

Operational Guidelines for the Technical Intern Training Program Relating
to Specific Occupations and Operations
- Regarding the Standards for the Occupation ‘Care worker’ -

9, 29, 2017

Ministry of Justice and Ministry of Health, Labor and Welfare edition

(Enactment background)

Announced on 9, 29, 2017

- The Act on Proper Implementation of Technical Intern Training and Protection of Technical Intern Trainees (Act No. 89 of 2016; hereinafter referred to as “Act”) and the Ordinance for Enforcement of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees (Ordinance of the Ministry of Justice and Ordinance of the Ministry of Health, Labour and Welfare No. 3 of 2016; hereinafter referred to as “Ordinance”) makes it possible for the competent Minister to optimize the overall program and, in addition, enables there to be a system for the ministries and agencies with jurisdiction over the business which have knowledge pertaining to such occupation with regard to the individual occupation to have a certain involvement, and aim for optimization, and for the competent minister and minister with jurisdiction over the business to enact a Public Notice in consideration of the circumstances pertaining to the specific occupations and works.
- With regard to the technical intern training in the occupation ‘Care worker’, the particular standards are given in the Standards etc. Stipulated by the Minister with Jurisdiction over the Business in Consideration of the Circumstances Pertaining to the Specific Occupations and Works Prescribed in the Ordinance for Enforcement of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees Regarding the Occupation ‘Care worker’ (Public Notice of the Ministry of Health, Labour and Welfare No. 320 of 2017; hereinafter referred to as “Public Notice”). In addition, the interpretation, etc. of the Public Notice is given in the “Standards etc. Stipulated by the Minister with Jurisdiction over the Business in Consideration of the Circumstances Pertaining to the Specific Occupations and Work Prescribed in the Ordinance for Enforcement of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees Regarding the Occupation ‘Care worker’” (Welfare Support Order No 4 and Elderly Order No. 2 of 9,29,2017; hereinafter referred to as “interpretation notice”).

- The details of the standards are as follows.

Section 1. Concerning the content of the technical intern training

【Relations】

(Standards for the Goals and Content of the Technical Intern Training)

Ordinance Article 10

(2)The standards pertaining to the contents of the technical intern training specified by an ordinance of the competent ministries as prescribed in Article 9, item (ii) of the Act (including cases where it is applied mutatis mutandis pursuant to Article 11, paragraph (2) of the Act) shall be as follows.

(i)·(ii) (Omitted)

(iii)·(iv) (Described later)

(v)·(vi) (Omitted)

(vii) (Described later)

(viii) In addition to those matters listed in each of the preceding items, with regard to specific occupations and work specified by the Minister of Justice and the Minister of Health, Labor and Welfare in a public notice, the lectures shall meet the standards provided for in a public notice by the competent minister for the business pertaining to such specific occupation and operation (meaning the competent minister for the business pertaining to such occupation and operation provided for in Article 53 of the Act; the same shall apply hereinafter) in consideration of the circumstances specific to such occupation and operation, in consultation with the Minister of Justice and the Minister of Health, Labor and Welfare.

Public Notice Article 1 The standards provided for in The Public Notice as prescribed in Article 10, paragraph (2), item (viii) of the Ordinance for Enforcement of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees (Ordinance of the Ministry of Justice and Ordinance of the Ministry of Health, Labour and Welfare No. 3 of 2016; hereinafter referred to as “Ordinance”) pertaining to the occupation ‘Care worker’ shall be as follows.

(i)~(iii) (Described later)

(1) Regarding the standards for the technical intern trainees

【Relations】

Ordinance Article 10

(2)

(iii) The technical intern trainee shall come under all of the following items.

(a) The technical intern trainee shall be 18 years of age or above.

(b) The technical intern trainee shall be a person who intends to engage in the technical intern training having understood the purpose of the program.

(c) The technical intern trainee plans to engage in work requiring the skills etc. acquired, etc. in Japan after returning to his or her home country.

(d) In cases pertaining to individual-enterprise-type technical intern training, the technical intern trainee is a full-time employee of a place of business in a foreign country of the applicant, or the place of business in a foreign country of the foreign public or private organization as provided for in Article 2, and moreover, is a person who has been transferred or seconded from said place of business.

(e) In cases pertaining to supervising-organization-type technical intern training, the technical intern trainee has experience of engaging in the same kind of work in a foreign country as the work the trainee intends to engage in while in Japan, or there are special circumstances necessitating the technical intern trainee engage in the supervising-organization-type technical intern training

(f) In cases pertaining to supervising-organization-type technical intern training, the person intending to engage in the technical intern training has received a recommendation from a public organization (meaning a national government agency, local government agency, or an equivalent organization thereof; the same shall apply hereinafter) of a country or region where said person has a nationality or address (meaning the region as prescribed in Article 2, item (v), sub-item (b) of the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951; hereinafter referred to as “Immigration Control Act”).

(g) In cases pertaining to technical intern training (iii), the technical intern trainee is to commence technical intern training (iii) after returning to his or her home country for one month or more following the completion of technical intern training (ii).

(h) The technical intern trainee has not engaged in technical intern training pertaining to the same stage of technical intern training in the past (meaning the stages of technical intern training (i), technical intern training (ii) or technical intern training (iii)) (except for cases where there are unavoidable

circumstances).

Public Notice Article 1

(i) The technical intern trainee shall meet the requirements listed respectively in (a) or (b), according to the category of technical intern training listed in the following (a) or (b).

(a) Technical intern training (i): Persons who passed N4 of the Japanese Language Proficiency Test (meaning the Japanese Language Proficiency Test implemented by the Japan Foundation and Japan Educational Services and Exchanges (referring to the juridical person established as the Japan Educational Services and Exchanges on March 1, 1957); the same shall apply in (b)), or other persons with equivalent or greater competence.

(b) Technical intern training (ii): Persons who passed N3 of the Japanese Language Proficiency Test, or other persons with equivalent or greater competence.

Interpretation notice

Section 1. Standards for Accreditation of the Technical Intern Training Plans

(i) Standards for the Content of the Technical Intern Training

1. Regarding the Technical Intern Trainees

(2) Japanese Language Proficiency Requirements (Article 1, item (i) of the Public Notice)

① The “other persons with equivalent or greater competence” provided for in Article 1, item (i)(a) of the Public Notice shall be the following persons:

- Persons who passed N3, N2 or N1 of the Japanese Language Proficiency Test (meaning the Japanese Language Proficiency Test implemented by the Japan Foundation and Japan Educational Services and Exchanges; the same shall apply hereinafter).
- Persons who passed levels 3, 2, or 1 of the Japanese Language Proficiency Test conducted up until March 31, 2010.
- Persons who scored 350 or more in the E-F level test of the J. TEST (Test of Practical Japanese) (meaning the J. TEST (Test of Practical Japanese) implemented by the Japan Language Examination Association or scored 400 or more in the A-D level test.
- Persons who passed levels 4, 3, 2, or 1 of the Japanese language NAT-TEST (meaning the Japanese NAT-TEST implemented by Senmon Kyoiku Publishing Co., Ltd.; the same shall apply hereinafter).

In addition, those persons who have been certified by a foreign government or related organization as having equivalent or greater

competence than the abovementioned persons may be added.

② The “other persons with equivalent or greater competence” provided for in Article 1, item (i)(b) of the Public Notice shall be the following persons:

- Persons who passed N2 or N1 of the Japanese Language Proficiency Test.
- Persons who passed levels 2 or 1 of the Japanese Language Proficiency Test conducted up until March 31, 2010.
- Persons who scored 400 or more in the A-D level test of the J. TEST Test of Practical Japanese.
- Persons who have passed levels 3, 2, or 1 of the Japanese language NAT-TEST.

In addition, those persons who have been certified by a foreign government or related organization as having equivalent or greater competence than the abovementioned persons may be added.

○ Regarding the requirements of Article 1, item (i) of the Public Notice, a certain level of Japanese language skills is required respectively for technical intern trainee (i) and technical intern trainee (ii). In order to receive accreditation of the technical intern training plan, it is necessary for the technical intern trainee to take one of the following tests, and pass or obtain a certain score.

- Japanese Language Proficiency Test

(For details of the exam, see website: <http://www.jlpt.jp/>).

- J. TEST Test of Practical Japanese

(For details of the exam, see website: <http://j-test.jp/>).

- Japanese Language NAT-TEST

(For details of the exam, see website: <http://www.nat-test.com/>.)

○ When applying for accreditation of the technical intern training plan for technical intern trainees (i) and technical intern trainees (ii), it is necessary to submit a document certifying Japanese language proficiency such as the transcript of the above examination. Regarding accreditation of the technical intern training plan, in principle, it is necessary to apply four months in advance of the intended date of commencement in the case of technical intern training (i), and three months in advance of the intended date of commencement in the case of technical intern training (ii), and when applying, if the applicant is unable to submit a document to prove Japanese language proficiency due to such circumstances as the results of pass or failure of the exam not being out yet, it is

possible to subsequently complete submission of the document after the application up to three months before the commencement of the training with regard to technical intern training (i), and up to two months before the commencement of the training with regard to technical intern training (ii). In cases of subsequently completing submission of the document, it is necessary to submit a Written declaration of correction of the application documents (additional document submission) ('Care worker' Reference Form No. 1) at the time of the application.

