

# **Technical Intern Training Program**

## **Operative Manual for Sending Organizations**

外国人技能実習制度  
送出し機関の送出しマニュアル  
英語版

Japan International Training Cooperation Organization

**JITCO**

# Preface

The Japanese Technical Intern Training Program (TITP) is aimed at accepting young and middle-aged workers from various countries and fostering talented individuals who can contribute to the development of industries in their countries through the transfer of Japanese industrial and vocational skills, techniques and knowledge.

This program helps technical intern trainees to learn skills in Japan and improve their vocational lives by utilizing the learned skills after returning to their home countries. It also helps sending companies to activate and develop their business activities by utilizing the returned trainees' knowledge, know-how and technical skill. Many returned trainees and sending companies have expressed high appreciation of this program, stating that they were mostly satisfied with the results.

However, there has been an increase in inappropriate cases. For example, some sending organizations, sending companies, accepting organizations and accepting companies have tended to regard this program as a dispatch of labor and have misused it for commercial purposes. Consequently, the Immigration Control and Refugee Recognition Act ("Immigration Control Act") was partially revised in July 2009. Under the revised Immigration Control Act, which enforced in July 2010, a new status of residence "Technical Intern Training" was created to stabilize the legal status of technical intern trainees. Technical Intern Trainees are now able to receive protection under the labor-related laws and regulations as of the year in which they enter Japan. In addition, responsibilities and supervision of accepting organizations (supervising organizations) were reinforced.

In order to utilize this program and achieve the above-mentioned results, it is important for sending organizations and related organizations that actually implement technical intern training programs to properly understand the program. Therefore, the Japan International Training Cooperation Organization (JITCO) decided to prepare a standard operative manual for use by sending organizations/companies in various countries. It includes key points of the revised Immigration Control Act, enforced in July 2010, from our perspectives as an organization that provides support and guidance to help relevant parties to accomplish results in international human resource cultivation through the appropriate and efficient implementation of this program.

Besides the English version, this manual is also available in Japanese and Chinese. We hope that it will be fully utilized.

Japan International Training Cooperation Organization (JITCO)

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## Introduction

In Japan, there are two types of acceptance of technical intern trainees by way of private sector initiative: “Acceptance supervised by organization” in which not-for-profit organizations accept technical intern trainees and technical training is implemented under the supervising organizations’ responsibility and supervision; and “Acceptance managed by individual enterprise” in which Japanese companies accept employees of their overseas branches, subsidiaries and joint venture companies and provide them with technical intern training. This manual for sending organizations, since sending organizations are not supposed to be involved in acceptance managed by individual enterprise programs, so this manual describes and explains only acceptance supervised by organization.

### **Definition of terms used in this manual**

(1) Supervising organization includes:

Organizations that are able to accept technical intern trainees into Acceptance supervised by organization programs under the immigration control laws; former primary accepting organizations/associations, such as chambers of commerce and industry, societies of commerce and industry, medium- and small-sized business associations, agricultural cooperatives, fisheries cooperatives, public interest incorporated associations, public interest incorporated foundations, and other organizations.

(2) Implementing organization includes:

Companies that accept technical intern trainees and provide technical training based on an employment relationship under the supervising organizations’ responsibility and supervision according to the plan developed by the supervising organizations and in compliance with the immigration control laws; former secondary accepting organizations/companies

(3) Sending organization includes:

Organizations that conclude agreements with supervising organizations concerning sending/acceptance of technical intern trainees and that send technical intern trainees

(4) Sending company includes:

Companies which employ technical intern trainees in their home countries and at which trainees resume employment after returning home



(5) Immigration Control Act

Immigration Control and Refugee Recognition Act

(6) Immigration control laws

Immigration Control Act, and related ministerial ordinances and notifications

(7) Labor-related laws and regulations

Various labor-related statutes, including the Labour Standards Law, Industrial Safety and Health Law, Minimum Wages Law, Workers' Accident Compensation Insurance Law, and Employment Insurance Law

(8) Returned trainees

Those who have returned to their countries after completing technical intern training

## Key Points of the Revision of the Technical Intern Training Program

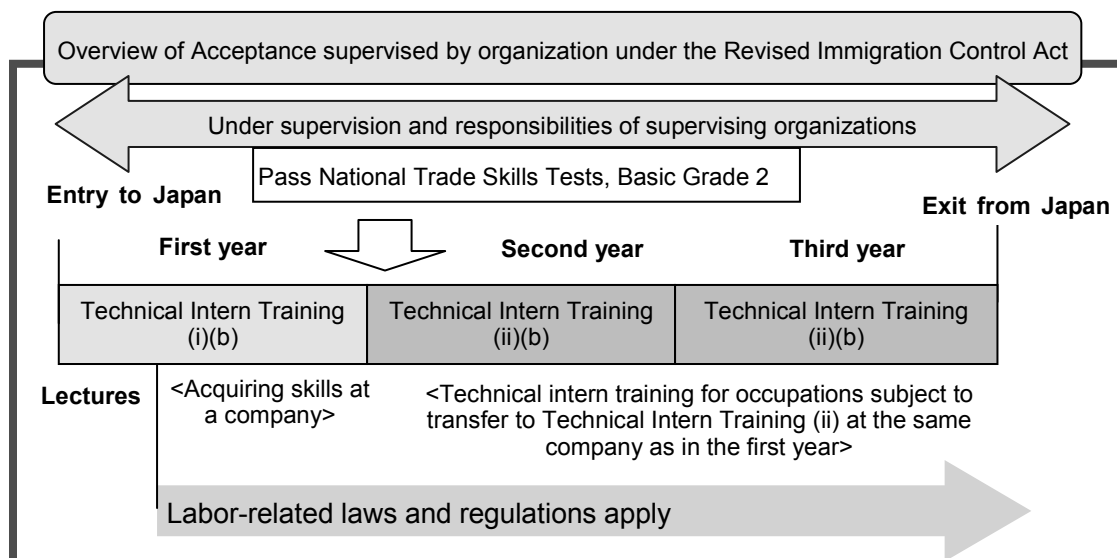
The revised Immigration Control and Refugee Recognition Act (hereinafter, “revised Immigration Control Act”) enforced on July 1, 2010 and the new Technical Intern Training Program (TITP) was initiated at that time. In this chapter, key points of the revised program, mainly those related to sending organizations, are described.

### 1. Objectives and basic concept of the Technical Intern Training Program

The primary objective of the Technical Intern Training Program is to contribute to the fostering of talented individuals who can play leading roles in the development of their countries’ industries and economies by accepting young and middle-aged workers from developing countries as interns at industries in Japan and thereby transferring technical skills, technology and knowledge (hereinafter, the “skills”) developed and cultivated in Japan to the respective industries in the technical intern trainees’ home countries. It plays a role in a part of Japan’s international cooperation and contribution activities. This basic concept has not changed despite the program revision.

### 2. New establishment of status of residence “Technical Intern Training”

Under the revised Immigration Control Act, a new status of residence, “Technical Intern Training,” was established to include activities related to learning of technical skills under the practical training format among activities recognized as “Training” under the old Act, and activities engaging in the work that requires skills learned through “Training” (activities formerly permitted as “Designated activities (Technical intern training)”). The objective here was to stabilize the legal status of technical intern trainees, to require technical intern trainees to learn skills under the protection of employment contracts that comply with applicable laws such as the Labour Standards Law and the Minimum Wages Law, as of the year in which they enter Japan.



### **3. Prohibition against unreasonable withholding of money and/or goods as deposits and penalties**

To prevent employee absconding, some sending organizations collect deposits from technical intern trainees. It has been noted that this practice imposes financial burdens on technical intern trainees and could force them to perform overtime and/or illegal work. Therefore, the revised immigration control laws prohibit acceptance of technical intern trainees from sending organizations that collect deposits from trainees and/or their families or that manage trainees' money and/or other assets.

### **4. Lectures**

Supervising organizations are now required to provide lectures to technical intern trainees immediately after their entry to Japan. The total number of lecture hours that supervising organizations must provide is set at a minimum one-sixth of the total activity hours scheduled as "Technical Intern Training (i)(b)". However, if a technical intern trainee has attended lectures that meet the prescribed requirements within six months prior to his/her entry to Japan, the required number of lecture hours in Japan may be one-twelfth or more of total activity hours.

### **5. Permits or applications for job placement services**

"Job placement services" means services that set up employment relations between those who offer jobs and those who seek jobs through acceptance of job positions and job applications. Since, as a general rule under the revised Immigration Control Act, implementing organizations must conclude employment contracts with technical intern trainees before they enter Japan, acceptance of technical intern trainees (which was formerly handled by supervising organizations in cooperation with sending organizations) is now regarded as a job placement activity. Therefore, supervising organizations must apply for, or submit, permits for job placement services in accordance with Employment Security Law in Japan. Moreover, sending organizations that partner with supervising organizations must have permits for job placement to dispatch technical intern trainees to Japan in accordance with applicable countries' laws and regulations as overseas job placement services.

### **6. Conclusion of employment contracts before entry to Japan**

As mentioned above, employment contracts between technical intern trainees and implementing organizations must be concluded in the trainees' home countries before entry to Japan. Foreigners who seek to enter Japan with the status of residence "Technical Intern Training (i)" must submit copies of employment contracts as documentation to support applications for a Certificate of Eligibility for Status of Residence. Before technical intern trainees embark on any activity related to learning of skills in accordance with the employment contracts, supervising organizations are required to hold lectures for the trainees. Therefore, employment relations based on the employment contracts enforce

after completion of these lectures.

#### **7. Measures to guarantee trainees' return to their home countries**

The newly revised Immigration Control Act stipulates that supervising organizations must take measures to secure travel expenses to cover the return of technical intern trainees to their home countries, together with other measures to guarantee their return. Regarding travel expenses (the main factor among measures to guarantee return), supervising organizations or implementing organizations are required to bear the full cost. This requirement is in consideration of past cases where it became difficult to secure travel expenses for technical intern trainees who could not continue their training due to implementing organizations' bankruptcy, etc.

#### **8. Prohibition of trainee dispatch due to past activities, etc.**

Under the revised Immigration Control Act, if any sending organization, or its operators or managers, has illegally used or provided forged documents to enable foreigners to obtain a Certificate of Eligibility for Status of Residence, landing permits and/or status of residence change permits at any time during the past 5 years, it is prohibited to accept a technical intern trainee from such sending organization.

## **1. Understanding the Technical Intern Training Program and its Uses**

It is important that sending organizations participate in this program based on a proper understanding of the Technical Intern Training program and its operational procedures. This chapter provides basic descriptions, including the objectives and contents of the Technical Intern Training Program.

### **1-1. Explanation of the program**

#### **(1) Purposes of the program**

The Technical Intern Training Program accepts young to middle-aged people from individual developing countries as interns at industries in Japan for a certain period of time, with a view to transferring skills to developing countries by supporting their acquisition of professional skills. Its purpose is to contribute to “human resource development” who can play leading roles in development of individual countries’ economies and industries.

This system can be useful in helping technical intern trainees to improve their vocational lives through acquisition of special skills and demonstration of those skills after returning to their home countries. It can also help companies that dispatch technical intern trainees to realize improvements in specific workplace projects; for example, more extensive improvements in productivity, quality control, workplace discipline, and greater cost control awareness.

Technical intern trainees are expected to play leading roles in economic development and industrial promotion by utilizing the learned skills following their return home. This program plays role in a part of Japan’s international cooperation and contribution activities.

#### **(2) Outline of the program**

##### **(i) Establishment of the Program**

Acceptance of foreign trainees into Japan began in the latter half of the 1960s, when many Japanese companies were starting to expand their businesses offshore. Many of those companies invited employees of their local companies, joint venture companies and related companies to come to Japan in order to more effectively teach them relevant skills within the Japanese companies with a view to the trainees returning to their local companies and utilizing the learned skills.

While these activities continued, the Japanese government in 1990 revised the Industrial Training Program to expand the scope of the program by introducing the acceptance supervised by organization (under which medium- and small-sized business organizations accept trainees as supervising organizations), the member of such organization can accept trainees, in addition to the Individual Enterprise type. This contributed to the transfer of highly universal skills that meet the needs of developing countries and created contact

points between medium- and small-sized Japanese companies and foreign companies, helping to invigorate their respective businesses.

In 1993, the Technical Internship Program was introduced. This program enables foreign trainees to acquire more practical skills after completing training and meeting prescribed requirements under employment contracts with the companies from which they receive the training. The aim was to further cooperate in the fostering of talented individuals who will play leading roles in economic development in developing countries.

#### **(ii) Revised Immigration Control Act enforced in 2010**

The number of foreigners entering and staying in Japan for training and technical intern training was increasing every year. In 2008, more than 100,000 men and women entered Japan with status of residence "Training". And, more than 60,000 individuals changed their status to the technical Internship training. The Industrial Training Program and the Technical Internship Program have taken root in Japanese society. However, some accepting organizations did not fully understand the primary objectives of the Industrial Training Program and the Technical Internship Program and were, in effect, using trainees as a source of cheap labor. Consequently, there was an increase in the number of cases of inappropriate participation in the program. It was also pointed out that some accepting companies violated labor-related laws and regulations in various ways, including non-payment of allowance or wages to trainees and technical intern trainees, and that some accepting organizations did not provide sufficient guidance and supervision to accepting companies.

To address these issues, a new status of residence "Technical Intern Training" was established under the revised Immigration Control Act, which enforced in July 2010. After attending prescribed "lectures," technical intern trainees who are permitted to enter Japan with status of residence "Technical Intern Training" embark on activities for learning skills under the protection of employment contracts to which labor-related laws and regulations apply.

The purpose of the Technical Intern Training Program - to foster talented individuals who will contribute to industrial development in developing countries - has not changed despite the revision of the Immigration Control Act. The revised Immigration Control Act requires to conclude employment contracts between technical intern trainees and implementing organizations before entering Japan. This measure is designed to protect trainees' rights. It is wrong to interpret the Technical Intern Training Program as a system of accepting foreign labor.

## 1-2. Outline of the revised Technical Intern Training Program

### (1) Status of residence “Technical Intern Training”

To reside in Japan a foreigner must have one of the statuses of residence stipulated in the Immigration Control Act. “Technical Intern Training” is one such status and those permitted to enter Japan with this status are called technical intern trainees.

Permitted activities under the status of residence “Technical Intern Training” are listed in the Annexed Tables of the Immigration Control Act. Depending on the details, these activities are divided into “Technical Intern Training (i)” and “Technical Intern Training (ii)” categories. Each type also has (a) for the acceptance managed by individual enterprise and (b) for the acceptance supervised by organization. Each of these four categories is treated as a separate status of residence under the Immigration Control Act. Performing an activity that is applicable under one of these statuses of residence categories is called status of residence applicability. In this chapter, explanations of the Supervising Organization type of status of residence “Technical Intern Training”, which is relevant to sending organizations, are provided.

**Status of residence “Technical Intern Training”**

Category	First Year	Second and Third Years
Acceptance managed by individual enterprise	Technical Intern Training (i)(a)	Technical Intern Training (ii)(a)
Acceptance supervised by organization	Technical Intern Training (i)(b)	Technical Intern Training (ii)(b)

**Shaded areas indicate the categories described in this manual.**

Activities permitted in these two categories are as follows:

#### **(i) Acceptance supervised by organization “Technical Intern Training (i)(b)” (first year)**

Activities permitted under “Technical Intern Training (i)(b)” are: (i) activities for acquiring knowledge by being accepted for internship with not-for-profit organizations (supervising organizations) as prescribed in the Ministry of Justice ordinance; and (ii) activities for acquiring skills based on the plan developed by said organizations under the responsibility and supervision of said organizations by engaging operations at Japanese public or private organizations (hereinafter, “implementing organizations”) in accordance with employment contracts concluded with the implementing organizations.

**(ii) Acceptance supervised by organization “Technical Intern Training (ii)(b)” (second and third years)**

Activities permitted for “Technical Intern Training (ii)(b)” are defined as those in which the trainees (who have acquired skills by engaging “Technical Intern Training (i)(b)” activities) engage operations that require said skills at said organizations in accordance with employment contracts with Japanese public or private organizations as specified by the Minister of Justice in order to master said skills (limited to activities engaged under the responsibility and supervision of not-for-profit organizations as prescribed in the Ministry of Justice ordinance).

For convenience, activities for acquiring skills under “Technical Intern Training (i)(b)” will be called “skills-acquisition activities” and activities to master skills under “Technical Intern Training (ii)(b)” will be called “skills-mastering activities” in this manual. These activities can be summarized as follows:

**All activities are performed under the responsibility and supervision of supervising organizations throughout the duration of Training (i) and (ii).**

Technical Intern Training (i)(b) (first year)	Activities for acquiring knowledge through lectures provided by supervising organizations and activities for acquiring skills at implementing organizations
Technical Intern Training (ii)(b) (second and third years)	Activities for mastering skills at implementing organizations

**(2) Outline of acceptance supervised by organization “Technical Intern Training (i)(b)” (first year)**

**(i) Requirements for entering Japan as technical intern trainees** Technical intern trainees must meet all of the following requirements:

- A The skills that technical intern trainees will be expected to acquire must not be of a type that is acquirable through repetition of the same task
- B Technical intern trainees must be aged 18 years or older
- C Technical intern trainees must return to their home countries after completing the technical intern training and have plans to engage in work that utilizes the skills acquired in Japan.
- D Technical intern trainees must intend to acquire in Japan skills that are difficult to acquire in their home countries.
- E Persons who have work experience in the same field with the technical intern training that they seek to obtain in Japan, or for whom, for some particular reason, it is necessary to have the relevant technical intern training in Japan.
- F Persons who have received recommendations from their country’s national governments or municipal government entities, or entities recognized as such



G Technical intern trainees or their spouses or family members shall not have paid deposits to sending organizations, supervising organizations, implementing organizations or job placement agencies in relation to the Technical Intern Training. Regardless of reasons, trainees' money and/or other assets shall not be managed by any of the above organizations and agencies. No contract has been executed concerning penalties for non-fulfillment of labor contracts. (This requirement has been newly provided under the revised Immigration Control Act. Regardless of reasons, any collection of deposits is now prohibited.)

**(ii) Preparation of technical intern training plans for “Technical Intern Training (i)(b)”**

Following adequate consultation with implementing organizations, supervising organizations must prepare “Technical Intern Training (i)” plans from the perspective of human resource development in order that technical skills may be acquired systematically and progressively.

**(iii) Implementation of lectures**

In accordance with the Ministry of Justice ordinance, supervising organizations are required to implement in-class lectures for technical intern trainees upon their entry to Japan (before they commence activities for acquiring skills). Lectures should be provided in such a manner that technical intern trainees may effectively and safely gain technical intern training and enjoy comfortable daily lives.

**A. Lecture subjects**

The following four subjects must be taught in the lectures:

- 1) Japanese
- 2) General knowledge regarding everyday living in Japan
- 3) Immigration Control Act, Labour Standards Law, how to deal with illegal activities, and other information necessary to legally protect technical intern trainees
- 4) Knowledge required in order to effectively acquire skills in Japan, other than the subjects listed in 1) through 3) above

As for subject 3), specialists who have appropriate expertise and are not employed by either supervising organizations or implementing organizations shall conduct the lectures.

**B. Number of lecture hours**

The total number of lecture hours is set at a minimum one-sixth of the total activity hours scheduled as “Technical Intern Training (i)(b).” If technical intern trainees have attended lectures abroad that satisfy the requirements prescribed in the Ministry of Justice ordinance, the required number of lecture hours in Japan may be one-twelfth or more of total activity hours.

