

高階公務人員中長期發展性訓練辦法

Regulations Governing for the Mid-Long Term Development

Training of Senior Civil Servants

第 一 條 本辦法依公務人員訓練進修法第二條第二項及第四項規定訂定之。

Article 1 These Regulations are prescribed in accordance with Article 2, Paragraph 2 and Paragraph 4 of the Civil Service Training and Continuing Education Act.

第 二 條 高階公務人員中長期發展性訓練（以下簡稱本訓練）依本辦法行之。本辦法未規定者，適用其他有關法規之規定。

Article 2 The Mid-Long Term Development Training of Senior Civil Servants (hereinafter referred to as “the Training”) shall be governed by these regulations. For matters not prescribed herein, other relevant laws shall apply.

第 三 條 本訓練由公務人員保障暨培訓委員會（以下簡稱保訓會）及所屬國家文官學院（以下簡稱文官學院）辦理。必要時得委託訓練機關（構）、學校辦理。

Article 3 The Training is to be provided by the Civil Service Protection and Training Commission (hereinafter referred to as “the CSPTC”) and the National Academy of Civil Service (hereinafter referred to as “the NACS”) under the CSPTC, or by training institutes or public or private universities and colleges upon entrustment when necessary.

第 四 條 本訓練課程以增進簡任第十職等或相當職務以上公務人員未來職務發展所需知能為目的。

本訓練依受訓人員職等或職務採分班方式辦理。

本訓練之訓期為二十六週。訓練課程分為國內課程及國外課程，課程時數以不超過二百五十小時為原則。

受訓人員與保訓會或文官學院有關訓練之其他權利義務事項，得另以行政契約定之。

Article 4 The courses of the Training aim to improve the required competencies of senior civil servants at rank 10 or above upon their future promotion.

Trainees are divided into classes according to their rank or position. The duration of the Training shall be 26 weeks. Training programs consist of domestic and overseas courses. Course period in principle may not exceed 250 hours.

Administrative contract shall prescribe rights and obligations for the trainees, the CSPTC and the NACS in other training-related issues.

第 五 條 公務人員經銓敘部銓敘審定合格實授現任簡任第十職等或相當職務以上，最近二年年終考績列甲等以上，且具發展潛力者，得經各主管機關推薦參加本訓練。

前項所定資格條件均採計至當年度一月三十一日止。

Article 5 Civil servants with following status are eligible for recommendation by competent authorities to participate in the Training: has been verified the qualification of employment by the Ministry of Civil Service, is an active and senior rank (rank 10) or above, has acquired 2 Grade A in performance ratings of the past two years, and has development potential.

The aforementioned criteria are up to the respective year of 31st January.

第 六 條 保訓會得依據當年度預定訓練人數、訓練容量及機關間均衡等因素，分配推薦受訓名額。

總統府及國家安全會議就本機關暨所屬機關推薦受訓人員進行初審，於每年三月一日前函送保訓會。

中央二級機關於每年二月十五日前將推薦受訓人員名冊函送中央一級機關，中央一級機關就本機關暨所屬機關（構）、學校推薦受訓人員進行初審，於每年三月一日前函送保訓會。

直轄市政府、直轄市議會、縣（市）政府及縣（市）議會就本機關暨所屬機關（構）、學校推薦受訓人員進行初審，於每年二月十五日前函報行政院，行政院於三月一日前函送保訓會。

各主管機關就擬推薦受訓人員資格條件進行審核，並請被推薦受訓人員確認其資格條件。必要時，得召開甄審委員會或組成臨時性之審查委員會進行資格條件審核事項。

Article 6 The CSPTC shall distribute the numbers of recommended participants of the year according to the scheduled numbers of trainees, training capacity and balance between agencies.

The Office of the President and the National Security Council give first review upon recommended personnel and submit the lists to the CSPTC prior to 1st March of each year.