【Documents to be confirmed】

- Japanese Language Proficiency Certificate
 - * For the Japanese Language Proficiency Test
- J. TEST Test of Practical Japanese Score Report
 - * For the J. TEST Test of Practical Japanese
- Japanese Language NAT-TEST Score Report
 - * For the Japanese language NAT-TEST
- Written declaration for correction of the application documents (submission of additional documents) ('Care worker' Reference Form No. 1)
 - * When subsequently completing submission of the documents

【Notes】

- For the “J.TEST Test of Practical Japanese Score Report” and the “Japanese Language NAT-TEST Score Reports”, it is necessary for the applicant to directly obtain the results from the J. TEST Secretariat, and the Japanese Language NAT-TEST Steering Committee. Please refer to the following links for details of how to obtain the results.
 - J. TEST Test of Practical Japanese Score Report
<http://j-test.jp/immigration>
 - Japanese Language NAT-TEST Score Report
http://www.nat-test.com/contents/institution_score_report.html
- When subsequently completing submission of the documents to prove Japanese language proficiency, pay attention to the timing of each exam and the publication date of the confirmation document, and complete submission by the deadline. The timing of each exam and the publication date of the confirmation documents are as shown in the table below. (Since the number of times of implementation varies depending on the country or region, please refer to the applicable website for each exam for details.)

Examination type	Timing of the exam	Publication date of the confirmation document
Japanese Language Proficient Test	July (First) , December (Second)	(In Japan) Early September Early February (Outside of Japan) Early October Early March
J.TEST Test of Practical Japanese	January, March, May, July, September and November	Approximately one month after the exam implementation date
Japanese Language NAT-TEST	February, April, June, August, October and December	Within three weeks after the exam implementation date

(2) Regarding the standards for the lectures

【Relations】

Ordinance Article 10

(2)

(vii) In cases pertaining to technical intern training (i), the post-entry lectures shall fall under all of the following items.

(a) The applicant in cases pertaining to individual-enterprise-type technical intern training (i) or the supervising organization in cases pertaining to supervising-organization-type technical intern training (i) personally implements the classroom lectures (including observation tours; the same shall apply in (c)) or entrusts them to an appropriate person.

(b) The subjects shall be as listed below.

1. Japanese language
2. Knowledge of general life in Japan
3. Response methods and other necessary information to legally protect the technical intern trainee if he or she becomes aware of a violation of the provisions of laws and regulations relating to immigration or labor (limited to cases where a person with specialized knowledge (in cases pertaining to supervising-organization-type technical intern training (i),

excluding the applicant or a person belonging to the supervising organization) is to give the lectures)

4. In addition to those subjects listed in 1 to 3, knowledge that contributes to the smooth acquisition, etc. of skills etc. in Japan

(c) The total number of hours (calculated as eight hours for days when the implementation time exceeds eight hours) is one-sixth or more of the total number of scheduled hours of technical intern training (i) which the technical intern trainee is to engage in while in Japan (in cases where the technical intern trainee has taken any of the following lectures which has a program of at least 160 hours a month of the subjects of (b)1, 2 or 4, and which is being implemented through classroom lectures (hereinafter referred to as “pre-entry lectures”), one-twelfth or more).

1. The applicant in cases pertaining to individual-enterprise-type technical intern training (i) or the supervising organization in cases pertaining to supervising-organization-type technical intern training (i) implements the lectures personally or by entrusting them to an appropriate person.

2. The lectures are to be implemented by a public organization or an educational organization in a foreign country (these organizations or the public or private organization in a foreign country as provided for in Article 2 in cases pertaining to individual-enterprise-type technical intern training (i)), and the contents of the lectures have been deemed to be equivalent to the post-entry lectures by the applicant in cases pertaining to individual-enterprise-type technical intern training (i) and by the supervising organization in cases pertaining to supervising-organization-type technical intern training (i).

(d) With regard to the subject given in (b) 3 in cases pertaining to individual-enterprise-type technical intern training (i) and all of the subjects in cases pertaining to supervising-organization-type technical intern training (i), the lectures are to be held before the period of having the trainee engage in the work pertaining to the skills, etc. which he or she is to acquire, and moreover, the technical intern trainee will not be engaging in work during the period of the post-entry lectures pertaining to such subject.

Public Notice Article 1

(ii) The post-entry lectures shall fall under all of the following items.

(a) The total number of hours of lectures of the subjects listed in Article 10, paragraph (2), item (vii)(b)(1) of the Ordinance (hereinafter referred to as

“subject of Japanese language” in this item) is 240 hours or more, and with regard to the educational contents listed in the middle column of Appended Table 1, the lectures take the number of hours listed in the right-hand column of the same Table as the standard; provided, however, that if a technical intern trainee takes lectures on the subject of Japanese language in the pre-entry lectures (referring to the pre-entry lectures prescribed in item (vii)(c) of the same paragraph; hereinafter the same shall apply in this item), some of the hours of lectures on the subject of Japanese language in the post-entry lectures may be exempted depending on the educational content and the number of hours of lectures of the subject of Japanese language that the technical intern trainee took in the pre-entry lectures.

- (b) Notwithstanding (a), in the case of technical intern trainees who meet the requirements listed in (b) of the preceding item, the total number of hours of lectures in the subject of Japanese language is 80 hours or more, and with regard to the educational contents listed in the middle column of Appended Table 2, the lectures take the number of hours listed in the right-hand column of the same Table as the standard; provided, however, if the technical intern trainee has taken lectures on the subject of Japanese language in the pre-entry lectures, some of the number of hours of lectures on the subject of Japanese language in the post-entry lectures may be exempted depending on the educational content and the number of hours of lectures of the subject of Japanese language that the technical intern trainee took in the pre-entry lectures.
- (c) The lectures on the subject of Japanese language shall be given by a person who completed a course relating to Japanese language education at a university (excluding junior colleges) or a graduate school based on the School Education Act (Act No. 26 of 1947), and graduated from the same university or completed the course of the graduate school, or other persons with equivalent or greater competence.
- (d) The educational content and the number of hours of the subjects listed in Article 10, paragraph (2), item (vii)(b)(4) of the Ordinance (hereinafter referred to as “subjects of knowledge contributing to the acquisition, etc. of skills, etc.” in this item) are greater than those specified in Appended Table 3; provided, however, that if the technical intern trainee takes lectures on subjects of knowledge contributing to the acquisition, etc. of skills, etc. in the pre-entry lectures, some of the number of hours of lectures on the subjects of knowledge contributing to the acquisition, etc. of skills, etc. in the post-entry lectures may be exempted

depending on the educational content and the number of hours of lectures of the subjects of knowledge contributing to the acquisition, etc. of skills, etc. that the technical intern trainee took in the pre-entry lectures.

- (e) The lectures on subjects of knowledge contributing to the acquisition, etc. of skills, etc., should be given by a person with experience of giving lectures relating to the content of education in the field of ‘Caregiving’ of Appended Table 4 of the Ordinance on Designated Schools for Certified Social Workers and Certified Care Workers (Ordinance of the Ministry of Health, Labour and Welfare No. 50 of 1987) as a teacher of the school or training institution provided for in Article 40, paragraph (2), item (i) to item (iii) of the Certified Social Worker and Certified Care Worker Act (Act No. 30 of 1987), or other persons with equivalent or greater expert knowledge and skills.

Appended Table 1 (Relating to Article 1, item (ii)(a))

Subjects	Educational content	No, of hours
Japanese language	General Japanese language	100
	Listening comprehension	20
	Reading comprehension	13
	Writing	27
	Pronunciation	7
	Conversations	27
	Compositions	6
	Japanese language in Caregiving	40
Total		240

Appended Table 2 (Relating to Article 1, item (ii)(b))

Subject	Educational content	No.of hours
Japanese language	Japanese pronunciation	7
	Conversation	27
	Compositions	6
	Japanese language in Caregiving	40
Total		80

Appended Table 3 (Related to Article 1, item (ii)(d))

Subject	Educational content	No.of
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		hours
Knowledge that contributes to the acquisition, etc. of skills, etc.	Foundational Caregiving I・II	6
	Communication skills	6
	Care for mobility	6
	Care for meals	6
	Care for excretions	6
	Care for dressing and disrobing	6
	Care for bathing and bodily cleanliness	6
Total		42

Interpretation notice

Section 1.

(i)

2. Post-entry Lectures (Article 1, item (ii) of the Public Notice)

(1) Subject of Japanese language (Article 1, item (ii) (a) to (c) of the Public Notice)

① The matters included in the educational content listed in the middle column of Appended Table 1 and Appended Table 2 of the Public Notice shall be as follows.

- ・ General Japanese: ① Grammar (word grammar, sentence grammar), ② vocabulary (context, paraphrasing, usage), treatment expressions, ④ pronunciation, ⑤ accurate listening, ⑥ writing based on the topic
- ・ Listening comprehension: ① utterances, ② immediate responses, ③ understanding of tasks, ④ understanding of key points, ⑤ summary understanding
- ・ Reading comprehension: ① Content understanding, ② information retrieval
- ・ Writing: ① Kanji character reading, ② writing
- ・ Pronunciation: ① Meter ② emphasis, ③ intonation
- ・ Conversations: ① Situational expressions, ② sentence endings
- ・ Compositions: ① Sentence composition, ② suitable expressions
- ・ Japanese language in Caregiving: ① Vocabulary such as body parts, ② vocabulary and voice tone depending on the caregiving setting

② The “other persons with equivalent or greater competence” provided for in Article 1, item (i)(c) of the Public Notice shall be the following persons:

- ・ Persons who earned at least 26 credits in a subject related to Japanese

language education at a university (excluding junior colleges) or a graduate school based on the School Education Act (Act No. 26 of 1954) and graduated from the same university, or completed the course of the graduate school.

