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	PC 8.3 EMPLOYEE TRAINING	

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1. OBJECT

The purpose of this procedure is to establish the system for the elaboration and development of the Training Plan of the Universidad Europea de Valencia (hereinafter, the University) in accordance the strategic and pedagogical needs of the employees.

2. SCOPE

This procedure covers all the activities carried out for the elaboration, dissemination, implementation and Assessment of the Training Plan, as well as the activities for the promotion of the University's research activity.


This procedure does not apply to commercial contracts.

3. REFERENCES

- Academic approach
- Organic Law 2/2023 of 22 March on the University System.
- Royal Decree 640/2021, of 27 July, on the creation, recognised and authorisation of universities and university centres, and institutional accreditation of university centres.
- Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance.
- VIII Convenio colectivo nacional de universidades privadas, centros universitarios privados y centros de formación de postgraduados (Spanish State Official Gazette 27 August 2019).

4. DEVELOPMENT OF THE PROCESS

One of the University's priorities is to maintain, update and enhance the skills development of the people who form part of the organisation. To this end, the Human Resources Department, in collaboration with the Academic Model and Digital Transformation Unit, is developing a training programme aimed at teaching staff, non-teaching staff and researchers. This programme is adapted to the needs of the organisation with the aim of providing the knowledge and Competencies that employees need for optimal performance in their positions.

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4.1 Detection of Training Needs

Within the Human Resources Department, the relevant Field analyses the University's strategic challenges, as well as other reports that may contribute to identifying collective learning needs.

Together with the Academic Model and Digital Transformation Unit, the priorities oriented towards Training for teaching are analysed, as well as all the information relating to the state of the University's Academic approach. The result of this analysis establishes the pillars of the Training Plan for teaching staff, establishing the possible priority Training actions, as well as others of a general nature.

At the same time, in order to establish the needs of non-teaching staff, meetings are held with the different Field managers to configure the specific offer to be included in the Training Plan for each of these organisational areas.

The Training Plan is annual in nature and is a living document and therefore subject to change throughout the year. This is due to the fact that business and academic demands, needs and challenges are also constantly evolving.

The Human Resources Department periodically reviews the Training Plan with the aim of updating the offer and adapting it to the needs of the moment.

4.2 Planning and implementation of actions

The Annual Training Plan already contains a first approximation of the Contents and Methodologies, as well as the foreseen dates for the activities to be carried out.

These parameters are reviewed with the target department as the estimated date approaches, in order to respect as much as possible the activity cycles of each department or group and to optimise the lessons learned.


New training and/or development proposals are analysed in terms of how they fit in with the Plan's guidelines and the availability of financial resources to deal with them.

The teaching staff of the University plays a Core role in the execution of the programmed actions, since the exchange of knowledge within the organisation itself is prioritised over the use of external experts.

The offer of actions is published on the Training platform, which is also the channel through which participants register for the different actions. Each year is only visible to those profiles designated by Human Resources. Registration for a year must be validated by the employee's line manager.

After the completion of the training action, a Satisfaction Survey is carried out among the participants in the year. The survey is included in the Training portal.

The results recorded in these reports will serve as input for the design of the new training offer, including the appropriate improvement actions. When deemed necessary, non-conformities will be opened and the corresponding improvement actions will be undertaken.

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After the implementation of the training action, the training database shall be updated and the implementation of the training action shall be recorded.

4.3 Research, Development, Innovation and Technology Transfer activities

Through the School of Doctoral Studies and Research, the University promotes and manages the University's research policy and activity, transferring to society the knowledge generated by the research carried out by members of the University.

In order to respond to the needs of society, the School of Doctoral Studies and Research participates in the R&D Sectorial Commission of the Conference of Rectors of Spanish Universities (CRUE), and the Office for the Transfer of Research Findings (Office for the Transfer of Research Findings), integrated in the School of Doctoral Studies and Research, is part of the National Network of OTRI's and the Network of OTRI's of Universities.

The School of Doctoral Studies and Research provides research promotion and support services:

- To the University's Research Groups

The Office for the Transfer of Research Findings offers advice on the preparation of proposals and budgets for Research Projects, searches for sources of co-financing for public and private research, offers technologies developed at the University to companies and institutions, processes contracts and collaboration agreements with companies and Research Centres related to the University's research activity and provides advice on the industrial and intellectual protection of research results.

