

Application Guidelines on the FY2024 Kanagawa Prefectural Government Program for Overseas Technical Trainees

1. Objective of the Program

The Program is conducted by Kanagawa Prefectural Government (hereafter called “K.P.G.”), as part of its international contribution on the regional level. In the Program, K.P.G. receives trainees from developing countries, etc. for their practical training (hereafter called “specialized training”) at the prefectural organs, research institutes, etc. in Kanagawa, thus contributing to the economic, social and cultural development of those countries through nurturing of human resources.

2. Number of Technical Trainees to be Accepted

About three persons

3. Qualifications to be the Trainee

The trainee shall be a citizen of a developing country*, etc. and must meet all the following conditions. *ODA recipient on DAC list

- 1) A person who has belonged to the current organization for one year or over* and has the will and potential to become a mid-level leader in the future in the field in which he/she hopes to receive training. *As of January 1, 2024
 - After returning from Japan, the trainee must be able to return to the same organization, etc. to take up the job in the field of his/her training in Kanagawa.
 - Students are not eligible.
- 2) In principle, a person who has enough **Japanese language competency** in both listening and speaking to receive training in Japanese. No interpreter will accompany the trainee during the specialized training.
If a specialized training organization consents, it is admitted that he/she receives the training in English. However, the trainee still needs to have Japanese language proficiency at a daily conversation level.
- 3) A person who is healthy enough, both mentally and physically, to receive training.
- 4) A person who is 18 years old and over, and under 40 years old as of August 1, 2024.
- 5) A person who has nationality of a country other than Japan.
- 6) A person who has never received any kind of criminal punishments or administrative disposition, such as enforced repatriation, due to violation of laws or regulations.
- 7) A person who does not have any obstacle to receiving training in Japan without his/her family.

4. Fields of Training

- 1) Japanese teaching method
- 2) Water quality testing and water quality management
- 3) Virus testing
<Qualifications>
 - A person who has practical experience over three years after graduating from university (e.g. medicine, veterinary medicine, pharmaceutical sciences, hygiene chemistry, science)
- 4) Education of students specialized in rehabilitation (physical therapist/occupational therapist)
<Qualifications>
 - A person who has a bachelor's degree or higher level of degree
 - A person who is engaged in education of students in medical rehabilitation (physical therapy/occupational therapy) at university/vocational school/similar educational institute in his/her home country
 - A person who is engaged in medical rehabilitation at a facility such as a hospital is not eligible.

5. Recommending Organization

Application for the Overseas Technical Trainees shall be accepted through recommendation by either of the following organizations. The organization the applicant belongs to can also make recommendation.

- 1) Local governments of the regions that have friendship affiliations with K.P.G., and other local governments
- 2) Overseas Kanagawa-kenjinkai Association
- 3) Overseas public research institutes, etc. introduced by the departments or bureaus of K.P.G. (only when their employees are recommended)
- 4) Local governments of the regions that have friendship agreements with the municipalities within Kanagawa Prefecture
- 5) Foreign embassies in Japan, and overseas public research institutes, etc. introduced by foreign embassies in Japan.
- 6) Overseas organizations in cooperative relationship with Japan Overseas Cooperation Volunteers and Senior Volunteers from Kanagawa Prefecture, etc.
- 7) Organizations K.P.G. considers appropriate for the promotion of the prefecture's global strategy

6. Notification of Screening Result

K.P.G. will notify the applicant of the result of the screening through the recommending organization in mid-June 2024.

7. Training Period

The training period shall be beginning in mid-September 2024 and ending in early March 2025. Trainees cannot change the training period and return home during their training period except for particular circumstances.

8. Method of Training

The specialized training will be conducted in the form of practical training based on the regular work activities of the K.P.G. organs or the organizations to which the training is committed.

9. Language Used for Training

In principle, **the specialized training will be conducted in Japanese**. If a specialized training organization consents, it is admitted that he/she receives the training in English. However, the trainee needs to have Japanese language proficiency at a daily conversation level.

10. Accommodation

Trainees will stay at accommodation designated by K.P.G.

11. Expenses for Training

K.P.G. will shoulder the following expenses necessary to conduct training. (No request for increase of the allowances or change in the method of payment, etc. will be accepted.)