Central second-level authorities submit the lists of recommended personnel to central first-level authorities prior to 15th February of each year. Central first-level authorities give first review upon recommended personnel. The lists of recommended personnel shall be submitted to the CSPTC prior to 1st March of each year.

Special municipality governments, special municipality councils, county/city governments and county/city councils give first review upon the recommended personnel and submit the lists to the Executive Yuan prior to 15th February of each year. The Executive Yuan shall submit the lists to the CSPTC prior to 1st March of each year.

Each competent authority shall evaluate and confirm the eligibility of the recommended personnel. Selection Committees or temporary Review Committees shall be established to manage the qualifications when necessary.

第 七 條 保訓會應依據各主管機關推薦受訓人員名冊辦理遴選評鑑作業，評鑑結果提報高階文官中長期培訓協調會報審議後，公布錄取受訓人員名單。

前項高階文官中長期培訓協調會報除保訓會主任委員為當然委員兼召集人外，其餘委員由考試院、行政院及其他關係院派員組成。

Article 7 The CSPTC shall undertake selection and assessment works according to the lists of personnel recommended by competent authorities; assessment results will be submitted to the Coordinating Board for the Mid-Long Term Training of Senior Civil Servant; enrollment lists will be published after the Board review.

The Coordinating Board for the Mid-Long Term Training of Senior Civil Servant is comprised of: Minister of the CSPTC as the chief coordinator; other commissioners are appointed by the Examination Yuan, the Executive Yuan and relevant Yuans.

第 八 條 受訓人員應於規定時間向文官學院或受託訓練機關（構）、學

校報到接受訓練。但因婚、喪、懷孕、分娩、流產、重病、駐外服務或其他重大事由，致無法如期參訓者，得於訓練開始前，檢具相關證明文件，由服務機關（構）、學校函報各主管機關向保訓會申請放棄參加訓練，或延後訓練並經同意者，不在此限。

Article 8 The trainees should have themselves registered by the NACS or entrusted training institutes/schools within the specified period to accept the Training. For crucial reasons e.g. wedding, funeral, pregnancy, maternity, miscarriage, serious illness, foreign service and other significant reasons, those who are unable to participate in the Training may prepare relevant documents to apply for the withdrawal or postponement from the Training. The withdrawal or postponement should be sent from their agencies/schools served to the competent authorities and then the CSPTC. Once agreed, withdrawal or postponement for the trainee is possible.

第 九 條 受訓人員於訓練期間，因婚、喪、懷孕、分娩、流產、重病、駐外服務或其他重大事由，致無法繼續訓練者，得於事由發生後三日內，檢具相關證明文件，經由文官學院或受託訓練機關（構）、學校向保訓會申請停止訓練。因該事由致請假缺課時數超過課程時數百分之二十者，保訓會應予停止訓練。

Article 9 During the Training, for crucial reasons e.g. wedding, funeral, pregnancy, maternity, miscarriage, serious illness, foreign service and other significant reasons that cause trainees unable to continue attending the courses, trainees may prepare relevant documents within 3 days of the occurrence to the CSPTC via the NACS or entrusted training institutes/schools to apply for a halt of training. Once absence exceeds 20% of the training hours, the trainee shall be stopped training

by the CSPTC.

第 十 條 受訓人員於訓練期間，有下列情事之一者，由文官學院或受託訓練機關（構）、學校函送保訓會廢止其當年度受訓資格：

- 一、未於規定之時間內報到或經核准中途離訓。
- 二、除前條事由外，請假缺課時數合計超過課程時數百分之二十。
- 三、未經核准中途離訓。
- 四、曠課。
- 五、冒名頂替。
- 六、對訓練機關（構）、學校講座、長官或其他人員施以強暴脅迫，有確實證據。
- 七、參加本訓練課程測驗，違反保訓會及所屬機關辦理各項訓練測驗試務規定，經扣考處分。
- 八、其他具體事實足以認為品德操守不良，情節嚴重，有確實證據。

Article 10 During the training period, if any trainee is in any of the following circumstances, the NACS or entrusted training institutes/schools shall inform the CSPTC in written form to repeal his/her eligibility to attend the current year's training program:

1. Fails to register to the training program on time or applies to drop out of the training and obtain consent.
2. In addition to the preceding Article, class hours allowed for the absence of leave exceeds 20% of the total hours of courses.
3. Drops out of the training without permission.
4. Absenteeism.
5. Impostor.
6. Attacks or coerces lecturers, instructors or personnel of the training

institutes/schools with concrete proof.

