



Court staff training systems in the EU

England and Wales

Information provided by: Her Majesty's Courts and Tribunals Service (HMCTS)

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DESCRIPTION OF THE NATIONAL TRAINING SYSTEM FOR COURT STAFF in England and Wales

1. Training of court staff

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| Legal basis/ regulatory documents on training | The Courts Act 1971 |
| Categories/ professions concerned | All courts & Tribunals staff in HMCTS England, Scotland & Wales |

2. Induction period

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| Is there an induction period? | YES |
| Structure responsible for rules | <ul style="list-style-type: none"> • National Ministry of Justice • National Court Service |
| Compulsory | YES |
| Description | Length: Varies dependant on grade but normally 9 months |
| | Form: <ul style="list-style-type: none"> • Training courses on legal professional skills • Training courses on non-legal professional skills • Coaching • On-the-job training |

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| | <p>Set Curriculum & main topics:</p> <p>YES</p> <p>Main topics:</p> <ul style="list-style-type: none"> - Health & Safety - Diversity - Fraud and Data - Any technical training required for the role <p>EU law content: NO</p> |
| Options | Linguistic training: NO |
| | <p>Training in another MS:</p> <p>No, it is not required</p> |
| 3. Continuous training system | |
| Continuous training available? | YES |
| Financial support by | <ul style="list-style-type: none"> • Ministry of Justice • Local court |
| Specificities | <p>Compulsory: YES</p> <p>Obligations:</p> <ul style="list-style-type: none"> • Number of hours of training per year • Courses related to the position held |
| | <p>Methods:</p> <ul style="list-style-type: none"> • Attending face-to-face training sessions • Completing distance training sessions • Completing e-learning modules developed by training providers established in another Member State • Completing blended learning activities |
| | The Programme is available at regional level |
| | <p>Includes EU law aspects: YES</p> <ul style="list-style-type: none"> • EU legislation |

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| | <ul style="list-style-type: none"> • EU cross-border judicial procedures |
| Training in another MS as part of continuous training: | NO |
| Participation in Training activities in another MS | NO <ul style="list-style-type: none"> • No direct contacts with courts in other Member States • It is not relevant to the discharge of court staff duties |
| Exchange is possible | Yes , it is possible to spend some time in a court of another Member State as a training activity for continuous training Conditions: After applicant's request and special permission from the Ministry of Justice in cooperation with the court |
| | Specific conditions: N/A |
| | Exchanges: N/A |
| Continuous training impact on professional evaluation of a person | NO |
| 4. Evaluation of training activities | |
| Regarding induction period training activities | YES Responsible structure and procedure: HMCTS learning & development team manage evaluation through a series of online questionnaires and some of it will be evaluated locally by the line manager |
| Regarding continuous training activities | YES Responsible structure and procedure: HMCTS learning & development team manage evaluation through a series of on line questionnaires |

5. Assessment of needs

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| Assessment scheme description | <p>YES</p> <p>Responsible structure and procedure:</p> <p>All offices use a skills matrix to monitor skills and identify training needs</p> <p>HMCTS learning & development team manage evaluation through a series of on line questionnaires</p> |
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6. Foreseen reform

N/A

No reform foreseen at the moment.

7. Training provider

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|-------------|--|
| Institution | |
| Address | |
| Email | |
| Website | |
| Staff | |
| Structure | |
| Tasks | |

Source: Pilot Project - European Judicial Training: "Lot 3 – State of play of training of court staff in EU law and promotion of cooperation between training providers at EU level ", carried out by the European Institute of Public Administration (EIPA) together with a consortium