

Application Guidelines for the 33rd 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 the training programs which include Japanese language lessons and OJT at social service institutions/facilities;
- (2) to nurture sustainable good human relationships among trainees;
- (3) to nurture trust relationship among social welfare workers in Asia and in Japan through promoting mutual understanding and interpersonal exchanges;
- (4) to contribute to the development of social welfare in Asia.

2. Term:

From the middle of March 2016 to the end of February 2017 (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 Participants:

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," located at JNCSW. The fund is consist of donations by social welfare corporations/foundations, social welfare facilities, Community and Child Welfare Volunteers (Minsei-iin/Jido-iin), social welfare councils in Japan and other people interested in promoting international activities.

5. Language: **Japanese language will be used throughout the training.**

6. Contents of the Program (tentative):

(1) **Japanese Language Class: From March through middle of July, 2016**

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 service 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 on his/her work at home in Japanese.

There will be a few times of field visit during the Japanese language lesson period.

- 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 relationships 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 service institutions/facilities, his/her Japanese language session may be discontinued, and he/she may start OJT earlier than planned.

(2) First OJT at Social Service Institutions/Facilities:

From middle of July through beginning of September, 2016

Trainees will be placed in social service institutions/facilities for field experiences. Through practically applying their Japanese during his/her field practices, caring clients and/or working with fellow workers, trainees are expected to be able to upgrade their Japanese language capacities as well as to develop their communication skill.

It is expected that trainees will nurture good fellowship which may lead to future interchange among social welfare workers in Asia.

During the OJT, trainees will;

- 1) experience caring of/working with clients at social service institutions/facilities;
- 2) enhance his/her understanding of social welfare conditions in Japan through field experiences as well as through communication with clients and fellow workers;
- 3) upgrade their Japanese capability by practically applying them with clients and fellow workers;
- 4) create his/her networks with workers in social service fields;

(3) Second OJT at Social Service Institutions/Facilities:

From the end of September 2016 through the end of January 2017

The trainees will be placed in social service institutions/facilities for some months to experience various aspects of service to clients as well as to learn how workers communicate and build trust relationship with the client.

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.

By staying in one social welfare corporation for a few months, it is expected deeper understanding and good friendship among trainees, clients, fellow

workers and other people concerned will be developed.

During the OJT, trainees will;

- Learn visions, ideas and purposes of social welfare facilities for deeper understanding of social welfare in Japan;
- Experience various skills to support clients, ways of communication with clients and staff members, etc.;
- Understand the role and function of social welfare facilities in Japan through observing their relationship with and through interchanging 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 2017

(5) **Commencement:** The end of February 2017

7. Qualifications for Applicants:

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

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 determination;
- (4) be in principle, not able to speak Japanese, and has not lived nor worked in Japan

As mentioned in No.1 (3), we put emphasis on developing sustainable good relationship among trainees through sharing of the same time and space, learning Japanese language and accustoming to Japanese way of living. Therefore, it is preferable that all trainees start their Japanese study at about the same level. Our Japanese language teachers are well-experienced, and with their support, trainees will be able to learn basic Japanese very quickly which enable them to fully participate in the Program.

- (5) be working in social welfare field in a private (nonprofit / nongovernmental) sector, and has **more than three-years of working experiences 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 of age, 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 enhancement of social welfare in his/her 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 human 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. Deadline: November 13, 2015 (Friday)

The deadline should be kept strictly and all the necessary documents should reach JNCSW no later than November 13, 2015(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 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.....3 photos

** The photo should be in Full face, 40mm (h) x 30 mm (w), no background, without a hat, clear photos taken after June 2015, 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