7. Being suspended from the test due to the violation of test rules prescribed by the CSPTC.
8. Other identifiable and severe misbehaviors with concrete proof.

第 十 一 條 受訓人員於訓練期間，服務機關（構）、學校應依公務人員請假規則規定給予公假。

文官學院或受託訓練機關（構）、學校應於訓練結束後，將前二條有關請假缺課等資料，函送受訓人員之服務機關（構）、學校。

Article 11 According to the Regulations on Civil Servants' Applications for Leave, the employing agency or school of the trainee should issue leave for statutory reasons to trainees during the training period.

The NACS or entrusted training institutes/schools shall submit relevant documents of absence specified in the preceding two Articles to the agencies/schools of the trainee served.

第 十 二 條 受訓人員於訓練前二年曾參加高階公務人員訓練課程者，得檢具相關證明文件向保訓會提出課程抵免之申請，由保訓會組成審核小組針對課程性質、範圍及時數等，予以審查認定。

Article 12 Trainees who had participated in the senior civil servants training courses two years prior to the current program may apply for course exemption by providing relevant documents to the CSPTC; a review group will check the application according to course content, coverage and hours.

第 十 三 條 本訓練應對受訓人員職能實施評鑑，採過程評鑑及總結評鑑。
過程評鑑項目如下：

一、生活考評。

二、教與學考評。

三、職務見習考評。

四、國外研習考評。

總結評鑑採評鑑中心法進行職能評鑑。經綜合過程評鑑及總結評鑑之職能表現，評定各項職能成績，並產製評鑑結果報告書。

評鑑成績採五等級制，等級分為傑出、優秀、良好、普通及不佳。各項職能成績均達良好等級以上者為評鑑合格。

Article 13 Competencies of the trainees will be evaluated via the in-process assessment and the summary assessment. The in-process assessment consists of:

1. Behavior-based evaluation.
2. Teaching and learning evaluation.
3. Working internship evaluation.
4. Overseas study evaluation.

The summary assessment is performed via the Assessment Center Method. Assessment report of each competency will be made by integrating the in-process assessment and the summary assessment.

Assessment results are classified into five levels: outstanding, excellent, great, normal and weak. Trainees obtaining “great” and beyond in each competency will pass the assessment.

第十四條 遴選或訓練期間辦理成績評量相關人員，於其本人、配偶、三親等內之血親、姻親參加遴選或訓練成績評鑑時，應自行迴避。

Article 14 During the selection or training period, assessors who are responsible for grading will voluntarily abstain from the assessment when his/her spouse, third-degree relatives, relatives by marriage are participating in the selection or training assessment.

第 十五 條 受訓人員訓練期滿發給結業證書。經本訓練評鑑合格者，由保訓會報請考試院發給訓練評鑑合格證書，並函知各受訓人員及其服務機關（構）、學校。

Article 15 Trainees will be awarded certificate upon their completion of training. The CSPTC will report to the Examination Yuan to issue qualification certificate and inform each trainees and agencies/schools trainees served.

