

保訓會

公務人員保障暨培訓委員會
Civil Service Protection & Training Commission

公正
Impartiality

效能
Efficiency

和諧
Harmony



保訓會

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保訓會辦公大樓
CSPTC Office Building



國家文官學院
National Academy of Civil Service

沿革

公務人員保障暨培訓委員會（以下簡稱保訓會）成立於民國 85 年 6 月 1 日，為公務人員保障暨培訓專責機關。另為應國家文官培訓之需要，於 88 年 7 月 26 日成立所屬國家文官培訓所，99 年 3 月 26 日改制為國家文官學院，並成立中區培訓中心。

願景

保訓會以「保障文官合理權益、培訓公務優質人力」為發展願景，本於「公正、和諧、效能」的核心價值，致力維護公務人員權益、提升公務人員素質，並以讓每一位公務人員都能「尊嚴工作、勇於任事、熱忱服務、展現效能」為施政目標。

Overview

The Civil Service Protection and Training Commission, established on June 1, 1996, is responsible for safeguarding the rights and interests of civil servants and for national civil service training. To provide such training, the subordinate agency National Civil Service Institute was established on July 26, 1999, and was later restructured to become the National Academy of Civil Service on March 26, 2010; the Central Taiwan Training Center was also established during this period.

Vision

The mission of the Commission is to safeguard the reasonable rights and interests of civil servants and to develop high-quality civil servants. Based on the three core values of Impartiality, Harmony, and Efficiency, our policy goals are to enable civil servants to perform their duties with dignity, take on responsibilities, provide comprehensive services, and improve their performance.



國家文官學院中區培訓中心
Central Taiwan Training Center, NACS

組織

保訓會隸屬於考試院，置主任委員 1 人、副主任委員 2 人，以及專任委員 5 人至 7 人，由考試院院長提請總統任命之；兼任委員 5 人至 7 人，由考試院院長聘兼之。委員任期，除兼任委員為有關機關副首長，隨職務異動而更異外，均為 3 年，任滿得連任。

保訓會委員會議為合議制，由主任委員、副主任委員及委員組成，審議有關公務人員保障事件及公務人員培訓之政策、法規等事項。並設有保障處、地方公務人員保障處、培訓發展處、培訓評鑑處、秘書室、人事室、主計室、政風室等單位，另以任務編組方式成立參事室。



委員會議
Commission Meeting

Organization

As a subordinate agency of the Examination Yuan, the Commission is headed by a Minister and two Deputy Ministers. In addition, there are five to seven full-time commissioners, who are nominated by the president of the Examination Yuan and appointed by the President, and another five to seven part-time commissioners appointed by the president of the Examination Yuan. All commissioners serve a three-year term and may be reappointed. For part-time commissioners who also serve as deputy heads of relevant government agencies, their terms of appointment will vary depending on their individual deputy position.