### **C. Requirements for shortening lecture time**

Requirements for shortening lecture time are as follows:

- 1) In cases where supervising organizations conduct or entrust the conducting of lectures that meet the requirements listed below:
  - a) Lectures conducted abroad within six months prior to entry to Japan
  - b) Lectures concerning the subjects 1), 2) and 4). (Japanese, General knowledge regarding everyday living in Japan, and Knowledge required in order to effectively acquire skills in Japan)
  - c) Lectures that last for one month or more and 160 hours or more
- 2) When foreign public organizations or educational organizations conduct lectures that meet the requirements listed below:
  - a) Lectures conducted abroad within six months prior to entry to Japan
  - b) Lectures that are helpful for the technical intern training in which technical intern trainees will participate in Japan
  - c) Lectures concerning the subjects 1), 2) and 4). (Japanese, General knowledge regarding everyday living in Japan, and Knowledge required in order to effectively acquire skills in Japan)
  - d) Lectures that last for one month or more and 160 hours or more

### **D. Parties actually conducting lectures**

Lectures upon entry to Japan should be conducted by supervising organizations. While the supervising organizations conduct lectures, there is no employment relationship between implementing organizations and technical intern trainees, and the implementing organizations are not permitted to give directives or orders to the technical intern trainees. Therefore, the technical intern trainees cannot engage activities for acquiring skills at implementing organizations during the lecture period, including outside normal working hours or on holidays.

#### **(iv) Implementation of skills-acquisition activities**

Upon completion of the lectures, technical intern trainees embark on activities for acquiring skills at the implementing organizations. These skills-acquisition activities are performed in accordance with employment contracts between the technical intern trainees and the implementing organizations, concluded prior to entry to Japan. Labor-related laws and regulations apply to these activities.

If a technical intern trainee is required to work overtime, on a holiday or late at night, such overtime work should be performed as part of his/her skills-acquisition activities in the light of the purpose of the Technical Intern Training Program. Therefore, a system must be established to properly provide guidance to technical intern trainees.

Moreover, if implementing organizations require technical intern trainees to work overtime,

prescribed extra wages must be paid in accordance with the Labour Standards Law.

**(3) Outline of acceptance supervised by organization “Technical Intern Training (ii)(b)” (second and third years)**

**(i) Requirements for changing status of residence to “Technical Intern Training (ii)(b)”**

Application to change the status of residence to “Technical Intern Training (ii)(b)” is limited to technical intern trainees who have resided in Japan with status of residence “Technical Intern Training (i)(b)”. As a transitional measure for the revised Immigration Control Act, an exception is made for persons who were already residing in Japan with status of residence “Training” or “Designated activities (Technical intern training)” prior to the revision. Such persons are permitted to change their status of residence to “Technical Intern Training (ii)(b)”.

Requirements for technical intern trainees (change of status of residence to “Technical Intern Training (ii)(b)”)

1) Requirement to utilize skills upon return to their home countries (Article 2-1, Ministerial Ordinance Concerning Change Criteria)

Technical intern trainees must engage operations that require skills acquired in Japan upon return to their home countries.

2) Requirement to pass tests (Article 2-2, Ministerial Ordinance Concerning Change Criteria)

Technical intern trainees must pass the National Trade Skills Test Basic Grade 2 or other equivalent tests and examinations.

3) Requirement to acquire practical skills (Article 2-3, Ministerial Ordinance Concerning Change Criteria)

It must be recognized that technical intern trainees are seeking to further acquire practical skills in accordance with technical intern training plans.

4) Same organization/same skill requirement (Article 2-4, Ministerial Ordinance Concerning Change Criteria)

Technical intern training must be provided at the same implementing organizations and for the same skills as are provided under “Technical Intern Training (i)(b).” However, this does not apply if the technical intern training cannot be provided at the same implementing organizations and there is no reason to attribute responsibility for such situation to the technical intern trainees. Implementing organizations that perform activities for “Technical Intern Training (ii)(b)” are designated by the Minister of Justice.

**(ii) Evaluation of acquired skills that correspond to “Technical Intern Training (i)” activities**

Technical intern trainees (Technical Internal Training (i)(b)) who wish to transfer to status of

residence to “Technical Intern Training (ii)” must demonstrate that they have acquired skills above a prescribed level (equivalent of National Trade Skills Test Basic Grade 2) by taking evaluation tests based on a public evaluation system accredited by a Japanese trade skills testing body or by JITCO.

**(iii) Technical intern training activity period**

The Ministry of Justice ordinance stipulates that the technical intern training activity duration must meet all of the following criteria:

- A. The activity period for “Technical Intern Training (i)(b)” shall be up to one year.
- B. If the “Technical Intern Training (i)(b)” activity duration is nine months or less, the duration of “Technical Intern Training (ii)(b)” activity shall be within 1.5 times the “Technical Intern Training (i)(b)” activity duration.
- C. The total “Technical Intern Training (i)(b)” and “Technical Intern Training (ii)(b)” activity duration shall be three years or less.

**(iv) Occupations subject to transfer to “Technical Intern Training (ii)”**

As of July 1, 2010, 66 occupations and 123 work selective work activities are permitted for transfer to “Technical Intern Training (ii)”. This covers a wide range of industries and occupations, from agriculture through construction to manufacturing.

**Occupations subject to Transfer to Technical Intern Training (ii)**  
(66 types of occupation, 123 selective work activities)

As of July 1, 2010

1. Agriculture (2 types of occupation, 5 selective works)

Type of occupation	Selective work
Cultivation agriculture*	Facility horticulture
	Upland field cropping / Vegetable growing
Livestock agriculture*	Hog raising
	Poultry farming(collecting chicken eggs)
	Dairy

2. Fishery (2 type of occupation, 9 selective works)

Type of occupation	Selective work
Fishing boat fisheries*	Skipjack pole and line fishery
	Tuna long-line fishery
	Squid jigging
	Purse seine fishery
	Trawl fishery
	Drift net fishery
	Set net fishery
	Crab and shrimp basket fishery
Aquaculture	Scallop and oyster farming

3. Construction (21 types of occupation, 31 selective works)

Type of occupation	Selective work
Well drilling	Percussion type well drilling operation
	Rotary type well drilling operation
Building sheet metal work	Duct sheet metal operation
Freezing and air conditioning apparatus installing	Freezing and air harmonizing equipment installation work
Fixture making	Hand processing work of wooden fixture
Carpentry	Carpentry construction work
Frame working	Framing construction work
Reinforcing bar construction	Assembling reinforced rod bar work
Scaffolding	Scaffolding building work
Building stone constructing	Stone processing work
	Work of putting out stones
Tiling	Tiling work
Tile roofing	Tile-roofing work
Plastering	Plasterers work
Plumbing	Construction piping work
	Plant piping work
Heat insulation	Heat-retention and cool-retention construction work
Interior finishing	Plastic-material floor finishing construction work
	Carpeting floor finishing construction work
	Metal-made foundation construction work
	Board finishing construction work
	Curtain installation work
Sash setting	Building sash installation work
Water proofing	Sealing water-proof construction work
Concrete pressure feeding	Concrete pressure transfer construction work
Well point construction	Well-point construction work
Paper hanging	Painting work
Application of construction equipment*	Dozing work
	Loading work
	Excavating work
	Road rolling work

4. Food Manufacturing (7 types of occupation, 12 selective works)

Type of occupation	Selective work
Can seaming for canned foods*	Can seaming for canned foods
Poultry processing industry*	Poultry processing
Heated fishery processed foodstuff manufacturing work*	Extract manufacturing
	Heated dried product manufacturing
	Flavored product manufacturing
	Smoked product manufacturing
Non-heated fishery processed foodstuff manufacturing work*	Salted product manufacturing
	Dried product manufacturing
	Fermented foodstuff manufacturing
Fish paste making	Boiled fish paste producing work
Ham, sausage and bacon making	Production work of ham, sausage and bacon
Bread baking	Bread baking work

5. Textile (10 types of occupation, 17 selective works)

Type of occupation	Selective work
Spinning operation*	Pre-spinning work
	Spinning process
	Winding process
	Twisting and doubling work
Weaving operation*	Sizing and warping work
	Weaving process
	Inspecting work
Dyeing	Thread permeation dyeing work
Knit goods manufacturing	Fabric and knit dyeing
	Socks producing work
Warp knitted fabrics manufacturing*	Round knitting producing work
	Warp knitting producing work
Ladies' and children's dress making	Sewing work of ready-made clothes for ladies and children
Tailoring men's suit making	Sewing work of men's ready-made clothes
Bedclothes making	Bedding products work
Canvas product making	Canvas cloth products related work
Cloth sewing	Dress-shirt producing work

6. Machinery & Metal (15 types of occupation, 28 selective works)

Type of occupation	Selective work
Casting	Casting iron and article operation
	Casting copper compound and article operation
	Casting light alloy and article operation
Forging	Hammer type forging operation
	Press type forging operation
Die casting	Hot chamber die-cast work
	Cold chamber die-cast work
Machining	Lathe operation
	Milling machine operation
Metal press	Metal press operation
Iron work	Steel processing operation for structure
Factory sheet metal work	Machine sheet metal operation
Electroplating	Electric plating work
	Meltdown zinc plating work
Aluminum anodizing	Anode oxidation treatment work
Finishing	Melting equipment finishing work
	Metal mold finishing work
	Machine assembling finishing work
Machine inspection	Machine inspection work
Machine maintenance	Machine maintenance work
Electronic equipment assembling	Electronic devices assembling work
Electric equipment assembling	Spinning electric machine assembling work
	Transformer assembling work
	Control panel and distribution panel assembling work
	Open-close control device assembling work
	Spinning electric cord-reel producing work
Print wiring board manufacturing	Print distribution panel design
	Print distribution panel production

7. Others (9 types of occupation, 21 selective works)

Type of occupation	Selective work
Furniture making	Hand processing on furniture making
Printing	Off-set printing work
Book binding	Bookbinding work
	Magazine binding work
	Bookbinding work of office goods
Plastic molding	Compressing forming work
	Injection forming work
	Inflation forming work
	Blow forming work
Reinforced plastic molding	Hand-loaded layer forming work
Painting	Construction painting work
	Metal painting work
	Metal bridge painting work
	Spray painting work
Welding*	Manual welding
	Semi-automatic welding
Industrial packaging	Industrial wrapping work
Carton box and corrugated card board box making	Printing box punching work
	Printing box producing work
	Paste box producing work
	Cardboard producing work

NOTE: \*: Skill evaluation system approved by JITCO. Other occupations are based on National Trade Skill Test.

**[Note 1: Difference between Technical Intern Training Program and dispatch of labor]**

Sending organizations should take particular care that the technical intern training program is not used as a scheme for dispatching basic labor to implementing organizations, and dispatching migrant workers. The program is an international human resources development project designed to assist in transferring Japanese industrial and occupational technologies and skills to young and middle-aged people from other countries so that they can contribute to industrial activities in their home nations.

For this reason, Japanese supervising organizations and implementing organizations are required to meet the following conditions in implementing the technical intern training.

1. Technical skills to be acquired should not be those that will be acquired by simply repeating the same tasks. Furthermore, occupations and work types subject to the transfer to “Technical Intern Training (ii)(b)” must be limited to those that require the National Trade Skills Tests (in this case, the minimum levels of the National Trade Skills to be acquired are: Basic Grade 2 or equivalent before the end of “Technical Intern Training (i)(b)” period (first year); Basic Grade 1 or equivalent before the end of “Technical Intern Training (ii)(b)” period (first year); and Grade 3 or equivalent before the end of “Technical Intern Training (ii)(b)” period (second year).

Note: If technical intern trainees wish to transfer from “Technical Intern Training (i)(b)” to “Technical Intern Training (ii)(b),” they must pass written and practical tests on the acquired technical skills.

2. Prepare plans for technical intern training regarding goals and methods for acquiring skills and implement the plans consistently.

**[Note 2: Legal rights of technical intern trainees]**

Technical intern trainees are provided security through legal rights based on the immigration control laws, labor-related laws and regulations, and insurance laws of Japan.

1. During the lectures for Technical Intern Training (i)(b), appropriate measures shall be secured under immigration control laws, etc.
2. During the skills-acquisition activities for Technical Intern Training (i)(b) and skills-mastering activities for Technical Intern Training (ii)(b), technical intern trainees’ rights (concerning wages, work hours, safety and health, workers’ accident compensation, etc.) shall be secured under labor-related laws and regulations and insurance laws of Japan, as these trainees are deemed to be workers.

### **1-3. Treatment during technical intern training activity period**

#### **(1) Treatment during the lecture period**

Since there are no employment relations between implementing organizations and technical intern trainees during the lecture period, supervising organizations must provide allowance for lectures to the technical intern trainees as actual living expenses. The supervising organizations need to disclose the amount of allowance for lectures to the technical intern trainees before their entry to Japan. In addition, at the time of application for a Certificate of Eligibility for Status of Residence, the supervising organizations must submit “Outline of Treatment during the Training Period” documents to regional immigration bureaus, clarifying the intended treatment during the lecture period. It is prohibited for supervising organizations to deduct from allowances for lectures any expenses that should be borne by such organizations. Any incidence of such activity may be deemed to be improper conduct.

#### **(2) Treatment during skills-acquisition and skills-mastering activity periods**

##### **(i) Conclusion of employment contracts**

Under the new program, technical intern trainees must conclude employment contracts with implementing organizations before they enter Japan and start technical intern training. As a result, the acceptance of technical intern trainees by supervising organizations in cooperation with sending organizations is now deemed to be a job placement service under the Japanese Employment Security Law. Accordingly, supervising organizations are required to obtain or submit permits for job placement services. It is standard practice to execute employment contracts between implementing organizations and technical intern trainees after the implementing organizations conduct the final selection of technical intern trainees in their countries.

##### **(ii) Specification of employment conditions**

When concluding employment contracts with technical intern trainees, implementing organizations must specify, in writing, the employment conditions, such as wages and work hours. Included as reference materials at the end of this manual are forms for employment contracts and employment condition documents (Notice of Employment Conditions) which supervising organizations need to submit at the time of application for a Certificate of Eligibility for Status of Residence. Please verify the items to be specified and their details. When employment terms and conditions are explained to foreign technical intern trainees, they must be in both Japanese and the trainees’ native languages, so that the trainees will be able to fully understand the conditions.

##### **(iii) Appropriate payment of wages**

###### **A. Five principles of wage payment**

In order to ensure that wages are properly paid, the Labour Standards Law stipulates five principles for payment of wages. These principles specify that wages must be paid



in currency, directly to technical intern trainees, in full amount once a month, and on a specific date. Implementing organizations must follow these principles.

#### **B. Transfer of wages into bank accounts**

Wages may be transferred into technical intern trainees' bank accounts as an exception to the principle of "payment in currency", provided that a labor-management agreement on transfer of wages into bank accounts has been concluded and that the following requirements are met:

- 1) The technical intern trainee has provided written consent
- 2) Wages are transferred into a deposit or savings account designated by the technical intern trainee.
- 3) The total amount of transferred wages can be withdrawn on a specific wage payment day.
- 4) Wage payment statements are provided.

#### **C. Deduction from wages**

As an exception to the principle of "payment in full", it is legally permitted to withhold income tax at source or to deduct social insurance premiums from wages. In addition to these legal deductions, if a labor-management agreement is concluded, dormitory fees and utility fees may be deducted from wages as long as they do not exceed the actual amounts. Expenses for supervising technical intern trainees and management expenses for sending technical intern trainees shall not be deducted from wages.

#### **D. Proper payment of extra wages**

Implementing organizations shall pay extra wages (increased by a specific percentage or more) to technical intern trainees in the event that trainees are directed to work overtime, on a holiday, or late at night.

- 1) Overtime work (exceeding the statutory work hours): 25% or more (50% or more at large corporations for overtime work that exceeds 60 hours a month)
- 2) Night work (conducted between 10:00 p.m. and 5:00 a.m.): 25% or more
- 3) Work on holiday (statutory holidays): 35% or more

#### **E. Application of Minimum Wages Law**

Since the Minimum Wages Law is applied to technical intern trainees' wages, the wages must be the minimum amount or more, as stipulated by the relevant prefectural government (regional minimum wages). Separately from the regional minimum wages, specified (industrial) minimum wages may be stipulated. In such case, the higher amount of these two wages will be applied. The regional minimum wages are revised around October every year and announced by the Ministry of Health, Labour and Welfare, or by individual prefectures' labor bureaus.

#### **(iv) Compliance with labor-related laws and regulations**

Various labor-related laws and regulations are applied to technical intern trainees, including the Labour Standards Law, Industrial Safety and Health Law, Minimum Wages Law, Workers' Accident Compensation Insurance Law, Employment Insurance Law, Health Insurance Law, National Health Insurance Law, Welfare Pension Insurance Law, and National Pension Law. Implementing organizations shall comply with these laws.

#### **(v) Safety, health and insurance measures**

Since technical intern trainees are not familiar with Japanese culture and customs, it is important to pay more attention to their safety and health, both at work and in their private lives, than would normally apply in respect of Japanese workers. Implementing organizations are obliged to return technical intern trainees to their families in their home countries in a healthy state and without injuries. In order to do so, it is necessary to promote measures to prevent accidents and ensure health, mainly by complying with labor safety and health laws and regulations.

In addition, technical intern trainees are required to sign up for workers' accident compensation insurance cover for labor accidents and accidents during commuting, as well as health insurance and welfare pension insurance cover for injuries and illness incurred in the course of everyday life, and for accidents and survivors.

It would also be useful for technical intern trainees to take out private casualty insurance cover in order to protect against expenses such as copayments for public insurance and medical expenses not covered by public insurance (There is comprehensive insurance for technical intern trainees).

### **1-4. JITCO's roles and projects**

#### **(1) The role of JITCO**

Established in 1991, the Japan International Training Cooperation Organization (JITCO) is an public benefit corporation that operates under the joint jurisdiction of five Japanese government ministries: Justice; Foreign Affairs; Health, Labour and Welfare; Economy, Trade and Industry; and Land, Infrastructure, Transport and Tourism.

JITCO undertakes the following tasks for the basic purpose of contributing to the appropriate and smooth promotion of the Technical Intern Training Program.

- (i) Provide comprehensive support and assistance, and guidance and advice regarding appropriate implementation to private organizations and companies that wish to accept or have been accepting technical intern trainees, and also to sending organizations in other countries.
- (ii) Provide consultation services for technical intern trainees, and support and advise them in order to assure their legal rights under immigration control laws and labor-related

laws and regulations.

- (iii) Provide support to supervising organizations, implementing organizations, technical intern trainees and sending organizations in order to improve the outcomes of technical intern training, which is the fundamental objective of the program.

## **(2) Outline of JITCO activities**

In order to fulfill its assigned role, JITCO engages in a range of activities, as listed below.

### **Outline of JITCO Activities (as of 2010)**

#### **1. Coordination of communication with related organizations overseas, and collection and supply of information**

- (1) Annual meetings between government contact points in sending countries and JITCO
- (2) Advice and support for supervising organizations and sending organizations
- (3) Communication of the program by utilizing materials in various languages in order to ensure appropriate and efficient sending of technical intern trainees

#### **2. Promotion of compliance with laws and proper implementation of technical intern training.**

- (1) Dissemination of standards and rules concerning technical intern training
- (2) Promotion of measures to prevent absconding and illegal work

#### **3. Assistance with immigration and residency-related procedures for technical intern trainees**

- (1) Consultation concerning technical intern trainees' entry to and stay in Japan
- (2) Evaluation and certification of accepting technical intern trainees
- (3) Examination of application papers concerning entry and residence prior to submission
- (4) Acting as an agent to submit applications concerning entry and residence on behalf of applicants

#### **4. Assistance and guidance concerning transfer from Technical Intern Training (i) to Technical Intern Training (ii)**

- (1) Evaluation of transfer from Technical Intern Training (i) to Technical Intern Training (ii)
- (2) Expansion of occupations subject to transfer to Technical Intern Training (ii)

#### **5. Advice and guidance for supervising organizations**

- (1) Advice and guidance for supervising organizations
- (2) Investigation and guidance for individual supervising organizations
- (3) Assistance for lectures implemented by supervising organizations
- (4) Response to improper conduct by supervising organizations

#### **6. Assistance to improve outcomes of technical intern training**

- (1) Promotion of skills acquisition by technical intern trainees

- (2) Support for Japanese language teaching to technical intern trainees
- (3) Development and supply of educational materials
- (4) Comprehensive consultation on and support for acceptance of technical intern trainees
- (5) Assistance with technical intern training instructions and life guidance  
Conducting “seminars for technical intern training coordinators” and “seminars for adviser assisting technical intern trainees”
- (6) Holding lectures for those who implement technical intern training
- (7) Holding “labor management seminars”

**7. Ensuring the safety and health of technical intern trainees, and accident compensation**

- (1) Promotion of advice and support activities for prevention of work accidents
- (2) Promotion of advice and support activities for prevention of accidents/illness in daily life
- (3) Promotion of compensation measures for technical intern trainees

**8. Supply of information and consultation in technical intern trainees’ native languages**

- (1) Comprehensive consultation and assistance concerning acceptance of technical intern trainees
- (2) Provision of information in the native languages of technical intern trainees
- (3) Provision of counseling services, etc. in the native languages of technical intern trainees
- (4) Support for technical intern trainees who are forced by circumstances to discontinue their technical intern training

**9. Development of publicity and awareness activities concerning technical intern training**

- (1) Holding JITCO convention
- (2) Conducting and supporting seminars and consultation meetings
- (3) Promoting publicity activities
- (4) Strengthening cooperation with Japan’s government agencies
- (5) Supporting central associations and local liaison councils for organizations accepting foreign trainees (technical intern trainees)
- (6) Holding opinion exchange meetings with supervising organizations and implementing organizations

**10. Promotion of surveys and research**

**(3) JITCO contact numbers, e-mail address and website**

Contact numbers, e-mail address and website are as follows.

