

Application Guidelines for the 38th Asian Social Welfare Workers' Training Program

Japan National Council of Social Welfare (JNCSW)

1. Purposes:

The purpose of this training program is to invite social welfare workers from Asian countries to Japan as the trainees of the on-the-job training program on social welfare to achieve the following:

- (1) to develop human resources contributory to the promotion of social welfare in Asian countries through the training programs including OJT at social welfare institutions/facilities in Japan;
- (2) to nurture sustainable good friendship and exchange among trainees;
- (3) to develop trustworthy relationship and mutual understanding among social welfare workers in Asian countries and Japan through interpersonal exchanges for sustainable friendship;
- (4) to contribute to the development of social welfare in Asia.

2. Term:

From middle of March 2024 to the end of February 2025 (approx. 11 months)

**The term and contents may be changed due to COVID-19 situation.*

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**, established in JNCSW, that 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 will be used throughout the training.

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

(1) Japanese Language Class: From March through middle of July, 2024

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 on his/her work in home country in Japanese.

There will be 2-3 times of field visit during the Japanese language lesson period to see the real work site as well as to experience real Japanese conversation.

- *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 certain level necessary for an OJT at social welfare institutions/facilities, that trainee may finish Japanese language session, and may start OJT earlier than it is planned.*

(2) First OJT in Social Welfare Institutions/Facilities:

Trainees will start to learn social welfare work in social welfare institutions/facilities in Japan. It is expected to develop their communication skill using Japanese language while caring clients and/or working with fellow workers. Also, it is desirable that trainees will nurture good relationship with social welfare workers in Japan to develop social welfare network between Asian countries and Japan in the future.

【Main Purpose】

- to experience caring of/working with clients in social welfare institutions/facilities
- to enhance his/her understanding of social welfare conditions in Japan through communication with clients and fellow workers
- to upgrade their Japanese capability by practically applying them with clients and fellow workers

- to create a useful network with social welfare workers in Japan.

(3) Second OJT in Social Welfare Institutions/Facilities:

Trainees will stay in a social welfare institution/facility for a long time to experience various aspects of service to clients as well as to learn how social welfare workers communicate and build trustworthy relationship with clients. It is expected for trainees to learn how social welfare corporations/foundations, and/or facilities involve in the community as well as to understand the relationship between community and social welfare in Japan.

A long-term training in a same institution/facility can deepen the human relationship between trainees and fellow workers or clients.

【Main Purpose】

- to understand social welfare in Japan deeper through the relationship with fellow workers and clients
- to learn various skills to support clients
- to learn the role and function of social welfare institutions/facilities in Japan through the exchange with local authorities, NPOs, volunteer groups, students, etc.
- to nurture trustworthy relationship as well as friendship with social welfare workers in Japan through activities and exchange with clients or fellow workers.

(4) Preparation of Final Report:

From the end of January to the end of February 2025

(5) Commencement:

The end of February 2025

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 be the one:

- (1) who is interested in social welfare in Japan;
- (2) who can understand the purpose of this training program, and learn positively with strong will;
- (3) who can learn Japanese language with strong will and motivation;
- (4) who is, 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 together and accustoming to Japanese way of living.*
- *Therefore, it is preferable that all trainees start their Japanese study and life in Japan 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.*
- *So please understand that the priority will be given to a novice in learning Japanese.*

- (5) who works for social welfare in a private sector, and has at least three-year working experience;
- (6) who is 30 years old or younger in principle (in some special cases, under 35 years old may be recommended);
- (7) who is a college/university graduate, or with higher educational background (or equivalent to it) in principle;
- (8) who makes a firm commitment to get back to work in social welfare field after returning to home country, and who will engage in social welfare activities by making use of experience of the training in Japan;
- (9) who has good health in body and mind (the person who is under medical treatment, recuperating from an illness, and/or might have latent infections etc. is not eligible.);
- (10) who has been vaccinated with any COVID-19 vaccines and can submit a vaccination certificate as well as can agree to be vaccinated after coming to Japan;
- (11) who can live and work with others in harmony, can develop good human relationships, and can lead 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: October 13, 2023 (Friday)

The deadline should be kept strictly and all the necessary documents should reach JNCSW no later than October 13, 2023 (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 Forms **【Form No. 1, 1 copy for each】**
 - ① Personal Information
 - ② Organizational Information
- (2) Letter of Recommendation (written by RECOMMENDER) …… **【Form No. 2, 1 copy】**
- (3) Certificate of Employment/Reinstatement…………… **【Form No. 3, 1 copy】**
(written by the head of the candidate’s work place)
- (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…………… **【Form No. 4, 1 copy】**
(issued by a medical institute that conducts the health check)
**Medical check sheets or any other documents that are used to make the Certificate of Health should be attached as well as the COVID-19 Vaccination Certificate.*
- (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 organizations…………… **【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 facility)
- (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 2023, 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 2023.*

- (13) Copy of a page of the passport with a photo of the candidate)1 copy
 (In case that the candidate already has a passport)

11. Flow of Application and Admission:

- (1) After screening the application forms submitted, JNCSW will unofficially determine whether to accept candidates or not, 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 status of residence 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, it will be sent to participants with the Invitation to the 38th 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 Any necessary inspections before departure (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 Cost for infection prevention (mask, alcohol disinfection, etc.)
- ⑧ Costs for Japanese language classes and textbooks/materials designated by JNCSW;
- ⑨ Costs for OJT at social welfare institutions/facilities (including training fees, utilities, a part of food expenses);
- ⑩ 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-mentioned 12.(1)① ~ ⑩, i.e., personal expenses.

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 COVID-19 vaccination 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.

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

- (2) Progress of each trainee will be reported periodically to RECOMMENDERS including the results of Japanese language exams.
- (3) 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.

15. Guarantor Organization/Inquiries

c/o Aiko TAKEGUCHI (Ms.)

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