

## Japanese Teaching Methods Program for Teachers of Specified Skilled Worker Candidates (On-site) Application Instructions

---

### 1. Objectives

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

### 2. Eligible Countries

Mongolia, Indonesia, Cambodia, Thailand, Philippines, Vietnam, and Nepal (tentative)

### 3. Program Outline

(1) Schedule:

Session 1: September 5 to October 6, 2022 (tentative)

Session 2: November 14 to December 14, 2022 (tentative)

Session 3: February 27 to March 29, 2023 (tentative)

(2) Course Venue

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

(3) Description of the Program

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

a. Japanese language teaching methodology

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

b. Understanding Japanese affairs, society and culture

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

(4) Number of Participants

About 25 participants will be accepted per session.

### 4. Eligibility

- (1) Applications are accepted from institutions and organizations in countries listed in 2, above, that provide Japanese language education to people who are expected to reside

or work in Japan by working visa: Specified Skilled Worker. Applications from individuals will not be accepted.

- (2) The institutions and organizations listed below are not eligible for application.
  - a. Japanese organizations (administrative bodies and other national organizations), local public organizations, independent administrative agencies and local independent administrative agencies (hereinafter referred to as "national organizations").
  - b. Educational and research institutions and organizations established in Japan as well as other agencies, institutions and organizations affiliated with the Japanese government (Not including institutions and organizations with special legal status, such as incorporated bodies or foundations in which the government of Japan is involved in establishment).
  - c. Foreign government (ministries and other administrative bodies) and overseas diplomatic establishments of foreign governments.
  - d. International institutions and organizations contributed to by the Japanese government
- (3) The following individuals are eligible to participate in the program.
  - a. Japanese language teachers employed by the applying institution who are to be employed for at least one year by that institution upon return from Japan. Individuals studying to become Japanese language teachers at the time of application are not eligible;
  - b. Individuals who are Japanese nationals or nationals of a country that has diplomatic relations with Japan;
  - c. Individuals who have no mental or physical conditions that would impede participation in the program;
  - d. Individuals with the experience in teaching Japanese language for more than one year as of April 1, 2022 (private lessons and teaching practice not included);
  - e. Individuals who have proficiency in Japanese as either of the following at the time of application;
    - (a) Level N3 in the Japanese-Language Proficiency Test (JLPT), Level 2 of the old JLPT, or their equivalent
    - (b) Level B1 in the JF Standard for Japanese-Language Education (JFS), or the equivalent  
Please view the official website of the JLPT  
[<https://www.jlpt.jp/e/about/levelsummary.html>] for a summary of linguistic competence required for each level of the JLPT.  
Please view the official website of the JF Standard  
[[https://jfstandard.jp/pdf/l\\_global\\_scale\\_eng.pdf](https://jfstandard.jp/pdf/l_global_scale_eng.pdf)]  
for a summary of the levels of the JF Standard.
  - f. Individuals who have not participated in a Japanese Teaching Methods Program for Teachers of Specified Skilled Worker Candidates (On-site) conducted by JFJLI, Urawa.  
※Candidates may simultaneously apply for both "Online program" and "On-site program".  
However Candidates can only be allowed to participate in one program.

## 5. Benefits

- (1) Accommodations (a single room for each participant) within JFJLI, Urawa.
- (2) Meals during the program, partly in the form of cash allowances.

- (3) Expenses necessary for participation in official curriculum, such as teaching materials (in kind).
- (4) Overseas travel insurance with an upper limit on coverage (the insurance will cover the necessary expenses for sickness and injury up to a limit on the policy. The insurance will not cover the expenses for a chronic or preexisting disease or injury contracted before arrival to Japan or dental care.).
- (5) For participants, the Japan Foundation will provide the following:
  - a. Round-trip air tickets (discount economy class) to and from the nearest international airport from home residence;
  - b. Airport tax, foreign travel tax;
  - c. Set amount of in-kind allowances (to cover expenses necessary for participation in the program).

\* Candidate must apply for and acquire the visa needed for entry to Japan. We are not responsible for any expenses incurred related to issuance of visa.

## 6. Selection Policy

- (1) Screening is conducted according to the following criteria: need for Japanese language education training for 'Specified Skilled Worker candidates' entry to Japan in the eligible country/region/organization, applicant's Japanese language proficiency, teaching experience, applicant's position (full/part-time), influence, expected results.
- (2) Higher priority will be given to individuals aged 55 or under. Individuals who are 55 years old or under as of April 1, 2022.

## 7. Application Procedures

- (1) Application Documents
  - a. Please visit the following website to download the Application Forms.  
[https://www.jpf.go.jp/e/urawa/e\\_trnng\\_t/trnng\\_t.html](https://www.jpf.go.jp/e/urawa/e_trnng_t/trnng_t.html)
  - b. The application form consists of 17 pages. When applying, please submit this application form together with one copy collated and stapled, respectively. An application missing any of the required elements will be considered incomplete and therefore ineligible for consideration.
  - c. 2 (p. 4 to 7) in the application is mostly explanation of the applying institution, and 3 to 5 (p. 8 to 16) is explanation of Japanese education and teaching experience of the individual applicant. The Recommendation Form (p. 17) shall be filled out by the representative of the applying institution.
  - d. Organizations and institutions that are certified as sending organizations for the Specified Skilled Workers must submit documents to prove certification (or documents that prove application for certification for that country) or that prove participation in the Association of Japanese Language Teachers.
- (2) Application Deadline and Place for submission
 