1. TEL: +81-(0)3-6430-1100 (Main number)  
+81-(0)3-6430-1150 (International Affairs Dept.)
2. FAX: +81-(0)3-6430-1112
3. Website: <http://www.jitco.or.jp/>
4. E-mail: [kouhou@jitco.or.jp](mailto:kouhou@jitco.or.jp)

## **2. Understanding the Entire Process of Using the Program**

It is important for sending organizations to understand the entire process before sending technical intern trainees to Japan, including how to utilize this program. This chapter includes two sections, 2-1 “Consideration of the significance of using the program” and 2-2 “Investigation regarding possibility and effectiveness of sending”, to describe the entire flow of utilizing the program.

### **2-1. Consideration of the significance of using the program**

After gaining an understanding of the contents of Technical Intern Training Program, organizations that wish to send technical intern trainees are required to consider the significance of practical uses of the program; whether or not the program suits the situation surrounding the sending organization and will realize the prescribed outcomes. It is important to conduct this pre-evaluation from the perspective of using the program for industries and for the development of human resources. Understanding well at this point is the key to success of these technical intern training projects.

What is important is to understand that this facility should not be used for sending/accepting inexperienced workers (basic labor), and to utilize this program; technical intern trainees who complete the program, which may last up to three years, should go on to contribute to the development of industries and sending companies in their home countries by making use of their acquired knowledge to improve their own occupational lives.

### **2-2. Investigation regarding possibility and effectiveness of sending**

Organizations that wish to send technical intern trainees need to check and survey previously after considering the significance of program utilization, in order to investigate actual possibilities and effectiveness. The main points for checking include the following:

#### **(1) Understanding possible types of industries and occupations for sending**

Organizations wishing to send technical intern trainees must check the occupations and work types that are subject to technical intern training. Currently, some occupations are not permitted acceptance of technical intern trainees under this program. Occupations allowed for transfer to Technical Intern Training (ii) are limited to 66 occupations and 123 selective work activities (as of July 1, 2010).

Therefore, it is also important to confirm that the careers and abilities of technical intern trainee candidates to be sent to Japan correspond to the occupations and work activities of technical intern training provided by implementing organizations. If there is a mismatch in occupation and work activity between the sending party and the accepting party from the outset, technical intern training may not be produce the expected outcome and problems

could arise.

## **(2) Survey of essential permissions and procedures for sending**

Organizations wishing to send technical intern trainees must examine their countries' laws in order to determine what permits and procedures will be necessary when sending workers from sending companies to Japan as technical intern trainees. Due to revision of the Immigration Control Act in July 2010, acceptance of technical intern trainees by supervising organizations in cooperation with sending organizations is now, as a general rule, deemed to be a job placement service. Therefore, it is necessary to obtain permits or submit document for job placement services in accordance with the Employment Security Law. Supervising organizations must report partnering sending organizations as their agencies. It is imperative for these partnering sending organizations to have permits for the activities involved in sending technical intern trainees to Japan, in accordance with the laws and regulations of sending countries.

After technical intern trainee candidates are selected and employment contracts are concluded with implementing organizations, the following procedures must be performed in cooperation with supervising organizations and implementing organizations. Therefore, sending organizations need to know how about these procedures.

### **(i) Entry to Japan**

For technical intern trainees to enter Japan, they need to obtain a Certificate of Eligibility for Status of Residence for "Technical Intern Training (i)(b)" (in the case of the Supervising Organization type) and visas, together with landing permits for relevant airports/seaports.

### **(ii) Transfer to Technical Intern Training (ii)**

If technical intern trainees who have performed activities with status of residence "Technical Intern Training (i)(b)" wish to go on to master technical skills in the second year, they must obtain permits for changing their status of residence to "Technical Intern Training (ii)(b)" (in the case of the Supervising Organization type).

## **(3) Consideration of practical utilization of returned trainees**

For organizations that wish to send technical intern trainees, particularly sending companies, it is also important to consider how to utilize of the technical experience and knowledge of returned trainees within their own organizations. If technical intern trainees have goals to strive for, they will be more enthusiastic about undertaking technical intern training in Japan, and it can be expected that the training will be more effective.

## **(4) Cooperative relations with reliable supervising organizations**

Cooperative relations with supervising organizations in Japan are imperative in order to make technical intern training more effective during the maximum three years' stay.

It is very important to select supervising organizations that comply with the rules concerning the Technical Intern Training Program and fully play a role as supervising organizations, and to build reliable relationships with them. At the same time, sending organizations need to be aware that it takes substantial effort to identify reliable supervising organizations and establish partnerships.

#### **(5) Check of sending structure**

In and after Chapter 3, "Role and Structure Establishment for Sending Organizations," this book summarizes all the important points in articles relating to sending, such as conclusion of employment contracts between technical intern trainees and implementing organizations, pre-dispatch education, care of technical intern trainees while they are in Japan, care of their family remaining in their home countries, measures to be taken if problems occur, and follow-up after returning home. During technical intern trainees staying in Japan for up to three years, sending organizations are required a number of important duties, including care of technical intern trainees. It is necessary to consider these matters in detail.

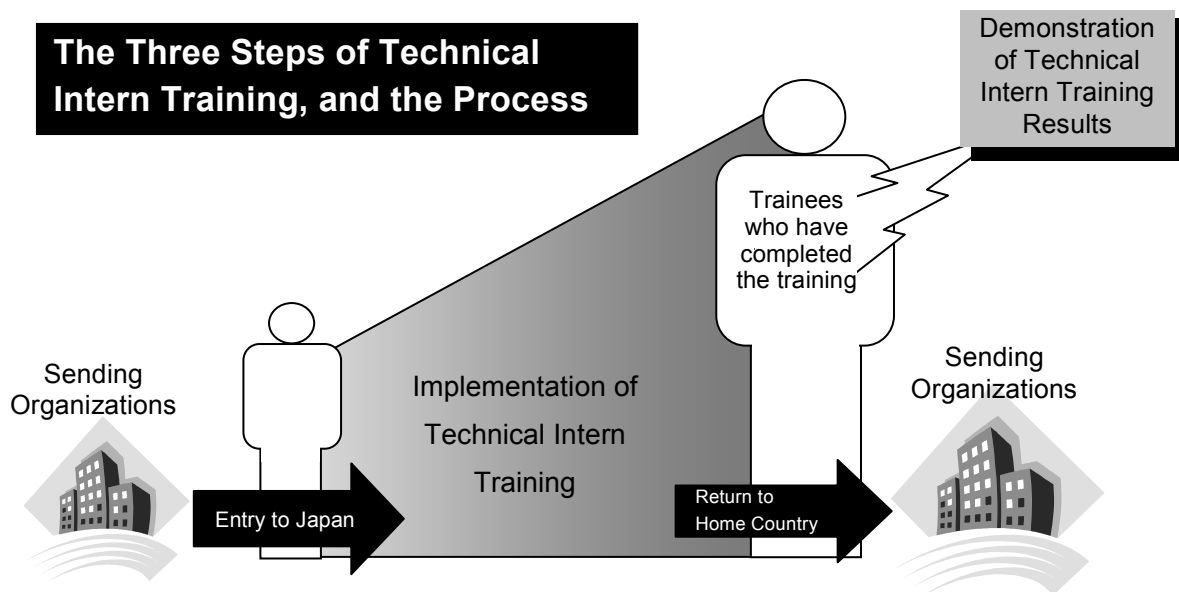
#### **(6) Considerations regarding sending costs**

Organizations that are looking to send technical intern trainees need to consider the anticipated effectiveness of program utilization; i.e., to carry out a cost-effectiveness comparison, in addition to totaling all the costs. Sending costs depend on the range of duties and roles to be undertaken by supervising organizations; therefore, it is necessary to negotiate these matters with supervising organizations. In keeping with the stated purpose of the program, it is prohibited to impose excessive burdens on technical intern trainees and their families.



### 2-3. Understanding the entire process from preparation prior to dispatch through accepting returned trainees, to follow-up

Organizations that wish to send technical intern trainees need to take the entire process from preparation prior to send through accepting returned trainees to follow-up into account when sending them. For reference, the following chart shows the flow and scenario of principal matters that occur when sending technical intern trainees.



<Implementation by sending organization>

1. Preparation prior to send	2. Technical intern training in Japan	3. Returning to sending companies
<ul style="list-style-type: none"> <li>1. Understanding the needs of technical intern training</li> <li>2. Adjustment with supervising organizations</li> <li>3. Structure establishment for sending organizations</li> <li>4. Selection</li> <li>5. Conclusion of employment contract between implementation organizations and technical intern trainee candidates</li> <li>6. Pre-dispatch education</li> <li>7. Sending to Japan</li> </ul>	<ul style="list-style-type: none"> <li>1. Care while staying in Japan in cooperation with supervising organizations</li> </ul>	<ul style="list-style-type: none"> <li>1. Acceptance of returned trainees</li> <li>2. Follow-up</li> </ul>

<Implementation by supervising organization>		
1. Acceptance preparation	2. Technical intern training	3. Follow-up
<ul style="list-style-type: none"> <li>1. Understanding the needs of technical intern training</li> <li>2. Drafting Plans for Technical Internship Training ( i )</li> <li>3. Immigration/residence procedures</li> </ul>	<ul style="list-style-type: none"> <li>1. Implementation of lectures</li> <li>2. Supervising of technical intern training</li> <li>3. Acting on consultations with technical intern trainees</li> <li>4. Responding if the technical intern training cannot continue</li> <li>5. Preparation for returning to home countries</li> </ul>	<ul style="list-style-type: none"> <li>1. Follow-up</li> </ul>

### **3. Role and Structure Establishment of Sending Organizations**

This chapter describes the roles and responsibilities of sending organizations when dispatching technical intern trainees to Japan. It also explains the type of structure that sending organizations need to establish in order to be able to properly and effectively send technical intern trainees.

#### **3-1. Roles and responsibilities of sending organizations**

The primary role of sending organizations is to complete a variety of essential procedures in order that, under the guidance and supervision of the relevant national government, efficient and accurate technical intern training can be carried out in accordance with the basic framework (refer to Chapter 4 below: “Accreditation by and Guidance from Government Contact Points in Sending Countries”) which was confirmed in the Record of Discussions (R/D) between JITCO in Japan and relevant governmental organizations in relevant countries (hereinafter, “government contact points in sending countries”).

Concrete roles and responsibilities have been decided through conferences and contracts with supervising organizations and implementing organizations. With regard to the process of sending technical intern trainees, it is crucial that sending organizations generally implement the following matters:

- (1) Thoroughly understand the outline and purposes of the programs and the entire process from preparation for dispatching through acceptance of returned trainees to follow-up.
- (2) Through conferences with supervising organizations in Japan, understand their needs and requirements in detail, and undertake to ensure that technical intern trainees are fully informed prior to their departure for Japan. Make the best matches between technical intern trainees and implementing organizations in the preferences and conditions.
- (3) Properly select suitable candidates for the Technical Intern Training Program and provide necessary and adequate education before dispatching them to Japan.
- (4) If supervising organizations request cooperation, provide support so that technical intern trainees who are dispatched to Japan steadily achieve their expected goals while pursuing mentally and physically healthy lifestyles in the foreign environment; and monitor whether or not they maintain close contact with their families while they are away.
- (5) Endeavor to receive and follow-up on technical intern trainees after they return to their home countries so that they can contribute to the development of local industries using the skills that they have acquired while training in Japan.

#### **3-2. Structure establishment of sending organizations**

In light of the above-mentioned roles, sending organizations need to prepare and construct efficient and accurate structures for the accomplishment of dispatching procedures, mainly

as per the points below, in accordance with relevant laws and regulations and guided by government contact points in sending countries for sending countries.

**(1) Establishment of sending system**

Sending organizations need to establish dispatching systems. It is necessary to receive guidance, supervision and permission from the relevant governmental organizations in sending countries.

**(2) Preparations for sending organization agreements and sending guidelines**

Sending organizations need to settle on clear items and ranges of dispatching procedures in their agreements and points.

**(3) Setting up an exclusive office**

Sending organizations should set up an office or separate unit that deals exclusively with sending activities, in cases where the organization carries out some other procedures (services associated with general manpower sending or trading, etc.).

**(4) Assigning full-time staff**

Sending organizations are required to assign full-time staff in order to be able to implement procedures accurately and efficiently in preparation for dispatching. Also, it is recommended that sending organizations assign full-time employee who are fluent in Japanese to maintain ongoing communication with supervising organizations or implementing organizations.

**(5) Considering the communication support system**

As the number of technical intern trainees increases, trainees may require more consultation and financial issues may arise. Then, there is an even greater need to communicate with supervising organizations and implementing organizations. In order to be prepared to efficiently deal with such issues, please consider the communication support system.

#### 4. Accreditation by and Guidance from Government Contact Points in Sending Countries

In order to properly send technical intern trainees, sending organizations must obtain accreditation from the government contact points in sending countries and receive guidance from them.

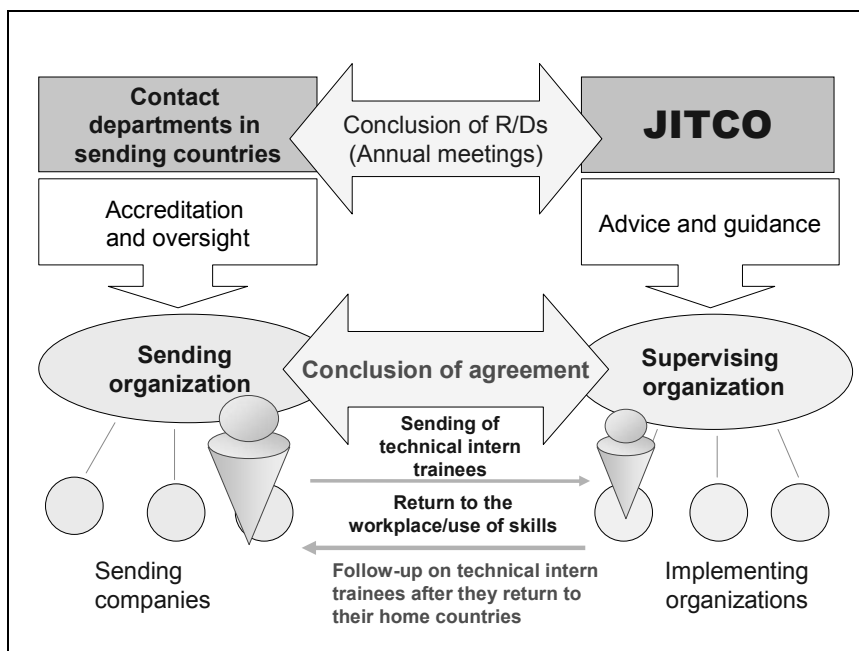
##### 4-1. Agreements between government contact points in sending countries and JITCO

Government contact points in sending countries and JITCO have undertaken to work together on effective development of the programs. The contents of the cooperation agreements are confirmed in the Record of Discussions (R/D).

##### 4-2. Annual meetings between government contact points in sending countries and JITCO

Based on R/Ds between JITCO and government contact points in sending countries, JITCO holds annual meetings to enable exchanges of information and opinions regarding pending matters and any issues that may exist between sending countries and Japan, in order to seek to resolve operational and management issues and improve the results of the programs through mutual cooperation. Also, through cooperation with government contact points in sending countries, JITCO holds seminars in sending countries for sending organizations, as the need arises, with the aim of developing appropriate operations and ensuring widespread and comprehensive dissemination of knowledge.

[Basic Framework of Government Contact Points in Sending Countries and JITCO]



#### **4-3. Accreditation by and guidance from government contact points in sending countries**

As they are in a position to guide and inspect the sending activities of technical intern trainees, the government contact points in sending countries check the eligibility of organizations that send participants. And, because they provide accreditation for sending organizations, they also contact JITCO regarding which organizations the government contact points in sending countries have authorized as eligible.

JITCO shows a list of accredited sending organizations by country on the JITCO website (<http://www.jitco.or.jp/>) for the information of supervising organizations and implementing organizations.

#### **[Note 3: Certification as sending organizations]**

1. In accordance with the revised Immigration Control Act, which enforced in July 2010, supervising organizations must obtain permit or submit documents for job placement services. Therefore, sending organizations that cooperate with supervising organizations must have permits for dispatch of technical intern trainees to Japan. For accredited sending organizations, JITCO obtains information on laws that underlie these permits, and posts it in both the original languages and Japanese on the JITCO website. However, as non-accredited sending organizations they must provide information on permit-related laws to supervising organizations, which then have to translate these laws into Japanese. Consequently, it is difficult to smoothly perform procedures for obtaining permit or submitting documents for job placement service.

2. When sending organizations become accredited, they are able to obtain appropriate information in a timely manner from the government contact points in sending countries. It is difficult for non-certified sending organizations to obtain such information. Moreover, it may be difficult to attend seminars for sending organizations held by JITCO in cooperation with the government contact points in sending countries.

3. If there are problems on the sending side and supervising organizations cannot accept technical intern trainees, non-accredited sending organizations cannot receive appropriate advice or guidance from the government contact points in sending countries. Consequently, problems may not be solved and technical intern trainees may not be sent to Japan.

#### **4-4. Reporting to government contact points in sending countries**

Sending organizations should regularly report on the sending status of technical intern trainees based on guidance from government contact points in sending countries; should also report immediately in the event of any problems or issues regarding technical intern training, and seek appropriate advice and guidance from governmental organizations.

## **5. Preparation for Dispatching**

This chapter explains details of preparations that sending organizations must undertake in order to dispatch technical intern trainees. The chapter is divided into three sections: 'Negotiations with supervising organizations', 'Selection of sending companies', and 'Selection of technical intern trainees'.

### **5-1. Negotiations with supervising organizations**

#### **(1) Selection of supervising organizations**

Please be conscious of the following four points when selecting supervising organizations. First, it must be verified that supervising organizations are able to accept technical intern trainees. Organizations that can accept technical intern trainees include (i) chambers of commerce and industry, and societies of commerce and industry, (ii) medium- and small-sized business associations, (iii) vocational training companies, (iv) agricultural cooperatives, (v) fisheries cooperatives, (vi) public interest incorporated associations and public interest incorporated foundations, and (vii) supervising organizations specified in notifications issued by the Minister of Justice.

Second, it is necessary to confirm that supervising organizations have obtained permit or submitted documents for job placement services. In accordance with the revised Immigration Control Act, which enforced in July 2010, acceptance of technical intern trainees by supervising organizations in cooperation with sending organizations is now deemed to be a job placement service. Therefore, supervising organizations must obtain or submit permits for job placement services, in accordance with the Employment Security Law. Please note that supervising organizations cannot accept technical intern trainees without having obtained permit or submitted documents for job placement service.

When applying for, or submitting, job placement service, supervising organizations must submit documents that demonstrate the partnering sending organizations' abilities to send technical intern trainees to Japan, together with documentation required under relevant laws concerning the sending of technical intern trainees. When supervising organizations request these documents, please cooperate with them.