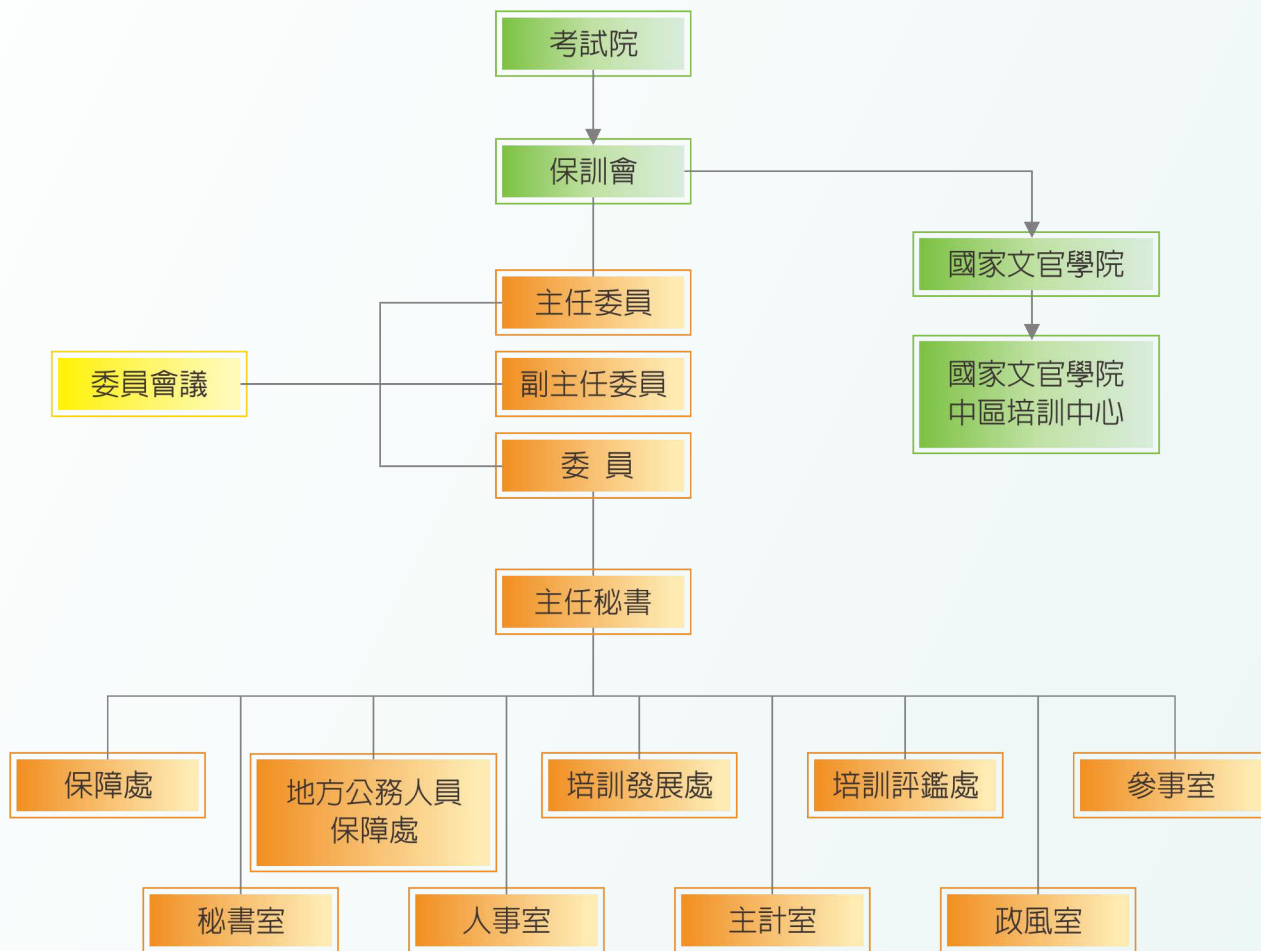


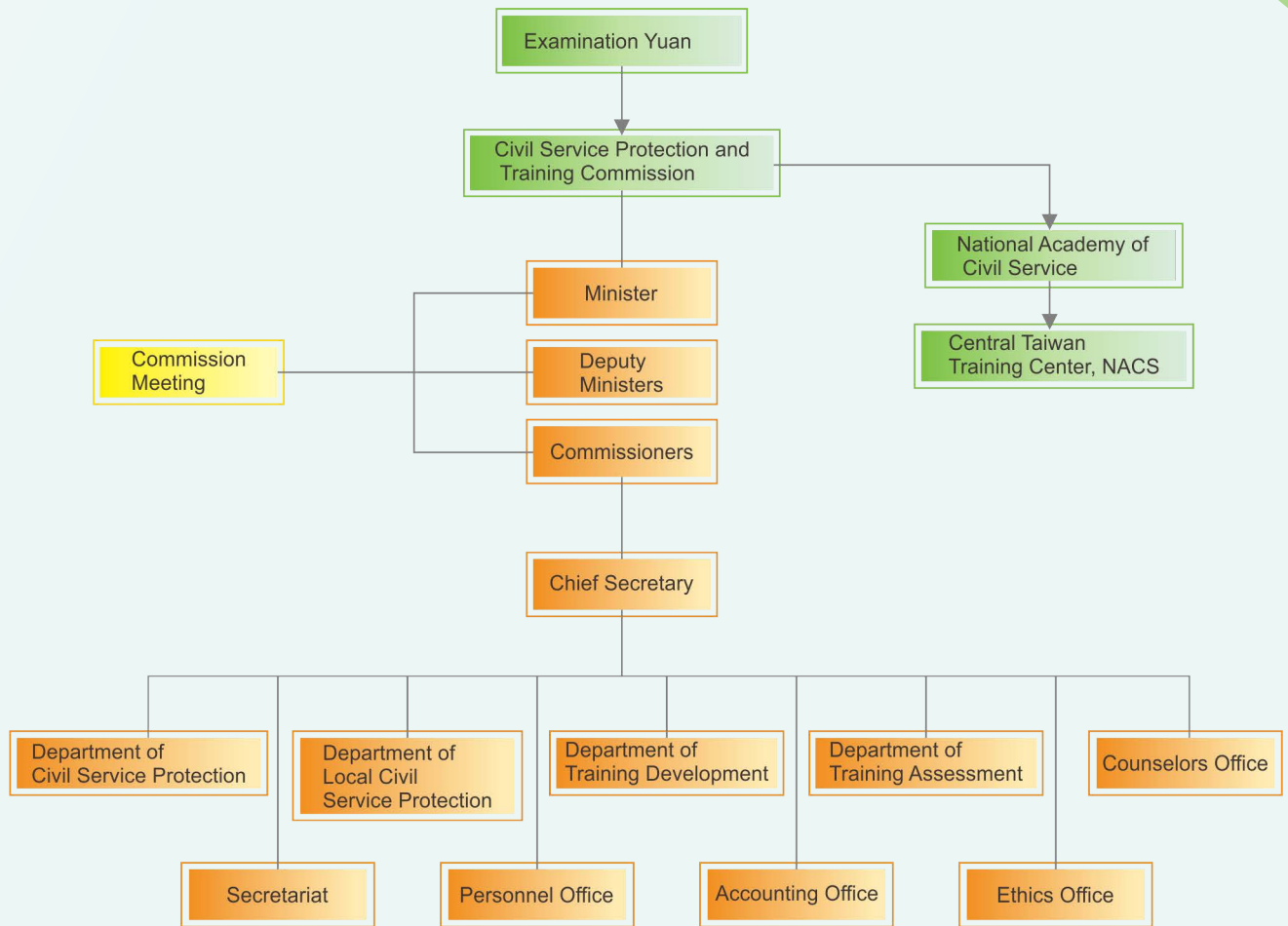
高階文官職務見習
Orientation of Senior Civil Servants

Commission Meetings are conducted under the collegiate system to review Protection Cases and civil service training polices and legislation. The Commission presently consists of the Department of Civil Service Protection, Department of Local Civil Service Protection, Department of Training Development, Department of Training Assessment, Secretariat, Personnel Office, Accounting Office, Ethics Office, and the task force Counselors Office.