- Persons who passed the Japanese Language Teaching Competency Test conducted by the Japan Student Services Association (meaning the juridical person established as the Japan Student Services Association on March 1, 1957).
- Persons who have a bachelor's degree and completed training on Japanese language education deemed to be suitable (limited to courses of at least 420 unit hours (one unit time being 45 minutes)).
- Persons who completed a course related to Japanese language education at a foreign university or graduate school equivalent to a university (excluding junior colleges) or graduate school based on the School Education Act and graduated from the same university, or completed the course of the graduate school.
- Persons with a bachelor's degree, who have experience of working for one year or more as Japanese language teaching staff at the Japanese language education institution given in Appended Table 1, Appended Table 2 or Appended Table 3 of the Public Notice Specifying the Japanese Language Educational Institutions, etc. Pursuant to the Provisions of the Standards Pertaining to the Status of Residence of "Student" Set Forth under the Ministerial Ordinance Providing for the Criteria in Article 7, Paragraph (1), Item (ii) of the Immigration Control and Refugee Recognition Act on a day within three years of the date of the application for accreditation of the technical intern training plan, and moreover, who have not actually left the position of Japanese language teaching staff of the relevant Japanese language education institution.

(2) Subjects of knowledge contributing to the acquisition, etc. of skills, etc. (Article 1, item (ii)(d) or (e) of the Public Notice)

- ① The matters to be included in the educational content given in the middle column of Appended Table 3 of the Public Notice are as follows.
 - Foundational Caregiving I and II: ① Foundational Caregiving I (role of the care worker, the care worker ethics, securing of safety in caregiving and risk management, safety of the care worker, care process, maintenance of dignity in care and support for self-reliance), ②

Foundational Caregiving II (Understanding of the mechanism of the body, understanding people who need care (understanding of the elderly, understanding of dementia, understanding of disabilities))

- Communication skills: ① Significance and purpose of communication, ② basic techniques of communication, ③ type-specific communication
 - Care for mobility: ① Significance and purpose of mobility, ② basic care (physical position changes, movement (walking, transportation using wheelchairs, etc.)), ③ points to note on mobile assistance and accident prevention
 - Care for meals: ① Significance and purpose of the meals, ② basic care for meals, ③ points to note on meal assistance and accident prevention
 - Care for excretions: ① Significance and purpose of excretions, ② basic care (portable toilets, bedpans and urinary equipment, diapers, etc.), ③ points to note on excretion assistance and accident prevention
 - Care for dressing and disrobing: ① Significance and purpose of dressing and disrobing, ② Care for basic dressing and disrobing ③ Points to note on dressing and disrobing assistance and accident prevention
 - Care for bathing and bodily cleanliness: ① Significance and purpose of bathing and body cleanliness, ② basic bathing care (special bathtubs, chair baths, general bathtubs, etc.), ③ methods of body washing other than bathing (foot baths, hand washing, body washing), ④ prevention of bedsores, ⑤ points to note on bathing and body cleanliness, and accident prevention
- ② The “other persons with equivalent or greater knowledge and experience” provided for in Article 1, item (ii)(e) of the Public Notice with regard to instructors for subjects of knowledge contributing to the acquisition, etc. of skills etc. shall be the following persons.
- Persons who have experience of teaching any of the subjects of Foundation of Caregiving and Welfare, Communication skills, Living support skills, Care process, or Care general practices as specified in Attached Table 5 of the Ordinance on Designated Schools for Certified Social Workers and Certified Care Workers (Ordinance of the Ministry of Education, Culture, Science and Technology and Ordinance of the

Ministry of Health, Labour and Welfare No. 2 of 2008) as a teacher of the upper secondary school or lower secondary school provided for in Article 40, paragraph (2), item (iv) of the Certified Social Worker and Certified Care Worker Act (Act No. 30 of 1987).

- Persons who have experience of teaching any of the subjects of Foundational Caregiving I or II, Communication skills, Living support skills I or II, or Care process I to III provided for in Appended Table 5 of the Ordinance on Designated Schools for Certified Social Workers and Certified Care Workers (Ordinance of the Ministry of Health, Labour and Welfare No. 50 of 1987) as a teacher of the school or training institution provided for in Article 40, paragraph (2), item (v) of the Certified Social Worker and Certified Care Worker Act.
- Persons who have experience of teaching any of the subjects of Foundational Caregiving, Communication skills in caregiving, or Mechanism of the mind and body, and Living support skills provided for in the Table of the Standards Provided for by the Minister of Health, Labour and Welfare Prescribed in Article 22-23, Paragraph (2) of the Ordinance for Enforcement of the Long-Term Care Insurance Act (Public Notice of the Ministry of Health, Labour and Welfare No. 71 of 2012) in the Initial Training Program for Care Workers Provided for in Article 22-23, paragraph (1) of the Ordinance for Enforcement of the Long-Term Care Insurance Act (Ordinance No. 36 of the Ministry of Health, Labour and Welfare of 1999).
- Persons who have experience of teaching any of the subjects of Foundation of Caregiving and Welfare, Communication skills, Living support skills, Care process or Care general practices as specified in the Table of Article 2, Item (ii) of the Supplementary Provisions of the Ordinance on Designated Schools for Certified Social Workers and Certified Care Workers as a teacher of the upper secondary school or lower secondary school provided for in any of the items of Article 2, paragraph (1) of the Certified Social Worker and Certified Care Worker Act.

(3) Exemption of Hours

- ① The “some of the hours ... may be exempted” provided for in Article 1, item (ii), (a), (b) or (d) of the Public Notice means, as with the operation of the technical intern training itself, that with regard to the pre-entry lectures

(meaning the pre-entry lectures provided for in Article 10, paragraph (2), item (vii) (c) of the Ordinance; hereinafter the same shall apply), when lectures are given that are equivalent to the lectures on the subject of Japanese language or the subject of knowledge contributing to the acquisition, etc. of skills, etc., to be given in the post-entry lectures, and such number of hours is one-half or more of the total number of hours prescribed in the Public Notice with regard to each respective subject, a maximum of one-half of the total number of hours provided for in the Public Notice as the overall number of hours for such subject may be exempted from the post-entry lectures.

Even with regard to the number of hours for each educational content, all or some of the hours specified in the Public Notice with regard to the post-entry courses may be exempted with an upper limit of the number of hours for each educational content in the lectures for each subject in the pre-entry lectures.

- ② In order for the lectures for the subject of Japanese language given in the pre-entry lectures to be recognized as being equivalent to the lectures for the subject which are to be given in the post-entry lectures, it is necessary for the educational content stipulated in the Public Notice to be given by the persons in the following (a) or (b).
 - a. Persons given in Article 1, item (ii) (c) of the Public Notice
 - b. Persons who have graduated from a foreign university or completed a course of a foreign graduate school, and who have experience of working for one year or more as Japanese language teaching staff at a Japanese language education institution in a foreign country on a day within three years of the date of the application for accreditation of the technical intern training plan, and moreover, who have not actually left the position of Japanese language teaching staff of the relevant Japanese language education institution.
- ③ In order for the lectures for the subject of knowledge contributing to the acquisition, etc. of skills, etc. given in the pre-entry courses to be recognized as being equivalent to the lectures for the subject which are to be given in the post-entry lectures, it is necessary for the educational content stipulated in the Public Notice to be given by the persons in Article 1, item (ii) (e) of the Public Notice.

- With regard to Article 1, item (ii) of the Public Notice, in order to ensure that the post-entry lectures comprise a course to learn basic matters concerning the Japanese language and care necessary for implementation of technical intern training in the occupation ‘Care worker’, certain requirements are set for the number of hours per subject for the post-entry lectures, the educational content and the teachers.
- For the subject of Japanese language, lectures need to be conducted with the number of hours for each educational content specified in the Public Notice taken as a standard. In cases where the number of hours per educational content falls short of the number of hours listed in the right column of the table below, it is not recognized as meeting the requirements of Article 1, item (ii)(a) of the Public Notice and Article 1, item (ii)(b) of the Public Notice.

① Cases of Article 1, item (ii)(a)

Subject	Educational content	No. of hours
Japanese language	General Japanese language	90
	Listening comprehension	18
	Reading comprehension	11
	Writing	24
	Pronunciation	6
	Conversations	24
	Compositions	5
	Japanese language in Caregiving	36

② Cases of Article 1, item (ii)(b)

Subject	Educational content	No. of hours
Japanese language	Pronunciation	6
	Conversations	24
	Compositions	5
	Japanese language in Caregiving	36

- If lectures are given in the pre-entry lectures, which are equivalent to the lectures on the subject of Japanese language and the subjects of knowledge contributing to the acquisition of skills, etc. that are to be given in the post-entry lectures, and the total number of hours of the lectures is one-half or more of the number of hours provided

for in the Public Notice respectively for each subject, an upper limit of one-half of the hours prescribed in the Public Notice as the total number of hours for that subject may be exempted. Moreover, regarding the number of hours for each educational content, all or some of the hours specified in the Public Notice with regard to the post-entry lectures may be exempted with an upper limit of the number of hours of each educational content in the lectures for each subject in the pre-entry courses.

