

Application Guidelines for the 39th Asian Social Welfare Workers' Training Program

Japan National Council of Social Welfare (JNCSW)

1. Purposes:

By inviting social welfare workers from Asian countries to Japan as the trainees of the on-the-job training program on social welfare in Japan, it aims:

- (1) to develop human resources contributory to the promotion of social welfare in Asian countries through OJT at social welfare institutions/facilities;
- (2) to nurture sustainable good human relationships among trainees;
- (3) to build up reliable human relationship among social welfare workers in Asia and in Japan through mutual understanding and interpersonal exchanges to promote long-lasting friendship;
- (4) to contribute to the development of social welfare in Asia.

2. Term:

From middle of March 2025 to the end of February 2026 (approx. 11 months)

- ※ To maintain the motivation for and to maximize the effectiveness of learning, trainees are not to leave Japan for other countries (including home countries) during the term of the training program even on holidays, except the case particularly permitted by JNCSW. Any trainee going out of Japan without the permission of JNCSW during the training program would be terminated his/her training status immediately and would be charged to repay JNCSW all the cost spent for him/her by then.

3. Number of Trainees:

About five (5) persons in total from Asian countries (tentative)

4. Financial Resources:

This training program is organized and operated by the "International Social Welfare Fund," headquartered in JNCSW. The fund consists of donations by social welfare corporations/foundations, social welfare facilities, *Minsei-iin/Jido-iin* (Community and Child Welfare Volunteers), social welfare councils in Japan and other people interested in promoting international activities.

5. Language:

Japanese language is used throughout the training.

6. Contents and Schedule of the Program (tentative):

(1) Japanese Language Class: From March through middle of July 2025

Trainees will be receiving some 320 hours of Japanese language lessons, with emphasis on promoting **listening and speaking** abilities, which will be vitally important for OJT at social welfare institutions/facilities.

During the lessons, there will be Japanese Language Examination for 3 times.

On the last day of the Japanese language class, trainees are expected to make a presentation under the theme of “My work in my country” in Japanese.

There will be **2-3 times of field visit** during the Japanese language lesson period, to let trainees see what to expect at their OJT, as well as to brush up their Japanese capacity.

- This is quite an important period for trainees in learning Japanese language. Trainees are expected to maintain strong will, motivation and endeavor to learn Japanese language.
- This period is also an important opportunity to develop sustainable good relationship among trainees as they help each other in the process of learning Japanese and of accustoming to Japanese way of living.
- When a trainee is judged that his/her Japanese language skill reaches the level which enables him/her to be put on an OJT at social welfare institutions/facilities, his/her Japanese language session may be discontinued, and he/she may start OJT earlier than planned.

(2) First OJT: from middle of July through the end of August 2025

Trainees will have OJT in social welfare institutions/facilities to learn and experience on-site works and activities.

Through practically applying their Japanese during his/her OJT, caring clients and/or working with colleagues, trainees are expected to be able to upgrade their Japanese language capacities as well as to develop their communication skill.

Also, it is expected that trainees will nurture good relationship with their colleagues so that they can develop useful network among social welfare workers in Asian countries including Japan.

【Main contents of 1st OJT】

- to experience caring of/working with clients at social welfare institutions/facilities;
- to enhance his/her understanding of “social welfare in Japan” through communication with clients and colleagues;
- to upgrade their Japanese capability by practically applying them with clients and colleagues;
- to create his/her networks with social welfare workers in Japan.

(3) Second OJT: from the end of September 2025 through the end of January 2026

Trainees will have OJT in social welfare institutions/facilities for several months to experience various aspects of service to clients as well as to learn the relationship between workers and clients, and how workers communicate with clients.

There will be opportunities for the trainees to learn about how the social welfare corporations/foundations, and/or facilities involve in and serve the community, and to understand the relationship between social welfare and community in Japan.

By staying in one place for longer time, it is expected to deepen understanding and good friendship with clients, colleagues and other people concerned.

【Main contents of 2nd OJT】

- to deepen understanding of social welfare in Japan working with colleagues and clients;
- to learn and experience various skills to support others (through visit to nearby facilities/institutions);
- to understand the role and function of social welfare institutions/facilities in Japan through observing their relationship with local communities, local authorities, NPOs, volunteers, students and other community resources;
- Make friends and develop good relationship with clients, staff members and other people concerned.

(4) Preparation of Final Report: from the end of January to the end of February 2026

(5) Commencement: the end of February 2026

7. Qualifications for Applicants:

Applicants for this training program must meet the following requirements and be able to fulfill the entire term.