[Amount to be paid to the trainee]

- 1) Preparation allowance: ¥25,000 (to be paid after arrival)
- 2) Living expenses: ¥85,000 per month (including meal expenses)
- 3) Travel expenses in Japan:
Travel expenses between the New Tokyo International Airport, etc. and the designated accommodation at the time of arrival in and departure from Japan, and commuting expenses between the accommodation and the specialized training organization
- 4) Book allowance: ¥10,000 (to be paid after arrival)
- 5) Postage to send books, information materials, etc. to home:
(one-time payment, to be paid before departure from Japan)
Asian countries and other countries: ¥6,000
Middle Eastern, Central and South American, European countries: ¥11,000
African countries: ¥15,000

[Amount to be directly paid by K.P.G.]

- 1) Travel expenses to and from Japan
Round-trip, economy class ticket for the shortest route from the trainee's nearest international airport to Japan
- 2) Accommodation expenses

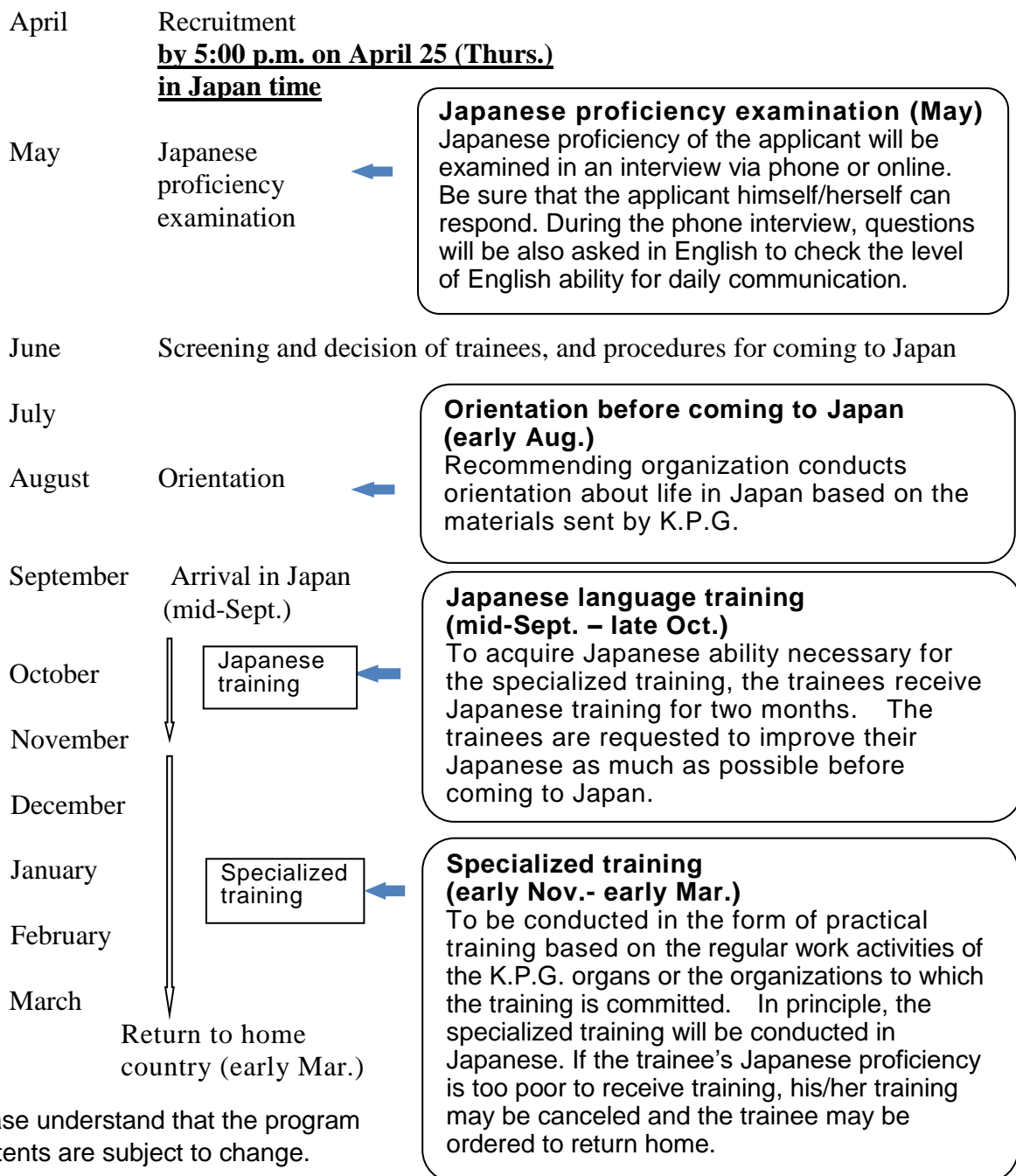
Monthly rent (During the training, the trainee will stay in the accommodation designated by K.P.G., and the renting procedures are taken by K.P.G.)

