

Taipei Medical University Faculty and Staff

On-the-Job Training (OJT) Procedures

Taipei Medical University, 2012.07.26 Modified

Article 1

In order to promote continuous learning, for all units to be well oriented in processing education and training programs, and all the staff and faculty members have guidelines to join these programs, in accordance with the provisions of Article 11 of the “Taipei Medical University Faculty and Staff Education and Training Management Guidelines” here establishes the “Taipei Medical University OJT Procedures” (hereinafter as the Procedures).

Article 2

The courses are classified as following :

1. compulsory courses
 - (1) New recruit training
 - (2) Statutory normative courses
 - (3) Core capability courses
 - (4) Supervisor relevant compulsory courses
2. mandatory courses
 - (1) Professional capability training courses within the unit
 - (2) Information Application / Administrative Quality Enhancement Common Capability Courses
 - (3) Internationalization or language learning courses
 - (4) Supervisory training courses
 - (5) Teacher Function Course
3. elective courses
 - (1) Courses offered by various units
 - (2) General Studies Course

Article 3

In line with the annual budget preparation work, the education and training needs for the next academic year will be drawn up. The unit needs to complete the annual education and training plans and these plans will be consolidated by the Human Resources Office, in order to carry out the following matters:

1. Annual Course Announcement: List the course categories, course objectives, course participants, and expected number of people. After the school has approved the announcement, the colleagues can arrange for course participation; non-annual training program courses need to apply for providing the course.
2. The integration of education and training resources: organizing the trainees joining classes of the same nature, instead of being scattered, and for budget economy.
3. Budget control: clearly set the source of funding for the course; to avoid overspending, the course procurement should abide by the annual training plan and procurement process.

Article 4

The heads of all units shall assign unit education and training officers to coordinate and manage the execution and management processes, to assist the school's training policy promotion and implementation.

Article 5

Training course design should be combined with the needs of the participants.

1. Training Objectives: Explain the objectives of the course and the learning outcomes achieved after the implementation of the course, and plan the effectiveness evaluation method.
2. Training participant: according to the course content and staff background, profession, position, job responsibilities to select proper trainees, and set the number of participants.
3. Course materials and training methods: should be based on the course objectives and trainees to select appropriate teaching materials and teaching methods, with the course focus and teaching methods.
4. Instructor selection: Select the lecturer according to the course objectives and content as well as the professional knowledge, external opinions, and expression ability of the lecturer. If the school has capable lecturers, they should be included in the list of lecturers.
5. Training time: The training schedule is based on the principle of not affecting business operations. If the course is scheduled during working hours, the participants should properly arrange the job

responsibilities and the substitute agent, with the consent of the unit supervisor; the course hours should not exceed eight hours a day.

6. Location: classroom environment, convenient transportation, teaching materials and teaching aids should be based on the school space as the priority concern, with consideration of appropriateness and convenience

Article 6

Specification of training schedules and training hours for all course categories

1. New recruits
 - (1) Online learning: New recruits are required to log in to the training system and read the briefings of each unit and submit the "New Recruits Training Evaluation" within one month.
 - (2) Newly recruits training course: totally 6 hours; coordinated by the Human Resources Office.
 - (3) On-the-job training (OJT): Executed by each unit, the unit supervisor may assign an instructor who should assist new recruits to understand the unit's business and be oriented to the environment.
2. Staff
 - (1) The annual evaluation is classified as Superior, and the total annual training hours are above 24 hours (including)
 - (2) Statutory normative courses
 - (3) The mandatory course must be 10 hours (including), or more.
3. Faculty Members
 - (1) Statutory normative courses.
 - (2) The course hours of teachers at all levels is regulated in accordance with the regulations of the Teacher Development Center
4. Supervisor
 - (1) To be a concurrent supervisor, it is necessary to complete an eight-hour (including) or above supervisory training course.
 - (2) Supervisor- relevant compulsory courses.

Article 7

Training hour recognition principles

1. Internal training: based on the actual number of hours, more than 30 minutes yet less than 1 hour, is calculated as 0.5 hours; if the trainee does not complete the course, the hours cannot be recognized.
2. Expatriate training: Based on the actual number of class hours, with an application form submitted before the assignment. A training report should be submitted within one month after the completion of the training. Relevant proofs of the hours must be provided, including attendance record, proof of completion, etc.
3. On-campus elective courses: proof of credit is required, and each credit is calculated as 4 hours.
4. Short-term training: According to the Regulations, the training hours are calculated as 8 hours per day.
5. Degree study: proof of the course passing, each credit is calculated as 4 hours.