The applicant should:

- (1) be interested in social welfare in Japan;
- (2) be able to understand and agree with the purpose of this training program, and be able to maintain positive learning attitude with strong will to complete the program;
- (3) be willing to learn Japanese language with strong will and motivation;
- (4) be, in principle, not able to speak Japanese, and has not lived nor worked in Japan.
 - As mentioned before, one of the purposes of this training program is to build up long-lasting reliable human relationship and friendship among trainees. Therefore, it is quite important for all the trainees to live together and to study Japanese together in Japanese language class.
 - That is the reason why all the candidates are expected to be at a similar level when it comes to experience living in Japan and Japanese language proficiency.

- Our Japanese language teachers are well-experienced. With their support, trainees will be able to learn basic Japanese very quickly which enable them to fully participate in the program.
 - In the selection process, priority will be given to those who are learning Japanese for the first time. Basic Japanese can be learnt with the guidance of Japanese language teachers.
- (5) be working in social welfare field in a private (nonprofit / nongovernmental) sector, and has more than three (3) years of working experience in his/her home country;
 - (6) be, in principle, not older than 30 years old. If there is any special reason for not being able to recommend a person under 30 years old, a person under 35 years old may be recommended;
 - (7) be, in principle, a college/university graduate or with equivalent educational background;
 - (8) make a firm commitment to get back to work in social welfare field after returning to home country, making full use of training experience in Japan for the sake of social welfare in his/her home country;
 - (9) have good health in body and mind;
 - ※ Anyone who is under medical treatment, is recuperating from an illness, and/or might have latent infections etc. would not be eligible.
 - (10) be able to live and work with others in harmony and be able to develop good relationships, being able to leading an autonomous life.

8. Application Procedure:

Based on this Application Guidelines, the Recommender, designated by JNCSW in each country, shall recruit and conduct a screening exam for the applicants and select and recommend one (1) person, as a candidate to JNCSW with the letter of recommendation and necessary documents.

9. Closing Date: October 11, 2024 (Friday)

The deadline should be kept strictly and all the necessary documents should reach JNCSW no later than October 11, 2024 (Friday).

No recommendation will be accepted after the deadline.

10. Required Forms/Documents:

The candidates who are recommended must submit the following documents to JNCSW through the Recommender by the deadline. All the documents must be filled out either in Japanese or in English.

- (1) Application Form (personal information, organizational information: written by the candidate)Form No. 1, 1 copy for each

- ① Personal Information
- ② Organizational Information
- (2) Letter of Recommendation (by Recommender designated by JNCSW)
 -Form No. 2, 1 copy
- (3) Certificate of Employment/Reinstatement (written by the head of the candidate's work place)Form No. 3, 1 copy
 - *Name should be written either in Chinese characters (kanji) or alphabet.*
- (4) Certificate of Graduation and transcript (issued by the last school the candidate graduated from)
- (5) Results of the screening exams (issued by the Recommender)
 - *It should clearly show both the contents and the result (score) of the screening exam(s) given by the Recommender.*
- (6) Certificate of Health (issued by a medical institute that conducts the health check)
 - Form No. 4, 1 copy
 - *Medical check sheets or any other documents that are used to make the Certificate of Health should be attached.*
- (7) Medical History (written by the candidate) Form No. 5, 1 copy
- (8) Written Pledge (written by the candidate) Form No. 6, 1 copy for each
 - ① To the Japanese Minister of Justice
 - ② To the Secretary-General of the Japan National Council of Social Welfare
- (9) Summary of sending organization.....Form No.7, 1 copy for each
 - ① Summary of sending organization (written by the Recommender)
 - ② Summary of sending organization (written by the head of the candidate's work place)
- (10) Portrait photos.....2 photos
 - * The photo should be in Full face, 40mm (h) x 30 mm (w), no background, without a hat, clear photos taken after July 2024, in color only.*
- (11) Brochure of the candidate's facility.....5 sets
 - * Any documents on the structure, president/chairperson, establishment/approval, activities/program, budget, and staff of the facility are acceptable.*
- (12) Photos demonstrating the activities of the candidate's facility and those of the candidate working in the facility (with captions to each photo)5 photos
 - * Photos should be clear and taken after July 20124*
- (13) (In case that the candidate already has a passport) Copy of a page of the passport with a photo of the candidate) 1 copy