保訓會組織架構圖
Organization Chart







職掌 Responsibilities


研訂公務人員保障及培訓政策及法制。
Formulation of policies, laws, and regulations governing civil service protection and training



執行公務人員身分、工作條件、官職等級、俸給與其他公法上財產權等有關權益保障。
Safeguarding civil servants' rights and interests associated with their civil servant status, working conditions, position rank and grade, remuneration, and other property rights under public law



推動高階公務人員中長期培訓、公務人員考試錄取、升任官等、行政中立及其他有關訓練。
Promotion of medium to long-term development training of senior civil servants, examination qualification, rank promotion, administrative neutrality, and other relevant training programs





保障事件言詞辯論
Presentation of Arguments at a Protection Case



受訓人員上課情形
Civil Service Training



保障業務

保障對象

公務人員保障法為公務人員身分、官職等級、俸給、工作條件、管理措施等有關權益保障之核心法規，且除以法定機關（構）及公立學校依公務人員任用法律任用之有給專任人員為適用對象外，並增列有準用對象，以擴大保障對象範圍。

救濟程序

公務人員權益之救濟，包括下列 2 種程序：

1. 復審：對於服務機關或人事主管機關所為之足以改變其身分關係、或基於身分所產生之公法上財產請求權、或對公務人員權益有重大影響之行政處分，得向保訓會提起復審救濟。
2. 再申訴：對於服務機關所為之管理措施或有關工作條件之處置認為不當，致影響其權益者，得先向服務機關提起申訴，如有不服，再向保訓會提起再申訴。



保障事件陳述意見

Presentation of Facts at a Protection Case



保障業務宣導

Promotion of the Civil Servant Protection System

Current Operations

Civil Service Protection

Safeguard for Civil Servants

Safeguard for the status of civil servants, position rank and grade, remuneration, working conditions, and their management is stipulated by the *Civil Service Protection Act*. In addition to the paid and full-time personnel employed by government agencies and public schools, the *Civil Service Protection Act* also apply *mutatis mutandis* to other personnel, thus expanding the coverage of civil service protection.

Remedy Process

The remedy process to safeguard the rights and interests of civil servants may be carried out as follows:

1. Petition for deliberation: Civil servants may petition the Commission for deliberation against administrative actions taken by the agency of employment or by the personnel administration agency concerned in the event such actions are sufficient to alter their status as civil servants, infringe upon their property right derived from public law, or cause significant harm to their rights or interests.
2. Re-appeal: Civil servants who believe that management measures or relevant working conditions rendered by the agency of employment are improper and thus damage their rights and interests may file an appeal at the agency of employment. If they are unwilling to accept the decision made by the agency, they may file a re-appeal at the Commission.



保障事件審查會議
Review Committee for Protection Cases

審議程序

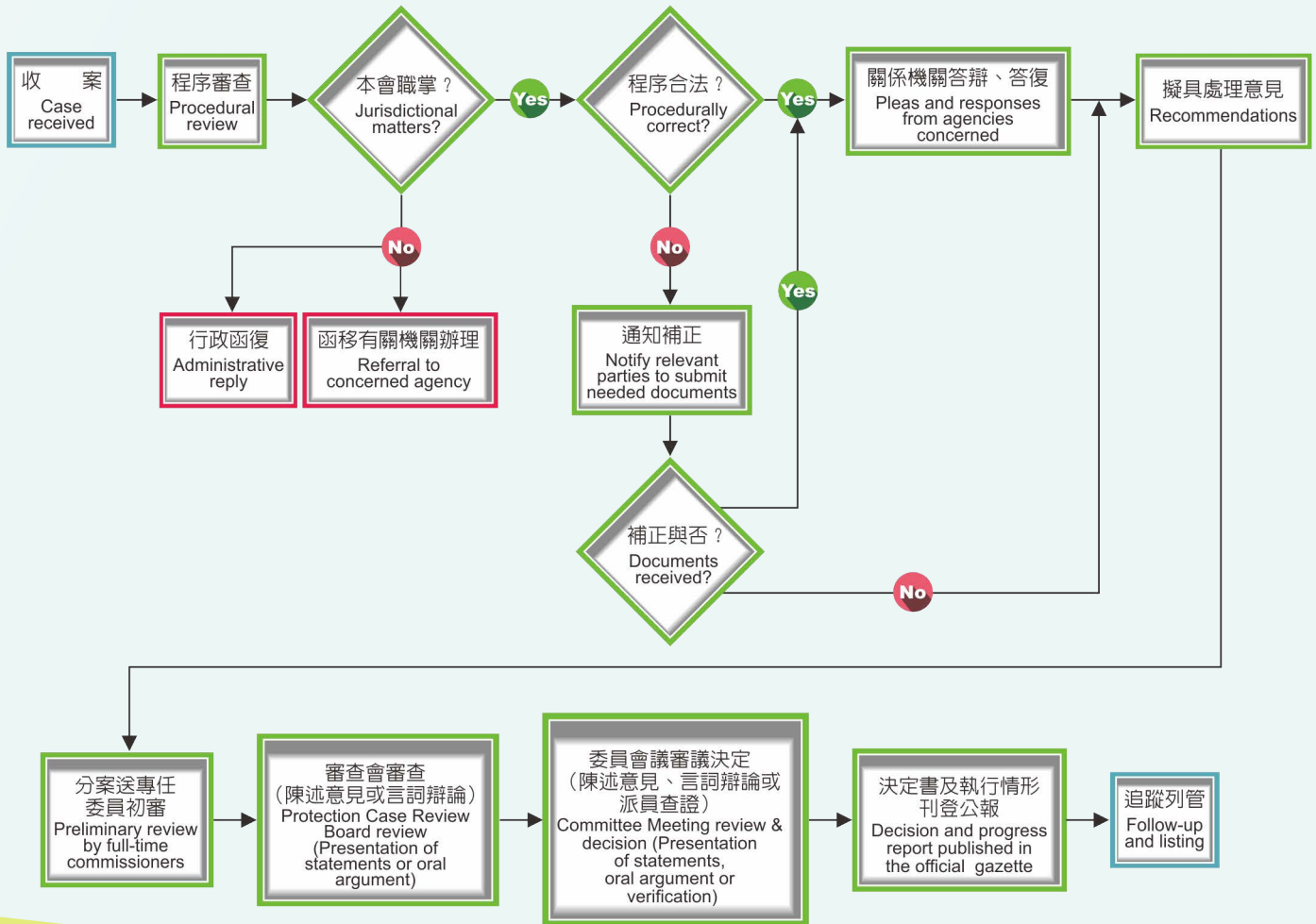
保訓會於收受公務人員所提保障事件（復審、再申訴）後，首先進程序審查，再進行實體審查，並擬具相關處理意見遞送專任委員初審、保障事件審查會審查、委員會議審議。審議決定後作成決定書，發送當事人及有關機關。