Article 8

The internal training course of the school is carried out in the following process

1. Course Application: Non-annual training courses should be completed 5 working days before the start of the training course. The application form for the internal training course of Taipei Medical University will be approved by the department chair, together with the teacher development center approval, and then send to the HRO as a record.
2. Preparation before the class: The course should be announced one week before the start of the course, detailing with the time, place, hours, and course regulations; providing the teacher's teaching aid confirmation letter, the textbook authorization form, and form for applying video recording with authorization (video shooting processing application form), parking application, and tea treats application.
3. Course Monitoring: The course promoter should participate in the course, observe and assist the course execution, handle and record the abnormal situations.
4. The course evaluation: the course providing unit, basing on the course objectives, curriculum content, should design effectiveness evaluation form

and method assessments, including satisfaction survey, assignment, after-class test, class report, and training certificates, etc.

5. Course report: After the end of the course, the organizer will submit the Taipei Medical University Report of Internal Training Course Completion,” as well as relevant documents, within 10 days of the following month. After reviewed by the department chair, and other relevant units, the report will be sent to the HRO as a record. The training record contains the following:

- (1) Training course sign-in form and completion name roll
- (2) Course outline or curriculum, lecturer profile
- (3) Handouts
- (4) Satisfaction questionnaire, test and other effectiveness evaluation: the unit will keep these document for at least 5 years for future references
- (5) 1 to 3 photos of the class activities
- (6) Course notice or poster
- (7) Copies of expenses, such as receipts, invoices, and hourly pay receipts.

6. the class notes:

- (1) Please keep quiet during class to respect the rights and interests of others. Continuous violation after advices may cause you to leave the classroom, and your hours of the course will not be recognized.
- (2) It is necessary to clock in and out the class, and it is not allowed to sign on behalf others, or on fraud. If any agency of class presentation is found, the class hours of the trainee’s and the agent’s will be zero.
- (3) Trainees are expected to attend the class on time; absences or late for class should be with good reasons.
- (4) HRO will irregularly check course management in the responsible office/ unit.

Article 9

Due to their job requirements, staff members may apply for, or be assigned to, external trainings, and may require courses subsidies and fees reimbursement for obtaining a license, which need to abide by the following regulations:

1. Application for Expatriate/External Courses: Applicants must complete the “Taipei Medical University Application Form for Internal and External Education Training Courses” before the start

of the course, and detail the required fees and sources of expenses. After the recommendation of the unit supervisor, the HRO will approve and process the application. If the fee is more than NT. 100,000, it will be signed by the Finance Office, and reported to the President by the HRO.

2. Signing of service contract: the service contracts are preserved by the school and the applicant respectively. The service period is set according to the training fee (as shown in the following table). If the service period is not fulfilled accordingly, 120-150% of the subsidy amount should be repaid.

Training Fee	Service Period	Default Fee
10,000 元以下	One month	150% of the training fee
10,001~30,000 元	Three months	120% of the training fee
30,001~60,000 元	Six months	120% of the training fee
60,001~100,000 元	Twelve months	120% of the training fee

3. Travel application: applicants who want to apply for a subsidy need to complete the business trip application form, and print out the form after completing the procedure.
4. Staff of expatriate training courses shall report to the “Taipei Medical University's Expatriate/External Training Completion Report” within 30 days after the end of the course. After being reviewed by the department head, the report will be kept at HRO, and the HRO will process the fee subsidy. The documents to be attached to the class report are as follows:
 - (1) Taipei Medical University Application Form for Internal and External Education Training Courses / An Official Document or Note.
 - (2) Course outline or agenda, lecturer profile
 - (3) Class handouts: At least the first five pages, the trainee should keep the material for two years or upload electronic files to the training platform.

- (4) Relevant report outputs in the course
 - (5) Certificate of completion or the license
 - (6) Travel application form
 - (7) If the application is funded by the HRO, the original invoice or receipt shall be attached verification of the expenses.
5. Evaluation of training results: The trainee is expected to present course comments, reflections, and suggestions for job improvement in his/her completion report. The supervisor can assign the trainee projects after the training, track and evaluate the trainee's attitudes, knowledge improvement, skill upscales, etc., and record these observation in the tracking record. The tacking record should be sent to HRO for record references. (In principle, within three months or one month after the completion of the project)

Article 10

Trainees who are expatriated to foreign countries will abide by the School's training regulations.

