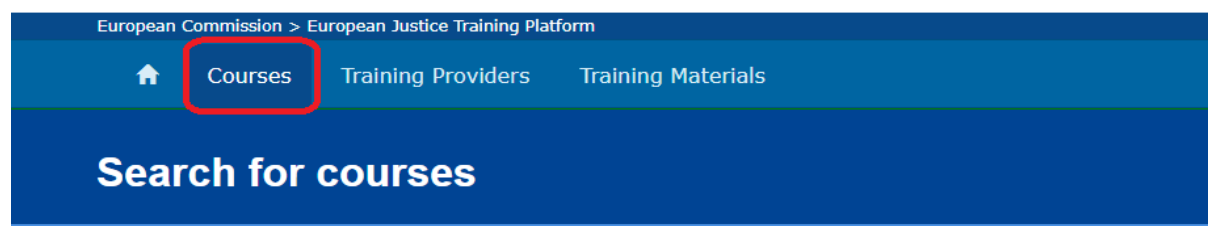
**Chapter 1**      *“Introduction”* defines the purpose of the document and presents generic assumptions;

**Chapter 2**      *“Structure of the Website”* defines the structure of the European Training Platform.

## 2. EUROPEAN TRAINING PLATFORM – STRUCTURE OF THE WEBSITE

### 2.1 SEARCH FOR COURSES

The “**Courses**” tab is the section in which the justice professionals can view and/or search for courses that are published on the European Training Platform.



#### Course name

#### Start date

##### From

*E.g., 09/03/2020*

##### to

*E.g., 09/03/2020*

#### Language

*Leave blank to select all*

#### Training provider

*Leave blank to select all*

#### Type of training

*Leave blank to select all*

#### Course 02

**Training Provider name:** Sasa Test

**City:** Brussels

**Venue:**

**Language:** French

**Start date:** 18 August, 2020

**example**

**Training Provider name:** Sasa Test

**City:** Brussels

**Venue:**

**Language:** English

The filters for changing the search criteria are:

- **Course name** – can filter the list of displayed courses by their names.
- **Start date** – can filter the list of displayed courses by their start date. The default value is the current day.
- **End date** - can filter the list of displayed courses by their end date. This field should be a future day than the start date.
- **Language** - can filter the list of displayed courses by the language in which the course is held (or interpreted into). This field allows multiple selections.
- **Training provider** - can filter the list of displayed courses by the training provider’s name. The options are selected from a drop down list of approved training providers.

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- **Type of training** - can filter the list of displayed courses by the type of training in which the course is held. The options are selected from a drop down list (Face-to-Face, On site, Online, Other, E-learning, Blended Learning). This field allows multiple selections.
- **Target Group** - can filter the list of displayed courses by the targeted group(s). The options are selected from a drop down list. This field allows multiple selections. One can choose among the following fields: Bailiffs; Court interpreters and translators; Court staff; Judges; Lawyers; Mediators; Notaries; Other; Prison staff; Probation officers; Prosecution office staff, Prosecutors.
- **EU or national law** - can filter the list of displayed courses by their submitted law. The options are selected from a drop down list (EU law and/or National law). This field allows multiple selections.
- **Practice area** - can filter the list of displayed courses by their practice area. The options are selected from a drop down list. This field allows multiple selections. One can choose among the following fields: Administrative matters; Anti-radicalisation; Bankruptcy and insolvency law; Civil law; Civil matters; Commercial law; Consumer law; Criminal law; Criminal matters; Cybercrime; Deontology; Employment law; Environmental law; EU; EU law; Family and child law; Fundamental rights; Gender equality; Human rights; Immigration and asylum law; Information technology (IT) law; Intellectual property; Judgecraft; Labour law; Legal language; Legal skills; Linguistics; Litigation, mediation, arbitration; Mutual recognition; Non-discrimination; Organised crime; Other; Personal injury, damage to goods; Procedural law; Property law; Public law; Restorative justice; Rights of the child; Rule of law; Social security law; Succession law; Tax law; Traffic and transport law; Training methodology; Victims' rights.
- **Country** - can filter the list of displayed courses by the country in which the course is held. The options are selected from a drop down list. This field allows multiple selections.
- **Free or Paying** - can filter the list of displayed courses by the Free or Paying options.

