Regulations of Workforce Development Agency, Ministry of Labor (Announced on February 14th.)

Article 1

In order to properly distribute the responsibilities of various units, the Workforce Development Agency (hereinafter referred to as the Agency) announced this regulation.

Article 2

The Director General deals with the main task of the Agency, while guiding and supervising related institutions and personnel. The Deputy Director General assists the Director General in handling such tasks.

Article 3

The duties of the Secretary General are as follows:

1. Evaluation and approval of documents.
2. Handling confidential and important documents.
3. Intermediating between various units, and evaluating issues of responsibilities
4. Organizing vital conferences.
5. Other assignments.

Article 4

The Agency has established the following divisions:

1. Planning, which is divided into three branches.
2. Training and Development, which is divided into four branches.
3. Employment Services, which is divided into four branches.
4. Employment Assistance for People with Disabilities and Disadvantages, which is divided into four branches.
5. Competency Standards and Skills Evaluation, which is divided into three branches.
6. Cross-Border Workforce Management, which is divided into four branches.
7. Secretariat, which is divided into two branches.
8. Personnel
9. Civil Service Ethics
10. Accounting Statistics, which is divided into two branches.
11. Information Management
12. Legal Affairs
13. Cross-Border Workforce Affairs Center, which is divided into four branches.
14. Workforce Development Innovation Center, which is divided into two branches.

Article 5

The duties of Planning are as follows:

1. Collecting, analyzing, and processing various data.
2. Promoting international communication and cooperation.
3. Processing, supervising, examining, and evaluating policies of the year, administrative programs and acts.
4. Improving administrative efficiency and planning, negotiating, and evaluating of civil service.
5. Intermediating and organizing contacts within the legislature and investigation of the Control Yuan.
6. Planning and intermediating marketing of tasks, publishing news and contacting media.
7. Publishing and editing publications and magazines.
8. Management and application of employment stabilizing fund.
9. Other planning assignments.

Article 6

The duties of Training and Development are as follows,

1. Formulating, planning, and supervising vocational training policy, regulation, and program.
2. Issuing and correcting vocational training regulations and conducting explanations of the regulations.
3. Planning, promoting, supervising, and intermediating of vocational training assisting facility.
4. Planning, promoting, intermediating, and supervising of vocational training development mode.
5. Application and supervision of vocational training resources.
6. Planning, correcting, promoting, and supervising on-job sessions for laborers.
7. Praising and rewarding development of vocational training innovations.
8. Establishing and managing vocational training facilities.
9. Supervising maintenance and management of vocational training facilities.
10. Other training and development matters.

Article 7

Duties of Employment Service are as follows,

1. Formulating, planning, and supervising policy, regulations, and programs of the employment service.
2. Announcing, correcting, and conducting explanations of employment service laws.
3. Promoting and supervising the collection and analysis of information on the employment market.
4. Consultation over talent seeking, job seeking, recruitment and employment, and promoting and supervising vocational psychological examination.
5. Planning, promoting, and supervising career development and promotion of youth employment methods.
6. Promoting, supervising, assessing, and intermediating certificates of unemployment of employment insurance, promoting measures for employment and informing of severance.
7. Establishing, supervising, and assessing sites of public employment service.
8. Investigating, managing, and supervising local administrative facilities in processing private domestic employment service institutions’ illegal acts.
9. Planning, promoting, and managing employment venues.
10. Other employment service matters.

Article 8

The duties of Employment Assistance for People with Disabilities and Disadvantages are as follows,

1. Formulating, planning, and supervising employment policy, regulations, and programs for people with disabilities and disadvantages.
2. Formulating, correcting, and explaining employment promotion laws for people with disabilities and disadvantages.
3. Formulating, promoting, and supervising employment projects for specific targets.
4. Formulating, planning, and supervising development of local employment opportunities and public employment service projects.
5. Planning, promoting, and supervision of entrepreneurship assistance.
6. Promoting quota employment policy for people with disabilities and disadvantages.
7. Planning, promoting, and supervising job transferring and vocational reconstructing service for people with disabilities and disadvantages.
8. Planning, promoting, and supervising agents of vocational reconstructing service for people with disabilities and disadvantages.
9. Planning, promoting, and supervising employment of aboriginals.
10. Other matters concerning improving employment of people with disabilities and disadvantages.