Review and Adjudication Process

Upon receipt of a petition for deliberation or re-appeal in relation to remedies involving rights and interests of civil servants (also referred to as Protection Cases), the Commission will commence a review of the procedures, followed by a substantive review. A set of recommendations will be forwarded to the full-time Commissioners for preliminary review, then to the review committee, and then to the Commission Meeting for final review and adjudication. The final decision shall be sent to the party and the government agencies involved.

保障事件審議流程

Protection Case Review Procedures



追蹤管制

保訓會所為保障事件之決定確定後，有拘束各關係機關之效力，原處分機關有執行之義務，並應將執行情形於 2 個月內回復，保訓會均定期追蹤列管。

近年辦理成果

保訓會受理之保障事件每年近千件，原則均於 3 個月內辦結，每年結案率約 90%，當事人對於保訓會復審決定提起行政訴訟比率約二至三成，經行政法院維持保訓會決定者約九成。

Follow-up and Listing

The commission's decision on Protection Cases are binding on the government agencies involved. Both the agency of employment and the personnel administration agency concerned are obligated to implement such decisions and report, within two months, the status of such implementation to the Commission for follow-up and tracking.

Overview of Recent Achievements

The Commission handles close to 1,000 Protection Cases every year. In principle, each case is settled within three months, and about 90 percent of the cases received are settled each year. Concerning decisions given out during the deliberation process, although about 20 percent to 30 percent of the parties involved filed for administrative litigation, about 90 percent of the original decisions were subsequently upheld by the administrative court.

少給行煙

淨法淨免職

不當懲處

公務場所性騷擾

不准訓練進修

不當調職

積極行政 勇於任事
您的大小事 保訓會來撐

保障法定權益
設立權衡申訴程序

防止性騷擾
建立和諧工作環境

視訊陳述意見
讓政務更透明

因公涉訟輔助
提供法律上之協助

香港
公務人員保障及培訓委員會
Civil Service Personnel & Training Commission

www.csptc.gov.tw | 保障專線：02-8236-7000

培訓業務 ▶

培訓法制

依公務人員訓練進修法規定，保訓會職掌事關全國一致性質之公務人員訓練進修法制，統一解釋有關訓練進修事項，並監督各機關訂定年度訓練進修計畫。

Civil Service Training

Legal Framework for Civil Service Training

In accordance with the *Civil Service Training and Continuing Education Act*, the Commission is in charge of the legal framework for unified national civil service training, the interpretation of regulations, and the supervision of government agencies in their formulation of annual training programs.





訓練種類

保訓會辦理之法定訓練如下：

1. 公務人員考試錄取人員訓練：參加公務人員考試經錄取後，依法必須接受訓練，以強化初任公務人員應具備之通識及專業能力，訓練期滿成績及格者，即正式分發任用為公務人員。
2. 升任官等訓練：現職公務人員晉升高一官等職務，依法必須先接受晉升官等訓練合格，以培育未來晉升職務所需工作知能及儲備中高層公務人力。依參訓對象分為薦任公務人員晉升簡任官等訓練、委任公務人員晉升薦任官等訓練、警正警察人員晉升警監官等訓練、警佐警察人員晉升警正官等訓練及交通事業人員員級晉升高員級資位訓練。
3. 高階公務人員中長期發展性訓練：為培養部會一級主管及所屬機關首長未來接班人，透過嚴謹選訓方式遴選具高潛質人才參訓。另以職能為基礎規劃建置學習地圖、創設職務見習並安排國外研習等，以培育優質高階公務人員，提升國家整體競爭力。
4. 行政中立訓練：為貫徹依法行政及執法公正，不介入黨派紛爭，辦理行政中立訓練及宣導，以確保公務人員嚴守行政中立。



Types of Training Programs

The Commission organizes the following training programs:

1. Training for personnel who passed the civil service examinations: Those who passed the civil service examinations are required by law to undergo training to help first-time civil servants increase their knowledge and skills. Only those who have successfully completed training will be assigned to their respective posts as civil servants.
2. Promotion training: Before being promoted to the next higher rank, civil servants are required by law to undergo promotion training in order to further the necessary skills and knowledge. Such training also serves to cultivate mid-to-high ranking civil servants. The training programs include training for personnel promoted from junior to senior rank, training for personnel promoted from elementary to junior rank, training for police personnel promoted from a commissioned rank to a supervisory commissioned rank, training for police personnel promoted from a junior commissioned rank to a commissioned rank, and training for employees in transportation and communications enterprises promoted to a senior position.
3. Training for medium to long-term development of senior civil servants: To develop directors and future heads of government agencies, potential candidates are selected through a stringent screening process. Employing competencies as a basis for planning, the Commission also formulates learning maps and arranges internships and overseas training to help cultivate high-quality senior servants so as to increase national competitiveness.
4. Training on administrative neutrality: Training programs are organized to ensure impartiality, keep distance from disputes between political parties, and promote administrative neutrality among civil servants.





培訓特色

1. 落實以職能為基礎之訓練規劃，提升訓練成效
針對用人機關進行需求調查與評估後，復依公務人員職涯發展路徑規劃系統化及層級化的訓練課程，俾使訓練結果符合受訓人員、用人機關首長與單位之需求。
2. 重視學習者為中心的教學方式，兼顧理論與實務
教學方法兼具理論與實務，採學習者為中心之多元教學方法，包括翻轉學習、角色扮演、問題導向學習、影片學習、個案教學、體驗學習、職務見習等，以深化學習效果。
3. 設計嚴謹的評鑑、輔導與考核機制，善盡把關公務人才之責
為達考訓用緊密配合的目標，設計嚴謹的評鑑、輔導與考核機制，以期通過訓練者為適任人員或具備目標職位能力之人員，善盡把關公務人才之責。

Training Programs Features

1. Competency-based training to increase training effectiveness

After conducting surveys and assessments on specific manpower requirements of government agencies, the Commission develops comprehensive and systematic training programs tailored to the career path development of individual civil servants. This enables the training to become more consistent with the needs of the individual and of government agencies.

2. Learner-centered and focus on theory and practice

The teaching methods include the use of flipped classrooms, role-play, problem-based learning, educational video, case studies, experiential learning, and internship to deepen the learning effect.

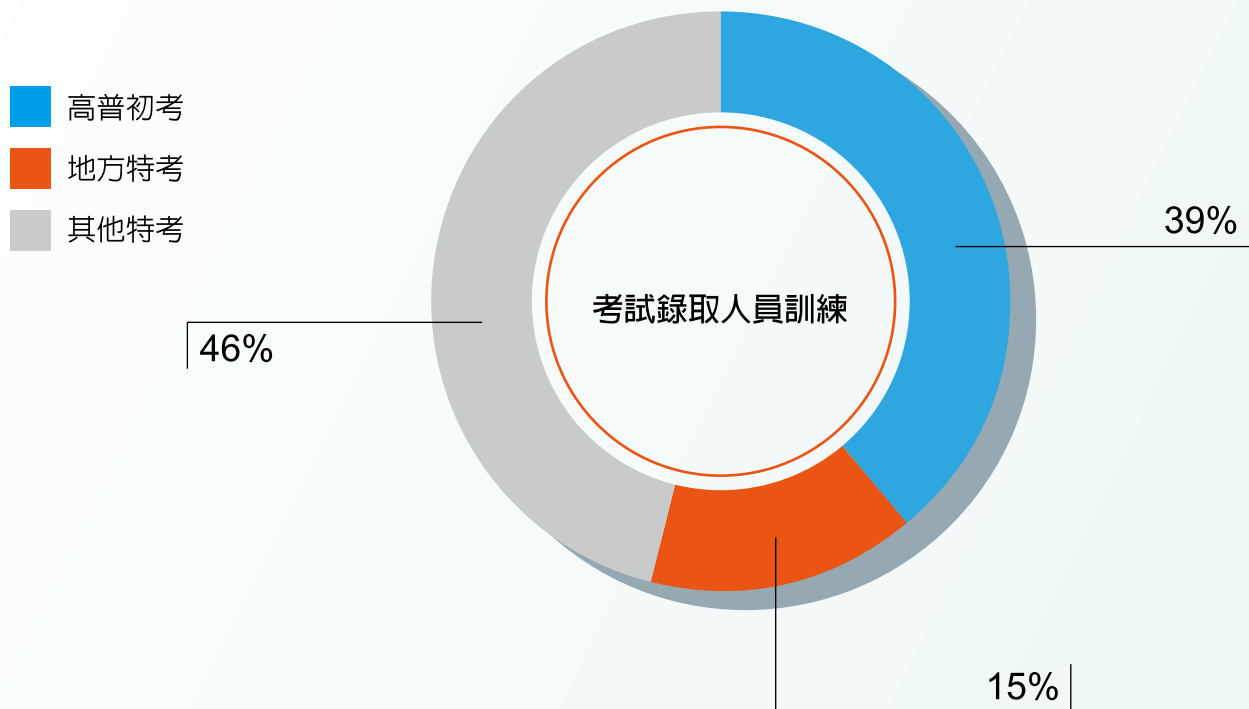
3. Stringent assessment, assistance to government agencies, and performance evaluation mechanisms

The Commission adopts stringent assessment, assistance, and performance evaluation mechanisms to ensure that training programs and their subsequent assessments are consistent with the needs of the hiring agency. The goal is to ensure the competence of personnel who have passed training and to help trainees become more prepared for their future assignments.