第 十六 條 經本訓練評鑑合格者，由保訓會納入高階公務人員人才資料庫，提供機關（構）、學校用人之查詢。

為確保高階公務人員人才資料庫之正確性、即時性及完整性，保訓會應定期請銓敘部提供最新銓審資料。

列入高階公務人員人才資料庫之人員，如有資料異動之情形，服務機關應主動通知保訓會更正或補充。

各機關（構）、學校如有簡任第十職等或相當職務以上用人需求時，得向保訓會提出查詢申請，保訓會應提供所需相關資訊。

各機關（構）、學校使用保訓會所提供之資料，應遵守個人資料保護法之相關規定。

曾參加高階文官培訓飛躍方案訓練成績合格，並取得結業證書者，比照本條規定辦理。

Article 16 The CSPTC will include qualified personnel into the Senior Civil Servants Human Resource Database. Agencies/schools may refer to the Database when recruitment.

To ensure correctness, responsiveness and completeness of the Database, the CSPTC should regularly inform the Ministry of Civil Service for latest qualification information of qualified personnel.

Agencies/schools served of the trainees included into the Senior Civil Servants Human Resource Database should actively inform the CSPTC for revision or supplement when personnel information changes.

Agencies/schools may apply for information to the CSPTC when recruiting senior personnel of rank 10 or above. The CSPTC should provide relevant information.

Agencies/schools should abide by the Personal Information Protection Act when accessing information from the CSPTC.

Those who had obtained the certificate by completion of the Take Off Program For Senior Civil Service apply to this Article.

第 十七 條 經本訓練評鑑合格並納入高階公務人員人才資料庫者，每二年應參加保訓會或文官學院辦理之回流學習活動至少一次。

Article 17 Those who pass the assessment and are included into the Senior Civil Servants Human Resource Database should participate in the recurrent learning activities held by the CSPTC or the NACS once in every two years.

第 十八 條 參加本訓練評鑑合格者，有下列情事之一者，應自高階公務人員人才資料庫除名：

- 一、退休、辭職、資遣、免職、停職、休職、撤職及死亡。
- 二、受訓人員經發現有受訓資格不符之情事。
- 三、列入高階公務人員人才資料庫之日起六年內未獲陞任。
- 四、列入高階公務人員人才資料庫之日起每二年內，無正當理由未參加保訓會或文官學院辦理之回流學習活動。
- 五、其他具體事證足以認為應予除名。

前項第一款之退休、辭職及資遣，不含由常務人員轉任為政務人員之情形。

Article 18 The qualified personnel who pass the assessment shall be removed from the Senior Civil Servants Human Resource Database when one of the following incidents occurs:

1. Retirement, resignation, severance, removal, suspension during investigation, Suspension as a Punishment Exceeding Six-months, dismissal and death.
2. Personnel qualification is found ineligible for the Training.
3. No promotion within six years after being listed in Senior Civil Servants Human Resource Database.
4. Skip the recurrent learning activities held by the CSPTC or the NACS without legitimate reasons every two years after being listed in the Senior Civil Service Database.
5. Other concrete proof that lead to the removal.

The aforementioned “retirement, resignation, severance” in previous Paragraph, Subparagraph 1 do not cover the condition when public functionaries transfer to political appointees.

第 十九 條 受訓人員有下列情事之一者，得保留受訓資格：

- 一、有第八條但書所定情事，致無法報到受訓，依規定檢具相關證明文件向保訓會申請延後訓練，並經同意。
- 二、有第九條事由，經停止訓練。

受訓人員於訓練前經核准延後訓練或於訓練期間經核准停止訓練者，應於原因消滅後三個月內，檢具相關證明文件，由各服務機關（構）、學校經各主管機關向保訓會申請補訓，並由保訓會於次年度起調訓。逾期未提出申請者，視同放棄補訓及依前項保留之受訓資格。

受訓人員訓練成績經評鑑不合格者，於次年度起符合受訓資格時，得依第六條第二項至第四項規定，經通過遴選程序後，以全額自費參加訓練。

受訓人員經依第十條第一款至第四款規定廢止當年度受訓資格者，應間隔下列年度後，始得依第六條第二項至第四項規定，經通過遴選程序後，以全額自費參加訓練：

一、第十條第一款或第二款：一年度。

二、第十條第三款或第四款：三年度。

Article 19 If the trainee is in any of the following circumstances, the qualification for the Training of the trainee shall be retained:

1. Fails to register to the training program on time due to any circumstance specified in Article 8 and applies for postponement of the Training with relevant proof and obtains the consent.
2. The training is stopped due to any circumstance specified in Article 9.