Article 9

The duties of Competency Standards and Skills Evaluation are as follows,

1. Formulating, planning, and supervising policy, regulation, and programs concerning competency standards, skills evaluation, and skills examination approval acts.
2. Conducting formulation, correction, and explanation of certificate laws of competency standards, skills evaluation, and skills examination.
3. Management of founding, developing, updating, and maintaining competency standards.
4. Applying educational training of competency standards and service of consultation.
5. Planning, regulating, promoting, assisting, evaluating, supervising, and intermediating the quality standards of vocational training.
6. Supervising, intermediating, and assessing skills evaluation.
7. Planning, negotiating, and evaluating the managing regulation of technicians.
8. Intermediating and supervising skills competitions and communication between international skills contest organizations.
9. Assessing the supervising, intermediating, and certifying of units of certification of skills evaluation.
10. Other competency standard and skill evaluation matters.

Article 10

The duties of Cross-Border Workforce Management are as follows,

1. Formulation, planning, and supervising of policy, regulations, and projects of cross-border workforce.
2. Conducting announcement, correction, and explanation of cross-border workforce acts.
3. Intermediating and communicating between workforce source nations.
4. Managing sanitary and anti-epidemic measures for foreigners in the nation, police and security, and living status, along with subsidy for processing foreigners’ tasks.
5. Publishing promotion, publication, and magazines concerning foreigners who work in ROC.
6. Managing complaints, consultation, direct employment, entering and leaving the nation, and protection system of foreigners.
7. Approving, managing, and assessing private employment service of intermediating the foreign workforce, and approving certificate for professionals and punishing illegal acts.
8. Approving and investigating illegal acts of intermediators of foreign laborers.
9. Supervising, managing, investigating illegal cases of employment of foreign laborers, and issuing bonus commissions for reporting.
10. Other cross-border management matters.

Article 11

The duties of Secretariat are as follows,

1. Managing official stamps, documents, and files.
2. Managing conferences, cashiers, finance, repair, purchase, and other issues.
3. Obtaining and managing the Agency’s office, dorms, and real estates.
4. Supervising construction structures like building, expanding, and transferring the Agency’s office and dorms.
5. Assessing affiliated institutions and construction.
6. Management of janitors (including technicians and drivers).
7. Contacting disaster prevention and security protection.
8. Matters unaffiliated to other divisions.

Article 12

Personnel handles the Agency’s personnel matters.

Article 13

Civil Service Ethics manages issues of integrity.

Article 14

Accounting Statistics manages the Agency’s budgeting, accounting, and statistics.

Article 15

The duties of Information Management are as follows,

1. Formulating and promoting overall information work and research development, and its mutual regulation.
2. Planning and promoting the information safety of the Agency and affiliated organizations.
3. Education training and promotion of information work.
4. Information application along with planning and management of the environment of the Agency and its affiliated organizations.
5. Planning, developing, managing, and promoting information application systems.
6. Planning and assisting promotion of the information application service strategy of the Agency and its affiliated organizations.
7. Other matters related to information management.

Article 16

The duties of Legal Affairs are as follows,

1. Managing appeals and administrative litigation cases.
2. Managing state compensation.
3. Managing assessment of accepted appeal case.
4. Correcting, rectifying, abolishing, and explaining assessment of cases of affiliated codes of practice.
5. Researching and consulting doubts concerning affiliated codes of practice.
6. Other legal issues.

Article 17

The duties of Cross-Border Workforce Affairs Center are as follows,

1. Assessing and approving foreigners’ participation in professional or technical vocations.
2. Assessing and approving Taiwanese immigrants or foreigners’ investing supervisors and their contracted work.
3. Assessing and approving foreigners’ work as cram school teacher, school teacher, coach, athlete, and performer.
4. Assessing and approving foreigners’ work in fishery, manufacturing, and construction.
5. Assessing and approving foreigners’ work as orderlies or housemaids.
6. Assessing and approving foreigners’ application to change employers or jobs.
7. Collecting, returning, calling, and enforcing employment security fees.
8. Advance payment, calling, and enforcement of the accommodation fee for employers who hire foreigners.
9. Promotion and managing direct employment of foreigners.
10. Other issues of the cross-border workforce.

Article 18

The duties of the Workforce Development Innovation Center are as follows,

1. Planning and promoting workforce development’s knowledge and affiliated digital matters.
2. Developing strategic partners for workforce development
3. Creating innovation in the strategy for workforce development.
4. Competency developing, training, license issuing, and managing vocational trainers.
5. Other issues concerning workforce development innovation.

Article 19

The Agency deploys decentralization of responsibilities, which dictates different divisions’ duty according to the list of responsibilities.

Article 20

The act was announced on February 17th, 2014.