- In order for the lectures of the subject of Japanese language given in the pre-entry lectures to be recognized as equivalent to the lectures of this subject which are to be given in the post-entry lectures, the person given in Article 1, item (ii)(c) or a person who has graduated from a foreign university or completed a course of a foreign graduate school, and who has experience of working for one year or more as Japanese language teaching staff at a Japanese language institution in a foreign country on a day within three years going back from the date of the application, and moreover, is still a Japanese language teaching staff, is required to give the lectures.
- In order for the lectures of the subject of knowledge contributing to the acquisition, etc. of skills, etc. given in the pre-entry lectures to be recognized as equivalent to the lectures of the subjects which are to be given in the post-entry lectures, the person given in Article 1, item (ii)(e) of the Public Notice is required to give the lectures on the educational content specified in the Public Notice.

【Documents to be confirmed】

- Schedule of implementation of post-entry lectures of the occupation ‘Care worker’ (‘Care worker’ Reference Form No. 2)
- (Scheduled) table of implementation of pre-entry lectures of the occupation ‘Care worker’ (‘Care worker’ Reference Form No 3)
 - * Cases of implementing pre-entry lectures
- Written pledge of the instructor of the subject of Japanese language (post-entry lectures) (‘Care worker’ Reference Form No. 4-1)
- Written pledge written by the instructor of the subject of Japanese language (pre-entry lectures) (‘Care worker’ Reference Form No. 4-2)
 - * Cases of implementing pre-entry lectures for the subject of Japanese language
- Japanese language instructor’s curriculum vitae (‘Care worker’ Reference Form No. 5)
- Pledge of the instructor of subjects of knowledge contributing to the acquisition, etc. of skills, etc. (‘Care worker’ Reference Form No. 6)

· Curriculum vitae of the instructor of subjects of knowledge contributing to the acquisition, etc. of skills etc. ('Care worker' Reference Form No. 7)

Section 2 Structure for conducting technical intern training

【Relations】

(Structure for the Technical Intern Training and Facilities of the Place of business)

Ordinance Article 12 The standards pertaining to the structure for conducting the technical intern training provided for by the ordinance of the competent ministries as provided for in Article 9, item (vi) of the Act (including cases where it is applied mutatis mutandis pursuant to Article 11, paragraph (2) of the Act) shall be as follows.

(i) (Omitted)

(ii) (Described later)

(iii)~(xiii) (Omitted)

(xiv) In addition to those matters listed in each of the preceding items, with regard to specific occupations and work specified by the Minister of Justice and the Minister of Health, Labor and Welfare in a public notice, the standards provided for in a public notice by the competent minister for the business pertaining to such specific occupation and operation in consideration of the circumstances specific to such occupation and operation, in consultation with the Minister of Justice and the Minister of Health, Labor and Welfare shall be met.

Public Notice Article 2 The standards provided for in the Public Notice as prescribed in Article 12, paragraph (1), item (xiv) of the Ordinance pertaining to the occupation 'Care worker' shall be as follows.

(i)~(v) Described later

(1) Concerning the technical intern training instructors

【Relations】

Ordinance Article 12

(ii) Appointment of at least one technical intern training instructor as a person responsible for instruction for the technical intern training, who is a person belonging to the place of business which is to conduct the technical intern training from among the applicant, or its full-time officers or employees, who has five years' experience or more with regard to the skills, etc. which the trainee

is to acquire, etc., and moreover, who does not fall under any of the following items.

- (a) A person who falls under any of Article 10, item (i) to item (vii) inclusive or item (ix) of the Act.
- (b) A person who has committed an illegal or some other significantly unjustifiable act in relation to the laws and regulations relating to immigration or labor within the past five years.
- (c) A minor.

Public Notice Article 2

- (i) One or more of the technical intern training instructors (meaning the technical intern training instructor prescribed in Article 7, item (v) of the Ordinance; the same shall apply in the following item) shall be a person who is qualified as a certified care worker, or other persons with equivalent or greater expert knowledge and skills.
- (ii) One or more technical intern training instructors shall be appointed for every five technical intern trainees.

Interpretation notice

- (ii) Structure to Conduct the Technical Intern Training (Article 2 of the Public Notice)
 - 1. Technical intern training instructors (Article 2, item (i) of the Public Notice)

The “other persons with equivalent or greater expert knowledge and skills” provided for in Article 2, item (i) of the Public Notice shall be the following persons:

 - In addition to having at least five years’ experience with regard to the skills, etc. which the instructor is to have the trainees acquire, persons who have engaged in the work of caregiving, etc. for at least three years, and have completed the practical training course, and are deemed to be suitable as a technical intern training instructor by the applicant.
 - Persons with the qualification of a nurse or assistant nurse.

- Technical intern training instructors must be appointed from those persons who have five years or more experience with regard to the skills, etc. of caregiving, and one instructor must be appointed for every five technical intern trainees. In addition, one or more of them must be a person who is recognized as having certain expertise such as a certified care worker or nurse.

【Documents to be confirmed】

- Curriculum vitae of the technical intern training instructor (Reference Form No. 1-6)
- Acceptance consent form and written pledge of the technical intern training instructor (Reference Form No. 1-7)
- Documents that confirm the full-time status of the technical intern training instructor (certificate of insured person for health insurance, etc.)
- Copy of the certified care worker registration certificate
 - * Cases where the technical intern training instructor is a certified care worker
- Certificate of completion of the practical training course
 - * Cases of the technical intern training instructor completing the practical training course
- Copy of the license of the nurse or assistant nurse
 - * Cases of the technical intern training instructor being a nurse or assistant nurse
- Written summary of the establishment (‘Care worker’ Reference Form No. 8)

【Notes】

- On the second page of the application form for accreditation of the technical intern training plan, “2. Establishment conducting technical intern training, ④ Name and title of the technical intern training instructor”, please write the person who comes under the person given in Article 2, item (i) of the Public Notice.
- If the technical intern training instructor falls under a certified care worker, a person who has completed the practical training course, a nurse, or an assistant nurse, please write either “Certified care worker”, “Person who has completed the practical training course”, “Nurse” or “Assistant nurse” in the section of “⑩ Qualifications or license” of the curriculum vitae of the technical intern training instructor (Reference Form No. 1-6).
- With regard to the curriculum vitae of the technical intern training instructor (Reference Form No. 1-6), and the acceptance consent form and written pledge of the technical intern training instructor (Reference Form No. 1-7), please attach the number of persons stated in the “⑥ Number of technical intern trainees” of the written summary of the establishment (‘Care worker’ Reference Form No. 8). At the same time, please also attach documents that confirm the full-time status of the technical intern training instructor for every technical intern training instructor.

(2) Concerning the establishment which is to conduct the technical intern training

【Relations】

Public Notice Article 2

- (iii) The establishment conducting the technical intern training shall come under all of the following sub-items.
 - (a) It engages in the work of caregiving, etc. (excluding work that provides services in the residence of the users).
 - (b) Three years or more have passed since its setting up.
- (iv) It does not have technical intern trainees engage in work providing services in the residence of users.

Interpretation notice

Section 1

(ii)

2. Establishment Conducting Technical Intern Training (Article 2, Item (iii) (a) of the Public Notice)

The “work of caregiving, etc.” provided for in Article 2, item (iii)(a) and Article 5, item (i)(a) of the Public Notice refers to the “work of caregiving, etc.” provided for in Article 40, paragraph (2), item (v) of the Certified Social Worker and Certified Care Worker Act, and where it is deemed such persons engaged in the “work of caregiving, etc.” with regard to approval of the qualification to take the certified care worker exam. Specifically, it is as is shown in Attachment 1.

- The establishment conducting the technical intern training of the occupation ‘Care worker’ must be a place of business that is permitted to engage in the work of caregiving, etc. which is recognized to be practical experience with regard to certification of eligibility to take the certified care worker national exam. In addition, regarding home-visit services such as Home-visit long-term care, since it is difficult to ensure an appropriate guidance system, protection of the human rights of both the users and technical intern trainees, and to guarantee proper residence management, these services are not eligible for technical intern training.
- Please refer to the facility type code table (Attachment) for the types of facilities and services eligible for the technical intern training of the occupation ‘Care worker’.
- In addition, in order to guarantee that the technical intern training will be conducted

at an establishment where management is relatively stable, it is necessary for three years to have passed since the setting up of the establishment which is to conduct the technical intern training.

【Documents to be confirmed】

- Written summary of the establishment (‘Care worker’ Reference Form No. 8)
- Copy of the designation notice, etc.

【Notes】

- In the written summary of the establishment, please indicate which facility or services the establishment comes under in the facility type code table (Attachment), and attach a copy of the designation notice, etc. issued by the municipality as a document to certify that it is the described facility or place of business which is to engage in the work providing the described service.

(3) Concerning night-shift work, etc.

【Relations】

Public Notice Article 2

- (v) If an implementing organization is to have a technical intern trainee work a night shift or other work with a small number of workers, or work requiring responses in the event of an emergency, it shall take necessary measures to ensure the safety, etc. of the users.

Interpretation notice

Section 1

(ii)

3. Night Shift Work, etc. (Article 2, item (v) of the Public Notice)

Since night shift work involves a smaller number of staff working than during the daytime, there is a need to pay particular attention to the safety of the users, and since the burden on both the mental and physical aspects of the technical intern trainees is large, when assigning technical intern trainees to night shift work, etc. it is necessary to take measures to ensure the safety of the users and protection of the technical intern trainees.

- In light of the purpose of the technical intern training program for the transfer of skills and technology to the technical intern trainees, when a technical intern trainee engages in work, it is necessary to assign care workers other than the technical intern

trainees within the extent necessary for the instruction regardless of whether this is during the day or at night.