The third point is whether or not supervising organizations have sufficient knowledge and understanding of the Technical Intern Training Program; for example, whether or not supervising organizations are obtaining accurate information about the technical intern training through the seminars conducted by JITCO and the teaching materials. In other words, it is necessary to ascertain if supervising organizations are enthusiastic about human development and sincere for international contributions through transfer of skills, which is the purpose of the programs. Supervising organizations that view their roles as worker dispatching service purely for profit should be avoided.

Fourth, it is necessary to check that supervising organizations' systems are established. Supervising organizations' most important role is managing (guiding and supervising) implementing organizations. Specifically, the revised Immigration Control Act, which enforced in July 2010, stipulates that supervising organizations are responsible for supervising implementing organizations throughout the three years of technical intern training. It is important for sending organizations to be confident that the supervising organization has established a system for advising and supervising affiliated individual implementing organizations by ensuring that the implementing organizations are fully informed about the program and understand the implementation structures of individual implementing organizations. It is also important to know if the supervising organization actually gives advice and supervises implementing companies appropriately, in cases where the supervising organization already has accepting experience. In particular, it should be ascertained whether or not supervising organizations with varied types of businesses or services across a broad range of fields are able to secure exclusive personnel for the programs for each job category and location, and are also able to inspect and report accurately. Also, where possible, sending organizations should inquire about affiliated companies' types of businesses, management situations, equipment and levels of technology, and check if there are any illegal employees and if one purpose of the training is simply to boost the labor force. Then, sending organization should judge, based on this information, whether or not it is possible in such situation to implement significant training.

## **(2) Agreements with supervising organizations**

Once a supervising organization has been selected, various matters should be discussed between sending organizations and supervising organizations, including rules that must be observed by supervising organizations, sending organizations, and technical intern trainees; duties to be performed; expenses to be borne by each party; and similar matters. In addition to the basic matters above, the contract should include implementation time, method for selecting technical intern trainees, number of trainees, pre-dispatch education, concrete plans such as measures to be taken in the event that problems arise, and practical matters such as preparing the prescribed application documents. It is necessary for sending organizations to formulate the time schedule up to the start of technical intern training, and take procedure forward by efficiently cooperating with supervising organizations.

## **(3) Contracts with supervising organizations**

Sending organizations conclude bilateral contracts or other agreements with supervising organizations based on conference results. Contracts form the basis of the Technical Intern Training Program, and need contain all fundamental matters, such as the purposes and goals of the program, their contents and durations, pre-dispatch education, shares of expenses, allowances for lectures and wages for technical intern trainees. In addition, the payment amount and methodology for management expenses for sending technical intern



trainees should be clarified in the agreement (see the text box below for management expenses for sending technical intern trainees).

JITCO has posted the following model agreement on its website, and it can be freely used for reference.

Agreement Concerning Technical Intern Training Program  
(Model Agreement)

- Chapter 1 General Provisions
  - Article 1 Objective
- Chapter 2 Basic Framework of TITP
  - Article 2 Period of Stay in Japan
  - Article 3 Lectures in Japan and Advance Lectures or External Lectures before Entry into Japan
  - Article 4 Technical Intern Training
  - Article 5 Technical Intern Training Coordinator and Adviser Assisting Technical Intern Trainees
  - Article 6 Requirements of Technical Interns Trainees
- Chapter 3 Employment Placement-related Operation
  - Article 7 Employment Placement by Business Tie-up of Sending Organization and Supervising Organization
  - Article 8 Roles and Duties of Sending Organization and Supervising Organization in Employment Placement
  - Article 9 Support of Sending Organization and Supervising Organization
  - Article 10 Agreement of Job Seekers and Person Seekers
  - Article 11 Confidentiality
  - Article 12 Share of Expenses for Employment Placement
  - Article 13 Selection of Technical Intern Trainees
- Chapter 4 Treatment of Technical Intern Trainees
  - Article 14 Treatment of Technical Intern Trainees
  - Article 15 Prohibition of Collection of Deposit
  - Article 16 Suspension of Technical Intern Training
  - Article 17 Temporary Return of Technical Intern Trainees
- Chapter 5 Roles and Duties of Sending Organization and Supervising Organization
  - Article 18 Roles and Duties of the Sending Organization
  - Article 19 Roles and Duties of Supervising Organization
  - Article 20 Guidance of Matters to be Observed by Technical Intern Trainees
  - Article 21 Follow-up after Return Home
  - Article 22 Measures concerning Accidents/Crimes/Runaway

Chapter 6	Expense Burden, etc.
	Article 23 Breakdown of Management Expenses for Sending Technical Intern Trainees
	Article 24 Miscellaneous Expenses Required for Sending Technical Intern Trainees
	Article 25 Breakdown of Expenses for Supervision of Technical Intern Trainees
	Article 26 Burden of Expenses
	Article 27 Treatment of Management Expenses for Sending Technical Intern Trainees
Chapter 7	Miscellaneous Provisions
	Article 28 Memorandum to Agreement concerning TITP
	Article 29 Interpretation of Agreement
	Article 30 Settlement of Dispute
	Article 31 Effectiveness of Agreement
	Article 32 Termination of Agreement

**[Note 4: Management expenses for sending technical intern trainees]**

Management expenses for sending technical intern trainees are expenses incurred by sending organizations for sending and related operations. Responsibility for these expenses and their amounts are determined through consultation among relevant parties. Supervising organizations pay these expenses to sending organizations. Management expenses for sending technical intern trainees include the following:

- Expenses for health examinations prior to sending of technical intern trainees
- Expenses for in-advance lectures including Japanese lessons and guidance on living in Japan (see NOTE 1)
- Expenses for communication and consultation with supervising organizations and implementing organizations (not including expenses related to job placement)
- Expenses for communicating to and making adjustments with companies that send technical intern trainees (not including expenses related to job placement)
- Expenses incurred by sending organizations in providing consultation, support and living guidance to technical intern trainees (including expenses for dispatching employees to Japan) (see NOTE 2)
- Expenses for responding to accidents occurred on technical intern trainees
- Administrative expenses including personnel expenses and office expenses for sending technical intern trainees (not including expenses related to job placement)

NOTE 1. Expenses related to lectures implemented abroad by supervising organizations (including those implemented by outsourced organizations abroad) are deemed to be expenses for supervision of technical intern trainee.

NOTE 2. Basically, supervising organizations or implementing organizations should be responsible for providing consultation, support and living guidance to technical intern trainees in Japan. Sending organizations play only supportive roles.

In addition to the above expenses, there are actual expenses incurred for each technical intern trainee scheduled to leave for Japan (expenses of sending them to Japan). Due to their nature, technical intern trainees may bear these costs themselves. Expenses required to send trainees include the following:

- Fees for obtaining passports and visas
- Domestic travel expenses before being dispatched and after return to home countries
- Expenses for dental examinations

Supervising organizations and sending organizations may consult with one another to determine the responsible party/parties and allotment ratio.

When paying management expenses for sending of technical intern trainees, the following three principles (transparency, fairness and appropriateness) must be followed:

- Principle of transparency: The flow of money must be clarified in the books.
- Principle of fairness: Following appropriate consultation, relevant parties determine the amount of management expenses depending on allocation of roles, and execute contracts.
- Principle of appropriateness: The amount of management expenses must be reasonably proportionate to the role assignment determined upon consultation. It must be a reasonable amount.

**[Note 5: Expenses for recruiting and selecting technical internal trainees]**

If supervising organizations perform free job placement services in accordance with the Employment Security Law, expenses collected by supervising organizations from implementing organizations should not include expenses incurred in introducing (recruiting, selecting, etc.) technical intern trainees (including actual expenses), regardless of reasons. As regards management expenses for sending of technical intern trainees, supervising organizations collect the required amounts from implementing organizations, and pay to sending organizations. If supervising organizations provide free job placement services, those organizations cannot collect from implementing organizations expenses incurred in recruiting and selecting technical intern trainees. Therefore, such costs recruiting and selecting may not be included in management expenses for sending technical intern trainees.

If supervising organizations perform job placement services for fees, part of the job-placement expenses that these organizations collect from implementing organizations may be paid to sending organizations separately from management expenses for sending technical intern trainees.

**[Note 6: Dual contracts]**

Documents concerning contracts between sending organizations and supervising organizations are submitted to regional immigration bureaus in Japan through the supervising organization. However, there have been cases of the two sides concluding double contracts with regard to wages, allowances for lectures and management expenses for sending technical intern trainees, and submitting only one of the contracts. Under the new system that enforced in July 2010, copies of employment contracts between technical intern trainees and implementing organizations must be submitted to regional immigration bureaus. Thus, the above-mentioned activity must never occur. If such activity is identified and authorities determine it to be a improper conduct, the organizations will be prohibited from accepting technical intern trainees for three or five years.

**5-2. Selection of sending companies**

**(1) Recruit of sending companies**

Generally speaking, there are two methods for recruiting candidates as technical intern trainees. One is recruiting candidates directly and then contacting the companies where potential candidates are working. The other method is selecting companies first and entering into contracts, and then having the companies send workers as technical intern trainees after taking into account the numbers of persons by age group, school career and occupational experience.

The former case has the advantage of enabling recruitment of a greater number of candidates with varied occupational experience from a wide range of fields; however, in contrast, it is a matter of concern that some persons who have applied using false career resumes and experience records will be included, so there is a weakness in that this system does not ensure proper implementation of technical intern training. On the other hand, in the latter model, sending organizations carefully examine and select sending companies, and those companies select candidates from among their employees. It can be expected that such candidates will be identifiable and have adequate work experience.

It is recommended that sending organizations recruit sending companies using the latter method, wherever possible.

## **(2) Matters to note concerning sending companies**

When selecting sending companies, sending organizations should pay attention to the fact that the skills acquired by technical intern trainees will be utilized after they return to their home countries. In addition, sending organizations should keep in mind that candidates for technical intern training who are expected to undertake practical work training are required to have already had experience in occupations and work activities similar to those included in the technical intern training programs in Japan.

## **(3) Selection of sending companies**

Sending organizations should select financially healthy sending companies with good management results and no apparent risk of bankruptcy, in order to satisfy the above-mentioned criteria. There are some important points in particular: (i) Sound management qualities, (ii) Good management performance, (iii) Companies that grasp each staff's identification, and (iv) Good matches of occupational types to programs. Sending organizations should pay attention to these matters and select sending companies with meticulous care.

## **(4) Contracts with sending companies**

It is important that sending organizations ensure that sending companies thoroughly understand the Technical Intern Training Program carried out in Japan. Sending organizations should also ascertain what kinds of people they would like to improve their skills and return to the workplaces, and what they want the trainees to learn, in order to ensure that sending companies select appropriate candidates to become technical intern trainees.

In addition to such recruitment and selection procedures, sending organizations need to provide pre-dispatch education to technical intern trainee candidates, which will require a certain amount of expenses to be incurred. With regard to this matter, sending organizations should have comprehensive discussions with sending companies as to who should bear these expenses and how they should be paid, before entering into formal contracts. If contracts are entered into informally, such as with verbal agreements and no documentation, problems could result. Therefore, please make sure that all contracts are in document form.

It is important to make it clear in such contracts that the expenses which should be borne, respectively, by supervising organizations and implementing organizations, and which expenses should be borne by sending organizations and sending companies. All of these points should be stipulated in the contract documents.

### **5-3. Selection of technical intern trainees**

The attributes of the trainees that sending organizations select for sending to Japan have an important bearing on the future success of the Technical Intern Training Program. Even though Japanese supervising organizations and implementing organizations strive to implement appropriate technical intern training, good results cannot be expected if the nature and enthusiasm of technical intern trainees are insufficiency.

#### **(1) Recruitment of technical intern trainees**

Sending organizations need to learn what types of people are suitable by holding discussions with supervising organizations and implementing organizations.

In addition, sending organizations should make maximum efforts to obtain and disseminate information on various conditions such as allowances for lectures, wages, periods and locations for the technical intern training. If sending organizations request supervising organizations and implementing organizations to provide explanations with photos or videos in advance and then show those items to the technical intern trainee candidates, it will be easier for them to understand the situation. (This method can be used for pre-dispatch education.)

The primary objective of the Technical Intern Training Program is to acquire skills. Therefore the sending organizations should exclude applicants who merely want to earn money as migrant workers, and target people for selection who fully understand what the Technical Intern Training Program carried out in Japan is all about and are enthusiastic about learning.

#### **(2) Confirming qualification requirements for technical intern trainees**

In order to gain status of residence “Technical Intern Training (i)(a)” under Japanese immigration control laws, technical intern trainees must satisfy certain criteria stipulated in laws and regulations. Refer to the section “1-1. Explanation of the program” for details. When selecting technical intern trainees, sending organizations should check that candidates meet all the criteria.

#### **(3) Decisions on candidates of technical intern trainees**

In selecting technical intern trainees, sending organizations use methods such as interviews and technical examinations. Because technical intern trainees will be living in foreign country with a different culture and customs from their home countries, mental and attitudinal considerations are also important. Sending organizations should select technical intern trainees who are both physically and mentally healthy, and who are eager to learn. An outline of this program must be fully explained not only to technical intern trainees but also to their families so that they will understand that the primary purpose of going to Japan is not to earn money but to be successful after returning home.

In the final stage of selection, it is important that personnel from implementing organizations participate on-site, in addition to the Japanese supervising organizations, so that they will have an opportunity to observe technical intern trainees' personalities, experience and job performance from the accepting side's perspective.

**[Note 7: Elimination of brokers]**

Sending organizations should carry out recruitment and selection of candidates for technical intern traineeship in a responsible manner, in cooperation with the accepting side, and should avoid any intervention by brokers.

**(4) Conclusion of sending contracts with technical intern trainees**

Sending organizations need to conclude contracts for sending, using documentation that has been agreed upon with the technical intern trainees. Contracts need to be conducted in documents to clarify the sending conditions among all concerned and to prevent occurrence of future problems.

The contents of contracts concluded between sending organizations and technical intern trainees are based on the contracts between the sending organizations and supervising organizations, and between technical intern trainees and implementing organizations, and should include the following items:

- Responsibilities of sending organizations and technical intern trainees
- Names, addresses and industry types of Japanese supervising organizations and implementing organizations
- Types of occupations and work activities for technical intern training
- Periods and hours of technical intern training
- Round-trip expenses
- Conditions such as allowances for lectures and wages
- Costs to be borne by technical intern trainees
- Measures to be taken in the event of problems
- How to handle cases of absconding

**[Note 8: Prohibition against collection of deposits]**

In accordance with the revised Immigration Control Act, which enforced in July 2010, supervising organizations will not be permitted to accept technical intern trainees if their cooperative sending organization attempt to collect deposits from the trainees or their families. Please note the following three situations where acceptance of technical intern

trainees is not permitted:

- (i) When sending organizations collect deposits from technical intern trainees or their families and manage their money and/or other assets (including when sending organizations expect to manage such assets until the end of the technical intern training period)
- (ii) When sending organizations have concluded contracts that include unreasonable transfer of money and assets such as penalties concerning technical intern trainees' nonfulfillment of labor contracts (including when such contracts are expected to be concluded before the end of the technical intern training period)
- (iii) When sending organizations, supervising organizations, implementing organizations and/or job placement agencies have concluded contracts that include unreasonable transfer of money and/or assets such as penalties concerning technical intern trainees' nonfulfillment of labor contracts (including when such contracts are expected to be concluded before the end of technical intern training)

#### **(5) Conclusion of employment contracts with technical intern trainees**

Those who passed their final interviews and are selected as technical intern trainees will conclude employment contracts with implementing organizations. In accordance with provisions of Japan's Labour Standards Law, the implementing organizations must explain labor conditions in writing (e.g., wages and work hours). To help technical intern trainees better understand the labor conditions, the implementing organizations must provide such explanations using documents written in both Japanese and the trainees' native languages.

The revised Immigration Control Act, which enforced in July 2010, requires that copies of employment condition documents (Notice of Employment Conditions) signed by technical intern trainees be submitted at the time of application for a Certificate of Eligibility for the Status of Residence in order to show that labor conditions have been fully explained to technical intern trainees and that they understand those conditions. Based on the "Notice of Employment for Foreign Workers (model)" prepared by the Ministry of Labour, Health and Welfare, JITCO has created "Employment Terms and Conditions" (available in Chinese, English, Indonesian, Vietnamese, Thai, and Filipino) as notice of employment conditions for technical intern trainees.



## **6. Pre-dispatch Education for Technical Intern Trainees**

As a prerequisite for sending technical intern trainees to Japan, sending organizations need to carry out pre-dispatch education in line with the following contents in order to ensure proper and efficient implementation of technical intern training. Please also familiarize yourself with the process for reducing the number of lecture hours required upon entry to Japan.

### **6-1. Details of required pre-dispatch education**

#### **(1) Technical Intern Training Program**

Sending organizations need to provide technical intern trainees with explanation of the Technical Intern Training Program and its objectives in detail. “Outline of Technical Intern Training Program” (only in Japanese), edited and published by JITCO, explains this program in an easy-to-understand and systematic manner. Please utilize this as reference material to aid in better understanding the program. JITCO has also created and distributed “Technical Intern Training Guidebook for Technical Intern Trainees” (in Japanese, English, Chinese, Indonesian, Vietnamese, Thai and Filipino). This can be used by technical intern trainees to gain a better understanding of the program.

#### **(2) Instructions regarding mental readiness and responsibilities of technical intern trainees**

Sending organizations, as parties that conclude contracts for dispatching technical intern trainees to Japan, should particularly instruct technical intern trainees about the following matters before they depart:

- (i) Explain that the purpose of the Technical Intern Training Program is to provide an opportunity for technical intern trainees to acquire skills with a view to utilizing what they have learned when they return to their home countries. Please ensure that they fully understand this.
- (ii) Explain the traffic rules in Japan and basic daily living information such as how to put garbage out; instruct them to faithfully follow these rules while living in Japan.
- (iii) Direct them to follow the instructions given by the supervising organization and implementing organizations, to work diligently at their technical intern training activities after entering Japan, and to acquire the necessary technologies and skills before returning to their home countries.
- (iv) Because of the change in their living environment, instruct them to be careful about their eating habits and general health; encourage them to team up with other trainees for mutual support and assistance.
- (v) Instruct them not to be tempted to abscond from the implementing organizations by suggestions such as, “There are better paid jobs.”

(vi) Notify them that they must pass Basic Grade 2 of the National Trade Skills Tests in order to advance to the second year of technical intern training. Encourage them to work diligently to acquire technical skills and learn Japanese. Furthermore, instruct them to take a positive approach to examinations and pass Basic Grade 1 and Grade 3 of the National Trade Skills Tests within the technical intern training period.

**[Note 9: Prohibition against absconding]**

Sending organizations should constantly ensure that technical intern trainees clearly understand that “absconding is strictly prohibited” and holds no benefits for them or their sending organizations. In other words, sending organizations should explain thoroughly the following consequences; absconding not only causes loss of confidence in sending organizations but also places the absconders in uncertain as to their legal status of residence, and they will be forced to return to their home countries by the Japanese government.

JITCO Measures Against Absconding

[Guide to Prevention Measures Against Absconding for Supervising Organizations and Implementing Organizations]

1. Selection of sending organizations and building of trustful relations
2. Proper selection of technical intern trainees
3. Request to sending organizations for pre-dispatch education
4. Education for technical intern trainees after entering Japan
5. Proper payment of allowances for lectures and wages, and prohibition against deduction of management expenses for sending technical intern trainees
6. Consultation on and guidance for living in Japan
7. Measures to be taken in case that absconding occurs
8. Elimination of nefarious brokers soliciting illegal labor
9. Follow-up after return to home countries

In addition to the above items, JITCO inspects supervising organizations and implementing organizations regarding the residential status of technical intern trainees and the implementation status of technical intern training, and provides guidance where improvement is necessary. In particular, JITCO requests supervising organizations and implementing organizations for which absconding is a frequent occurrence to analyze the problem and to develop and implement countermeasures.