Applications and supporting documents must be submitted to the nearest Japan Foundation office (if in Indonesia, Cambodia, Thailand, Philippines, Vietnam) or Japanese diplomatic mission (Mongolia, Nepal) no later than **May 2, 2022**.
- (3) Acknowledgement of receipt of the application

If an acknowledgement of receipt of the application is required, applicants should enclose a stamped, self-addressed postcard with the application, on which applicants should write as follows:

“Name of the program: Japanese Teaching Methods Program for Teachers of Specified Skilled Worker Candidates. Please send acknowledgement of receipt of the application.” The postcard will be returned with the signature of the officer-in-charge at the Japan Foundation

overseas office or Japanese diplomatic mission to acknowledge receipt of the application. However, please note that a postcard that lacks the applicant’s name, address, the name of the program, or the necessary postage stamp will not be returned.

(4) Points to be noted

- a. We do not accept applications via E-mail or FAX. Due to the influence of COVID-19, it may take longer than usual to send in your application, so please allow sufficient time to meet the deadline.  
If there are significant difficulties in the preparation and mailing of the required documents due to social conditions during the application period, please contact the below 14 (1) and ask for instructions.
- b. Once submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.
- c. In case there are changes to the project after submitting a proposal, please inform the Japan Foundation of these changes.

**8. Notification of Results**

- (1) Applications will be screened by JFJLI, Urawa, and decisions will be announced in ㊦ early June 2022.
- (2) Please understand that we cannot answer enquiries in regard to the reasons for our decisions.

**9. Number of Approved Application**

The number of approved/applications in the previous year was 104 (Session 1:30, Session 2:30, Session 3:30, Session 4:14) /150.

**10. Obligations**

The participants are required to adhere to the following:

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

(7) Not to be accompanied by their family members.

## 11. Disclosure of Information

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

## 12. Handling of Personal Information

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

- (1) The Japan Foundation handles personal information appropriately and in accordance with the "Act on the Protection of Personal Information" (Act No. 57 of 2003) (the "Act" ) and other applicable laws. Details of the Japan Foundation's privacy policy can be reviewed at the following website:  
<https://www.jpff.go.jp/e/privacy>
- (2) The Japan Foundation uses personal information on the application documents, project reports, and deliverables (including, without limitation, photographs taken during or prior to this program) (the "Information") for screening, implementation, and evaluation procedures of the project. They may also be used for the following purposes:
  - a. Provided information, such as name, job and position, affiliation, project duration, and project description, etc. are published in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), the *Annual Report*, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
  - b. There may be cases in which this Information is disclosed to the extent necessary to;
    - (a) Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. at the place where participant lives in order to apply for a visa, etc.
    - (b) Airline companies, insurance companies or their agencies, etc. in order to cover your activity during your stay in Japan by an overseas traveler's personal accident insurance, etc.
    - (c) Outside consultants in order to facilitate the screening process and the evaluation of the results of projects.
  - c. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on the application documents after the project has ended.
  - d. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.
  - e. The Information may be used or provided for purposes other than those listed in items (a) to (c) above, in the cases provided under Article 69, Paragraph 2 of the Act,

such as cases where such Information is provided to a government agency, an independent administrative institution, a local government or a local independent administrative institution (the “Government Agency, etc.”) which uses such Information to the extent necessary for executing its duty or business stipulated by the laws and regulations and where there are reasonable grounds for using the Information.

- (3) Applicants are requested to inform all individuals whose personal information appears on the application materials that the above-mentioned policy shall also apply to those individuals' personal information.
- (4) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

### 13. Response to the Spread of the COVID-19

Depending on the impacts of widespread novel coronavirus, appropriate measures may be required when implementing the project in accordance with the regulations and instructions of the relevant authorities. These programs may be cancelled depending on the situation of coronavirus cases, even after the selection. The contents and the participation requirements of the programs may be changed due to the same reason, even if the programs are duly implemented.

### 14. Contact

#### (1) Division in charge

Teachers Training Section, JFJLI, Urawa Tel. +81-(0)48-834-1182 Fax.

+81-(0)48-834-1170

E-mail: [urawakenshu@jpf.go.jp](mailto:urawakenshu@jpf.go.jp)

#### (2) Application from Overseas

Prior to application, be sure to confirm the submission destination and qualification to the nearest Japan Foundation overseas offices. When there is no Japan Foundation overseas office in the applicant's country, please contact the nearest Japanese diplomatic mission.

① The Japan Foundation Overseas Offices: <https://www.jpf.go.jp/e/world/index.html>

② Japanese Diplomatic Missions: [https://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](https://www.mofa.go.jp/about/emb_cons/mofaserv.html)

### Instruction to Fill in the Application Forms

- (1) Please use the name exactly as given in the passport. If the passport has not yet been issued, please use the name given in the public identification such as driver's license.
- (2) Please type or write with a ballpoint pen in black ink, printing clearly in block letters.
- (3) Check the box for your preferred session. Applicants may apply for more than one session, but will only be selected for a single session.  
※You may simultaneously apply for both "Online program" and "On-site program". However you can only be allowed to participate in one program.
- (4) The entire application form should be filled out in Japanese if there are no specific directions, such as "in English" or "in Native Language." Applicants must complete "5. Essay in Japanese" (p. 15) on their own without assistance from others.