The Office for the Transfer of Research Findings publishes a fortnightly newsletter of calls for entries for research grants. This newsletter can be consulted from the employee portal on the University's Research Intranet and is also sent by e-mail to subscribers. This *Newsletter* provides information on opportunities for public or private funding of research activity. The Office for the Transfer of Research Findings is also responsible for the financial and administrative management of R&D projects.


- To Teachers:

The School of Doctoral Studies and Research provides personalised support to teachers in certification processes by accredited bodies, as well as information on access to PhD programmes and training for researchers to all teachers who need it.

The School of Doctoral Studies and Research leads the University's Research Plan with different actions aimed at the professional development of members of the university.

- To students:

The Office for the Transfer of Research Findings informs and manages all matters related to research scholarships offered by public and private entities and by the University itself.

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5. SPECIFICITIES PER CENTRE

School of Architecture and Polytechnic School

Not applicable

Faculty of Social Sciences

Not applicable

Faculty of Health Sciences

Not applicable

School of Doctoral Studies and Research

Not applicable


6. RECORDS

NAME	CUSTODIAN
Training Budget	Human Resources Department
Training Plan	Human Resources Department Academic Approach and Digital Transformation Unit
Training Databases	Human Resources Department

7. MONITORING AND MEASUREMENT

This procedure is monitored by the Human Resources Department, which carries out an annual review of the Training Plan and, together with the Academic Model and Digital Transformation Unit, analyses the learning needs and priorities of the different groups, as well as the satisfaction results obtained in the surveys carried out by teaching and non-teaching staff after completing the training actions.


IDENTIFIER	DEFINITION	RESPONSIBLE	CALCULATION PERIOD
IND01 PC 8.3	Number of Training Actions offered	Human Resources Department	Academic Year
IND02 PC 8.3	Ratio of Trained Employees	Human Resources Department	Academic Year

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IND03 PC 8.3	Employee satisfaction with the training offer	Human Resources Department	Academic Year
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8. RESPONSIBILITIES

RESPONSIBLE	TASK DESCRIPTION
Head of Department (teaching and non-teaching)	Detect needs at Training at their Departments and fill out Training requests. Accept requests from staff to participate in actions.
Academic Approach & Digital Transformation Unit	Design the Training Plan for the teaching community. Promote and propose training activities in the pedagogical Field. Offer and coordinate specific training related to online teaching, technology and quality.
Human Resources Department	To study the Training proposals from the different Departments, Pass those considered appropriate and define the Syllabus with those that are viable and a priority. Detection of general or corporate training needs. Draw up the calendar of training actions to be carried out. Communicate the approved training actions to the Departments and supervise their implementation. Design and plan the training activities aimed at non-teaching staff, and collaborate with the Academic Models Unit in the definition of the Plan for teachers. Propose Learning activities on a regular basis. Coordinate the space, time and logistics necessary to carry out the Learning activity. Managing the contracting of training providers, the administrative tasks associated with the training actions and the Assessment of the suitability of the action with the objectives set, establishing the appropriate measures to correct deviations.

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School of Doctoral Studies and Research	Advise on research policies and activities. Detects analyses technological offers and capabilities. It advises researchers and companies in the search for funding and partners for the development, implementation and dissemination of R&D projects, patent processing and management of results, as well as in the process of accreditation, particularly in relation to R&D&I. It manages the University's research activities: contracts and projects and calls for entries linked to the University's Chairs, and information for companies.
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9. STAKEHOLDERS AND ACCOUNTABILITY

The University communicates the training offer available to all employees, which is available on the University's intranet.

Employees are involved in process improvement through the Satisfaction Surveys they receive each academic year.


The results of these surveys are shared in the various stakeholder engagement bodies.

The Human Resources department analyses the priorities of the employees and collects their needs through the Heads of Department who, together with the analysis of the surveys, design the new training offer.

The School of Doctoral Studies and Research transfers to society the knowledge generated by the research carried out at the University, also providing services to promote and support research.

10. EXCHANGE CONTROL

EDITION	DATE	REASON FOR AMENDMENT
01	12/12/2012	Initial version: Identification of the process in the organisation and elaboration of the procedure.
02	30/05/2016	Updating of the Internal Quality Assurance System Manual Quality
03	25/04/2018	Updating the Internal Quality Assurance System Manual
04	29/10/2021	IQAS update

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05	13/05/2022	Replacement of the term "guarantee" by "assurance". in line with the new AUDIT model (2018 version) and "PGC" for "PC".
06	08/01/2024	Updating the process

11.ANNEXES

Not applicable