### **(3) Laws and regulations concerning protection of technical intern trainees**

(i) Ministerial ordinances concerning landing criteria stipulate the following as items to be acted on by supervising organizations and implementing organizations:

- A. Supervising organizations or implementing organizations must secure accommodation for technical intern trainees (free of charge during the lecture period. After the lectures, the trainees pay an appropriate rent).
- B. Technical intern training must be performed under the instructions of technical intern training coordinators.
- C. Implementing organizations must have advisers assisting technical intern trainees.
- D. Supervising organizations must establish consultation systems for technical intern trainees.
- E. If technical intern training cannot be continued at implementing organizations, supervising organizations must make an effort to find organizations that can take on their technical intern trainees.
- F. Supervising organizations must commission external instructors to hold classes concerning technical intern trainees' legal protection during the post-entry lecture period.
- G. Supervising organizations or implementing organizations must take measures concerning workers' accident compensation insurance (such as reporting participation in such insurance) before technical intern trainees begin their activities to acquire skills.
- H. Supervising organizations must take measures to ensure technical intern trainees' return to their home countries, including securing travel expenses.

(ii) Since employment contracts executed between technical intern trainees and implementing organizations are not in effect during the lecture period, supervising organizations must provide necessary living expenses to technical intern trainees in the form of allowances for lectures. The Ministry of Justice guidelines stipulate that the amount of allowances for lectures must be disclosed to technical intern trainees before they enter Japan. In addition, supervising organizations need to submit an "Outline of Treatment during the Training Period" to regional immigration bureaus when applying for a Certificate of Eligibility for Status of Residence.

(iii) Once employment contracts concluded with implementing organizations before entry to Japan take effect, after lectures, technical intern trainees become workers and the following labor-related laws and regulations and national insurance are applied to them in the same manner as they are applied to Japanese workers:

- A. Labour Standards Law
- B. Minimum Wages Law
- C. Industrial Safety and Health Law
- D. Workers' Accident Compensation Insurance Law

- E. Employment Insurance
- F. Health Insurance or National Health Insurance
- G. Welfare Pension Insurance or National Pension Plan

#### **(4) Implementation of Japanese language education**

Familiarity with the Japanese language is critical in enabling technical intern trainees to both acquire skills efficiently and safely and maintain good physical and mental health while living in Japan. Therefore, it is supremely important that they improve their Japanese language skills through communication with Japanese-speaking technical intern training coordinators and others.

Supervising organizations are obliged to provide trainees with Japanese language education soon after they arrive in Japan; however, if technical intern trainees have learned basic Japanese in advance, the effectiveness of those studies will be enhanced once they enter Japan and begin using the language on a daily basis. Sending organizations should, accordingly, discuss with supervising organizations regarding the level of Japanese study that is expected before technical intern trainees are dispatched, and then provide the appropriate Japanese education.

One of the more effective methods is to maintain continuity between the Japanese language education implemented by supervising organizations and the contents and educational materials used.

JITCO has set up the "JITCO Japanese teaching material plaza (NIHONGO KYOZAI HIROBA)" to assist those who teach Japanese language to technical intern trainees both within and outside of Japan. Japanese educational materials and information relating to Japanese language education are provided free of charge on the JITCO website.

JITCO has also developed Japanese language education materials for beginners, "Dozo Yoroshiku" ("Nice to Meet You") is available (with CD) in Chinese, English, Indonesian and Vietnamese for use by technical intern trainees before they depart for Japan. Please use it with the above guide.

#### **(5) Orientation for living in Japan**

Technical intern trainees come to Japan to acquire skills, so their day-to-day lifestyles differ from those of short-stay tourists. Instead, they live as long-stay, albeit temporary members of Japanese society. If they cannot enjoy everyday life in a mentally and physically healthy manner, there is little hope of their achieving the original goal of acquiring skills. In order for them to achieve this goal, it is important for technical intern trainees to quickly become comfortable with Japanese customs, manners and public morality.

Sending organizations should help technical intern trainees to acquire the minimum knowledge and know-how essential for living in Japan during their pre-dispatch education. This book describes the principle and fundamental points in Notes 11 and 12. Please refer to them.

In addition, implementing organizations are been tasked with allocating advisers assisting technical intern trainees to whom technical intern trainees can refer for advice on general matters regarding living in Japan. Implementing organizations should advise technical intern trainees that they should not hesitate to consult with their advisers assisting technical intern trainees in order to avoid potential problem situations and enjoy comfortable lives during their stay.

Sending organizations can request the accepting side to provide visual media such as videos and photos of the working and living environments; for example, dormitories and companies where they will spend most of their time during their stay in Japan. The sending organizations should explain details so that life will be easier to understand for the technical intern trainees.

**[Note 10: Cooperation of returned trainees and families]**

If sending organizations provide a chance for new candidates to hear stories from returned trainees about their experiences as part of the pre-dispatch education, they will better understand the technical intern training conducted in Japan. This can also be extremely effective in preventing mismatching between technical intern trainees and supervising organizations and implementing organizations.

It is also effective to have technical intern trainees' family members attend the pre-dispatch orientation, or to arrange some other opportunity to get family involved so that they can gain an accurate understanding of the conditions surrounding a long-term stay in Japan.

**[Note 11: Guide to Life in Japan]**

Sending organizations should explain to technical intern trainees basic matters such as weather and climate, dormitories and housing, how to put garbage out, shopping, traffic rules and facilities, and the police system.

JITCO has prepared guidebooks on life in Japan and health management and their use is recommended.

- "Guide to Life in Japan" (available in English, Chinese, Indonesian, Vietnamese and

Thai)

Information that technical intern trainees need to know in order to quickly adapt to Japanese living conditions, including living rules and social manners

- “Health Care Guide” (available in English, Chinese, Indonesian, Vietnamese and Japanese(Hiragana))

Suggestions about how to consult medical institutions, , how to pay medical expenses and how to use insurance

**[Note 12: Contact information in Japan]**

Sending organizations should provide contact information for technical intern trainees, such as names, addresses, telephone and fax numbers, website and e-mail addresses of JITCO, sending organization’s branch office in Japan, and embassies and consulates, and instruct candidates to keep this information on hand.

**6-2. Requirements to enable shortening of lecture hours after entry to Japan due to advance lectures attended abroad**

The revised Immigration Control Act, which enforced in July 2010, requires that supervising organizations provide technical intern trainees with at least the prescribed number of hours of lectures. It is stipulated that the total number of lecture hours be no less than one-sixth of the total number of activity hours scheduled for “Technical Intern Training (i)(b)”. However, if technical intern trainees have attended advance lectures that meet prescribed requirements prior to entering Japan, the total number of lecture hours may be reduced to one-twelfth or more.

**(1) Requirements concerning organizations conducting advance lectures**

One of the requirements to enable shortening of lecture hours provided upon entry to Japan concerns organizations that conduct advance lectures abroad prior to entry. There are two types of such lectures: those conducted by supervising organizations and those conducted by external organizations other than supervising organizations.

**(i) Advance lectures abroad conducted by supervising organizations**

There are two methods whereby supervising organizations can conduct lectures abroad prior to entry to Japan.

- A. Supervising organization personnel travel abroad on business or reside abroad in order to conduct lectures at facilities arranged by supervising organizations.
- B. Supervising organizations bear the costs of and commission external organizations (sending organizations, Japanese language schools, and other organizations abroad

capable of properly conducting lectures abroad) to hold advance lectures.

In the case of (B) above, supervising organizations must directly conclude outsourcing contracts with sending organizations, Japanese language schools or other organizations abroad to conduct advance lectures. Organizations commissioned to provide advance lectures may not be able to re-commission those lectures to other organizations.

**(ii) Advance lectures conducted by external organizations other than supervising organizations (external lectures)**

Advance lectures are performed not by supervising organizations but by external organizations. There are two types of external lectures:

- A. Those conducted by foreign public organizations
- B. Those conducted by foreign educational organizations

If these external lectures are provided, supervising organizations must consult with foreign public or educational organizations (main entities conducting the lectures) about curriculum (details of each subject, its level, etc.) and verify that these lectures are at the same level or better than those conducted in Japan.

**(2) Requirements concerning advance lecture contents**

Requirements concerning advance lecture contents are as follows:

**(i) Advance lectures conducted by supervising organizations**

- A. Supervising organizations must conduct lectures
- B. Lectures must be conducted abroad within six months prior to entry to Japan
- C. Lectures must cover the following three subjects:
  - 1) Japanese
  - 2) General knowledge regarding everyday living in Japan
  - 3) Other knowledge required in order to effectively acquire skills in Japan
- D. Lecture duration must be one month or more and 160 hours or more

**(ii) External lectures conducted by foreign public or educational organizations**

- A. Either of the following organizations shall provide lectures:
  - 1) Foreign public organizations
  - 2) Foreign educational organizations
- B. Lectures must be conducted abroad within six months prior to entry to Japan
- C. The purpose of the lectures should be helpful for the technical intern training in which technical intern trainees will participate in Japan
- D. Lectures must cover the following three subjects:
  - 1) Japanese
  - 2) General knowledge regarding everyday living in Japan

3) Other knowledge required in order to effectively acquire skills in Japan

E. Lecture duration must be one month or more and 160 hours or more

If these lectures or external lectures are provided abroad before entry to Japan, The shortening the lecture duration in Japan will be permitted.

**(3) Types of advance lectures**

Types of advance lectures are outlined in the table below:

**Types of advance lectures (lectures and external lectures abroad)**

Lecture type	Organizations conducting lectures	Foreign organizations that provide lectures	Commissioned by supervising organizations	Verification of curriculum by supervising organizations
Lectures conducted abroad by supervising organizations	Supervising organizations	Facilities reserved by supervising organizations to conduct lectures	No	Conducted by supervising organizations
Lectures conducted abroad by supervising organizations (commissioned)	Supervising organizations	Sending organizations, Japanese language schools, etc. abroad (organizations capable of properly conducting lectures)	Yes	Commissioned
External lectures	a. Foreign public organizations	Same as at left	Yes/No	Verification required
	b. Foreign educational organizations	Same as at left	Yes/No	Verification required

**(4) Proper implementation of advance lectures**

Advance lectures (both “lectures” and “external lectures” conducted abroad) must be at the same level as or higher than those conducted in Japan.

Therefore, if it can be proved that advance lectures are not conducted properly, a Certificate of Eligibility for Status of Residence may not be issued and regional immigration bureaus may become very cautious when considering applications from the supervising organizations concerned afterwards.

If such dishonesty is identified, it may be considered that these supervising organizations had submitted “false applications.”



**(5) Relationship between pre-dispatch education at sending organizations and advance lectures to enable shortening of lecture period**

Even in cases where supervising organizations conduct their own overseas advance lectures over a period of one month or more and 160 hours or more, it is necessary and desirable for sending organizations to provide pre-dispatch education around the same time in order to supplement any shortfalls in the lectures, or to provide a higher level of education.

And, even if supervising organizations commission sending organizations to conduct advance lectures, it is desirable to provide necessary pre-dispatch education separately from the number of lecture hours commissioned.

In either case, sufficient consultation must be carried out with supervising organizations to determine objectives (what level of knowledge technical intern trainees must acquire in which area before entry to Japan), and education should be provided for the effective number of hours.

## 7. Dispatching Technical Intern Trainees to Japan

Explained in this chapter are services that sending organizations must perform when selecting and dispatching technical intern trainees to Japan.

### 7-1. Implementation of medical examinations

Sending organizations need to implement medical examinations of individual technical intern trainee candidates for selection and dispatch to Japan, and to report the results thereof to supervising organizations. These medical examinations are important in assessing the health conditions of prospective technical intern trainees, so the examinations should be carried out by reliable medical institutions. Refer to the “Health Examination Personal Card (Prior to Dispatch)” for the examination items to be covered. In cases where infectious or endemic diseases are present in the sending countries (or local areas), add them to the examination items.

#### **[Note 13: Implementation of medical examinations by reliable medical institutions]**

Every year, deaths from brain and heart diseases occur among technical intern trainees. To reduce the likelihood of health-related incidents, sending organizations should implement comprehensive medical examinations by totally reliable medical institutions before dispatching technical intern trainees. In the event that any of the examination results are unsatisfactory, the sending process for the technical intern trainees concerned must be halted. Sending organizations must be sure to report the results of the examinations to supervising organizations. (Pay particular attention to contagious diseases such as tuberculosis and hepatitis, and also brain, heart and mental illnesses.)

#### **[Note 14: Dental treatment]**

Dental treatment is usually extremely expensive in Japan. Patients must pay 30% of treatment costs, even if they have health insurance and/or national health insurance cover. Moreover, dental treatment is not covered under optional private indemnity insurance plans for technical internal trainees. Therefore, trainees could be liable for high dental treatment costs. In light of the above, sending organizations should advise technical intern trainees to have dental check-ups and undergo appropriate treatment for any serious dental condition before traveling to Japan.

Health Examination Personal Card (Prior to Dispatch)

Name		Date of Birth	Y M D	Examination Date	Y M D
		Gender	Male: Female	Age	Years
Work history		Blood pressure (mmHg)			
Anamnesis		Anemia exam	Hemoglobin (g/dl)		
			Erythrocyte (10,000 /mm <sup>3</sup> )		
Symptoms noticed by patient		Hepatic function	GOT (IU/l)		
			GPT (IU/l)		
			γ -GTP (IU/l)		
Objective symptoms		Blood lipids	LDL cholesterol (mg/dl)		
			HDL cholesterol (mg/dl)		
			Triglyceride (mg/dl)		
Height (cm)		Blood sugar exam(mg/dl)			
		Urine exam	Sugar		- + + + + + +
			Albumin		- + + + + + +
Weight (kg)		Electro-cardiogram			
BMI		Other statutory examinations			
Chest (cm)		Other examinations			
Vision	Right	( )	Other examinations		
	Left	( )			
Hearing	Right 1,000Hz 4,000Hz	1. Clear 2. Comment 1. Clear 2. Comment	Doctor's diagnosis		
	Left 1,000Hz 4,000Hz	1. Clear 2. Comment 1. Clear 2. Comment	Examining doctor's name		
Chest X-ray	Direct Indirect Image: Y M D	Doctor's opinion			
		Consulting doctor's name			
		Health examination by a dentist			
Film No.	No.	Examining dentist's name			
Remarks		Dentist's opinion			
		Consulting dentist's name			

## Remarks

1. This card should be used when health examinations are performed at the time of employment, in accordance with Articles 43, 47 or 48 of the Industrial Safety and Health Regulation, or when health examinations are performed in accordance with Article 66-4 of the Industrial Safety and Health Law.
2. BMI should be calculated using the following equation.

$$BMI = \frac{\text{Weight (kg)}}{\text{Height (m)}^2}$$

3. For the “Vision” column, the results should be written inside the brackets if the eyesight is corrected, and marked outside the brackets if it is uncorrected.
4. In the “Other statutory examinations” column, results of items not applicable for health examinations under Article 47 of the Industrial Safety and Health Law and for health examinations under Article 66-4 of the Industrial Safety and Health Law should be entered.
5. The “Doctor’s diagnosis” column should be filled in using terms such as, ‘normal,’ ‘more thorough examination required,’ or ‘treatment required.’
6. Regarding the “Doctor’s opinion” column, in the case of a doctor judging a condition to be abnormal as a result of the health examination, the doctor should enter comments about occupational measures to be taken.
7. The “Health examination by a dentist” column should be filled in when a health examination as provided for under Article 48 of the Industrial Safety and Health Regulation has been carried out by a dentist.
8. Regarding the “Dentist’s opinion” column, in the case of a dentist judging a condition to be abnormal as a result of the health examination, the dentist should enter comments about occupational measures to be taken.

## **7-2. Contacts and arrangements with supervising organizations**

Sending organizations need to obtain a Certificate of Eligibility for Status of Residence “Technical Intern Training (i)(b)” from the Japanese government in order to enable the technical intern trainees to enter Japan. Supervising organizations take responsibility for completing these formalities on behalf of technical intern trainees in foreign countries. Sending organizations are required to prepare the documentation required to apply for issuance of a Certificate of Eligibility for Status of Residence, such as copies of technical intern trainees’ ID cards or passports (pages for social status), photos of the technical intern trainees, letters of dispatch for technical intern trainees, letters of recommendation by public organizations in sending countries, outlines of the sending organizations and dispatch contracts concluded between sending organizations and technical intern trainees, etc. Sending organizations should prepare the required documents in collaboration with supervising organizations and implementing organizations.

## **7-3. Departure formalities**

After receiving a Certificate of Eligibility for Status of Residence issued to a technical intern trainee by the Minister of Justice (or director of relevant regional immigration bureau) via the supervising organization, the sending organization needs to produce the certificate and follow the procedures for visa application at a Japanese embassy or consulate. Inquiries regarding the required application documents can be made directly to the relevant diplomatic or consular office in sending country.

After receiving his/her visa, the technical intern trainee carries out departure formalities. Sending organizations should follow all the required procedures and check with relevant government authorities in the sending countries so that the technical intern trainees can depart without problems.

## **7-4. Formalities for entry to Japan**

Technical intern trainees need to complete certain entry formalities upon arrival in Japan. At that time, the trainees must produce their visa-stamped passports and their Certificate of Eligibility for Status of Residence. The effective period for a Certificate of Eligibility for Status of Residence is three months from the date of issue; therefore, sending organizations should pay attention to the timing and ensure that the technical intern trainees are able to enter Japan within that period.

Status of residence “Technical Intern Training (i)(b)” will be granted to technical intern trainees once they have been permitted to enter Japan.

JITCO assists technical intern trainees and supervising organizations and implementing organizations in streamlining Japanese entry formalities and residence procedures.

## **8. Care of Technical Intern Trainees during their stay in Japan**

During their time in Japan, technical intern trainees may occasionally encounter certain problems or issues, or contract an illness. In such cases, implementing organizations or supervising organizations are the parties of first resort for assistance. JITCO and administration organizations in Japan will also provide consultation and assistance, protect the rights of technical intern trainees, and offer necessary information. Sending organizations, as the parties responsible for dispatching, should explain such matters to the technical intern trainees and they should also support the care of technical intern trainees during their time in Japan, in the following ways.

### **8-1. Communication with technical intern trainees**

After dispatching technical intern trainees, sending organizations are required to make efforts to ascertain the training status of each trainee and to carefully monitor whether or not the training is being implemented in accordance with the contents that were agreed to with the supervising organizations and implementing organizations. Accordingly, it is desirable that, in cooperation with supervising organizations and implementing organizations, personnel from sending organizations visit Japan periodically and meet with the technical intern trainees. In cases where sending organizations are responsible for a considerable number of trainees, it is suggested that such organizations consider creating local offices and placing full-time resident personnel.

Such an approach would make it easier monitor and identify current status with regard to both aspects of the training programs and individuals' lives; for example, any changes in occupation types/work activities and contents of the programs; whether or not the technical intern training is progressing according to plan; whether or not technical intern trainees are settling into their new lifestyles; and whether or not they have any problems. As a rule, everyone finds it difficult to cope with certain aspects of living in a foreign country. Supervising organizations and implementing organizations have counselors, technical intern training coordinators, and advisers to assist technical intern trainees but sometimes mutual understanding is difficult due to language barriers. Sending organizations are responsible for bridging this gap. Therefore, it is important that such organizations receive periodic reports and other information from technical intern trainees. Another benefit is that technical intern trainees' current situations can be relayed to their families and family correspondence can be delivered to the trainees so that they will be able to concentrate on their technical intern training with peace of mind.

Every month, JITCO issues and delivers "Ginojishusei No Tomo" ("Technical Intern Trainee's Mate"), which contains necessary information for technical intern trainees, news from their home countries, and information from JITCO in Chinese, Indonesian,

Vietnamese, Thai and English, (with Japanese translation), as part of the organization's undertaking to look out for the interests of technical intern trainees.

## **8-2. Communication with supervising organizations and implementing organizations**

Supervising organizations and implementing organizations require that technical intern trainees get used to Japanese customs, culture and company rules as quickly as possible. However, occasionally it is reported that technical intern trainees who had lived untroubled lives in their home countries become stressed through being too considered when, in fact, they have not become used to the pace of training in Japan, the need for accuracy, or the scrupulous living customs; this could lead, at some point, to sudden development of a physical or mental health condition.