【Documents to be confirmed】

- Written pledge of the applicant (‘Care worker’ Reference Form No. 9)

Section 3 Concerning the fixed number of technical intern trainees

【Relations】

(Number of Technical Intern Trainees)

Ordinance Article 16 The number provided for by an ordinance of the competent ministries of Article 9, item (xi) (including cases where it is applied mutatis mutandis pursuant to Article 11, paragraph (2) of the Act) shall be as provided for in each respective item corresponding to the category of technical intern trainees listed in the following items.

- Individual-enterprise-type technical intern training: the number obtained by multiplying the total number of full-time staff (excluding the full-time staff and technical intern trainees belonging to the place of business in a foreign country; the same shall apply hereinafter in this Article) of the applicant by one-twentieth with regard to individual-enterprise-type technical intern trainees (i) (except for those prescribed in the following item) and the number obtained by multiplying the total number of full-time staff of the applicant by one-tenth with regard to technical intern trainees (ii).
- Individual-enterprise-type technical intern training (limited to that approved by the Minister of Justice and the Minister of Health, Labor and Welfare as having a structure enabling individual-enterprise-type technical intern training to be conducted on a continuous and stable basis even in cases of accepting as many technical intern trainees of individual-enterprise-type technical intern training as specified in this item) or supervising-organization-type technical intern training: the number specified in the right-hand column of the following table corresponding to the total number of full-time staff of the applicant given in the left-hand column of the same Table for technical intern trainee (i) (in cases where this number exceeds the total number of full-time employees of the applicant, said total number of full-time employees), and the number obtained by multiplying the number specified in the right-hand column of the same Table by two with regard to technical intern trainees (ii) (in cases where this number

exceeds the number obtained by multiplying the total number of full-time employees of the applicant by two, said number obtained by multiplying the total number of full-time employees of the applicant by two).

Total number of full-time staff of the applicant	Number of technical intern trainees
301 or more staff	One-twentieth of the total number of full-time staff of the applicant
Between 201 and 300 staff	15 trainees
Between 101 and 200 staff	10 trainees
Between 51 and 100 staff	6 trainees
Between 41 and 50 staff	5 trainees
Between 31 and 40 staff	4 trainees
30 staff or less	3 trainees

(2) Notwithstanding the provisions of the preceding paragraph, if the applicant meets the standards set forth in the preceding Article in cases of individual-enterprise-type technical intern training or if the applicant meets the standards of the same Article in cases of supervising-organization-type technical intern training, and moreover, the supervising organization is a person which has received a supervision license pertaining to general supervision business (meaning the supervision license prescribed in Article 2, paragraph (10) of the Act, the same shall apply hereinafter), the number specified by an ordinance of the competent ministries as provided for in Article 9, item (xi) of the Act (including cases where it is applied mutatis mutandis pursuant to Article 11, paragraph (2) of the Act) shall be as provided for in each respective item corresponding to the category of technical intern trainees listed in the following items.

(i) Individual-enterprise-type technical intern training as provided for in item (i) of the preceding paragraph: the number obtained by multiplying the total number of full-time employees of the applicant by one-tenth with regard to technical intern trainees (i); the number obtained by multiplying the total number of full-time employees of the applicant by one-fifth with regard to technical intern trainees (ii); and the number obtained by multiplying the total number of full-time employees of the applicant by three-tenths with regard to technical intern trainees (iii).

(ii) Technical intern training listed in item (ii) of the preceding paragraph: the number obtained by multiplying the number specified in the right-hand column

of the same Table by two with regard to technical intern trainees (i) corresponding to the category of the total number of full-time employees of the applicant given in the left-hand column of the table of the same item (in cases where this number exceeds the total number of full-time employees of the applicant, said total number of full-time employees); the number obtained by multiplying the number specified in the right-hand column of the same Table by four with regard to technical intern trainees (ii) (in cases where this number exceeds the number obtained by multiplying the total number of full-time employees of the applicant by two, said number obtained by multiplying the total number of full-time employees by two); the number obtained by multiplying the number specified in the right-hand column of the same Table by six with regard to technical intern trainees (iii) (in cases where this number exceeds the number obtained by multiplying the total number of full-time employees of the applicant by three, said number obtained by multiplying the total number of full-time employees by three).

(3) Notwithstanding the provisions of the preceding two paragraphs, in cases of technical intern training pertaining to the specific occupations and work specified by the Minister of Justice and the Minister of Health, Labor and Welfare in a public notice, the number specified in the ordinance of the competent ministries as provided for in Article 9, item (xi) of the Act (including cases where it is applied mutatis mutandis pursuant to Article 11, paragraph (2) of the Act) shall be the number specified in a public notice by the competent minister for the business pertaining to such specific occupation and operation in consideration of the circumstances specific to such occupation and operation, in consultation with the Minister of Justice and the Minister of Health, Labor and Welfare.

(4) (Omitted)

Public Notice Article 3 The number provided for in the Public Notice as prescribed in Article 16, paragraph (3) of the Ordinance pertaining to the occupation ‘Care worker’ shall be as specified in each of the items according to the category of the technical intern trainees listed in the following items; provided, however, that the total number of technical intern trainees at the establishment that is to conduct the technical intern training (hereinafter simply referred to as “establishment” in this Article) shall not exceed the total number of full-time care workers (hereinafter referred to as “full-time care workers” in this Article) whose main work is the caregiving, etc. of the establishment.

(i) Individual-enterprise-type technical intern training (excluding those provided

for in the following item): The number of technical intern trainees (i) shall be the number obtained by multiplying the total number of full-time care workers at the establishment by one-twentieth; and the number of technical intern trainees (ii) shall be the number obtained by multiplying the total number of full-time care workers at the establishment by one-tenth.

(ii) Individual-enterprise-type technical intern training (limited to the individual-enterprise-type technical intern training prescribed in Article 16, paragraph (1), item (ii) of the Ordinance) or supervising-organization-type technical intern training: The number of technical intern trainees (i) shall be the number specified in the right-hand column of the following Table according to the category of the total number of full-time care workers of the establishment listed in the left-hand column of the same Table; and the number of technical intern trainees (ii) shall be the number obtained by multiplying the number specified in the right-hand column of the same Table by two.

Total number of full-time care workers at the establishment	Number of technical intern trainees
300 staff or more	One-twentieth of the total number of full-time care workers at the establishment
Between 201 and 300 staff	15 trainees
Between 101 and 200 staff	10 trainees
Between 51 and 100 staff	6 trainees
Between 41 and 50 staff	5 trainees
Between 31 and 40 staff	4 trainees
Between 21 and 30 staff	3 trainees
Between 11 and 20 staff	2 trainees
10 staff or less	1 trainees

2. Notwithstanding the provisions of the preceding paragraph, in the case of individual-enterprise-type technical intern training, if the applicant is a person conforming to the standards of Article 15 of the Ordinance, and in the case of supervising-organization-type technical intern training, if the applicant is a person conforming to the standards of the same Article, and in addition, the supervising organization is a person conforming to the standards set forth under Article 5, item (ii), the number specified in the Public Notice of Article 16, paragraph (3) of the Ordinance pertaining to the occupation ‘Care worker’ shall be the number specified in each item according to the category of technical intern training listed in each of

the following items; provided, however, that the total number of technical intern trainees of the establishment shall not exceed the total number of full-time care workers of such establishment.

(i) Individual-enterprise-type technical intern training provided for in item (i) of the preceding paragraph: The number obtained by multiplying the total number of full-time care workers at the establishment by one-tenth with regard to technical intern trainees (i); the number obtained by multiplying the total number of full-time workers of the establishment by one-fifth with regard to technical intern trainees (ii); and the number obtained by multiplying the total number of full-time care workers of the establishment by three-tenths with regard to technical intern trainees (iii).

(ii) Technical intern training listed in item (ii) of the preceding paragraph: The number obtained by multiplying the number specified in the right-hand column of the same Table by two with regard to technical intern trainees (i) according to the category of the total number of full-time care workers at the establishment listed in the left-hand column of the Table of the same item; and the number obtained by multiplying the number specified in the right-hand column of the same Table by four with regard to technical intern trainees (ii); and the number obtained by multiplying the number specified in the right-hand column of the same Table by six with regard to technical intern trainees (iii).

- The number of care workers is set according to the total number of full-time staff whose main work is caregiving etc. (full-time care staff) at each establishment. In addition, the total number of technical interns cannot exceed the total number of full-time care workers at the establishment.
- Where the implementing organization in cases of individual-enterprise technical intern training, and the implementing organization and supervising organization in cases of supervising-organization-type technical intern training are excellent, the provisions of Article 3, paragraph (2) of the Public Notice may apply, and as well as being permitted to accept technical intern trainees (iii), the fixed number of technical intern trainees who may be accepted will be increased compared to standard cases. Please note that excellent supervising organizations of the occupation 'Care worker' are judged based on their past performance in the occupation 'Care worker'. (The standards for the excellent supervising organizations of the occupation 'Care worker' are prescribed in Article 5, paragraph (2) of the Public Notice. The details are given

on p. 34.)

