

Court staff training systems in the EU

Spain

Information provided by: **Centro de Estudios Juridicos**

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DESCRIPTION OF THE NATIONAL TRAINING SYSTEM FOR COURT STAFF in Spain	
<i>1. Training of court staff</i>	
Legal basis/ regulatory documents on training	<ul style="list-style-type: none"> • Real Decreto 1276/2003 - Estatuto del CEJ • LOPJ - Ley Orgánica del Poder Judicial • ROSL 1608/20015 – Reglamento Orgánico del Cuerpo de Secretarios Judiciales
Categories/ professions concerned	In Spanish: Secretario Judicial
	In English: Court Secretary
<i>2. Induction period</i>	
Is there an induction period?	YES
Structure responsible for rules	Ministry of Justice
Compulsory	YES
Description	Length: 6 months
	Form: <ul style="list-style-type: none"> • Training courses on legal professional skills • Training courses on non-legal professional skills • Training on EU law • Apprenticeship in courts

	<ul style="list-style-type: none"> • Coaching • On-the-job training
	<p>Curriculum & main topics:</p> <p>Modules: Organic aspects relating to courts secretaries, the role of a court secretary in procedural law excluding civil and criminal law, the role of a court secretary in civil procedure, the role of a court secretary in civil enforcement and collection procedures, the role of a court secretary in criminal procedures, IT management in judicial procedures (ICTs), interdisciplinary subjects, the Consejo General del Poder Judicial and the Justice Administration, practical aspects regarding the role of court secretaries</p> <p>The curriculum includes specific sessions of work on the implementation of EU law</p>
Options	<p>Linguistic training: Yes - optional online and face-to-face foreign language courses</p>
	<p>Training in another MS: Not possible due to limited budget for this kind of activities</p>
3. Continuous training system	
Continuous training available?	YES
Financial support by	National training provider (Centro de Estudios Jurídicos)
Specificities	<p>Compulsory: Yes</p> <p>Obligations:</p> <p>Specific curriculum for accessing certain positions: The courses on Regional Civil Law are being delivered to court staff appointed to the Autonomous Community where this law is applicable</p>
	<p>Method:</p> <ul style="list-style-type: none"> • Attending face-to-face training sessions • Completing e-learning modules developed by training providers established in another Member State • Training activities organised by European training providers (e.g. ERA)

	<p>Programme available at national level and online</p> <p>Accessible on the internet: www.cej-mjusticia.es</p>
	<p>Includes EU law aspects: Yes, training courses on EU legislation and EU cross-border judicial procedures</p> <ul style="list-style-type: none"> • EU cross-border judicial procedures
Training in another MS as part of continuous training	Yes, it is a regular part of the training
	<p>Specific conditions:</p> <ul style="list-style-type: none"> • It depends on the activity being co-organised by training providers of the two concerned Member States (MS of origin and MS where the training takes place) • It depends on the participation to the activity being accepted beforehand by the structure in charge of organising continuous training at national level
	Exchanges: There are no such possibilities because of the costs
Continuous training impact on professional evaluation of a person	N/A
4. Evaluation of training activities	
Regarding induction period training activities	There is no available scheme for the evaluation of induction period training activities
Regarding continuous training activities	Yes
5. Assessment of needs	
Assessment scheme description	<p>Yes</p> <p>The Centro de Estudios Jurídicos and the Ministry of Justice elaborate the annual plan taking into consideration the training needs</p>

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