

Japanese Teaching Methods Program for Teachers of Specified Skilled Worker Candidates Application Instructions

1. Objectives

The goal of this program is to support Japanese language education for people coming to Japan from overseas by working visa: Specified Skilled Worker (i). Through this program, teachers from institutions and organizations conducting such Japanese language education are invited to Japan to deepen their understanding of the JF Standard for Japanese-Language Education and the theory and the approach of Japanese language teaching methodology aiming at accomplishing tasks and to improve the Japanese language education needed for daily life and work.

2. Eligible Countries

The nine countries in Asia determined in the Dec. 25, 2018 “Comprehensive Measures for Securing and Coexisting with Foreign Human Resources” (China, Mongolia, Indonesia, Cambodia, Thailand, Philippines, Vietnam, Myanmar and Nepal)

3. Program Outline

(1) Schedule:

Session 1: Nov. 19 to Dec. 18, 2019 (tentative)

Session 2: Jan. 7 to Feb. 6, 2020 (tentative)

Session 3: Feb. 18 to Mar. 19, 2020 (tentative)

(2) Course Venue

The Japan Foundation Japanese-Language Institute, Urawa (JFJLI, Urawa) (Saitama City, Saitama Prefecture)

(3) Description of the Program

Introduce, organize and expand knowledge on Japanese language teaching methodology with the aim of improving expertise as a teacher for those teaching candidates who wish to come to Japan by working visa: Specified Skilled Worker (i). We will also introduce the Japan Foundation Test for Basic Japanese (JFT-Basic), one of the tests used to measure whether a person has Japanese proficiency required to stay in Japan as a Specified Skilled Worker (i).

a. Japanese language teaching methodology

We will study a task-accomplishment approach to teaching and the JF Standard for Japanese-Language Education, studying specific methodology for teaching the basic Japanese required for life and work.

b. Understanding Japanese affairs, society and culture

We will consider methods that utilize class as a way to study the affairs, society and culture of Japan that are useful for life and work in the country.

(4) Number of Participants

About 40 participants will be accepted per session.

Session 1: All eligible countries (China, Mongolia, Indonesia, Cambodia, Thailand, Philippines, Vietnam, Myanmar and Nepal)

Session 2: Mongolia, Philippines, Vietnam and Myanmar

Session 3: Indonesia, Cambodia, Thailand and Nepal

4. Eligibility

(1) Applications are accepted from institutions and organizations in countries listed in 2, above, that provide Japanese language education to people who are expected to reside or work in Japan by working visa: Specified Skilled Worker. Applications from individuals will not be accepted.

(2) The institutions and organizations listed below are not eligible for application.

a. Japanese organizations (administrative bodies and other national organizations), local public organizations, independent administrative agencies and local independent administrative agencies (hereinafter referred to as "national organizations").

b. Educational and research institutions and organizations established in Japan as well as other agencies, institutions and organizations affiliated with the Japanese government (Not including institutions and organizations with special legal status, such as incorporated bodies or foundations in which the

- government of Japan is involved in establishment).
- c. Foreign government (ministries and other administrative bodies) and overseas diplomatic establishments of foreign governments.
- d. International institutions and organizations contributed to by the Japanese government
- (3) The following individuals are eligible to participate in the program.
 - a. Japanese language teachers employed by the applying institution who are to be employed for at least one year by that institution upon return from Japan. Individuals studying to become Japanese language teachers at the time of application are not eligible;
 - b. Individuals who are Japanese nationals or nationals of a country that has diplomatic relations with Japan;
 - c. Individuals who are 55 years old or under as of April 1, 2019;
 - d. Individuals who have no mental or physical conditions that would impede participation in the program;
 - e. Individuals with the experience in teaching Japanese language as follows (private lessons and teaching practice not included);
 - (a) session 1: more than three years of experience in teaching Japanese language as of April 1, 2019.
People who have worked or lived in Japan for at least one year are preferred.
*Intended for intermediate-level Japanese language teachers.
 - (b) session 2 and 3: more than one year of experience in teaching Japanese language as of April 1, 2019.
 - f. Individuals who have proficiency in Japanese as either of the following at the time of application;
 - (a) Level N3 in the Japanese-Language Proficiency Test (JLPT), Level 2 of the old JLPT, or their equivalent
 - (b) Level B1 in the JF Standard for Japanese-Language Education (JFS), or the equivalent
Please view the official website of the JLPT [<http://www.jlpt.jp/e/about/levelsummary.html>] for a summary of linguistic competence required for each level of the JLPT.
Please view the official website of the JF Standard. [http://jfstandard.jp/pdf/1_global_scale_eng.pdf] for a summary of the levels of the JF Standard.

5. Benefits

- (1) Accommodations (a single room for each participant) within JFJLI, Urawa.
- (2) Meals during the program, partly in the form of cash allowances.
- (3) Expenses necessary for participation in official curriculum, such as teaching materials (in kind).
- (4) Overseas travel insurance with an upper limit on coverage (the insurance will cover the necessary expenses for sickness and injury up to a limit on the policy. The insurance will not cover the expenses for a chronic or preexisting disease or injury contracted before arrival to Japan or dental care.).
- (5) For participants, the Japan Foundation will provide the following:
 - a. Round-trip air tickets (discount economy class) to and from the nearest international airport from home residence;
 - b. Airport tax, foreign travel tax;
 - c. Set amount of in-kind allowances (to cover expenses necessary for participation in the program).
* Candidate must apply for and acquire the visa needed for entry to Japan. We are not responsible for any expenses incurred related to issuance of visa.