近年辦理成果

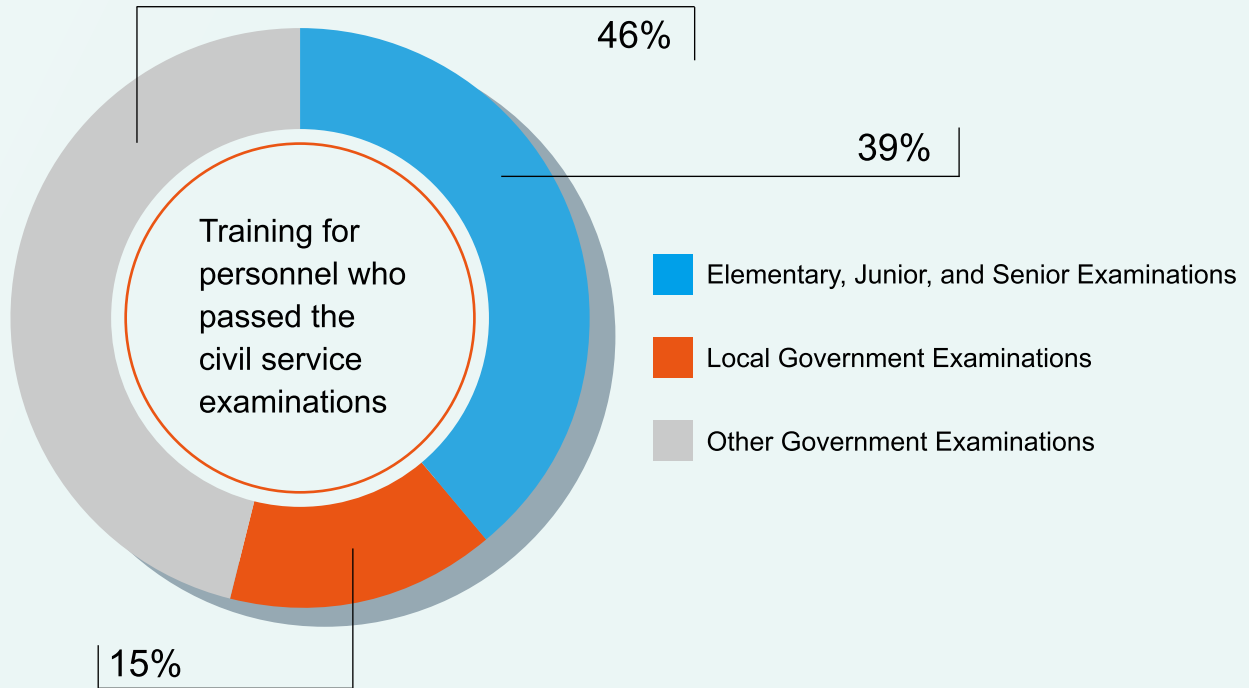
高階公務人員中長期發展性訓練每年約訓練 50 餘人。



公務人員考試錄取人員訓練每年約訓練 13,000 人，其中高普初考每年約 5,100 人，占 39%；地方特考每年約 2,000 人，占 15%；其他（如：外交、警察、稅務等）特考每年約 5,900 人，占 46%。