11. Flow of Application and Admission:

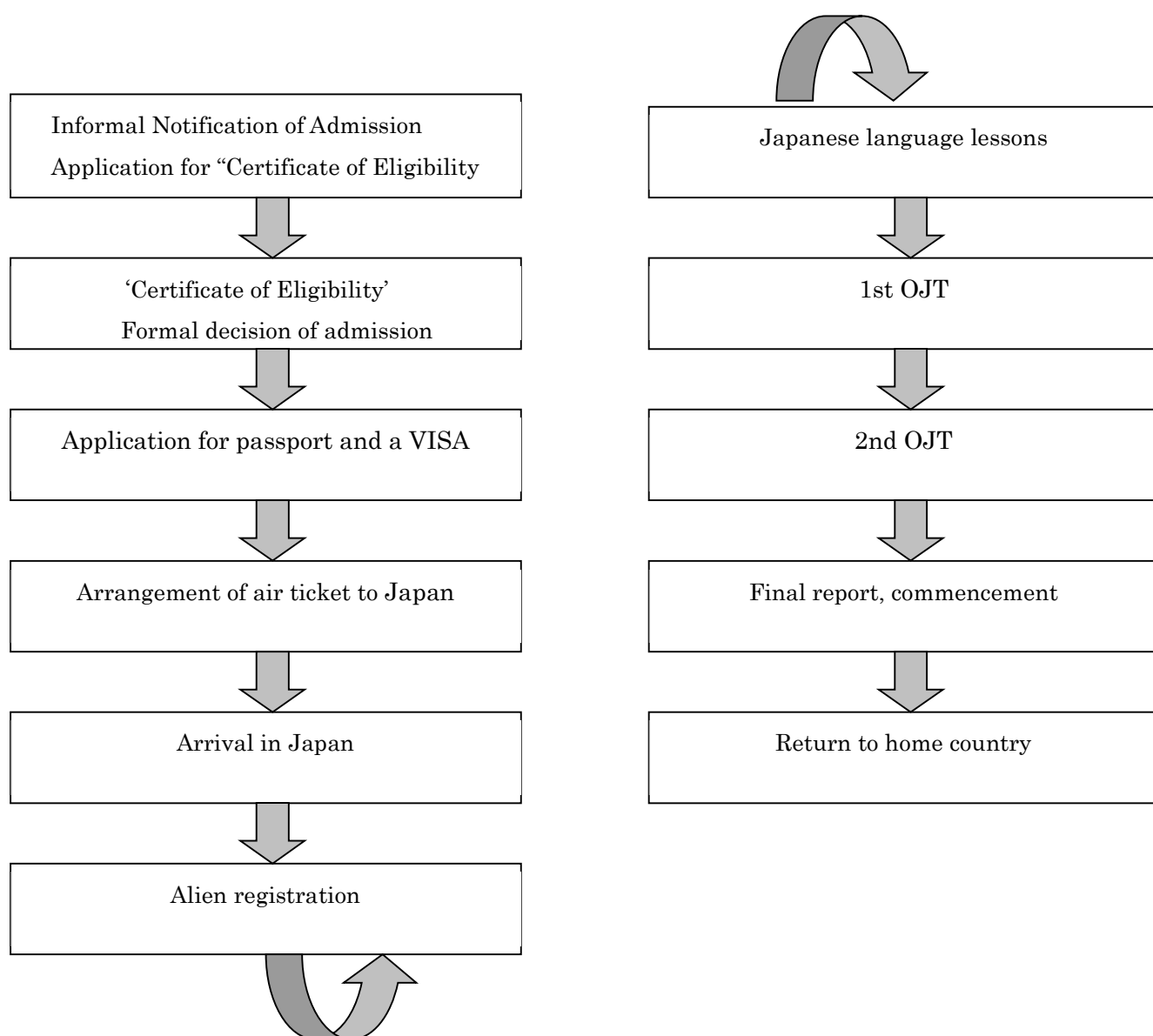
- 1) After screening the application forms submitted, JNCSW will unofficially determine the acceptance of candidates, and will notify the RECOMMENDERS

and the candidates themselves of the results.

- 2) JNCSW will ask the Tokyo Immigration Bureau to issue a ‘Certificate of Eligibility’ for the trainees of this training program informally decided in (1). It will take about two months to have the certificate issued.
- 3) In case the Status of Residence is not certified because of the false statement in candidate’s record or something, permission for the training will be cancelled out.
- 4) As soon as the “Certificate of Eligibility” is issued, it will be sent to trainees with the Invitation to the 39th Asian Social welfare Workers’ Training Program (Notification). RECOMMENDERS will receive the copies.
- 5) The trainee must immediately present the “Certificate of Eligibility” to the Japanese Embassy or Consulate in each country to apply for a VISA.