Sending organizations check the situations of technical intern trainees, for review purposes, about three months after their arrival in Japan when the technical intern trainees could reasonably be expected to have settled in. This review process equips the sending organizations to give proper advice to supervising organizations and implementing organizations, and to the technical intern trainees. If possible, it is desirable that sending organization personnel visit Japan and meet with their technical intern trainees in person.

### **[Note 15: Care during trainees' stays in Japan]**

1. Sending organizations should try to communicate with technical intern trainees using mail, e-mail, telephone calls and faxes as frequently as possible.
2. Sending organizations, supervising organizations and implementing organizations should make efforts to visit each other, using the opportunities for acceptance selections and various types of conferences. Sending organizations should make efforts to serve as information intermediaries, cooperating with supervising organizations and implementing organizations by such means as passing technical intern trainees information about their families through supervising organizations or implementing organizations, and receiving and transmitting to families reports on the technical intern trainees from supervising organizations or implementing organizations.
3. Sending organizations should ensure that they monitor the actual treatment of technical intern trainees (wages, allowances for lectures, technical intern training hours, utility fees, room rents, and expenses for social insurance and labor insurance), and whether or not there are any differences from the treatments that supervising organizations explained to them before dispatch, based on the application documents submitted to regional immigration bureaus.

It is prohibited for supervising organizations and implementing organizations to conclude double contracts. The conclusion clearly will indicate that their treatment of technical intern trainees is below the promised standard.

### **8-3. Responding to consultations from technical intern trainees**

Sending organizations should prepare to be able to easily respond to any type of consultation by setting up a system of windows for consultation with technical intern trainees and windows for discussion with supervising organizations. In addition, sending organizations should make effort to conduct problem resolution for questionable cases based on actual investigations in cooperation with supervising organizations. The revised Immigration Control Act requires that supervising organizations take measures to provide consultation to technical intern trainees. Sending organizations should notify consultation contact details for supervising organizations to technical intern trainees.

JITCO provides the following consultation windows in the languages of their home countries for technical intern trainees. Sending organizations should inform the trainees about these services.

#### **[Telephone consultation]**

Toll-free: 0120-022332	Non toll-free: 03-6430-1111
Indonesian:	Every Tuesday, 11 a.m. to 7 p.m. (Closed between 1 p.m. and 2 p.m.) Every Saturday, 1 p.m. to 8 p.m.
Chinese:	Every Thursday, 11 a.m. to 7 p.m. (Closed between 1 p.m. and 2 p.m.) Every Saturday, 1 p.m. to 8 p.m.
Vietnamese:	Every Friday, 11 a.m. to 7 p.m. (Closed between 1 p.m. and 2 p.m.) Every Saturday, 1 p.m. to 8 p.m.

### **8-4. Providing support in the event of technical intern trainee problems**

#### **(1) Measures against unpaid allowances for lectures and wages**

Sending organizations must advise technical intern trainees about the following matters and study the contents of “Outline of Treatment during the Training Period” and “Employment Contract”.

(i) Regarding the lecture period, supervising organizations must notify technical intern



trainees about allowances for lectures, before they enter Japan. With respect to labor conditions during skills-acquisition activities, implementing organizations issue employment contract documents and employment condition documents (including the amount of wages) at the time of execution of employment contracts. Sending organization must instruct Technical intern trainees to verify the contents of these documents. Legal deductions (tax and social insurance expenses) and other deductions (room rents and charges for water, electricity and heating) are mentioned in the Employment Contract; therefore, sending organizations should instruct technical intern trainees to obtain explanations from their supervising organizations and implementing organizations regarding the contents when concluding contracts.

(ii) Regarding monthly payments, instruct them to obtain detailed statements of wages from implementing organizations.

(iii) Allowances for lectures and wages are paid on a fixed day each month. In the event of delay or non-payment, technical intern trainees should consult with their supervising organizations or with JITCO or a Japanese public agency if their supervising organization fails to respond to questions. Sending organizations should tell technical intern trainees to contact.

Compulsory deductions from allowances for lectures or wages through arrangements between sending organizations and supervising organizations or implementing organizations, even for payments of personal loans, are not permitted; all parties concerned should take note of this prohibition.

**[Note 16: Wages Information]**

Technical intern trainees' wage information will show two different payment amounts: gross wage and net wage. As with Japanese workers, national and local government taxes, compulsory social insurance and workers' insurance, and deductions based on agreements between labor and management are deducted from the gross wage. Program participants should be made aware of this deduction system. Refer to the following list for an approximate indication of how much will be deducted.

List of items deducted from wages (as of September 1, 2010)

Type of Deduction		Wages
Legal deductions	Tax	Income tax (Standard taxable value): (Tax rate): (Deduction amount, quick calculation) Under ¥1,950,000: 5%: - Under ¥3,300,000: 10%: ¥ 97,500 Under ¥6,950,000: 20%: ¥ 427,500
		Residence tax (Standard taxable value): (Tax rate): (Deduction amount, quick calculation) Uniform rate: 10%: -
	National insurance premiums	Health insurance premiums Standard monthly pay amount × 4.75%: share (national average) Standard bonus amount × 4.75%: share (national average) (when covered by the Japan Health Insurance Association: the rate would be changed by each prefecture)
		Welfare pension insurance premium Standard monthly pay amount × 8.029%: share Standard bonus amount × 8.029%: share
		Employment insurance premium Wages amount × 0.6 %: share (the rate depends on the kind of industry)
	Deductions based on agreement	Rules in the agreement between labor and management based on the Labour Standards Law Depending on the rules of the agreement between labor and management (e.g. dormitory, accommodation, meal expenses)

(Note) Standard taxable value does not represent the gross wages of technical intern trainees; it refers to net wage amounts after deductions such as social insurance premiums. In addition, the actual tax amount can be arrived at by multiplying the standard taxable value by the tax rate and subtracting the deduction amount (quick calculation). Allowances for

lectures are provided by supervising organizations. Since these allowances are actual living expenses, they are not subject to deductions for tax and social insurance premiums. If meal expenses are to be deducted from the allowances, agreements thereon must be concluded in advance.

If technical intern trainees seek advice from sending organizations, those organizations should strongly request the supervising organizations to resolve the issues. The revised Immigration Control Act, which enforced in July 2010, specifically requires that supervising organizations take measures to provide consultation to technical intern trainees. It is recommended to verify the supervising organizations' consultation system in advance and to provide information to technical intern trainees. Another way to resolve issues is to arrange a first-language consultation with JITCO to seek advice or assistance. Please instruct technical intern trainees to use this service.

“Guidelines on Entry and Residence Management of Technical Intern Trainees ” has been published and distributed to assist with proper payment of allowances for lectures and wages. Please refer to it.

**[Note 17: Prohibition against withholding passports, etc.]**

Some supervising organizations and implementing organizations prohibit technical intern trainees from leaving their lodgings, or withhold trainees' passports and alien registration cards using the excuse that such action is taken to prevent potential problems, including absconding by trainee. Such inappropriate management of technical intern trainees could lead to human rights violations. Bear in mind, too, that technical intern trainees are required by law to carry their passports and alien registration cards with them at all times. If their documentation were to be withheld, they could be at risk of being charged with breaking the law.

Even if technical intern trainees ask that their documentation be withheld, these organizations should decline such request. The Japan Ministry of Justice could determine that a supervising organization or implementing organization has committed “improper conducts” and prohibit such organization from accepting technical intern trainees for up to five years, even though it may not be charged with an offence. Sending organizations must be conscious of these matters.

**(2) Measures against inconsistency with technical intern training plans**

Because the Technical Intern Training Program is designed to support acquisition of skills,

implementing organizations should consistently implement technical intern training based on the plans. Sending organizations should check if prescribed types of occupations for technical intern training, contents, and lectures are being carried out in accordance with the plans. In the event of inconsistency being observed, sending organizations should ask supervising and implementing organizations for correction. Please consult with JITCO as necessary.

### **(3) Measures in cases of mental health problems**

Technical intern trainees certainly suffer from culture shock, albeit to varying degrees. The experience can range from brief and mild through morbid symptoms or panic to severe culture shock. Sending organizations should implement sufficient pre-dispatch education of technical intern trainees and provide them with advice and useful tips to help them cope with such culture shock.

When trainees are mentally stressed, it is important that they receive first-language consultation. Therefore, sending organizations should prepare consultation windows for addressing such issues, to the greatest extent possible. When problems occur, counselors should visit Japan and interview the person, seek cooperation from the advisers assisting technical intern trainees on behalf of supervising or implementing organizations, enlist the help of the families of the person with problems, and lead them to recovery through united efforts. If the symptoms are especially serious, the technical intern trainees should be allowed to return to their home countries.

JITCO offers consultations by mental health advisors and consulting doctors (in Japanese). Please inform technical intern trainees about this service.

\*Consultation by Mental Health Advisors (in Japanese)  
Health Management and Mental Health Consultation  
for Technical Intern Trainees  
Every day (except Saturdays, Sundays and Public Holidays) 9 a.m. to 5 p.m.  
TEL: 03-6430-1173

### **(4) Measures against absconding**

In the event of absconding by technical intern trainee, not only the person involved and the supervising organizations and implementing organizations that allowed it to occur but also the sending organization will be asked to take responsibility. Therefore, the following measures should be taken.

(i) Sending organizations should select participants who have occupational experience related to the occupation type for technical intern training, are planning to work in the same

occupation after returning to their home countries, are passionate about learning Japanese industrial or occupational skills, and are also mentally and physically healthy, taking into account the conditions in supervising organizations and implementing organizations.

(ii) Sending organizations should explain, as part of the pre-dispatch education, that absconders have unavoidably miserable lives, such as getting involved in crimes through their insecure situations, and are consumed with anxiety about being forcibly repatriated once they are located. Sending organizations should make every effort to convince technical intern trainees that they should consult with supervising organizations, implementing organizations, JITCO and relevant administrative organizations in Japan if they have problems.

The revised Immigration Control Act, which enforced in July 2010, prohibits sending organizations which collect deposits for the purpose of preventing absconding from further accepting technical intern trainees. Please keep this in mind. Sending organizations should have arrangements whereby they are promptly and properly alerted by supervising organizations in the event of absconding cases, and they should endeavor to locate the missing persons using information from families and friends. And, they should reiterate the risks and repercussions of absconding to other participants.

**[Note 18: Prevention of absconding]**

There have been cases of technical intern trainees absconding from implementing organizations while they are in Japan. According to JITCO technical intern absconding statistics, one in a hundred interns disappear.

Under the Immigration Control Act, technical intern trainees are not permitted to deviate from technical intern training activities. Therefore, when selecting candidates, sending organizations should eliminate from further consideration any applicant whose primary objective is making money. They should also thoroughly instruct candidates regarding this matter as part of the pre-dispatch education. If occurrences of absconding are found to center on specific supervising organizations or sending organizations, their applications will be rejected by the Japanese Immigration Bureau.

**(5) Measures regarding fatal accidents**

In the event of a fatal accident or incident suffered by a technical intern trainee, the sending organization concerned should promptly contact the family of the decedent and take all possible measures for providing appropriate advice and transmitting information to both the supervising organization concerned and the deceased's family by acting as intermediary.

The sending organization should also work with the diplomatic missions abroad in Japan and the trainee's home country to complete the necessary formalities for bringing the family of the deceased to Japan. If the issue of compensation for the family of the deceased should arise, a fair solution should be arrived at, taking feelings of the family into consideration; for example, settling the compensation matters between the sending organization and supervising organization, etc. in advance, and then explaining them to the family.

Sending organizations should seek to address the reactions of other technical intern trainees, hold comprehensive discussions with the relevant supervising organizations and implementing organizations, and offer the organizations to take measures to prevent recurrence.

JITCO takes measures to reduce the risk of death, illness or injury of technical intern trainees. Refer to the following for details.

## JITCO Occupational Safety and Health Measures for Technical Intern Trainees

### 1. Advice to sending organizations

- (1) Demand to promote education on prevention of traffic accidents and on occupational safety and health practices before dispatching technical intern trainees to Japan
- (2) Observe the requirement for medical examinations of technical intern trainee candidates and request selection of physically and mentally healthy technical intern trainees

### 2. Consultation and guidance to implementing organizations

- (1) Visiting consultation and guidance to implementing organizations by occupational safety and health advisers
- (2) Mental health adviser by and advice from mental health advisers
- (3) Consultation and guidance by workers' accident compensation insurance advisers on application for and procedures for obtaining workers' accident compensation insurance for industrial accidents

### 3. Consultation with and support to technical intern trainees

- (1) Preparation and delivery of the "Technical Intern Trainee Handbook" in various languages (English, Chinese, Indonesian, Vietnamese, Thai and Filipino)
- (2) Preparation and delivery of the "Health Care Guide" in various languages (English, Chinese, Indonesian, Vietnamese, Japanese (Hiragana))
- (3) Preparation and delivery of the "Self-Diagnosis Chart of Mind and Body" in various languages (English, Chinese, Indonesian, Vietnamese, Thai, Tagalog, Mongolian, Cambodian, Japanese (Hiragana))
- (4) Preparation and delivery of the "Self-report Form and Assisted Diagnosis Card for Medical Institutions" in various languages (English, Chinese, Indonesian, Vietnamese, Thai, Tagalog and Mongolian)
- (5) Preparation and delivery of "A Guide to Safety and Health Management" and "A Guide to Better Health Management" in various languages (English, Chinese, Indonesian and Vietnamese)

### 4. Education and cultivate activities for supervising organizations and implementing organizations

- (1) Holding seminars for operators on preventing accidents and ensuring health
- (2) Holding seminars for technical intern training coordinators
- (3) Holding seminars on ensuring health
- (4) Holding seminars for advisers assisting technical intern trainees
- (5) Holding labor management seminars

## **(6) Other**

### **(i) Regarding return to home countries during the program period**

Technical intern trainees visit Japan with the aim of learning skills; however, in cases of unavoidable requirements to return before the program has been completed, possibly due to health problems or to family issues, sending organizations should cooperate with supervising organizations and implementing organizations in taking prompt action to respect the desire of trainees, and allow them to leave Japan.

If the reason for a technical intern trainee's return is injury as a result of some on-the-job accident, such trainee is entitled to a benefit under the workers' compensation system. In such cases, sending organizations should seek cooperation to ensure that supervising organizations and implementing organizations take appropriate action. Furthermore, if the trainee concerned has private indemnity insurance and the injury accident qualifies for payment of benefits under such insurance, payment should be made. Therefore, sending organizations should take appropriate actions in such cases in the same manner as for all technical intern trainees.

In cases where it is difficult for a technical intern trainee to continue his/her technical intern training program with the original implementing organization due to such organization experiencing a severe downturn or becoming bankrupt, the sending organization should ask the supervising organizations and implementing organizations to arrange transfer placement of the trainee with an alternative organization, and take all necessary steps to resolve matters such as unpaid lecture allowances and wages. In the event that it is impossible to arrange a transfer placement, the technical intern trainee concerned shall be counseled accordingly and allowed to return to his/her home country.

In such cases, JITCO can assist by introducing new placement opportunities, ensuring application of the national unpaid wages scheme, and taking prompt and strenuous countermeasures.

### **8-5. Support for families in home countries while technical intern trainees are away**

Sending organizations should provide information to trainees' families regarding the health conditions and living situations of program participants in Japan, through both the participants and the supervising and implementing organizations. If possible, sending organizations should seek to provide information, including the status of the technical intern training, by periodically publishing a "Technical Intern Trainees Information Magazine" for distribution to trainees' families, or illustrating trainees' life in Japan by means of photos. Sending organizations should also handle such matters as families needing to make urgent contact with technical intern trainees in Japan, acting as contact channels if the need arises.



#### **8-6. Communication with sending companies**

Sending organizations should provide information and reports to the relevant sending companies on the status of their trainees in terms of technical intern training progress and how the trainees are being treated while in Japan. Through such contacts, sending companies can not only monitor status and progress but also measure the results of the dispatch. In cases where sending companies judge that sufficient results have not been achieved, they can consult with or make proposals to supervising organizations regarding improvement.

#### **8-7. Support for temporary return and re-entry to Japan**

Cooperating with supervising organizations and implementing organizations in Japan, sending organizations should provide the necessary support to technical intern trainees who need to temporarily return home for ceremonial family occasions. In order for them to re-enter Japan with technical intern trainee status of residence, it is essential that formalities for “re-entry permission” are completed in Japan before they physically return. Sending organizations should cooperate with supervising organizations and implementing organizations to support such trainees in obtaining re-entry permission.

## **9. Return of Technical Intern Trainees to Home Countries**

Sending organizations must carry out the necessary procedures to ensure orderly return by technical intern trainees to their home countries, including formalities for returning, contact with families and smooth resumption of work at their original sending companies.

### **(1) Procedures for technical intern trainees returning home**

Sending organizations should determine the return schedules for dispatched technical intern trainees because they need to carry out formalities for returning, in cooperation with supervising organizations and implementing organizations, two months ahead of the planned returning date.

#### **[Note 19: Measures for ensuring return on the part of supervising organizations]**

Ministerial ordinances concerning landing criteria, which were revised in the revised Immigration Control Act, which enforced in July 2010, stipulate that supervising organizations shall take measures for ensuring return, such as guaranteeing return expenses. In particular, it is stipulated that supervising organizations or implementing organizations shall bear the full amount of return expenses in light of the purpose of the Technical Intern Training Program. This revision reflected the fact that there had been some cases where it became difficult to guarantee the return expenses of technical intern trainees who could not continue technical intern training as a result of implementing organizations becoming bankrupt.

### **(2) Contact with families in home countries while technical intern trainees are away**

When the return dates for technical intern trainees have been finalized sending organizations should contact their families in their home countries in advance regarding arrival dates and times, places (airports or ports), flight numbers and means of transport to the trainees' homes. It is a very happy occasion when technical intern trainees and their families are reunited.

### **(3) Supporting for Smooth return to sending companies and practical utilization of training**

In accordance with the promises that sending organizations have made to technical intern trainees, it is important that the organizations confer and cooperate with sending companies in advance of the return of their technical intern trainees in order for the trainees to resume work in their original workplaces. After confirming the technical levels that the technical intern trainees have acquired in Japan, and their ambitions, sending organizations should work with sending companies to support the smooth return of

returned technical intern trainees to their original jobs. In particular, sending companies should consider how to make maximum use of the acquired skills of the technical intern trainees. That is the purpose of the programs.

The technical levels that technical intern trainees have acquired in Japan can be verified through certificates that evidence success in the National Trade Skills Tests or skills evaluation examinations authorized by JITCO. JITCO also issues completion certificates when technical intern trainees have completed a prescribed period of technical intern training.

#### **(4) Supporting job-seeking/entrepreneurial opportunities for former job trainees**

The Technical Intern Training Program is operated on the principle of recruiting people who have experience working in the same types of jobs with applied occupation for technical intern trainees in their home countries. As an exception, it is possible that government contact points in sending countries could become a sending organization and dispatch former job trainees to Japan as technical intern trainees on the condition that they gain sufficient pre-dispatch education and provide adequate job placement assistance after the trainees complete their programs.

Sending organizations should play a positive role in supporting recruitment by Japanese companies and business start-up opportunities when technical intern trainees return to their home countries after completing the technical intern training. As an example, one national government implements group interviews for recruitment and conducts recruitment support forums. There have also been cases where government agencies have promoted business start-ups and conferred a fixed amount of subsidy for participants seeking to start business ventures using the skills, know-how and capital that they have acquired while in Japan.

#### **(5) Procedural support for lump-sum withdrawal payment from Japanese welfare pension scheme**

Technical intern trainees join the National Pension Plan or a welfare pension plan during their training terms and they pay the premiums for six months or longer. If they do not receive the disability pension, etc., they can request remittance of the lump sum within two years after returning to their home countries.

In cooperation with supervising organizations and implementing organizations, sending organizations should support technical intern trainees after they return in receiving their lump sum payments without problems. Returned technical intern trainees are required to submit the following documents to the Japan Pension Service when requesting payment. (3-5-24 Takaido-nishi, Suginami-ku, Tokyo 168-8505).