【Documents to be confirmed】

- Written summary of the establishment (‘Care worker’ Reference Form No. 8)
- Written reasons (Reference Form 1-26), and related documents to prove conformity with the standards of Article 16, paragraph (1), item (ii) of the Ordinance.
 - * Cases of planning to become eligible for application of Article 16, paragraph (1), item (ii) of the Ordinance.
- Declaration of conformity with the excellency requirements (implementing organization) (Reference Form No. 1-24)
 - * Cases of planning to become eligible for application of Article 16, paragraph (2)
- Name list of technical intern trainees (Reference Form No. 1-25)

【Notes】

- The total number of full-time care workers is not calculated using the full-time worker equivalent method, but as with other occupations, it is necessary to calculate the number of workers, who are continuously employed by the implementing organization (so-called regular employees, and also including those receiving a monthly salary working continuously with the same work hours as regular employees), and who are mainly engaged in the work of caregiving, etc. for each establishment.
- Please write the technical intern trainees currently accepted at the establishment that is conducting the technical intern training in the name list of technical intern trainees (Reference Form No. 1-25).
- The fixed number of people of the corporate unit stipulated in Article 16 of the Ordinance does not apply to the occupation ‘Care worker’.

Section 4 Concerning the organization type of the supervising organizations

【Relations】

(Non-profit Organizations in Japan)

Ordinance Article 29 The juridical person provided for by an ordinance of the competent ministries as prescribed in Article 25, paragraph (1), item (i) (including cases where it is applied mutatis mutandis pursuant to Article 32, paragraph (2) of the Act; the same shall apply in the following paragraph) shall be as follows.

- (i) A Chamber of Commerce and Industry (limited to cases where the implementing

organization of supervising-organization-type technical intern training whose technical intern training is being supervised is a member of such Chamber of Commerce and Industry).

(ii) A Chamber of Commerce (limited to cases where the implementing organization of supervising-organization-type technical intern training whose technical intern training is being supervised is a member of such Chamber of Commerce).

(iii) A Small Business Association (meaning a Small Business Association prescribed in Article 3, paragraph (1) of the Act on the Organization of Small and Medium-sized Enterprise Association (Act No. 185 of 1957)) (limited to cases where the implementing organization of supervising-organization-type technical intern training whose technical intern training is being supervised is a partner or member of such Small Business Association).

(iv) A vocational training corporation.

(v) (vi) (Omitted)

(vii) A public interest incorporated association.

(viii) A public interest incorporated foundation.

(ix) (Omitted)

(2) Notwithstanding the provisions of the preceding paragraph, the juridical persons provided for by an ordinance of the competent ministries as prescribed in Article 25, paragraph (1), item (i) of the Act in cases of supervision of supervising-organization-type technical intern training pertaining to the specific occupations and work specified by the Minister of Justice and the Minister of Health, Labor and Welfare in a public notice shall be the juridical persons provided for in a public notice by the competent minister for the business pertaining to such specific occupation and operation in consideration of the circumstances specific to such occupation and operation, in consultation with the Minister of Justice and the Minister of Health, Labor and Welfare.

Public Notice Article 4 The juridical person provided for in the Public Notice prescribed in Article 29, paragraph (2) of the Ordinance pertaining to the occupation 'Care worker' shall be organizations falling under any of the following items.

(i) The corporation prescribed in Article 29, paragraph (1), items (i) to (iv), item (vii) or item (viii) of the Ordinance.

(ii) A nationwide organization (including its branches) whose purpose includes contributing to the development of long-term care, medical care or social welfare and which is composed of businesses operators engaging in long-term care or

medical care.

- Article 4 of the Public Notice lists the organization types that are recognized as supervising organizations of the occupation ‘Care worker’. Specifically, they are as follows.
 - ① A Chamber of Commerce and Industry, a Chamber of Commerce, a Small Business Association, vocational training corporation, public interest incorporated association, or public interest incorporated foundation.
 - * In terms of this structure, in cases of the Chamber of Commerce and Industry, a Chamber of Commerce and a Small Business Association, this is limited to if the implementing organization of the occupation ‘Care worker’ which is being supervised is a member.
 - ② Nationwide organizations (including their branches) where the purpose of the organization includes contributing to the development of long-term care, medical care or social welfare, and which are composed of business operators engaged in long-term care or medical care.
- In order to receive the license of a supervising organization of the occupation ‘Care worker’ as an organization coming under ②, it is necessary to prove that it meets the requirements of (i) the purpose of the corporation includes contributing to the development of long-term care, medical care or social welfare, and (ii) it is a nationwide organization (or its branch) composed of business operators engaged in long-term care or medical care. In cases of applying as an organization coming under ②, please consult the Examination Section of the OTIT Head Office in advance.

【Documents to be confirmed】

- Application for the license of a supervising organization (Ministerial Ordinance Form No. 11)
- Supervising business plan (Ministerial Ordinance Form No. 12)
- Certificate of registered matters
- Copy of the articles of incorporation or acts of contribution
- Copy of the regulations pertaining to the management of the supervising organization’s work
- Documents where the nationwide organization certifies that it is a branch (official seal, signature required)
 - * Cases of planning to become a supervising organization as a branch of the

nationwide organization falling under Article 4, item (ii) of the Public Notice.

【Notes】

- In cases of planning to become a supervising organization as a branch of the national organization coming under Article 4, item (ii) of the Public Notice, it is necessary that the branch itself has the legal personality of a non-profit organization such as a social welfare corporation, general incorporated association or general incorporated foundation.

Section 5 Concerning implementation of the work of the supervising organization

【Relations】

(Standards for the Implementation of Duties by Supervising Organizations)

Ordinance Article 52 The standards provided for by an ordinance of the competent ministries as prescribed in Article 39, paragraph (3) of the Act shall be as follows.

(i)~(vii) (Omitted)

(viii) (Described later)

(ix)~(xv) (Omitted)

(xvi) In addition to those matters listed in each of the preceding items, with regard to conducting the supervision of supervising-organization-type technical intern training pertaining to the specific occupations and work specified by the Minister of Justice and the Minister of Health, Labor and Welfare in a public notice, to meet the standards provided for in a public notice by the competent minister for the business pertaining to such specific occupation and operation in consideration of the circumstances specific to such occupation and operation, in consultation with the Minister of Justice and the Minister of Health, Labor and Welfare.

Public Notice Article 5 The standards provided for in the Public Notice as prescribed in in Article 52, item (xvi) of the Ordinance pertaining to the occupation ‘Care worker’ shall be as follows.

(1) Concerning guidance on preparing the technical intern training plan

【Relations】

Ordinance Article 52

(viii) In giving the guidance provided for in Article 8, paragraph (4) of the Act (including cases where it is applied mutatis mutandis pursuant to Article 11, paragraph (2) of the Act), an on-site check shall be conducted of the places of

business that are to conduct the supervising-organization-type technical intern training and the accommodation facilities of the supervising-organization-type technical intern trainees (in cases where it is applied mutatis mutandis pursuant to Article 11, paragraph (2) of the Act, limited to those pertaining to matters which are intended for change), and the guidance shall be given from the following perspectives. In this case, with regard to guidance from the perspective listed in (b), officers or employees who have certain experience or knowledge about the skills, etc. that the trainees are to acquire shall be put in charge.

- (a) The perspective of ensuring the technical intern training plan complies with the standards listed in each item of Article 9 of the Act, and the laws relating to immigration and labor.
- (b) The perspective of having the technical intern trainees acquire the skills, etc. appropriately and effectively.
- (c) The perspective of developing an appropriate environment for the conducting of the technical intern training.

Public Notice Article 5

- (i) An officer or employee who has certain experience or knowledge with regard to the skills, etc. to be acquired, etc. prescribed in Article 52, item (viii) of the Ordinance shall fall under any of the following.
 - (a) A person who has experience of engaging in the work of caregiving, etc. for five years or more, and has the qualification of a certified care worker.
 - (b) A person who is deemed to have equivalent or greater expert knowledge and skills as the person listed in (a).

Interpretation notice

Section 2 Standards Relating to Implementation of the Work of the Supervising Organizations (Article 5 of the Public Notice)

The “other persons deemed to have equivalent or greater expert knowledge and skills as the persons given in (a)” provided for in Article 5, item (i)(b) of the Public Notice shall be the following persons:

- Persons qualified as nurses or assistant nurses who have practical work experience of five years or more.
- Persons who have experience of working for three years or more as the facility head or administrator of a facility or place of business that engages in work of caregiving, etc.
- Persons qualified as long-term care support specialists who have experience of

engaging in the work of caregiving, etc. for five years or more.

Advisors for preparation of the technical training plans, who meet the requirements specified in Article 5, item (i) of the Public Notice can be either full-time or part-time.

- It is necessary with regard to the technical intern training plan of the occupation ‘Care worker’ to prepare a detailed plan for each item of the skills transfer. Specifically, not only a description of the applicable work subject to the skills transfer needs to be given, but also (1) the contents of the points of focus and specific skills required for the individual work, and (2) descriptions of the Japanese language learning related to the work for each Required work, Related work and Peripheral work so as to proceed with Japanese language learning related to caregiving work, are to be given. (See the posts on the Ministry of Health, Labour and Welfare website for model examples of the technical intern training plans for the occupation ‘Care worker’.)
- For this reason, with regard to guidance on preparing a technical intern training plan from the perspective of properly and effectively acquiring skills, etc., such guidance shall be conducted by a person who is recognized as having the certain expertise of a certified care worker or nurse, etc.