- 3) Welfare expenses
 Actual expenses for carrying Comprehensive Insurance for Foreign Trainees
 (Procedures to purchase the insurance are taken by K.P.G.)

12. Certificate of Completion of Training

K.P.G. shall confer a certificate of completion to the trainees upon completion of the training conducted under this Program.

13. Schedule



*Please understand that the program contents are subject to change.

Points of Attention for the Trainee during the Stay in Kanagawa

1. Obligations of the Trainee

The trainee shall have the following obligations.

- 1) The trainee must abide by the laws and regulations of Japan.
- 2) The trainee must submit to K.P.G. a monthly training report during the training period, and an overall report upon completion of the training.
- 3) The trainee must follow the instructions given by K.P.G. and the specialized training organizations regarding the training and daily life.
- 4) The trainee must take care of his/her health and receive training in good faith conforming to the purpose of this program.
- 5) Upon completion of the training, the trainee must return to his/her home country without delay, and try to disseminate the training results he/she will have obtained for the development of his/her country.
- 6) The trainee must not engage in any kind of profitable work during his/her stay in Japan.
- 7) The trainee must strive to associate with, and establish friendly ties with the prefectural citizens during his/her stay in Japan.
- 8) After returning to his/her home country, the trainee must strive to maintain network with Kanagawa Prefecture, including his/her relations with the training organization, etc.
- 9) After returning to his/her home country, the trainee must submit "Post-training Report on the State (Change in the State) of the Trainee" (Form No. 10) to K.P.G. within one month following the return, and also by the end of every December for three years from the second year through his/her recommending organization or the organization that the trainee belongs to. The trainee shall also report to K.P.G. whenever he/she changes his/her place of work by the same Form No. 10 through his/her recommending organization or the organization that the trainee belongs to.

2. Treatment of the Trainee

If the trainee comes under any one of the following items, K.P.G. may suspend his/her training, introduce a suitable medical institution, cancel his/her training, or order to return to his/her home country.

- 1) The trainee has made false statements, either partially or entirely, in the application documents.
- 2) The trainee violates either of the "Obligations of the Trainee".
- 3) The trainee is considered impossible to receive training by K.P.G. due to extremely low level of Japanese proficiency.
- 4) It is difficult for the trainee to receive training due to injury or illness, etc.
- 5) The trainee is considered markedly unsuitable as a trainee by K.P.G.

3. Medical Examination/Treatment during the Training

- 1) The trainee must take a health examination upon arrival in Japan. (K.P.G. will shoulder the expenses of the health examination.)
- 2) The trainee must promptly see a doctor when considered necessary due to his/her health conditions, such as illness, injury and pregnancy, and instructed so by K.P.G.

4. Guarantor

K.P.G. shall act as a guarantor for the trainee's entry into and stay in Japan.

5. Insurance

When the trainee causes damage to the specialized training organizations or a third party due to an intentional act or gross negligence, K.P.G. shall not, but the trainee must bear the liability. The trainee must carry Comprehensive Insurance for Foreign Trainees of Japan International Training Cooperation Organization against injuries, diseases, accidents and liabilities. (K.P.G. will shoulder the insurance premiums.) However, for the damage which is not covered by the purchased insurance, the trainee bears the cost of the damage.