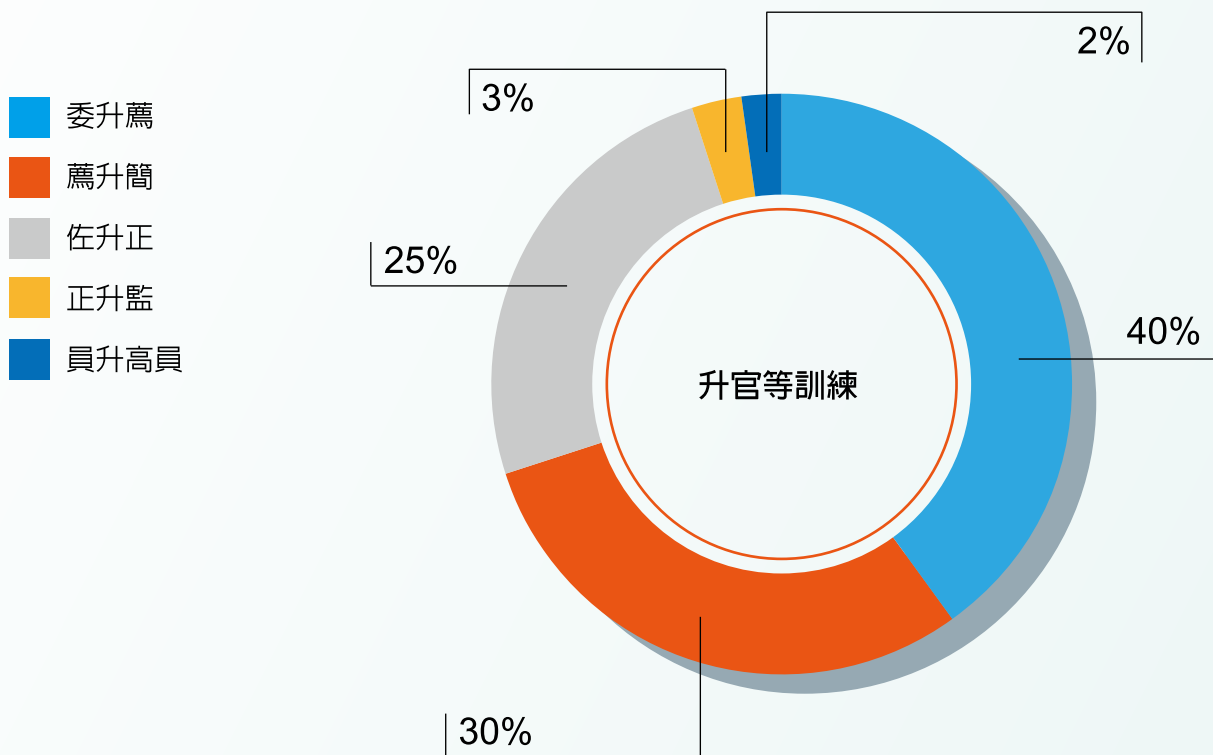
Recent Achievements

Each year, there are more than 50 senior civil servants who receive medium to long-term development training.

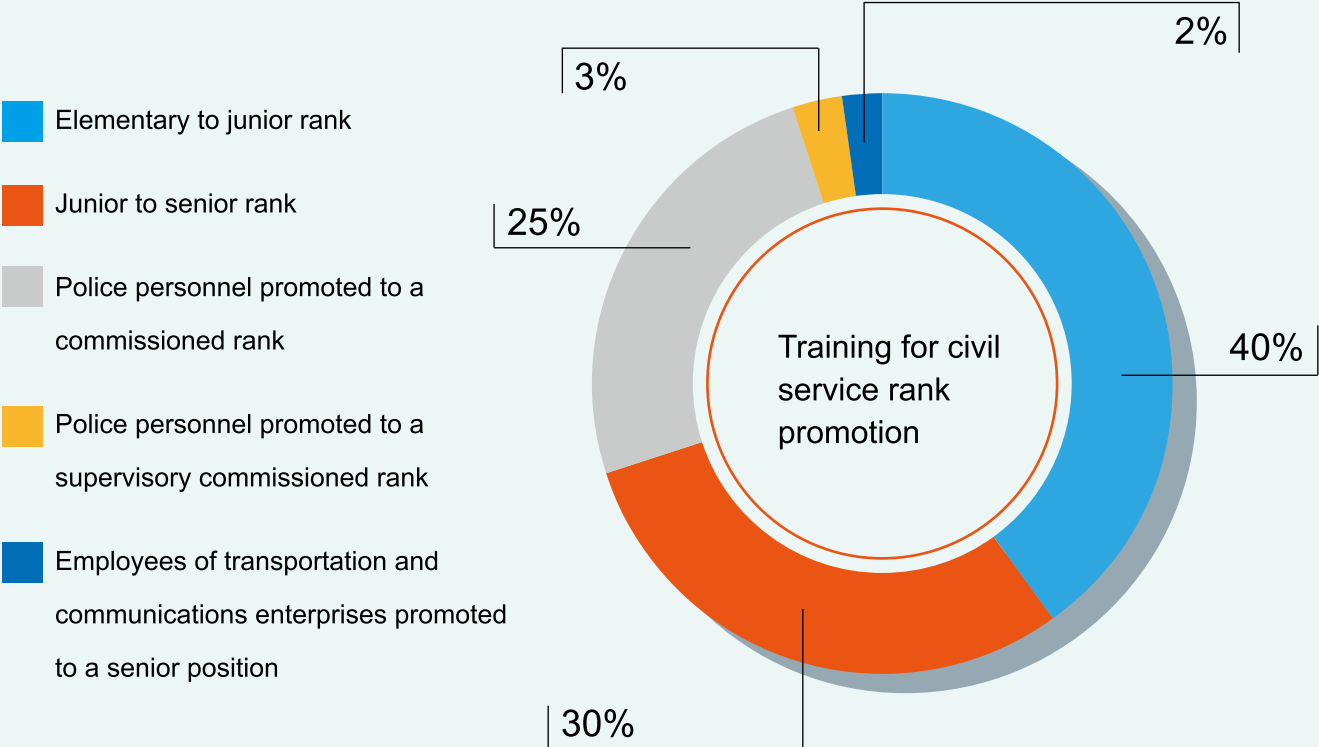


Each year, around 13,000 individuals who passed the civil service examinations undergo training. Among them, around 5,100 have passed the Elementary, Junior, and Senior Civil Service Examinations, while 2,000 have passed the Local Government Civil Service Examinations, accounting for 39 percent and 15 percent respectively. Some 5,900, or 46 percent of the trainees, have passed other government examinations, including those in foreign affairs, the police, and tax agencies.

升官等訓練每年約訓練 4,000 人，其中委任公務人員晉升薦任官等訓練每年約 1,600 人，占 40%；薦任公務人員晉升簡任官等訓練每年約 1,200 人，占 30%、警佐警察人員晉升警正官等訓練每年約 1,000 人，占 25%，警正警察人員晉升警監官等訓練每年約 100 人，占 3%，交通事業人員員級晉升高員級資位訓練每年約 80 餘人，占 2%。



Some 4,000 civil servants attend rank promotion training each year. Of them, around 1,600, or 40 percent, attend training for promotion from elementary to junior rank; 1,200, or 30 percent, for promotion from junior to senior rank; around 1,000 police personnel, or 25 percent, for promotion from a junior commissioned rank to a commissioned rank; 100 police personnel, or 3 percent, for promotion from a commissioned rank to a supervisory commissioned rank; and around 80 employees of transportation and communications enterprises, or 2 percent, for promotion to a senior position.