【Documents to be confirmed】

- Curriculum vitae of the advisor for preparation of the technical intern training plan (‘Care worker’ Reference Form No. 10)
- Copy of the certified care worker registration certificate
 - * Cases where the advisor for preparation of the technical intern training plan is a certified care worker
- Copy of the license of a nurse or assistant nurse
 - * Cases where the advisor for preparation of the technical intern training plan is a nurse or assistant nurse
- Copy of the long-term care support specialist certificate
 - * Cases where the advisor for preparation of the technical intern training plan is a long-term care support specialist

【Notes】

- If the advisor for preparation of the technical intern training plan comes under a certified care worker, nurse, assistant nurse or long-term care support specialist,

please write “Certified care worker”, “Nurse”, “Assistant nurse” or “Long-term care support specialist” in the section “⑨ Qualifications and license” of the curriculum vitae of the advisor for preparation of the technical intern training plan (‘Care worker’ Reference Form No. 10).

(2) Concerning excellent supervising organizations of the occupation ‘Care worker’

【Relations】

(Standards Pertaining to the License for General Supervision Business)

Ordinance Article 31 The standards provided for by an ordinance of the competent ministries as prescribed in Article 25, paragraph (1), item (vii) (including cases where it is applied mutatis mutandis pursuant to Article 32, paragraph (2) of the Act) shall be deemed to comprehensively evaluate the following matters, and meet the high level of competence needed to conduct an audit of the status of implementation of the supervising-organization-type technical intern training, and other work.

- (i) A system to conduct audits of the status of implementation of the supervising-organization-type technical intern training, and other work, and implementation status of the system.
- (ii) Achievement pertaining to acquisition, etc. of the skills, etc. in the supervising-organization-type technical intern training which is being supervised.
- (iii) The status of violations of laws relating to immigration or labor, disappearance of supervising-organization-type technical intern trainees, and other problems.
- (iv) The status of responses to consultations from supervising-organization-type technical intern trainees, and other protection and support system for supervising-organization-type technical intern trainees, and implementation status of the system.
- (v) The status of efforts towards harmonious coexistence between the supervising-organization-type technical intern trainees and the local community.

Public Notice Article 5

- (ii) In cases of conducting supervision of technical intern training (iii), the organization is deemed to meet a high standard with regard to the ability to execute an audit of the status of implementation of the supervising-organization-type technical intern training, and other work, having comprehensively evaluated past achievements pertaining to the occupation ‘Care worker’ with regard to the matters

listed in Article 31, item (i) and item (ii) of the Ordinance.

- The supervision of technical intern training (iii) in the occupation ‘Care worker’, and whether or not increase the fixed number for acceptance shall depend on past performance in the occupation ‘Care worker’.
- When a supervising organization in the occupation ‘Care worker’ achieves a score of 60% or more of the following Table (48 points or more out of a full score of 80) in its management, it shall be judged to be “excellent”, and it shall become eligible to supervise technical intern training (iii) in the occupation ‘Care worker’, and to increase its fixed number of trainees.

	Item	Allocated points
① technical intern training Structure to conduct an audit of the implementation status of the ‘Care worker’	【Maximum of 40 points】	
	I . Formulate a manual and other materials stipulating the method and procedures of regular audits to be conducted by the supervising organization for implementing organizations in the occupation ‘Care worker’, and have staff in charge of auditing familiarize themselves with the manual and materials.	· Yes: 5 points
	II . Ratio of full-time officers and employees involved in the business of supervision of the occupation ‘Care worker’ to the implementing organization of the occupation ‘Care worker’ conducting supervision of the training	· Less than 1:5 15 points · Less than 1:10 7 points
	III Implements training every year for the technical intern training manager, technical intern training instructor and living guidance instructor, etc. and supports distribution of the manual.	· Yes: 5 points
	IV Cooperates with the follow-up surveys of technical intern trainees of the occupation ‘Care worker’ after their return home.	· Yes: 5 points

	<p>V. With regard to extending services for employment placement of the technical intern trainees of the occupation 'Care worker', the officers and employees of the supervising organization are conducting preliminary interviews in the sending country.</p>	<ul style="list-style-type: none"> · Yes: 5 points
	<p>VI Keeps tabs on the place of employment in cooperation with the sending agency in relation to the technical intern trainees of the occupation 'Care worker' after return to their home country.</p>	<ul style="list-style-type: none"> · Yes: 5 points
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">② Past performance pertaining to the acquisition, etc. of skills, etc. in the occupation 'Care worker'</p>	<p>【Maximum of 40 points】</p>	
	<p>I. Pass rate of the practical tests and written tests of the elementary technical intern training evaluation examinations in the past three years</p>	<ul style="list-style-type: none"> · 95% or more: 10 points · Between 80% and 94%: 5 points · Between 75% and 79%: 0 points · Less than 75%: -10 points
	<p>II Pass rate of the practical tests and written tests of the specialized and advanced technical intern training evaluation examinations in the past three years <Calculation method> Denominator: Number of technical intern trainees (ii) and (iii) completing the training - Unavoidable number of candidates failing Numerator: (Number of successful candidates of the specialized examination + number of successful candidates of the advanced examination × 1.5) × 1.2</p>	<ul style="list-style-type: none"> · 80% or more: 20 points · Between 70% and 79%: 15 points · Between 60% and 69%: 10 points · Between 50% and 59%: 0 points · Less than 50%: -20 points
	<p>III Successful candidates of the specialized and advanced technical intern training evaluations for the occupation 'Care worker' in the past three years * Evaluations based on the total number of successful candidates without dividing them into the specialized level and advanced level</p>	<ul style="list-style-type: none"> · Generating successful candidates from two or more implementing organizations: 5 points · Generating successful candidates from one implementing organization: 3 points
	<p>IV Cooperation for implementation of the trade skills tests, etc. * Assuming that the affiliated implementing</p>	<ul style="list-style-type: none"> · Cooperation from one or more implementing organizations Yes: 5 points

	<p>organization selects examination evaluators for the technical intern training examination evaluation in the occupation ‘Care worker’ from its employees.</p>	
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- In cases where a supervising organization, which obtained a license for general supervision business based on past performance, etc. in other occupations, intends to conduct technical intern training (iii) in the occupation ‘Care worker’, there is a need to cancel the conditions of the license given to the supervising organization (condition to the effect that “it is not permitted to supervise technical intern training (iii) in the occupation ‘Care worker’”). In cases of canceling the conditions of the license, please inform the Examination Division of the OTIT Head Office.

- In cases where a supervising organization that has not received a license for general supervision business is to supervise technical intern training (iii) in the occupation ‘Care worker’ it is required to apply for a change in the business category from specified supervision business to general supervision business, and obtain a license for general supervision business, including supervision of technical intern training (iii) in the occupation ‘Care worker’. In order to obtain the license for general supervision business including supervision of technical intern training (iii) in the occupation ‘Care worker’, it must meet the standards of excellent supervising organizations common to all the occupations prescribed in Article 31 of the Ordinance, and meet the standards of an excellent supervising organization in the occupation ‘Care worker’ prescribed in item Article 5, item (ii) of the Public Notice. For this reason, when applying for a change of the business category, in addition to the declaration on conforming to the excellency requirement common to all occupations (Reference Form No. 2-14), it must submit a declaration on conforming to the excellency requirement for the occupation ‘Care worker’ (‘Care worker’ Reference Form No. 11) to the OTIT Head Office.

【Documents to be confirmed】

- Declaration on conforming to the excellency requirement for the occupation ‘Care worker’ (‘Care worker’ Reference Form No. 11)
- Declaration on conforming to the excellency requirement / attachment 2 (Reference Form 2-14, Attachment 2)
- Declaration on conforming to the excellency requirement / attachment 3

(Reference Form 2-14, Attachment 3)

【Notes】

- Please describe only the technical intern trainees in the occupation ‘Care worker’ in the declaration on conforming to the excellency requirement / attachment 2 (Reference Form 2-14, Attachment 2).

○List of ‘Care worker’ Reference Forms

No	Form name	Form no.
1	Declaration of correction of the application documents (additional document submission)	‘Care worker’ Ref. Form 1
2	Schedule of implementation of post-entry lectures	‘Care worker’ Ref. Form 2
3	(Scheduled) table of implementation of pre-entry lectures	‘Care worker’ Ref. Form 3
4	Written pledge of the Japanese language instructor (post-entry lectures)	‘Care worker’ Ref. Form 4 – 1
	Written pledge of the Japanese language instructor (pre-entry lectures)	‘Care worker’ Ref. Form 4 – 2
5	Curriculum vitae of the Japanese language instructor	‘Care worker’ Ref. Form 5
6	Written pledge of the instructor of subjects of knowledge contributing to the acquisition, etc. of skills, etc.	‘Care worker’ Ref. Form 6
7	Curriculum vitae of the instructor of subjects of knowledge contributing to the acquisition, etc. of skills, etc.	‘Care worker’ Ref. Form 7
8	Written summary of the establishment	‘Care worker’ Ref. Form 8
	Facility-type code table	Attachment
9	Written pledge of the applicant	‘Care worker’ Ref. Form 9
10	Curriculum vitae of the advisor for preparation of the technical intern training plans	‘Care worker’ Ref. Form 10
11	Declaration of conforming to the excellency requirements in the ‘Care worker’ (Supervising organization)	‘Care worker’ Ref. Form 11

‘Care worker’ Reference Form No. 1 (related to Public Notice Article 1, item (i))

DECLARATION OF CORRECTION OF THE APPLICATION DOCUMENTS

(ADDITIONAL DOCUMENT SUBMISSION)

I hereby declare that I will be submitting documents at a later date to prove that the technical intern trainee meets the requirements of Article 1, item (i) of the Public Notice. The type of examination which the technical intern trainee took and other details are as given follows.