If the users want to select all the options in a filter, they should leave it blank.

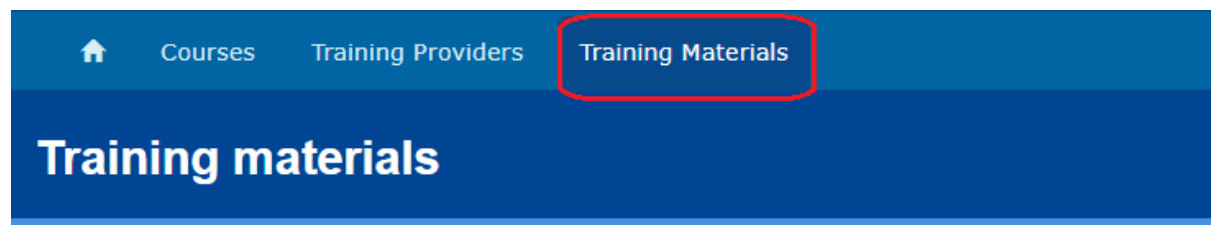
**If a user performs a search for training courses in a practice area, the search results will also display, at the bottom of the page, the training materials available in that practice area.**

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## 2.2 SEARCH FOR TRAINING MATERIALS

The “**Training Materials**” tab is the section in which the justice professionals can view and/or search for training materials that are published on the European Training Platform.



### Topic

### Language

*Leave blank to select all*

### Practice area

*Leave blank to select all*

### EU or national law

*Leave blank to select all*

Select any filter and click on Search to see results

The filters for changing the search criteria are:

- **Topic** - can filter the list of published Training materials by their titles.
- **Language** - can filter the list of published Training materials by the language in which the course is held. This field allows multiple selections.
- **Practice area** - can filter the list of published Training materials by their practice area. The options are selected from a drop down list. This field allows multiple selections. See above for the list of practice areas one can choose from.
- **EU or National law** - can filter the list of published Training materials by their submitted law. The options are selected from a drop down list (EU law and/or National law). This field allows multiple selections.

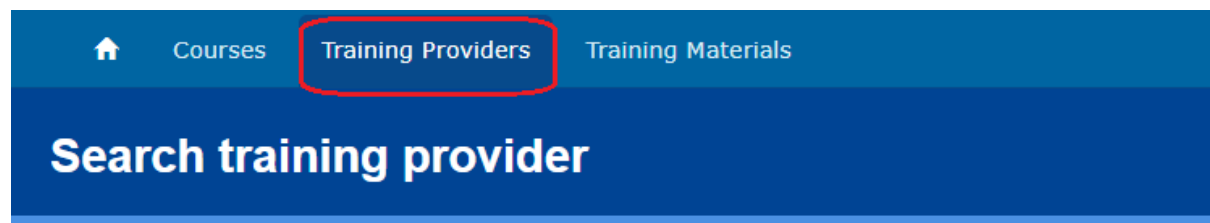
The same as in the “Courses” section, if the filters are left blank, it will select all options.

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## 2.3 SEARCH FOR TRAINING PROVIDERS

The “**Training Providers**” tab is the section in which the justice professionals can view and/or search for training providers that are published on the European Training Platform.



### Training provider name

### Country

*Leave blank to select all*

### Target group

*Leave blank to select all*

### Sort by

### Order

Select any filter and click on Search to see results

The filters for changing the search criteria are:

- **Training provider name** – can filter the list of published Training providers by their names.
- **Country** – can filter the list of published Training providers by the country in which the course is held. The options are selected from a drop down list. This field allows multiple selections.
- **Target group** – can filter the list of published Training providers by the targeted group(s). The options are selected from a drop down list. This field allows multiple selections.
- **Sort By** – this field helps arranging the order of the displayed training providers. The options are “**Name**” or “**Country**”.
- **Order** – this field is arranging ascending or descending the order of the displayed training providers. The arranging is done after the selected option in the “**Sort by**” field (“**Name**” or “**Country**”).

The same as in the “Courses” section, if the filters are left blank, it will select all options.

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