

September 11, 2015

Basic Policy and Rule

For the Asian Social Welfare Workers' Training Program

International Division
Japan National Council of Social Welfare (JNCSW)

1. Fundamental Policies

- *The main characteristic of this Training Program is that trainees learn about Japanese social welfare in Japanese language.
- *For that reason, trainees are expected to learn Japanese language as well as life styles, customs and way of thinking through various channels before going for OJT at social service facilities.
- *The placement for OJT will be chosen by JNCSW based on the interest of trainees, though it may not be fully in line with them.
- *During the OJT at the social service facilities, trainees might be requested to practice nursing care for persons with disabilities and/or elderly persons, etc.
- *Trainees are expected to abide by the Program Plan and the Schedule set by JNCSW.

2. Rules for Daily Life:

(1) Lodging and Meals:

- ① Trainees share rooms in flats designated by JNCSW.
- ② In principle, trainees are expected to cook for themselves while staying at the designated flats.
- ③ During the OJT at social welfare facilities, trainees will be staying at the designated accommodation provided by the facility
- ④ Meals during the OJT will be instructed before going to OJT. Rules may differ depending on the types of facility to be staying.

(2) Allowance:

- ① Monthly allowances provided during the training period is mainly to covering expenses for food and other daily commodities, i.e. vegetables, sweets, detergent and tissue, etc., as well as to cover miscellaneous costs for training, i.e. stationery, communication costs with the International Division, etc.

- ② It is strictly forbidden to neither make savings nor make remittance to home country.

3. Religion:

- (1) Trainees, if they want, may pray or perform religious services but it should not be during the training time.
- (2) Please be noted that during the OJT at social welfare facilities, trainees may be requested to assist feeding care for elderly persons and/or persons with disabilities, and trainees may need to feed pork and beef etc. which may be religiously restricted.-

To RECOMMENDERS

Please let all the applicants read and agree with the above-mentioned policies and rules.

In case they are selected, they are to follow these rules.

Thank you for your cooperation.