重點發展方向

保障業務

健全保障法制

配合社會發展及實務運作需要，適時舉辦專題研討會或座談會，檢討研修保障法規，以建構完整保障法制。

強化審議品質

持續秉持專業、公正、客觀立場，妥速審議保障事件，並擴大當事人陳述意見之程序參與，以落實程序與實質正義。

加強執行成效

追蹤保障事件執行成效，督促機關依法行政，並公布保障事件及其執行情形，俾落實本會決定之拘束力及公務人員權益保障。

積極疏減訟源

持續加強宣導保障制度，輔導機關確實依法行政，並定期彙整分析常見撤銷原因，以協助機關正確辦理保障事件。



Future Development

Civil Service Protection

Establish Comprehensive Legislation for Civil Service Protection

In line with social development and practical requirements, the Commission will continue to organize seminars and workshops on timely topics, as well as review and amend civil service protection legislation, in order to ensure more comprehensive civil service protection.

Strengthen the Review and Adjudication of Protection Cases

The Commission will continue to swiftly review Protection Cases in a manner that is professional, fair, and objective. Parties concerned will be afforded more opportunities to make statements, so as to ensure procedural and substantial justice.

Improve Execution Performance

The Commission will continue to follow-up on decisions on Protection Cases, urge relevant government agencies to take administration actions in accordance with law, and announce to the public Protection Cases and implementation of the decisions. Such measures will ensure that the Commission's decisions are binding and are able to safeguard the rights and interests of civil servants.

Reduce the Cause of Legal Action

To assist government agencies in the proper handling of Protection Cases, the Commission will continue to promote the civil servant protection system, assist government agencies in ensuring compliance, and analysing, on a regular basis, the common causes for the revocation of Protection Cases.

培訓業務 ▶

完備文官培訓法制

因應時代變遷發展，適時增修培訓法制，積極研訂訓練規範，增進培訓整體效能。

建構法定培訓體系

研究改進公務人員培訓業務，強化各項法定訓練成效，建立考試錄取人員、各項晉升官等及高階公務人員培訓體系，為國家培育優質並具活力之公務人力。

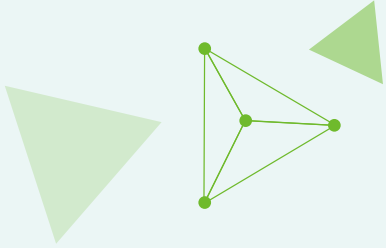
推動國外研習課程

與先進國家級培訓機構合作，規劃深度國外研習活動，強調問題導向之學習，俾掌握最新國際發展趨勢，提升國家競爭力。

精進培訓評鑑制度

扣合各項訓練之目標，強調評鑑機制之多元性與客觀性，並提高評鑑之信效度，以有效篩選適任人員。





Civil Service Training

Perfect the Legal Framework for Civil Service Training

In line with the changing times, the Commission will formulate and amend civil service training laws and regulations to increase training effectiveness.

Establish a System of Civil Service Training

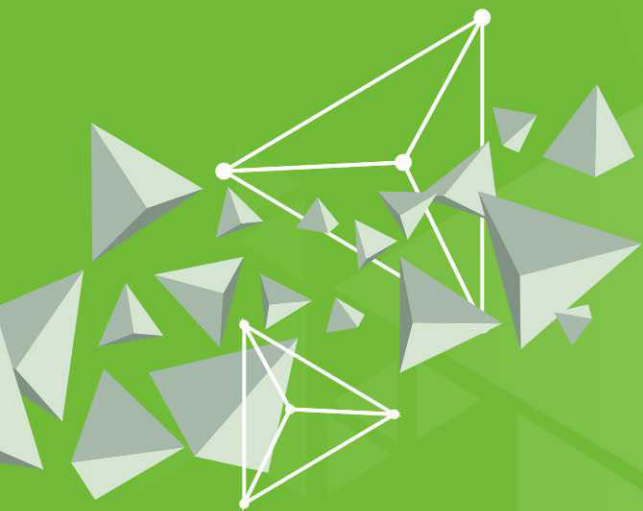
To develop top-notch and dynamic civil servants, the Commission will take measures to improve training effectiveness and develop training programs for those who have passed the civil service examinations, for rank promotion, and for senior civil servants.

Promote Overseas Training

To keep abreast of international trends and increase national competitiveness, the Commission will continue to work with training institutions abroad to organize overseas training with emphasis on problem-based learning.

Improve Training Assessment

The Commission will continue to integrate the objectives of different training programs and focus on the diversity and objectivity of assessment mechanisms. In addition, the Commission will likewise continue to seek to improve the reliability and validity of the assessment process so as to efficiently identify qualified civil service personnel.



公務人員保障暨培訓委員會

Civil Service Protection & Training Commission

11601 臺北市文山區試院路1-3號

電話：02-8236-7000 傳真：02-8236-6919 網址：<http://www.csptc.gov.tw>

No.1-3, Shiyuan Rd., WenShan Dist., Taipei City 11601, Taiwan(R.O.C).

Tel:02-8236-7000 Fax:02-8236-6919