**Please refer to the Chart for steps to be followed.*

【Chart】



12. Expenses:

(1) JNCSW will pay for the following expenses during the training term:

- ① Air fare (Narita/Haneda Airport⇔JNCSW-designated airport of trainee's home country);
- ② Cost for any necessary inspection before departure (when requested by JNCSW. Expenses will be reimbursed after coming to Japan.);
- ③ Rent and utilities of housing;
- ④ Transportation costs for training;
- ⑤ Telephone Fees for training (Smartphones or SIM cards will be rented to each trainee with limited and fixed conditions);
- ⑥ Training allowances (It is expected to be used mainly for food and meals, and other miscellaneous for daily life, etc.);
- ⑦ Costs for Japanese Language Classes and textbooks/materials designated by JNCSW;
- ⑧ Costs for OJT at social welfare facilities (including training fees, utilities, a part of food expenses);
- ⑨ Costs for medical check-up in Japan;

(2) Trainees are responsible for paying the following costs;

- ① Expenses before coming to Japan;
- ② Expenses for food and other miscellaneous for daily life.
(Training Allowances mentioned in 12.(1)⑥ can be used to cover some parts of the expenses)
- ③ Personal/private phone calls;
- ④ Any cost other than those shown in above 12(1)① - ⑨, i.e. personal expenses, etc.

13. Pledges:

Trainees should abide by the following:

(1) to follow the training program and schedule planned by JNCSW;

* If it is difficult to continue the training due to a disaster or other reasons vis major, follow the instructions of JNCSW such as canceling the training or returning to home countries.

(2) to keep infection prevention habits and to fulfill hygiene measurements, as well as to follow the instruction of JNCSW when it comes to additional inspections, etc. after coming to Japan;

(3) to arrive in Japan on the day fixed by JNCSW;

(4) to leave Japan for home country on the day fixed by JNCSW;

(5) to go back to social welfare work after returning to home country;

(6) to understand that in case that any unexpected damages are caused by illness,

accidents, disasters, etc. as well as the cancellation of the training program or returning in the midst of the training program that JNCSW is not responsible for, no claim of compensation will be accepted.

14. Special Notes:

(1) Even after the program starts, the trainee should cancel the training program and return to his/her home country:

- ① when the trainee being judged that he/she need to receive long-term treatment or to have recuperation during the program period due to illness or by some other reasons after medical check-up in Japan;
- ② when any false statement in the application form or in any other submitted documents is revealed;
- ③ when JNCSW judges that the trainee is not in a condition to continue the training any more for reasons other than the above.

- ※ After coming to Japan, medical check-up will be carried out again. If its results differ from those of the previously submitted Certificate of Health (Form No.4), trainees may be asked to return to their home country.
- ※ Certificate of Health (Form No.4) should be accurate and must be written by physicians according to the results of the medical checks.

(2) Progress report of each trainee will be made periodically to Recommenders including the results of Japanese language exams.

15. Important Notice:

(1) Accommodation & meals

- Accommodation will be prepared by JNCSW, and trainees are expected to live together in an apartment room (up to 3-4 people/room, separated by gender). It means trainees with different background (culture, religion, language, etc.) live together. So please follow the rules set by JNCSW especially how to use shared facilities (kitchen, toilet, bathroom, etc.). During OJT, trainees are expected to stay in an accommodation prepared by social welfare institutions.
- Concerning meals, in principle, trainees are expected to cook their own meals in the accommodation. During OJT, trainees are expected to have meals prepared by social welfare institutions.

(2) Business of the work place in home country

During this training program, trainees are expected to concentrate in it, and the business of their work place shall be temporarily suspended.

(3) Allowance

Training allowance will be paid every month by JNCSW. It is expected to be used mainly for food and meals, and other miscellaneous for daily life, etc., and not for saving or remittance to your home country.

(4) Full participation in the training

The term of training is about eleven (11) months, and it is planned to have training most effectively throughout this period. Therefore, full participation is indispensable. Recommenders are expected to keep it in their mind to select a candidate with no concerns on health, family, etc.

(5) Religious activities

Any religious activities should be conducted during off-duty time. Training should not be disrupted by any religious reasons. During OJT, there is a possibility of caring for meals including pork, beef, and any other religious restrictions.

16. Guarantor Organization/Inquiries

c/o Ms. Nana GOTODA

International Center

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