6. Selection Policy

Screening is conducted according to the following criteria: need for Japanese language education training for Specified Skilled Worker candidates' entry to Japan in the eligible country/region/organization, applicant's Japanese language proficiency, teaching experience, applicant's position (full/part-time), influence, expected results.

7. Application Procedures

- (1) Application Documents
 - a. 2 (p. 2 to 4) in the application is mostly explanation of the applying institution, and 3 to 5 (p. 5 to 10) is explanation of Japanese education and teaching experience of the individual applicant. The Recommendation Form (p. 11) shall be filled out by the representative of the applying institution.
 - b. Please visit the following website to download the Application Forms.
https://www.jpj.go.jp/e/urawa/e_trnng_t/trnng_t.html
 - c. The application form consists of 11 pages. When applying, please submit this application form together with one copy collated and stapled, respectively. An application missing any of the required

elements will be considered incomplete and therefore ineligible for consideration.

- d. Organizations and institutions that are certified as sending organizations for the Specified Skilled Workers must submit documents to prove certification (or documents that prove application for certification for that country) or that prove participation in the Association of Japanese Language Teachers.
- (2) Application Deadline and Place for submission
Session 1: Aug. 20, 2019 (received by)
Session 2: Sep. 20, 2019 (received by)
Session 3: Sep. 20, 2019 (received by)
 Submit to the nearest Japan Foundation office (if in China, Indonesia, Cambodia, Thailand, Philippines, Vietnam, Myanmar), or to the Japanese Embassy if a Japan Foundation office does not exist in the country (Mongolia, Nepal).
- (3) Acknowledgement of receipt of the application
 If an acknowledgement of receipt of the application is required, applicants should enclose a stamped, self-addressed postcard with the application, on which applicants should write as follows:
 “Name of the program: Japanese Teaching Methods Program for Teachers of Specified Skilled Worker Candidates. Please send acknowledgement of receipt of the application.”
 The postcard will be returned with the signature of the officer-in-charge at the Japan Foundation overseas office or Japanese diplomatic mission to acknowledge receipt of the application. However, please note that a postcard that lacks the applicant’s name, address, the name of the program, or the necessary postage stamp will not be returned.
- (4) Points to be noted
- a. Application materials submitted by e-mail or by FAX will not be accepted.
 - b. Once submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.
 - c. In case there are changes to the information provided in the application materials after the submission, please submit the notification as soon as possible.
 - d. For other points, please check “Filling in the Application” in page 4.

8. Notification of Results

- (1) Applications will be screened by JFJLI, Urawa, and applying institutions will be informed of application results by the time periods listed below.
 Session 1: Mid-Sep., 2019
 Session 2: Mid-Oct., 2019
 Session 3: Mid-Oct., 2019
- (2) Please understand that we cannot answer enquiries in regard to the reasons for our decisions.

9. Obligations

The participants are required to adhere to the following:

- (1) To observe the laws of Japan during their stay in Japan;
- (2) To devote themselves to the program and not to make use of their stay in Japan for any other purposes, such as religious or political purposes;
- (3) To understand that they are invited as members of a group, and to attend every activity of the program, under the direction of JFJLI, Urawa;
- (4) Not to arrive in Japan before the beginning date of the training program;
- (5) Not to go abroad nor return to their home country for the duration of the program;
- (6) To return to their home country as soon as the official period of the program expires, unless JFJLI, Urawa permits an extension of stay in Japan beyond the program; and
- (7) Not to be accompanied by their family members.

10. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant and project descriptions) will be made public in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), on the Japan Foundation's website, and in other public-relations materials.
- (2) When a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institution, etc." (Law No. 140 of 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

11. Handling of Personal Information

Applicants are requested to inform all individuals whose personal information appears on the application materials of the following:

- (1) The Japan Foundation handles personal information appropriately and in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003) and other applicable laws. Details of the Japan Foundation's privacy policy can be reviewed at the following website: <http://www.jpf.go.jp/e/privacy>
- (2) The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. They may also be used for the following purpose:
 - a. Details of participant's information, such as name, gender, job and position, affiliation, project duration, and project description, are published in the Program Guide, the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), the *Annual Report*, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
 - b. There may be cases in which these information are released to Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan at the place where participant lives in order to apply for a visa.
 - c. There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure safety of the provided personal information.
 - d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
 - e. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.
- (3) There may be cases in which the project reports and other related publication are released to the public.
- (4) Information is offered only to the extent necessary for the persons concerned who get cooperation to voyage arrangements or training programs (the insurance company and its agencies, airline companies, local governments, etc.)
- (5) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

12. Contact

- (1) Division in charge
Teachers Training Section, JFJLI, Urawa Tel. +81-(0)48-834-1182 Fax. +81-(0)48-834-1170
E-mail: urawakenshu@jpf.go.jp
- (2) Application from Overseas
Prior to application, be sure to confirm the submission destination and qualification to the nearest Japan Foundation overseas offices. When there is no Japan Foundation overseas office in the applicant's country, please contact the nearest Japanese diplomatic mission.
 - a. The Japan Foundation Overseas Offices: <http://www.jpf.go.jp/e/world/index.html>
 - b. Japanese Diplomatic Missions: http://www.mofa.go.jp/about/emb_cons/mofaserv.html

Filling in the Application

- (1) Please use the name exactly as given in the passport. If the passport has not yet been issued, please use the name given in the public identification such as driver's license.
- (2) Please type or write with a ballpoint pen in black ink, printing clearly in block letters.
- (3) Check the box for your preferred session. Applicants may apply for more than one session, but will only be selected for a single session.
- (4) The entire application form should be filled out in Japanese if there are no specific directions, such as "in English" or "in Native Language." Applicants must complete "5. Essay in Japanese" (p. 10) on their own without assistance from others.