



Court staff training systems in the EU

Ireland

Information provided by: N/A

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DESCRIPTION OF THE NATIONAL TRAINING SYSTEM FOR COURT STAFF in Ireland

1. Training of court staff

Legal basis/ regulatory documents on training	<ul style="list-style-type: none"> • 1998 Courts Service Act (mainly sections 22 & 23 set out the status of the Court Staff) • Courts Service Strategic Plan 2011-2014 • Annual Training Plan
Categories/ professions concerned	<p>All administrative staff including Court Registrars, District Court Clerks, Heads and Managers of Courts Services, Front Line Office Staff, Support Staff (e.g. HR Staff, ICT Staff, Financial Staff).</p> <p>Courts staff has statute of civil servant.</p>

2. Induction period

Is there an induction period?	YES	
Structure responsible for rules		
Compulsory	YES	
Description	Length: 1 year probationary period	
	Form: <ul style="list-style-type: none"> • Training courses on technical/legal professional skills (procedures, drafting) 	

	<ul style="list-style-type: none"> • Training courses on non-legal professional skills • Training on EU law is built into the overall programmes on Civil, Criminal and Family Law modules (e.g. court staff acquires knowledge on the Hague and Brussels Conventions, enforcement in family law, maintenance payments from other member states, child abductions cases) • On the job training – It is the responsibility of managers to provide introductory training on office procedures • IT training on case management issues is also provided to all staff when they move into a new area of work or are new entrants to the organisation <p>There is a set curriculum during the induction period</p> <p>It also depends on the area people are assigned and their grading level</p> <p>General area cover includes:</p> <ul style="list-style-type: none"> • Structure & Function of the Irish Courts Systems • Structure & Function of the Courts Service • Jurisdictions within the Courts System, What matters come before the jurisdictions • Case Management • Introduction to the various case management systems • Health & Safety • HR Rules and Procedures • Management Training <p>EU law will be covered in the Technical / Legal Programme</p>
Options	<p>Linguistic training</p> <p>No</p> <p>Training in another Member State</p> <p>No, this is not possible in the Irish training system due to budgetary restrictions</p>
3. Continuous training system	
Continuous training available?	YES

Financial support by	Courts Service out of the Training Budget
Specificities	<p>Compulsory: Yes</p> <p>Specific obligations:</p> <ul style="list-style-type: none"> • Courses related to the position held: Staff attend the technical Legal Programme depending on their grading level and their role and responsibilities • Staff also have to attend IT Training on case management systems, again depending on their roles and responsibilities
	<p>Methods used:</p> <ul style="list-style-type: none"> • Attending face-to-face training sessions • Completing distance training sessions • The courts service are only at the start of developing e-learning (the service is expected to transfer all technical training in an e-platform at the beginning of 2014)
	<p>Programme available at national, regional and Court level</p>
	<p>Includes EU law aspects:</p> <p>Yes</p> <ul style="list-style-type: none"> • EU legislation • EU jurisprudence/case-law
Training in another MS	<p>No. Training in another MS is not possible due to budget restrictions</p> <p>The Court Service considers that there would be an added value in participation of court staff in training activities in another member state</p>
Continuous training impact on professional evaluation of a person	<p>Yes</p> <p>There are 2 formal performance reviews conducted with all staff in any given year. Their role profile form including their development plan is the base for the review and the ranking of their performance (5-level ranking system, where 3 is the minimum level of performance).</p> <p>The annual review (December of every year) is drafted in cooperation with the Line Manager. There are also interim reviews in July of any given year.</p>

4. Evaluation of training activities

Regarding induction period training activities	<p>Yes</p> <p>Evaluation is done through:</p> <ul style="list-style-type: none"> -Post programme questionnaires -One-to-one interviewing -Surveys -Line Manager Feedback <p>The Training Centre is responsible for the evaluation of all training activities.</p>
Regarding continuous training activities	<p>Yes</p> <p>Evaluation is done through:</p> <ul style="list-style-type: none"> -Post programme questionnaires -One-to-one interviewing -Surveys -Line Manager Feedback <p>The Training Centre is responsible for the evaluation of all training activities.</p>

5. Assessment of needs

Assessment scheme description	<p>Yes</p> <p>Through the Performance Management and Development System (PMDS) all staff have an agreed Role Profile Forma part of which is their agreed development plan for the year. It is agreed with their Line Manager</p>
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6. Foreseen reform

N/A

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