Algorithm for defining competencies and their inclusion in the Code List

Request for developing competencies

Suggesting new competencies, including description and conditions of their acquiring
Immediate Superior

Determining the competencies´ classification
Heads of Departments

Competence approved — NO

YES

Classifying the competencies into their respective groups (professional x general) and the Code List of Competencies
Personnel Officer

Will the course be provided Internally by the Lifelong Learning Centre? — YES

NO
Ne

Does the LLC provide a suitable course for the given competence? — YES

NO

Is the LLC interested in including a suitable course in its offer?

Yes

Creating a new training course, including its given requirements
Head of the Lifelong Learning Centre

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Assigning a suitable course/ training provided by an external subject

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Determining whether the course will include an entrance test
Head of the Lifelong Learning Centre

Creating calculations for the respective course
Head of the Lifelong Learning Centre

Determining the minimum number and the maximum number of course participants
Head of the Lifelong Learning Centre

Assigning competencies to the course
Head of the Lifelong Learning centre

Assigning a request for the competencies to an employee and implementation of the course