Roles of the Organization the Trainee Belongs to

1. The organization the trainee belongs to is requested to do the following in cooperation with the recommending organization.
 - 1) To coordinate the contents of the specialized training and various matters with K.P.G. before and after the trainee's arrival in Japan.
 - 2) To grasp progress and provide necessary instruction during the training period.
 - 3) To provide the trainee with the necessary assistance so that the trainee will be able to fully utilize the training results after his/her return home.
2. To provide the trainee with the necessary instruction and assistance in cooperation with the recommending organization that the trainee will be able to disseminate the training results in his/her organization and region.

Roles of the Recommending Organization

1. The recommending organization is requested to fully inform the applicant of all the items written in this Application Guidelines, such as the objective of this program, qualifications and obligations of the trainees and outline of the training, and make sure the applicant understands them well.
2. The recommending organization shall act as the point of contact between K.P.G. and the applicant (trainee after successful acceptance), and coordinate various matters whenever necessary.
3. The recommending organization shall provide K.P.G. with the necessary information for the screening of the trainees.
4. The recommending organization shall provide the trainee with the assistance below.
 - 1) To instruct the trainee to improve his/her Japanese proficiency as much as possible before coming to Japan
 - 2) To instruct the trainee about important points in life in Japan based on the materials sent by K.P.G.
 - 3) To coordinate the content of the trainee's specialized training before and after the trainee's arrival in Japan
 - 4) To grasp the progress of the training and provide the necessary instruction to the trainee during his/her training
 - 5) When the trainee falls into an unexpected situation while in Japan, the recommending organization shall provide cooperation requested by K.P.G.
 - 6) To provide the trainee with the necessary assistance after his/her return home, such as holding a reporting session, in view of fully utilizing the training results.
5. Report of the state after return (submission of "Post-training Report on the State (Change in the State) of the Trainee" (Form No. 10))

The recommending organization shall confirm the training results after the trainee's return from Japan, and submit "Post-training Report on the State (Change in the State) of the Trainee" (Form No. 10) within one month following the return. It shall also submit the same Report by the end of every December for three years from the second year. It is also required to report to K.P.G. promptly whenever the trainee changes his/her place of work.

*If K.P.G. deems the recommending organization incapable of meeting these requirements, K.P.G. may dismiss it as a recommending organization.

Application Documents and Items to be Noted upon Entry

1. Application Documents

Those who wish to apply for the Program shall send the following documents to K.P.G. by both e-mail and by post by the due date.

In principle, the application documents shall be filled in with the Japanese block style writing. Application documents in English can be acceptable, provided that they are all typewritten. Handwritten application documents are not accepted.

All the application documents submitted shall not be returned. The incomplete documents or those which arrive after the deadline shall not be accepted. If a false statement is made in the application documents, the applicant shall be disqualified.

When K.P.G. is unable to obtain the information necessary for arranging the training organization due to incomplete application documents, the applicant shall not be included in the candidates for screening.

1) Letter of Recommendation (Form No. 1)

"Letter of Recommendation" shall be written by the recommending organization. The representative of the recommending organization shall be the chief of the organization.

2) Kanagawa Prefectural Government Program for Overseas Technical Trainees Application Form (Form No. 2)

In "Present address", be sure to write the address where the applicant can receive mail articles without fail.

3) Personal History (Form No. 3)

- If the applicant has no experience of staying in Japan, he/she shall not leave Item 7 "Past Entry into/Stay in Japan" blank, but write "None".
- If the applicant has experience of staying in Japan, especially for the purpose of training, he/she shall specify the field of training in "Purpose or reason" concretely.
- The applicant with no record of receiving criminal or administrative punishment during his/her stay in Japan shall write "No record of punishment" in the space of "Purpose or reason".

4) Description of the Training Subject (Form No. 4)

The coordination with the specialized training organizations and the selection of trainees are conducted mainly based on the contents entered in this Form and "Background Information (Form No. 8)". Especially, Item 4, "Purpose of receiving the training", Item 6, "Utilization of the acquired skill for practical use", and Item 7, "Subject of technical training course desired", must be written concretely and in detail.

If the recommending organization enters in these forms, it must obtain the consent and fully inform the applicant of the content.

5) Linguistic Ability Statement (Form No. 5)

The applicant shall mark his/her present linguistic ability. Japanese proficiency of the applicant will be examined in an interview via phone or web conference system, such as ZOOM, after K.P.G. receives the application documents. Please be sure that the applicant himself/herself can respond.