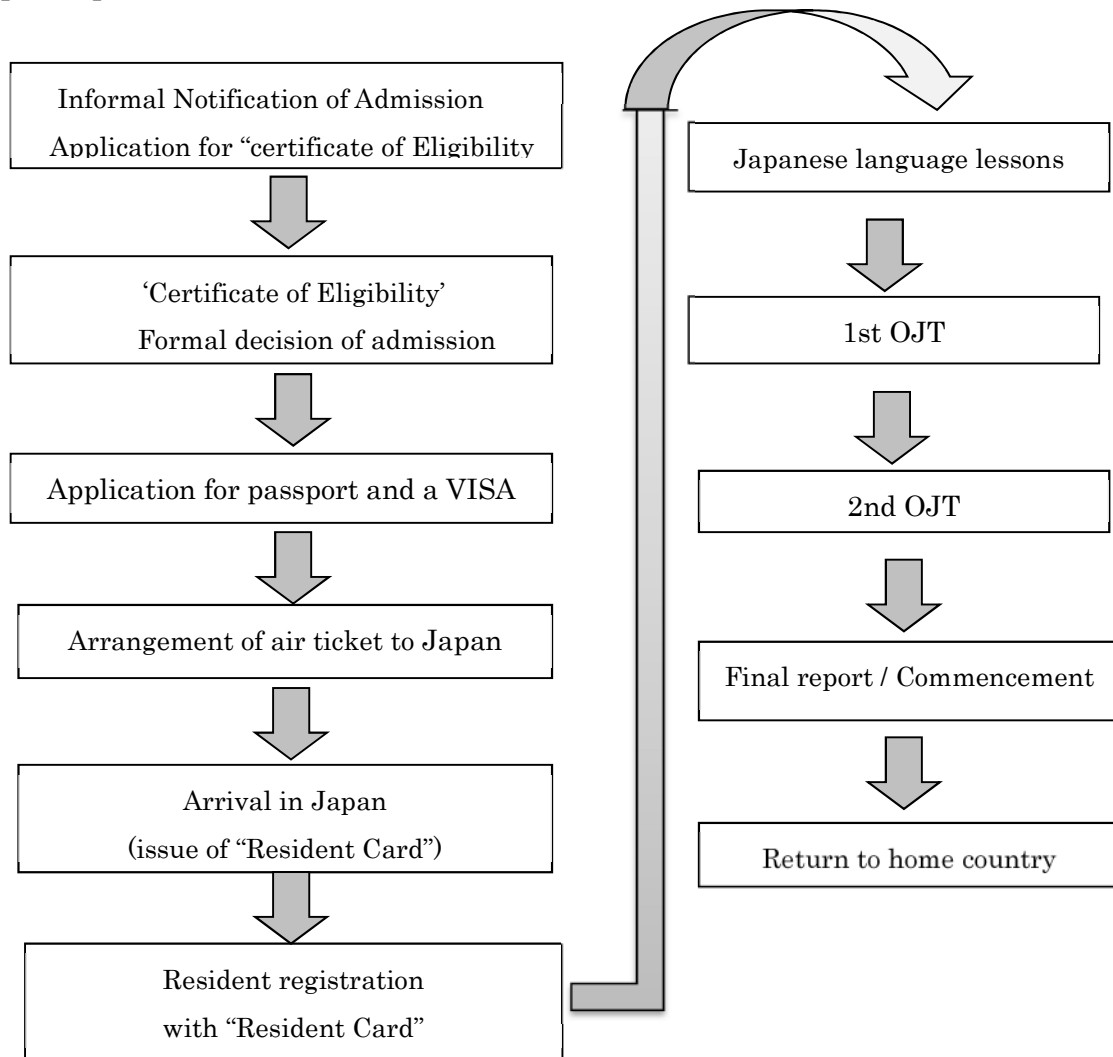
**Photos should be clear and taken after June 2015.*
- (13) (In case that the candidate already has a passport) Copy of a page of the passport with a photo of the candidate) 1 copy

11. Flow of Application and Admission:

- (1) After screening the application forms submitted, JNCSW will unofficially determine the acceptance of (or not to accept) 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 participants of this training program unofficially determined as in (1). It will take about two months to have the certificate issued.
- (3) In case the resident status is not certified because of the false statement in candidate's record or some other reasons, his/her unofficial acceptance for the training will be cancelled out.
- (4) As soon as the certificate is issued, JNCSW will send the Certificate to participants with the Invitation to the 33rd Asian Social welfare Workers' Training Program (Notification). RECOMMENDERS will receive the copies.
- (5) The participant must immediately present the certificate to the Japanese Embassy or Consulate in his/her 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 Rent and utilities of housing;
- ③ Transportation costs for training;
- ④ Telephone Fees for training (Smartphones will be rented to each trainee with limited and fixed conditions);
- ⑤ Training allowances (It is expected to be used mainly for food and meals, and other miscellaneous for daily life, etc.);
- ⑥ Costs for Japanese Language Classes and textbooks/materials designated by JNCSW;
- ⑦ Costs for OJT at social service facilities (including training fees, utilities, a part of food expenses);

- ⑧ 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)⑤ 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 - ⑧, i.e. personal expenses, etc.

13. Pledges:

Trainees should abide by the following:

- (1) to follow the training program and schedule planned by JNCSW;
- (2) to arrive in Japan on the day fixed by JNCSW;
- (3) to leave Japan for home country on the day fixed by JNCSW;
- (4) to go back to social welfare work after returning to home country.

14. Important Notice:

- (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-ups 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 continuing the training for reasons other than the above.

**Trainees will have medical check-ups after arriving in Japan and if the result differs from the result of the previously submitted Certificate of Health (Form No.4), trainees may be asked to return to their home country._*

** Certificate of Health should be accurate and must be written by physicians according to the results of the medical checks. Please ask the medical institution that the Certificate of Health (No.10 (6)) be issued in accordance with the Form No.4.*

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

15. Guarantor Organization/Inquiries

c/o Ms. Mieko Furuhashi

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