- (i) "Claim Form for the Lump Sum Withdrawal Payment" (complete the required items in the prescribed form)
- (ii) Copy of passport (pages that enable confirmation of final departure date from Japan, name, date of birth, nationality, signature, and status of residence)
- (iii) Documents which confirm the applicant's bank name, branch name, branch address, account number and account holder's (technical intern trainee's) name (such as a certificate issued by the bank or the "Claim Form for the Lump Sum Withdrawal Payment", including certification by the bank in the "Certified Bank Stamp" column.)
- (iv) Pension Handbook (The pension handbook will not be returned, so please be sure to make a copy before sending the original in case the content is needed for a subsequent inquiry.)

(For more details, please visit the website of the Japan Pension Service.  
(<http://www.nenkin.go.jp/>))

## 10. Follow-up

Sending organizations must follow up on technical intern trainees for a certain period after they return to their home countries to verify that they are utilizing the skills acquired in Japan. Specifically, details of such verification must be compiled and reported to supervising organizations and implementing organizations so that these organizations can promptly submit reports for applications at later dates upon request from regional immigration bureaus.

### **(1) Communication with sending companies and returned technical intern trainees**

Sending organizations should maintain appropriate communication with sending companies and returned technical intern trainees, and positively implement follow-up procedures regarding their activities for use with future sending. It is worthwhile to learn whether or not returned technical intern trainees have used their acquired abilities in their home countries and whether or not the technical intern training conducted in Japan was appropriate by comparing the actual situation at local sites.

It is desirable that sending organizations carefully check the situations of technical intern trainees after returning, and determine how the programs have contributed to their careers. They should implement questionnaire surveys and hearing with technical intern trainees after their return and take note of recommendations for improvements to technical intern training.

It is also important that sending organizations have discussions with managers and supervisors at companies for which returned technical intern trainees are working, as well as administrative authority personnel, in order to accurately determine the kinds of human resources development they are seeking. In addition to such information, if sending organizations collect information relating to human resources development in local areas and the general labor market situation, this can be very useful in future shaping of technical intern trainee sending activities.

#### **[Note 20: Follow-up reports]**

As explained in Chapter 1 “Understanding the Technical Intern Training Program and its Uses” and Chapter 2 “Understanding the Entire Process of Using the Program,” this program’s objective is to equip technical intern trainees to utilize skills acquired in Japan after return to their countries. Once returned trainees’ situations are verified, the technical intern trainee sending process is complete.

At the time of entry to Japan, the Immigration Control Act actually requires that technical

intern trainees “be engaged in operations that require skills acquired in Japan to be utilized after their return to their countries.” Based on this requirement, supervising organizations and implementing organizations must submit follow-up reports to immigration bureaus on the situations of technical intern trainees after their return. Thus, sending organizations need to collect relevant information and report to supervising organizations and others.

## **(2) Understanding the results and issues associated with sending of technical intern trainees**

In order to grasp sending achievements and issues, sending organizations should implement questionnaire surveys and interviews with returned trainees, and with sending companies as mentioned in (1) above. By gaining an accurate understanding of the contents of such surveys and interviews, sending organizations can clarify the situations of supervising organizations and implementing organizations in Japan and the levels of satisfaction, demands and problem points suggested by returned trainees and sending companies. This enables sending organizations to identify areas for improvement with regard to future dispatching activities.

In JITCO’s own surveys and case studies, companies that had dispatched technical intern trainees pointed to the following results as consequences of using JITCO programs:

- (i) Increased awareness of quality control considerations
- (ii) More positive work mindset
- (iii) Improved ability to observe workplace rules
- (iv) Greater awareness of the value of creating better work environment and work places
- (v) Enhanced safety awareness
- (vi) Increased company loyalty
- (vii) Improved awareness of cost issues
- (viii) Advanced internationalization of workplaces

Sending companies use the abilities and careers of returned trainees in these ways.

## **(3) Measures for Improvement**

The results of the follow-ups should be reflected on future sending of technical intern trainees. Sending organizations need to take a variety of improvement measures in respect of issues highlighted through the follow-up process.

In concrete terms, it is desirable that sending organizations inform supervising organizations and implementing organizations in Japan about measures suggested through the follow-up process, such as demands for improvement from returned trainees

and sending companies, and that they act as bridges between their countries and Japan, implementing contacts and cooperation for future enhancement of the sending and acceptance processes.

JITCO is confident that sending organizations will develop into organizations that are trusted by technical intern trainees, sending companies and supervising organizations and implementing organizations in Japan through ongoing, constant previously described efforts.

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(Acceptance supervised by organization)

## **Agreement concerning Technical Intern Training Program (Model Agreement)**

["Sending Organization name"] in ["country name"] (hereinafter referred to as the "Sending Organization") and ["Organization Supervising Technical Intern Training"] in Japan (hereinafter referred to as the "Supervising Organization") hereby conclude an agreement (hereinafter referred to as the "Agreement") on the Technical Intern Training Program (hereinafter referred to as the "TITP") to be implemented by the Supervising Organization and organization implementing technical intern training (hereinafter referred to as "implementing organization") for technical intern trainees to be sent by the Sending Organization pursuant to the provisions of laws and regulations in both countries under the following terms and conditions.

### **Chapter 1 General Provisions**

#### **Article 1 (Objective)**

The TITP aims to transfer skill, technology or knowledge that the Japanese industries possess (hereinafter referred to as the "Skills.") to ["country name"] according to the laws and regulations in Japan, through having technical intern trainees acquire the Skills, and to contribute to development of human resources of those who assume certain role for development of the industries in ["country name"] and, promoting of mutual understanding and friendship between the countries.

### **Chapter 2 Basic Framework of TITP**

#### **Article 2 (Period of Stay in Japan)**

1. The period of stay in Japan shall be set separately according to the period of the status of residence "Technical Intern Training (i)(b)" and the status of residence "Technical Intern Training (ii)(b)" which the Immigration Control and Refugee Recognition Act (hereinafter referred to as the "Act") stipulates.
2. The period of stay concerning "Technical Intern Training (i)(b)" shall be not exceed one year.
3. The total period of stay concerning "Technical Intern Training (i)(b) and "Technical Intern Training (ii)(b)" can be within three years, provided that the change of status residence from "Technical Intern Training (i)(b)" to "Technical Intern Training (ii)(b)" and thereafter extension of the period of stay concerning "Technical Intern Training (ii)(b) is permitted by the Regional Immigration Bureau. For this purpose, it is necessary for technical intern trainees, with the consent of the sending companies, the Sending Organization, the Supervising Organization and the Implementing Organization, to apply for the change of residence status and extension of the period of stay.

#### **Article 3 (Lectures in Japan and Advance Lectures or External Lectures before**

### **Entry into Japan)**

1. The lectures which technical intern trainees receive just after entering Japan pursuant to the provisions of the Act shall be implemented by the Supervising Organization properly according to the related rules and regulations.
2. The number of hours of lectures shall be at least 1/6 (one sixth) of the period of stay as to “Technical Intern Training (i)(b).” It can be, however, at least 1/12 (one twelfth) of the period of stay when the advance lectures to be implemented by the Supervising Organization in [“country name”] or external lectures to be implemented by a public organization or an educational organization in [“country name”] was organized for at least one month and for at least 160 hours within six months before technical intern trainees entering Japan under the content of lectures satisfying the conditions stipulated in the following paragraph.
3. Advance lectures in [“country name”] or external lectures shall be organized in a form of classroom lecture (including site visit) in [“country name”] as regards Japanese language, knowledge concerning general life in Japan, and knowledge useful for smooth acquisition of the Skills.

### **Article 4 (Technical Intern Training)**

1. Technical intern training under “Technical Intern Training (i)(b)” shall be given properly after the completion of lectures under an employment contract between a technical intern trainee and the Implementing Organization according to the technical intern training plan made by the Supervising Organization.
2. Technical intern training under “Technical Intern Training (ii)(b)” shall be given properly on the same Skills and at the same implementing organization as those of “Technical Intern Training (i)(b)” under an employment contract between the technical intern trainee and the implementing organization according to the technical intern training plan made by the Supervising Organization or the Implementing Organization.
3. Technical intern training shall be given under the supervision and the responsibility of the Supervising Organization by clarifying the roles of the Supervising Organization and the Implementing Organization.

### **Article 5 (Technical Intern Training Coordinator and Adviser Assisting Technical Intern Trainees)**

1. In connection with the Skills which technical intern trainees intend to acquire, the Implementing Organization shall place Technical Intern Training Coordinator (hereinafter referred to as the “Coordinator”) as full-time staff members who have work experience of at least five years and, also Advisers Assisting Technical Intern Trainees (hereinafter referred to as the “Adviser”) who follow the life of technical intern trainees and engage in consultation and guidance to them.
2. The Supervising Organization shall make effort to brush up Coordinators and Advisers of the Implementing Organization so that they may give their proper guidance respectively.

## **Article 6 (Requirements of Technical Interns Trainees)**

Those who intend to be technical intern trainees shall meet all of the following requirements.

- (1) In [“country name”], they are now engaged in the work concerning the Skills which they are going to acquire in Japan or have experience of having been engaged in it.
- (2) After they complete technical intern training in Japan and return home, they are scheduled to engage in the work requiring the Skills which they acquired in Japan.
- (3) In connection with acquisition of the Skills in Japan, they are recommended by an organization of the government or local authority of [“country name”] or an organization similar to such organization.
- (4) They understand TITP and have high motivation to acquire the Skills.
- (5) They are 18 years old or older.
- (6) In principle, they have no experience of training or technical intern training in Japan in the past.
- (7) They have basic education to learn Japanese language required for technical intern training.

## **Chapter 3 Employment Placement-related Operation**

### **Article 7 (Employment Placement by Business Tie-up of Sending Organization and Supervising Organization)**

In order to carry out the TITP smoothly, the Sending Organization and the Supervising Organization shall tie-up pursuant to the provisions of the laws and regulations in both countries, carry out operation of employment placement in line with their roles and duties properly and cooperate with each other in the program starting from recruitment of the persons who wish to be technical intern trainees (hereinafter referred to as the “Technical Intern Trainee Candidates”), selection of the Technical Intern Trainee Candidates (Job seekers), maintenance of the Implementing Organizations which wish to accept technical intern trainees (Person seekers), response to and provision of information for consultation from the Technical Intern Trainee Candidates and the Implementing Organizations and matching of the Technical Intern Trainee Candidates and the Implementing Organizations, etc. to conclusion of employment contracts according to the provisions specified in the next Article to the Article 12.

### **Article 8 (Roles and Duties of Sending Organization and Supervising Organization in Employment Placement)**

1. The Sending Organization shall assume the following roles and duties.
  - (1) To recruit the Technical Intern Trainee Candidates and to receive their application.
  - (2) To select the Technical Intern Trainee Candidates who fulfill the requirements specified in the Article 6, and to make a job seeker list of selected Technical Intern Trainee Candidates, and keep it in faith.
  - (3) To send the job seeker list specified in the preceding sub-paragraph (2) to the Supervising Organization and provide the Supervising Organization with other related information.
  - (4) To explain the details of the TITP based on this Agreement to the Technical Intern Trainee Candidates and to respond to their consultation.
  - (5) To indicate information concerning Implementing Organizations and recruitment

conditions including working conditions submitted by Implementing Organizations, explain it to Technical Intern Trainee Candidates so that they may fully understand such conditions and to manage information on these recruitments.

- (6) To take proper measures to match Technical Intern Trainee Candidates and Implementing Organizations by the method agreed after negotiation and consultation with the Supervising Organization.
  - (7) To know the results of matching of Technical Intern Trainee Candidates.
2. The Supervising Organization shall assume the following roles and duties.
- (1) To invite recruitment of Implementing Organizations and to accept employment offers.
  - (2) To confirm and maintain Implementing Organizations, to make a person seeker list, and to keep it in faith.
  - (3) To send the person seeker list specified in the preceding sub-paragraph (2) to the Sending Organization and to provide the Sending Organization with other related information.
  - (4) To explain the details of the TITP based on this Agreement to Implementing Organizations and to respond to their inquiry.
  - (5) To provide Implementing Organizations with the job seeker list, and to keep it in faith.
  - (6) To take proper measures to match Technical Intern Trainee Candidates and Implementing Organizations by the method agreed after negotiation and consultation with the Sending Organization.
  - (7) To know the results of employment by Implementing Organizations.

#### **Article 9 (Support of Sending Organization and Supervising Organization)**

The Sending Organization and the Supervising Organization shall take proper measures subject to the negotiation and consultation about necessary supports so that smooth agreement may be reached toward conclusion of employment contracts between Implementing Organizations and Technical Intern Trainee Candidates.

#### **Article 10 (Agreement of Job Seekers and Person Seekers)**

The Sending Organization and the Supervising Organization shall obtain agreement of the targeted Technical Intern Trainee Candidates and Implementing Organizations in advance in connection with employment placement under the business tie-up of both parties.

#### **Article 11 (Confidentiality)**

The Sending Organization and the Supervising Organization shall use personal information obtained by the provisions of this Chapter only for employment placement under the business tie-up of both parties, manage it properly and be responsible for confidentiality of such information.

#### **Article 12 (Share of Expenses for Employment Placement)**

1. In connection with necessary expenses in carrying out employment placement under the business tie-up of the Sending Organization and the Supervising Organization (hereinafter referred to as the “Expenses for Employment Placement”), both parties

shall decide expense bearers and burden ratio between them after consultation based on the roles and duties specified in the provisions of this Chapter.

2. The Expenses for Employment Placement set forth in the preceding paragraph shall be settled separately by clearly dividing Management Expenses for Sending Technical Intern Trainees set forth in the Article 23, Miscellaneous Expenses Required for Sending Technical Intern Trainees set forth in the Article 24 and Expenses for Supervision of Technical Intern Trainees set forth in the Article 25.
3. Any of the expenses that the Supervising Organization is supposed to bear pursuant to the provisions of the above paragraph 1 shall not be collected from the Technical Intern Trainee Candidates and Implementing Organizations.

(The paragraph 3 in case where the Supervising Organization implements employment placement with charge by collecting only actual expenses shall be as follows:)

3. Any of the expenses which the Supervising Organization is supposed to bear pursuant to the provisions of the above paragraph 1 shall not be collected from the Technical Intern Trainee Candidates and Implementing Organizations. This, however, does not prevent the Supervising Organization from collecting actual expenses from Implementing Organizations within the scope of the commission table for employment placement reported to the Health, Labor and Welfare Minister.

#### **Article 13 (Selection of Technical Intern Trainees)**

Through employment placement set forth in this Chapter, the Technical Intern Trainee Candidates shall become technical intern trainees by concluding employment contracts with Implementing Organizations and completing procedures of entry into Japan.

### **Chapter 4 Treatment of Technical Intern Trainees**

#### **Article 14 (Treatment of Technical Intern Trainees)**

1. Treatment during the period of lectures implemented just after entry into Japan, shall be as follows:
  - (1) During the period of lectures at the beginning of entry into Japan, the Supervising Organization shall pay directly in full, once a month on a designated day, allowance covering actual living expenses so that they could maintain the living standard of average Japanese. This allowance for lectures including food expenses shall be fixed in Japanese Yen monthly per person as follows: allowance for lectures per month: [figure] yen (food expenses: [figure] yen). If it is paid in cash, the receipt seal or receipt signature of the technical intern trainee himself/herself shall be required.  
In case transportation fees for lectures occur in Japan, actual expenses shall be paid to technical intern trainees, in addition to allowance for lectures.
  - (2) In connection with accommodation during the period of lectures, the Supervising Organization shall secure and provide it to technical intern trainees free of charge. Accommodation shall be furnished with equipments which are necessary for daily life.
  - (3) The hours of lectures shall not exceed 40 hours a week and it shall not be given during other time and days designated in advance.

- (4) The Supervising Organization shall buy private accident insurance such as comprehensive insurance for foreign technical intern trainees and take securing measures for the cases of death, injury or illness during the period of lectures.
2. Treatment during the period of technical intern training (except for the period of lectures) shall be as follows:
    - (1) After completion of the lectures, technical intern trainees shall engage in technical intern training activities under the employment contract with the Implementing Organization and the said employment contract shall be concluded in connection with procedures of entry into Japan and become effective after completion of the lectures. In addition, notification of Employment Terms and Conditions for technical intern trainees shall be delivered to them both in their own language and in Japanese when the Implementing Organization concludes the employment contract.
    - (2) The Implementing Organization shall pay wage to technical intern trainees directly in full, on a designated day every month. Apart from deduction of taxes and social insurance stipulated in the laws and regulations in Japan, some items shall be deducted from wage within the scope of the agreement between management and labor where such deductions are approved by both parties. However, the amount to be deducted under the said agreement shall not exceed actual expenses.

Furthermore, in case of paying wages in cash, the Implementing Organization shall provide technical intern trainees with the wage payment details and collect seal or receipt signature from technical intern trainees for the payroll book. In case of bank transfer, the Implementing Organization shall conclude an agreement on bank transfer between management and labor, obtain consent of technical intern trainees and provide them with the wage payment details.

In addition, if business trip expenses occur in Japan during the period of technical intern training, the Implementing Organization shall pay allowances including business trip expenses to technical intern trainees pursuant to the provisions of the rules of the Implementing Organization.
    - (3) In connection with accommodation during the period of technical intern training, the Supervising Organization or the Implementing Organization shall secure and provide it to technical intern trainees free of charge or with charge.
    - (4) Designated working hours during the period of technical intern trainees shall, in principle, not exceed 40 hours a week and not exceed eight hours a day except for break. If, however, an agreement between management and labor is concluded, the Implementing Organization may let technical intern trainees work overtime and on holidays within the scope of such agreement. When they work overtime, the Implementing Organization shall pay extra wages. In addition, even in cases where the Implementing Organization let technical intern trainees work overtime, on holidays or at midnight, the Implementing Organization shall consider circumstances so that technical intern trainees may not work for long hours according to the purposes of the TITP and establish a system where the Implementing Organization can guide technical intern trainees.

#### **Article 15 (Prohibition of Collection of Deposit)**

1. The Sending Organization, the Supervising Organization or the Implementing Organization (hereinafter in this Article referred to as the “Sending Organization, etc.”) shall not collect deposit from technical intern trainees or their spouse, direct relatives or relatives living together and any other persons who have close relationship with

technical intern trainees in social life (hereinafter in this Article referred to as the “Technical Intern Trainees, etc.”) in connection with technical intern training in which said technical intern trainees engage in Japan.

2. In connection with technical intern training in which technical intern trainees engage in Japan, the Sending Organization, etc. shall not control money and other properties of the said Technical Interns Trainees, etc. under any nominal terms whatsoever, and shall not plan to do so until completion of the said technical intern training.
3. The Sending Organizations, etc. shall not conclude an agreement with Technical Intern Trainees, etc. on payment of penalty concerning non-performance of the employment contract and on unfair transfer of any other money or properties, and shall not plan to do so until completion of the said technical intern training.

#### **Article 16 (Suspension of Technical Intern Training)**

If a technical intern trainee corresponds to any of the followings, the Sending Organization, the Supervising Organization and the Implementing Organization shall inquire circumstances from the technical intern trainee himself/herself, consult with one another and then may suspend the technical intern training of the said technical intern trainee, and have him/her return home.

- (1) In case of violation of the Article 6;
- (2) In case of violation of the Article 20(4); and
- (3) In case where, due to circumstances attributing to the responsibility of the said technical intern trainee himself/herself, continuation of technical intern training is difficult or improper.

#### **Article 17 (Temporary Return of Technical Intern Trainees)**

In connection with temporary return to their home countries of technical intern trainees with status of residence “Technical Intern (i)(b)” or “Technical Intern (ii)(b)” during their stay in Japan, temporary return within [the number of days] can be permitted when the Supervising Organization and the Implementing Organization find it appropriate to do so and the Regional Immigration Bureau permit re-entry into Japan.

In addition, as to expense bearers, the technical intern trainees, the Sending Organization, the Supervising Organization or the Implementing Organization shall consult and decide who shall bear it according to the reasons for temporary return.

### **Chapter 5 Roles and Duties of Sending Organization and Supervising Organization**

#### **Article 18 (Roles and Duties of the Sending Organization)**

The Sending Organization shall assume the following roles and duties in addition to those specified in each article of this Agreement.