6) Medical Examination Report (Form No. 6)

The applicant can submit a medical examination report made by a local medical organization as long as it satisfies all examination items specified by K.P.G. In this case, the medical examination report must be written in Japanese or English. If the report is written in a language other than these, Japanese or English translation must be attached.

7) Written Oath (Form No. 7)

8) Background Information (Form No. 8)

- The recommending organization or the organization the applicant belongs to shall enter in the Background Information .
- Regarding the applicant whose Japanese ability is presently E (less than the elementary level) in the Linguistic Ability Record, the recommending organization is advised to write in this Form his/her efforts for improving Japanese, or a plan to study Japanese until his/her arrival in Japan. (Example of entry: The applicant is receiving, or will receive private Japanese lesson (certain) times a week.)

9) Summary of the Sending Organization (Form No.9)

“Summary of the Sending Organization” shall be written by the organization which the applicant belongs to. The chief of the organization must seal or sign it.

10) Certificate of Graduation from the Last School Attended

The applicant shall obtain from the last school attended the document that certifies his/her graduation from the school, year of graduation, degree obtained, and major, and send it to K.P.G. If it is difficult to obtain the certificate from the last school attended, the applicant may send a photocopy of his/her graduation diploma. (The original diploma shall not be sent to K.P.G.)

Either of the certificate or photocopy of diploma must be written in Japanese or English. If the certificate or the photocopy of diploma is not written in Japanese or English, translation in Japanese or English must be attached.

11) Post-training Return-to-job Guarantee

The applicant shall obtain the document in Japanese or English that certifies the following from the organization he/she belongs to. Only the original shall be accepted.

- i) The applicant is currently working in the field in which he/she wishes to receive training. The period that the applicant has been engaged in the work should be also stated.
- ii) After returning from Japan, the applicant will take up work that requires the acquired skills in the same organization. The applicant himself/herself shall also write below that he/she will return to the

organization he/she currently belongs to after returning to his/her home country, and utilize the skills he/she acquired.

If the Guarantee is written in language other than Japanese or English, translation in these languages must be attached.

(Example)

<p>This is to certify that the applicant has been working in this organization as <u>(type of work/duties)</u> since <u>(month) (day), (year)</u>.</p> <p>After returning from Japan, the applicant will work in this organization again as <u>(type of work/duties)</u> that requires the acquired skills.</p> <p>(Signature of the representative)</p> <p>After completion of the training, I will return to my home country, take up work at the above organization, and do my best to nurture human resources of my country by utilizing the training results. I will also make effort to maintain the network with Kanagawa Prefecture, including the relations with the training organization.</p> <p>(Signature of the applicant)</p>
--

12) Documents that certify the business activities, location, etc. of the organization the trainee belongs to

If the organization is a registered entity, a certificate issued by a public certification authority can be accepted. When there is no such certificate, please send a brochure, etc.

13) Three ID type photographs

The photographs must have been taken within the past 3 months, head and neck shot, no hat, and height 4 cm x width 3cm. One copy shall be pasted on the space specified in Form No. 2. The name of the applicant shall be written on the back of each photograph.

14) A photocopy of passport (If the applicant has one when making an application.)

Note: Be sure to send a clear photocopy of a page with the name, passport number and photograph of the applicant.

15) Documents to be attached by the recommending organization

- i) Contact Information
- ii) Outline of the recommending organization

2. Deadline for Recommendation

Application documents must be **sent by both e-mail and by post.**

Documents sent by e-mail must arrive at K.P.G. no later than **5:00 p.m., Thursday, April 25, 2024 in Japan time.**

Documents sent by post must arrive at K.P.G. no later than **Wednesday, May 15, 2024.**

3. Address to Submit the Application Documents and Point of Contact for Inquiries

By e-mail: kk-kokusai@pref.kanagawa.lg.jp

By post: International Exchange and Cooperation Group

International Affairs Division

International Affairs, Culture and Tourism Bureau

Kanagawa Prefectural Government

1 Nihon-odori, Naka-ku, Yokohama City

Kanagawa Prefecture, 231-8588 Japan

Tel: +81-45-210-3752 (direct) Fax: +81-45-212-2753