Once postponement prior to the Training or stop during the Training is permitted, trainee should submit relevant proof and documents to the CSPTC via his/her agency/school served to the competent authorities within 3 months. The CSPTC will rearrange the participation of next year. Those who do not submit the application in time are considered withdrawal from the re-participation.

Those who do not pass the assessment yet still eligible for the Training since next year may participate in the Training at their own total expense by following the procedure of Article 6 Paragraph 2 to Paragraph 4 with proper selection process.

For any trainee whose eligibility to attend the current year's training program is repealed pursuant to Article 10 Paragraph 1 to Paragraph 4,

they should wait in interval to re-participate at their own total expense by following the procedure of Article 6 Paragraph 2 to Paragraph 4 with proper selection process. The intervals are:

1. Article 10 Paragraph 1 or Paragraph 2: one year.
2. Article 10 Paragraph 3 or Paragraph 4: three years.

第 二十 條 受訓人員於訓練期間經發現有受訓資格不符之情事者，由保訓會撤銷其訓練資格。

受訓人員訓練期滿經評鑑合格後，經發現有受訓資格不符之情事者，由保訓會撤銷其訓練評鑑合格資格，並報請考試院註銷其訓練評鑑合格證書。

Article 20 During the Training period, the CPSTC will repeal the qualification of the trainee once trainee is found ineligible for the Training.

After trainees' completing the training and passing the assessment, the CPSTC will repeal the qualification of the trainee and assessment certificate will be nullified by the Examination Yuan once trainee is found ineligible for the Training.

第二十一條 保訓會得於訓前及訓後進行受訓人員職能分析，併同遴選評測結果分別製作職能行為展現報告，函送服務機關（構）、學校，並提供受訓人員進行自主學習或參加客製化課程之參考。

Article 21 The CSPTC shall conduct competency analysis of the trainees before and after the Training. Along with the selection and assessment results, the competency analysis report will be submitted to the agencies/schools served of the trainees and be the reference for the trainees' autonomous or customized learning activities.

第二十二條 本訓練所需經費，除由保訓會及文官學院編列預算支應外，得向受訓人員或其服務機關（構）、學校收取必要費用。

Article 22 Funds required for the Training shall be payable from the budget prescribed by the CSPTC and the NACS, and the trainees and the agency served may be charged for basic expenses in the Training.

第二十三條 保訓會為增進公務人員與產學界及民間團體之人才交流及學習分享，並提升培訓成效，得接受非公務人員之本國人士報名參加本訓練；其人員之資格審查及遴選評鑑作業程序等，比照第六條及第七條規定辦理。

Article 23 In order to enhance the effectiveness of the training, the CSPTC may accept citizens not in the civil service to apply for the training to enhance cooperation and exchange between civil servants, enterprises and campuses. Article 6 and 7 regulate the eligibility check and selection procedure for these applicants.

第二十四條 本訓練由保訓會每年訂定訓練計畫執行之。訓練計畫應明定訓練班別、訓練對象、遴選方式、訓練課程及時數、預定訓練人數、推薦受訓名額、實施方式、評鑑方式、非公務人員參加訓練及收費項目等有關事項。

Article 24 The Training is to be conducted by the CSPTC via annual training plan. The training plan should clearly demonstrate the classes, training recipients, selection procedures, training courses and hours, scheduled numbers of trainees, numbers of recommendation, implementation methods, assessment procedure, participation for non-civil servants, expenses and relevant items.

第二十五條 本辦法自中華民國一百零四年一月一日施行。

Article 25 The Regulations came into force since 1st January 2015.