- (1) Placement of a person in charge of management or communication concerning the TITP;
- (2) Implementation of legal procedures to the authority in their own country concerning entry to and stay in Japan of technical intern trainees;

- (3) Selection of Technical Intern Trainee Candidates specified in the Chapter 3;
- (4) Implementation of medical examination (including dental examination) and notification of the result of examination to the Supervising Organization;
- (5) Implementation of or support to lectures, etc. on entrustment basis according to the paragraph 2 and the paragraph 3 of the Article 3. Implementation of orientation before dispatch;
- (6) Preparation of documents necessary for entry into and stay in Japan; and
- (7) Coordination with the Supervising Organization and any other work necessary to smooth promotion of the TITP.

### **Article 19 (Roles and Duties of Supervising Organization)**

The Supervising Organization shall assume the following roles and duties in addition to those specified in each article of this Agreement.

- (1) Placement of a person in charge of management or communication concerning the TITP;
- (2) Implementation of legal procedures to the Japanese government for technical intern trainees' entry and stay in Japan. It does not prevent, however, the Implementing Organization from taking procedures for their stay in Japan;
- (3) Securing of facilities for accommodation and lectures. It includes, however, the case where the Implementing Organization secures accommodation;
- (4) Formulation of technical intern training plans concerning "Technical Intern (i)(b)";
- (5) Supervision and guidance of proper technical intern training implementation at the Implementing Organization based on the technical intern training plans;
- (6) Supervision and guidance of the Implementing Organization (excluding those specified the preceding item (5));
- (7) Proper response to various consultations from technical intern trainees;
- (8) Securing of new Implementing Organization in the cases where it becomes difficult to continue technical intern training due to the reasons not attributable to the technical intern trainees including bankruptcy of the Implementing Organization (only when the technical intern trainees wish to continue technical intern training); and
- (9) Any other work necessary to promote the TITP smoothly including coordination with the Sending Organization.

### **Article 20 (Guidance of Matters to be Observed by Technical Intern Trainees)**

The Sending Organization shall exert effort to ensure that technical intern trainees observe the following matters during their stay in Japan. In addition, the Sending Organization shall cooperate with the Supervising Organization and the Implementing Organization and guide such technical intern trainees so that they may observe these matters during their stay in Japan.

- (1) They shall complete technical intern training in a faithful attitude according to guidance of Coordinators and Advisers.
- (2) They shall make effective use of the Skills acquired in Japan at their workplace after they return home and contribute to development of industries in their countries.
- (3) They shall stay in Japan alone and shall not invite their families to live together.
- (4) They shall not engage in any other activities to earn income or reward than that admitted by the status of residence.
- (5) During stay in Japan, they shall keep their passports on their own responsibility and



take the certificate of alien registration along.

- (6) They shall return home as soon as they complete their technical intern training.

#### **Article 21 (Follow-up after Return Home)**

1. In cooperation with the Sending Organization, the Supervising Organization shall make a follow-up survey to see if the technical intern trainees are using the Skills acquired in Japan after their return home.
2. The Sending Organization shall compile the survey results as to whether they are using the Skills acquired in Japan in [the “country name”] and report them to the Supervising Organization or the Implementing Organization.

#### **Article 22 (Measures concerning Accidents/Crimes/Runaway)**

In cases where accident, crimes, and runaway concerning technical intern trainees occur, the Supervising Organization shall immediately report the facts to the Sending Organization and, at the same time, shall take proper measures after consultation with the Sending Organization according to the laws and regulations in Japan.

### **Chapter 6 (Expense Burden, etc.)**

#### **Article 23 (Breakdown of Management Expenses for Sending Technical Intern Trainees)**

In promoting the TITP, the expenses that the Sending Organization needs (hereinafter referred to as the “Management Expenses for Sending Technical Intern Trainees” except for miscellaneous expenses specified in the following Article and Expenses for Employment Placement as to screening and selection of the Technical Intern Trainee Candidates) are as follows:

- (1) The expenses that the Sending Organization needs to prepare medical examination and dental examination to be made by such organization before the Sending Organization dispatch Technical Intern Trainee Candidates and any other expenses accompanied by the said examination;
- (2) The expenses that the Sending Organization needs for giving advance lectures, etc. including Japanese language learning, guidance of lifestyle in Japan and for compensation fee for leave during this period;
- (3) The expenses that the Sending Organization needs for communication with or consultation with the companies in sending countries or the Supervising Organization;
- (4) The expenses that the Sending Organization needs for dispatch of its staff members to Japan to consult with technical intern trainees and to assist them(including expenses for measures in case technical intern trainees are involved in accidents) and
- (5) Any other expenses incurred by the Sending Organization for promotion of this Program.

#### **Article 24 (Miscellaneous Expenses Required for Sending Technical Intern Trainees)**

The Miscellaneous Expenses Required for Sending Technical Intern Trainees in addition to the expenses specified in the preceding Article are as follows:

- (1) Expense for medical and dental examination;

- (2) Passport and visa application fees;
- (3) Expenses for domestic trip in [“country name”] before dispatch to Japan and after returning from Japan, and
- (4) Any other expenses incurred by the Sending Organization in [“country name”] in connection of sending technical intern trainees.

#### **Article 25 (Breakdown of Expenses for Supervision of Technical Intern Trainees)**

In promoting the Technical Intern Training Program, the expenses that the Supervising Organization needs (hereinafter referred to as the “Expenses for Supervision of Technical Intern Trainees” except for Expenses for Employment Placement concerning screening and selection of the Technical Intern Trainee Candidates) are as follows:

- (1) Expenses required for communication and consultation with the Sending Organization;
- (2) Expenses required for selection of Implementing Organizations;
- (3) Expenses required for preparation for accepting technical intern trainees including holding of explanatory meetings in Japan;
- (4) Round trip expenses specified in the Article 26;
- (5) Expenses required for compensation measures for the case of accidents during the period of lectures;
- (6) Expenses to implement lectures;
- (7) Expenses to supervise Implementing Organizations and to implement guidance for them on a visit basis;
- (8) Expenses to secure accommodation;
- (9) Expenses to take measures in response to consultation with technical intern trainees;
- (10) Expenses to visit sending country to have a meeting and to inspect conditions on TITP, etc. and
- (11) Any other expenses incurred by the Supervising Organization for promotion of this program.

#### **Article 26 (Burden of Expenses)**

Out of the expenses required for the Technical Intern Training Program, the Management Expenses for Sending Technical Intern Trainees specified in the Article 23 and Miscellaneous Expenses Required for Sending Technical Intern Trainees specified in the Article 24 shall be borne by the Sending Organization and the Supervising Organization to the degree of their proper portion after mutual consultation, and the Expenses for Supervision of Technical Intern Trainees specified in the Article 25 shall be borne by the Supervising Organization and Implementing Organization. The round trip expenses of technical intern trainees to visit Japan for technical intern training and to return home after the training, however, shall be borne by the Supervising Organization and Implementing Organization from the last spot where the technical intern trainees leave their country to the first spot from which they return after completion of technical intern training.

#### **Article 27 (Treatment of Management Expenses for Sending Technical Intern Trainees)**

1. In cases where the Supervising Organization decides to bear a part of the Management Expenses for Sending Technical Intern Trainees specified in the Article 23 and Miscellaneous Expenses Required for Sending Technical Intern Trainees specified in the Article 24, the Supervising Organization shall send the amount which both parties decide to be proper to the Sending Organization. In addition, in this case, the breakdown

of the Management Expenses for Sending Technical Intern Trainees and Miscellaneous Expenses Required for Sending Technical Intern Trainees that the Supervising Organization bears shall be notified to the Supervising Organization by the Sending Organization separately.

2. The Management Expenses for Sending Technical Intern Trainees during the period of technical intern training shall be [amount of money] yen a month per person.
3. The Supervising Organization shall collect the Management Expenses for Sending Technical Intern Trainees from the Implementing Organizations every month and send them to the Sending Organization once in [the figure] months in a lump sum.
4. In connection with treatment of the Management Expenses for Sending Technical Intern Trainees, the Supervising Organization shall establish an exclusive bank account, clearly separate it from allowance for lectures and wages to be paid to technical intern trainees and shall not collect such expenses from allowance for lectures and wages of technical intern trainees.

## **Chapter 7 Miscellaneous Provisions**

### **Article 28 (Memorandum to Agreement concerning TITP)**

In connection with [ ] and [ ], the “Memorandum to this Agreement concerning the TITP” to be specified separately shall apply.

### **Article 29 (Interpretation of Agreement)**

If there is a doubt on interpretation of the Articles of this Agreement or if there is a matter not specified in this Agreement, both parties shall consult with each other and decide it in line with the purpose of the TITP.

### **Article 30 (Settlement of Dispute)**

In cases where a dispute arises in connection with the TITP, the Sending Organization and the Supervising Organization shall exert effort to settle it by consultation of the two parties while respecting the purpose of the TITP and the laws and regulations in Japan, and taking into consideration of not hurting good relationship of both parties. In addition, in cases where an unavoidable trouble case occurs by any chance, it shall be settled by judgment of related ministries or the court in Japan.

### **Article 31 (Effectiveness of Agreement)**

This Agreement shall become effective on the date of signature. In cases where guidance is given by related ministries in Japan in connection with the condition infringing on the content of this Agreement or a matter not specified in this Agreement, however, the parties concerned shall comply with it and the Supervising Organization shall immediately notify the Sending Organization of the content of the said matter in writing. Thereafter, the content of the said matter shall apply in priority to this Agreement.

### **Article 32 (Termination of Agreement)**

This Agreement shall be terminated by any of the following cases and cease to be effective.

- (1) In case where the TITP targeted by this Agreement is completed (The termination date of this Agreement shall be the completion date of the TITP.) and
- (2) In case where continuance of technical intern training becomes impossible during the process of it and technical intern trainees return home (In this case, the Supervising Organization shall notify the Sending Organization to that effect in writing and the termination date of this Agreement shall be the sending date of such document.).

IN WITNESS WHEREOF, the parties hereto have executed this Agreement both in Japanese and in the language of ["country name"] in duplicate by placing their signatures thereon, and each party shall keep one copy of the originals.

(Sending Organization)

["country name"]

△△

Representative ○○

Signature \_\_\_\_\_

(Supervising Organization)

["country name"]

○○

Representative ○○○○

Signature \_\_\_\_\_

In ["country name"] on [date]

## Employment Contract for Technical Intern Training 技能実習のための雇用契約書

The organization implementing the technical intern training \_\_\_\_\_ (hereinafter “Implementing Organization”) and the technical intern trainee (or technical intern trainee candidate) \_\_\_\_\_ (hereinafter “Technical Intern Trainee”) agree to enter into this Employment Contract under the terms and conditions prescribed in the separate Employment Terms and Conditions for Technical Intern Training.

実習実施機関名 \_\_\_\_\_ (以下「甲」という。) と技能実習生 (候補者を含む) \_\_\_\_\_ (以下「乙」という。) は、別添の雇用条件書に記載された内容に従い雇用契約を締結する。

This Employment Contract becomes effective when the Technical Intern Trainee enters Japan under the “Technical Intern Training (i)-\_\_\_” status of residence and commences activities toward acquiring skills that are permitted under the said status.

本雇用契約は、乙が、在留資格「技能実習1号 \_\_\_\_\_」により本邦に入国して、同在留資格の技能等を修得する活動を開始する時点をもって効力を生じるものとする。

In cases where the Technical Intern Trainee’s actual date of entry into Japan is different from his/her scheduled date of entry, the employment period specified in the Employment Terms and Conditions for Technical Intern Training (commencement and termination of employment contract) shall be modified in accordance with the actual date of entry.

雇用条件書に記載の雇用契約期間 (雇用契約の始期と終期) は、乙の入国日が入国予定日と相違した場合には、実際の入国日に伴って変更されるものとする。

If, for some reason or other, the Technical Intern Trainee loses his/her status of residence, this Employment Contract shall be terminated at that point.

なお、乙が何らかの事由で在留資格を喪失した時点で雇用契約は終了するものとする。

In witness whereof, the parties hereto have executed this Employment Contract and the Employment Terms and Conditions for Technical Intern Training in duplicate, and each party shall keep one copy of the originals.

雇用契約書及び雇用条件書は2部作成し、甲乙それぞれが保有するものとする。

\_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)  
年 月 日

Implementing Organization: \_\_\_\_\_ (seal)

甲 \_\_\_\_\_ 印

[ Name of implementing organization, name and title of representative, seal ]

(実習実施機関名・代表者役職名・氏名・捺印)

Technical Intern Trainee:

乙 \_\_\_\_\_

(Signature of technical intern Trainee)

(技能実習生の署名)



## V. Days Off

### 休日

- Regular days off: Every \_\_\_\_\_, Japan's national holidays, others ( ) • (Total number of days off per annum: \_\_\_ days)  
定休日；毎週 曜日、日本の国民の祝日、その他 ( ) (年間合計休日日数 日)

- Additional days off: \_\_\_ days per week/month, others ( )

(Attach a copy of a yearly corporate calendar with translations in the technical intern's native language)

非定休日；週・月当たり 日、その他 ( ) (母国語併記の年間カレンダー写しを添付する)

- See Articles \_\_ to \_\_, Articles \_\_ to \_\_, and Articles \_\_ to \_\_ of the Rules of Employment for details.

詳細は、就業規則 第 条～第 条、第 条～第 条

## VI. Leave

### 休暇

1. Annual paid leave: After working consecutively for 6 months → \_\_\_ days

年次有給休暇 6か月継続勤務した場合 → 日

Annual paid leave prior to working consecutively for 6 months (  Yes  No )

継続勤務6か月以内の年次有給休暇 ( 有 無 )

→ \_\_\_ days after \_\_\_ months

→ か月経過で 日

2. Other leave entitlements: Paid ( ) Unpaid ( )

その他の休暇 有給 ( ) 無給 ( )

- See Articles \_\_ to \_\_, Articles \_\_ to \_\_, and Articles \_\_ to \_\_ of the Rules of Employment for details.

詳細は、就業規則 第 条～第 条、第 条～第 条

## VII. Wage

### 賃金

1. Basic wage:  Monthly wage ( yen)  Daily wage ( yen)  Hourly wage ( yen)  
基本賃金 月給 ( 円) 日給 ( 円) 時間給 ( 円)

**(Details are as provided in the attachment.)**

**(詳細は別紙のとおり)**

2. Allowances (excluding additional pay for overtime work)

諸手当 (時間外労働の割増賃金は除く)

( allowance, allowance, allowance)

( 手当、 手当、 手当)

**(Details are as provided in the attachment.)**

**(詳細は別紙のとおり)**

3. Additional payment rates for overtime work, work on days off, and work late at night

所定時間外、休日又は深夜労働に対して支払われる割増賃金率

- (a) Overtime work: Work outside statutory working hours ( )%

所定時間外 法定超 ( ) %

Work outside statutory working hours exceeding 60 hrs. ( )%

法定60時間超 ( ) %

Work outside prescribed working hours ( )%

所定超 ( ) %

- (b) Work on days off: Statutory holidays ( )% Non-statutory holidays ( )%

休日 法定休日 ( ) %、 法定外休日 ( ) %

- (c) Work late at night: ( )%

深夜 ( ) %

4. Closing day of wage period: ( ) \_\_\_ of every month, ( ) \_\_\_ of every month

賃金締切日 ( ) - 毎月 日、 ( ) - 毎月 日

5. Wage payment date: ( ) \_\_\_ of every month, ( ) \_\_\_ of every month

賃金支払日 ( ) - 毎月 日、 ( ) - 毎月 日

6. Method of wage payment:  Cash  Bank transfer

賃金支払方法 通貨払 口座振込み

7. Deductions from wage payment in accordance with labor-management agreement:  No  Yes (Details are as provided in the attachment.)

労使協定に基づく賃金支払時の控除 無 有 (詳細は別紙のとおり)

8. Wage raise:  Yes (Timing, amount, etc. ),  No

昇給 有 (時期、金額等 )、 無

9. Bonus:  Yes (Timing, amount, etc. ),  No

賞与 有 (時期、金額等 )、 無

10. Termination allowance:  Yes (Timing, amount, etc. ),  No

退職金 有 (時期、金額等 )、 無

## VIII. Termination of Employment

### 退職に関する事項

#### 1. Voluntary termination (Notify president, plant manager, or other superior at least two weeks in advance.)

自己都合退職の手続（退職する2週間以上前に社長・工場長等に届けること）

#### 2. Dismissal

解雇の事由及び手続

The accepting organization may dismiss a technical intern only when a compelling reason exists, after giving 30 days prior notice or upon paying no less than the average wage for 30 days of labor to the technical intern.

When dismissing a technical intern for reasons attributable to the technical intern, the accepting organization may do so immediately without prior notice or payment of average wage compensation upon receiving approval from the head of the competent Labour Standards Inspection Office.

解雇は、やむを得ない事由がある場合にかぎり少なくとも30日前に予告をするか、又は30日分以上の平均賃金を支払って解雇する。技能実習生の責に帰すべき事由に基づいて解雇する場合には、所轄労働基準監督署長の認定を受けることにより予告も平均賃金の支払も行わず即時解雇されることもあり得る。

○ See Articles \_\_ to \_\_ and Articles \_\_ to \_\_ of the Rules of Employment for details.

詳細は、就業規則 第 条～第 条、第 条～第 条

## IX. Others

### その他

#### • Subscription to social insurance

社会保険の加入状況

( Employees' pension insurance  National pension insurance  Health insurance  National health insurance)

( 厚生年金 国民年金 健康保険 国民健康保険 )

#### • Application of labor insurance ( Employment insurance Workmen's accident compensation insurance)

労働保険の適用 ( 雇用保険 労災保険 )

#### • Medical checkup at the time of employment: \_\_\_\_ (year) \_\_\_\_ (month)

雇入れ時の健康診断 年 月

#### • First routine medical checkup: \_\_\_\_ (year) \_\_\_\_ (month) (thereafter, every \_\_\_\_)

初回の定期健康診断 年 月 (その後 ごとに実施)

#### • Signature of technical intern

受取人(署名)



Wage Payment  
賃金の支払い

1. Basic wage:  Monthly wage (            yen)     Daily wage (            yen)     Hourly wage (            yen)  
基本賃金      月給 (            円)      日給 (            円)      時間給 (            円)

● **Wage per hour (            yen)**  
時間当たりの金額 (            円)

2. Amount and method of calculation of allowances (excluding additional payment for overtime work)

諸手当の額及び計算方法 (時間外労働の割増賃金は除く)

- (a) (            allowance:            yen / Method of calculation:            )  
(            手当            円 / 計算方法:            )
- (b) (            allowance:            yen / Method of calculation:            )  
(            手当            円 / 計算方法:            )
- (c) (            allowance:            yen / Method of calculation:            )  
(            手当            円 / 計算方法:            )
- (d) (            allowance:            yen / Method of calculation:            )  
(            手当            円 / 計算方法:            )

3. **Estimated monthly payment (1 + 2): Approx.            yen (total)**

1ヵ月当たりの支払い概算額 (1 + 2)    約            円(合計)

4. Items to be deducted at the time of wage payment

賃金支払時に控除する項目

- (a) Tax: Approx.            yen      (b) Employment insurance premium: Approx.            yen  
税金 (約            円)、      雇用保険料            (約            円)
- (c) Social insurance premium: Approx.            yen      (d) Meal expenses:            yen  
社会保険料            (約            円)、      食費            (            円)
- (e) Housing expenses:            yen  
住居費            (            円)
- (f) Others (Utility fees): Approx.            yen      (            ) Approx.            yen  
その他 (水道光熱費) (約            円)、 (            ) (約            円)  
(            ) Approx.            yen      (            ) Approx.            yen  
(            ) (約            円)、 (            ) (約            円)

● **Total deductions:    Approx.            yen**  
控除する金額の合計            約            円

● **Take-home amount paid at the time of wage payment (provided there are no missed workdays)**

賃金支払時に実際に支給する手取り額 (欠勤等がない場合)

**Approx.            yen (excluding additional payment for overtime work)**  
約            円            (時間外労働の割増賃金は除く)

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Operative Manual for Sending Organizations

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