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INDUSTRY STANDARD OF THE PEOPLE'S REPUBLIC OF CHINA

MZ/T 114-2018

Specification of training for marital registration clerk

婚姻登记员培训要求

(English Translation)

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Foreword

This standard was drafted in accordance with the rules determined by GB/T 1.1-2009.

This standard is proposed and managed by the Department of Social Affairs of the Ministry of Civil Affairs.

This standard was drafted. Cross-Strait Marriage and Family Service Center, Jiangsu Provincial Department of Civil Affairs.

1 Scope

This standard specifies the general requirements for training of marriage registrars, teaching materials for teachers, training content, organizational management, improvement and promotion, etc.

begging.

This standard applies to the training of marriage registrars by civil affairs departments at all levels.

2 Normative references

The following documents are essential for the application of this document. For dated references, only the dated version applies this document. For undated references, the latest version (including all amendments) applies to this document.

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MZ/T 082-2017 marriage registration terms

3 Terms and definitions

The terms and definitions defined in MZ/T 082-2017 and the following apply to this document.

Marital registration clerk A staff member of a marriage registration authority who handles marriage registration procedures for the parties in accordance with the law.

[MZ/T 082-2017, 5.1] 3.2 Training for marital registration clerk Activities to cultivate and train the competence and quality of marriage registrars in order to satisfy marriage registration.

4 General requirements

4.1
The training of marriage registrars shall be organized by the civil affairs department of the people's government at or above the city level.

4.2
The civil affairs department of the people's government at or above the city level should establish a marriage registrar training system to achieve a marriage registrar training system Standardized and standardized management.

4.3
The civil affairs department of the people's government at or above the city level shall arrange the marriage registrars in its jurisdiction to participate in training at least once every two years.

4.4
The civil affairs department of the people's government at or above the city level should establish a database of marriage registrar training held in its jurisdiction, Update with database information. The marriage registrar training database should include the following information. shift name, organization, time and place, participation Training staff, training content, training materials, teacher list, assessment question bank, evaluation form feedback, etc.

5 Teaching materials for teachers

5.1
The civil affairs department of the people's government at or above the city level may invite relevant personnel of the civil affairs system, or hire legal professionals and psychological consultants.

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Or qualified professionals in other fields, with regard to marriage ethics, laws and regulations, policy standards, practical operations, and law enforcement capabilities Contents such as strength and psychological counseling are taught separately.

5.2

The instructors of the civil affairs system should be proficient in the relevant laws, regulations and standards of marriage registration, and have more than 3 years of marriage registration management or marriage Marriage registration window practical work experience. Civil affairs departments at or above the provincial level shall provide training for civil affairs system instructors at least once a year.

5.3

Lecturers in the legal profession, psychological counseling or other fields should have a bachelor's degree or above, and relevant practical work for more than 3 years Working experience; those with national vocational qualifications in relevant fields should have corresponding vocational qualifications.

5.4

The textbooks on laws, regulations, policies and standards used in the training of marriage registrars should be compiled books compiled by the Ministry of Civil Affairs.

Basic, local relevant document standards are supplemented.

6 Training content

6.1

Marriage registration professional ethics training should include.

-Job responsibilities;

--Service awareness;

--Quality training.

6.2

Training on marriage registration laws, regulations and policy standards should include.

-Marriage Law;

-Marriage registration regulations;

-Marriage registration norms;

-Measures for the management of marriage registration files;

-Other relevant laws, regulations and regulatory documents, standards, etc.

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6.3

Marriage registration practice training should include.

-Marriage registration process;

-Marriage registration information system operation;

-Marriage registration file management;

--Certificate skills, etc.

6.4

Marriage registration law enforcement training should include.

-Identification of relevant identity documents and certification materials;

-Understanding and enforcement of laws and regulations;

-Propaganda and expression of laws and regulations;

-Response to emergencies;

-Handling of relevant illegal acts.

6.5

Marriage registration counselling should include.

-Self-decompression mode;

--Emotional management skills;

-Simple psychological grooming methods.

6.6

Etiquette training in marriage registration behavior should include.

--Manner and behavior;

--Civilized language;

-Manners;

-Dress code, etc.

7 Organization Management

7.1

The civil affairs departments of the people's governments at or above the city level should conduct research on the training needs of marriage registrars before organizing training and arrange training Content and training methods. In the case of remote training, effects should be ensured by improving facilities and equipment, and conducting strict training

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