Article 11

After the completion of the training course, the unit of the applied course may evaluate the effectiveness of the training results and applicability in the following ways:

1. Reaction Evaluation
 - (1) Satisfaction points
2. Learning Evaluation
 - (1) course assignment/test
 - (2) reflection report
 - (3) topic report and share
 - (4) course completion certificate
 - (5) obtaining a license
3. Behavior Evaluation
 - (1) Serving as an internal lecturer
 - (2) Course application status
 - (3) Task assignment
 - (4) Action plan
4. Result Evaluation

- (1) Individual performance
- (2) Supervisory reservoir level
- (3) Unit KPI achievement rate
- (4) Employee satisfaction
- (5) License pass rate / holding rate

Article 12

If the company has served continuously more than 6 months, with relevant job duties and the following certifications may apply for certification subsidies and submit examination reports:

1. The language test: according to the various English test types and grades, there are four levels (such as English test grades), as well as the following principles for subsidies and rewards.

(1) Those who are above the fourth level may apply for the full registration fee subsidy, and each level, regardless verification types, can apply once; when a grade level higher than the previous application level of subsidy, the Full fee subsidy application can be applied again, regardless the verification type.

(2) Those whose grades fall below the second level will get a scholarship of excellence NT. 1,000; those whose grades fall below the first grade will receive a scholarship of good NT. 3,000. The grade level should be higher than the one of previous application for subsidy, and each level can be applied once.

(3) Applications for subsidies or scholarship should have the documents as follows:

- a. The original receipt of the registration fee (with the School tax ID number and title)
- b. Photocopy of the registration; the authentic copy will be checked and returned after the original check
- c. A 500 words learning note or feedback article

2. Microsoft Office Specialist International Certification (referred to as MOS): 100% registration fee is subsidized of standard-level certification; 100% registration fee is subsidized of any (Word, Excel,

PowerPoint) professional-level certification, and a scholarship of NT. 500 will be issued.

3. the professional license required for the job: due to the professional requirements, those who get agreement to participate external training courses and obtain the license can receive 100% registration and examination fee; if the license is already funded, they can receive 80% of the examination fee.
4. If the license is not as the above mentioned, an application shall be submitted to be approved before the examination.

【English Examination Grade Level】

Grade Level		1 st level	2 nd level	3 rd level	4 th level
Examination Type					
1	全民英檢 GEPT	superior	advanced	high-intermediate	intermediate
2	多益英語測驗 TOEIC	905-990	785-900	605-780	405-600
3	多益 oral 及 writing 測驗 TOEIC SW	oral190-200 writing170-200	oral160-180 writing140-160	oral130-150 writing110-130	oral110-120 writing90-100
4	托福 ITP 測驗 TOEFL ITP	-	627-677	543-626	460-542
5	托福網路測驗 TOEFL iBT	-	Above 110	87-109	57-86
6	劍橋國際英語認證 Main Suite	CPE over 60%	CAE over 60%	FCE over 60%	PET over 70%
7	劍橋博思職場英語檢 測 BULATS	90-100 分 level 5	75-89 分 level 4	60-74 分 level 3	40-59 分 level 2
8	劍橋國際英語檢測 IELTS	Above level 8	Above level 6.5	Above level 5	Above level 4

Article 13

The course administrator shall correctly handle the training course, record the execution status of the course, regularly evaluate and analyze the execution status of the training unit, and record the abnormal situation, in order to propose improvement suggestions as a reference indicator for future trainings.

Article 14

Course materials should be systematically recorded and well managed

1. Internal self-training should fill out the “Training Course Completion Report” and attach relevant certificates to HRO for management.
2. The textbook materials of the class, in addition to the administration department and the department of the employee, a copy of the general management training materials should be provided to the human resources department.
3. If there is a certificate of completion or license, the trainee shall preserve it, and provide a copy of it to HRO, as well as the unit of the trainee.
4. The HRO will collect and review the personnel training materials; an inquiries service to the staff and unit supervisors will be provided every six months.

Article 15 These Rules shall be promulgated and implemented after the university executive meeting; the same shall apply to the amendments.