Details

① Applicable technical intern trainee	Name Sex (M / F) Nationality Date of Birth (YY/MM/DD)
② Type of examination taken	<input type="checkbox"/> Japanese Language Proficiency Test (N4 / N3 / N2 / N1) <input type="checkbox"/> J. TEST Test of Practical Japanese (E-F level / A-DF level) <input type="checkbox"/> Japanese Language NAT-TEST (Level 4 / Level 3 / Level 2 / Level 1)
③ Examination date	(YY/MM/DD:)
④ Expected date of the additional submission	(YY/MM/DD: to YY/MM/DD:)

I hereby declare that the statement given above is true and correct.

Date of filling in this form: (YY/MM/DD:)

Name of the applicant

Name and title of the person filling in this form Seal

2. Subjects of knowledge contributing to the acquisition, etc. of skills, etc.

Lecture content	Total no. of hours	No. of hours											
		1 st month	2 nd month	3 rd month	4 th month	5 th month	6 th month	7 th month	8 th month	9 th month	10 th month	11 th month	12 th month
1	Foundational Caregiving I and II												
2	Communication skills												
3	Care for mobility												
4	Care for meals												
5	Care for excretions												
6	Care for dressing and disrobing												
7	Care for bathing and bodily cleanliness												
Total no. of hours		h	h	h	h	h	h	h	h	h	h	h	h

Date:

Name of the applicant

Name and title of the person preparing this schedule

Seal

‘Care worker’ Reference Form 3 (related to Article 1, item (ii) of the Public Notice)

(SCHEDULED) TABLE OF IMPLEMENTATION OF PRE-ENTRY LECTURES

Instructor giving lectures on the subject of Japanese language

Name:

Occupation:

Organization of affiliation:

Background of expertise:

Instructor giving lectures on subjects of knowledge contributing to the acquisition, etc. of skills, etc.

Name:

Occupation:

Organization of affiliation:

Background of expertise:

1. Subject of Japanese language

	Lecture content	Implementation period	No. of hours of implementation
1	General Japanese language	YY/MM/DD to YY/MM/DD	h
2	Listening comprehension	YY/MM/DD to YY/MM/DD	h
3	Reading comprehension	YY/MM/DD to YY/MM/DD	h
4	Writing	YY/MM/DD to YY/MM/DD	h
5	Pronunciation	YY/MM/DD to YY/MM/DD	h
6	Conversations	YY/MM/DD to YY/MM/DD	h
7	Compositions	YY/MM/DD to YY/MM/DD	h
8	Japanese language in Caregiving	YY/MM/DD to YY/MM/DD	h
Total no. of hours			h

2. Subjects of knowledge contributing to the acquisition, etc. of skills, etc.

	Lecture content	Implementation period	No. of hours of implementation
1	Foundational Caregiving I and II	YY/MM/DD to YY/MM/DD	h
2	Communication skills	YY/MM/DD to YY/MM/DD	h
3	Care for mobility	YY/MM/DD to YY/MM/DD	h
4	Care for meals	YY/MM/DD to YY/MM/DD	h
5	Care for excretions	YY/MM/DD to YY/MM/DD	h
6	Care for dressing and disrobing	YY/MM/DD to YY/MM/DD	h
7	Care for bathing and bodily cleanliness	YY/MM/DD to YY/MM/DD	h
Total no. of hours			h

Date:

Name of the applicant

Name and title of the person preparing this schedule

Seal

‘Care worker’ Reference Form 4-1 (related to Article 1, item (ii)(c) of the Public Notice)

**WRITTEN PLEDGE OF THE JAPANESE LANGUAGE INSTRUCTOR
(POST-ENTRY LECTURES)**

I hereby pledge the matters given below.

Details

【Details of the pledge】

I pledge that I meet one of the following requirements

- A person who has completed a course relating to Japanese language education at a university (excluding junior colleges) or a graduate school based on the School Education Act (Act No. 26 of 1947), and has graduated from the same university or completed the course of the graduate school.
- A person who has earned at least 26 credits in a course related to Japanese language education at a university (excluding junior colleges) or a graduate school based on the School Education Act (Act No. 26 of 1954), and graduated from the same university, or completed the course of the graduate school.
- A person who has passed the Japanese Language Teaching Competency Test conducted by the Japan Student Services Association (meaning the juridical person established as the Japan Student Services Association on March 1, 1957).
- A person who has a bachelor’s degree and who has completed training on Japanese language education deemed to be appropriate (limited to courses of at least 420 unit hours (one unit time being 45 minutes)).
- A person who has completed a course related to Japanese language education at a foreign university or graduate school equivalent to a university (excluding junior colleges) or graduate school based on the School Education Act and graduated from the same university, or completed the course of the graduate school.

- A person with a bachelor's degree, who has experience of working for one year or more as Japanese language teaching staff at a Japanese language institution given in Appended Table 1, Appended Table 2 or Appended Table 3 of the Public Notice Specifying the Japanese Education Language Institutions, etc. Based on the Provisions of the Criteria Pertaining to the Status of Residence of "Student" Set Forth under the Ministerial Ordinance Providing for the Criteria in Article 7, Paragraph (1), Item (ii) of the Immigration Control and Refugee Recognition Act on a day within three years going back from the date of the application for accreditation of the technical intern training plan, and moreover, who is still a Japanese language teaching staff of the Japanese language education institution.

Date of filling in this pledge: (YY/MM/DD: _____)

Name of the Japanese language instructor _____ *Seal*

**WRITTEN PLEDGE OF THE JAPANESE LANGUAGE INSTRUCTOR
(PRE-ENTRY LECTURES)**

I hereby pledge the matters given below.

Details

【Details of the pledge】

I pledge that I meet one of the following requirements

- A person who has completed a course relating to Japanese language education at a university (excluding junior colleges) or a graduate school based on the School Education Act (Act No. 26 of 1947), and has graduated from the same university or completed the course of the graduate school.
- A person who has earned at least 26 credits in a course related to Japanese language education at a university (excluding junior colleges) or a graduate school based on the School Education Act (Act No. 26 of 1954), and graduated from the same university, or completed the course of the graduate school.
- A person who has passed the Japanese Language Teaching Competency Test conducted by the Japan Student Services Association (meaning the juridical person established as the Japan Student Services Association on March 1, 1957).
- A person who has a bachelor’s degree and who has completed training on Japanese language education deemed to be appropriate (limited to courses of at least 420 unit hours (one unit time being 45 minutes)).
- A person who has completed a course related to Japanese language education at a foreign university or graduate school equivalent to a university (excluding junior colleges) or graduate school based on the School Education Act and graduated from the same university, or completed the course of the graduate school.

- A person with a bachelor's degree, who has experience of working for one year or more as Japanese language teaching staff at a Japanese language institution given in Appended Table 1, Appended Table 2 or Appended Table 3 of the Public Notice Specifying the Japanese Education Language Institutions, etc. Based on the Provisions of the Criteria Pertaining to the Status of Residence of "Student" Set Forth under the Ministerial Ordinance Providing for the Criteria in Article 7, Paragraph (1), Item (ii) of the Immigration Control and Refugee Recognition Act on a day within three years going back from the date of the application for accreditation of the technical intern training plan, and moreover, who is still a Japanese language teaching staff of the Japanese language education institution.

- A person who has graduated from a foreign university or completed a course of a foreign graduate school, and who has experience of working for one year or more as Japanese language teaching staff at a Japanese language institution in a foreign country on a day within three years going back from the date of the application for accreditation of the technical intern training plan, and moreover, who is still a Japanese language teaching staff of the Japanese language education institution.

Date of filling in this pledge: (YY/MM/DD: _____)

Name of the Japanese language instructor _____ *Seal*

‘Care worker’ Reference Form 5 (related to Article 1, item (ii)(c) of the Public Notice)

CURRICULUM VITAE OF THE JAPANESE LANGUAGE INSTRUCTOR

① Name with furigana			② Sex	M / F
			③ Date of Birth	YY/MM/DD
④ Nationality (country or region)				
⑤ Address	Postal code	—	(Tel — —)	
⑥ Workplace				
⑦ Address of workplace	Postal code	—	(Tel — —)	
⑧ Academic and professional background	Year	Month	Most recent academic background / Main work experience	

I hereby declare that the statement given above is true and correct.

Date of preparing this curriculum vitae:

Name of the applicant

Name and title of person preparing this curriculum vitae

Seal

‘Care worker’ Reference Form 6 (related to Article 1, item (ii)(e) of the Public Notice)

**WRITTEN PLEDGE OF THE INSTRUCTOR OF SUBJECTS OF KNOWLEDGE
CONTRIBUTING TO THE ACQUISITION, ETC. OF SKILLS, ETC.**

I hereby pledge the matters given below.

Details

【Details of the pledge】

I pledge that I meet one of the following requirements

- A person with experience of giving lectures relating to the content of education in the field of ‘Caregiving’ of Appended Table 4 of the Ordinance on Designated Schools for Certified Social Workers and Certified Care Workers (Ordinance of the Ministry of Health, Labour and Welfare No. 50 of 1987) as a teacher of the school or training institution provided for in Article 40, paragraph (2), item (i) to item (iii) of the Certified Social Worker and Certified Care Worker Act (Act No. 30 of 1987)
- A person who have experience of teaching any of the subjects of Foundation of Caregiving and Welfare, Communication skills, Living support skills, Care process, or Care general practices as specified in Attached Table 5 of the Ordinance on Designated Schools for Certified Social Workers and Certified Care Workers (Ordinance of the Ministry of Education, Culture, Science and Technology and Ordinance of the Ministry of Health, Labour and Welfare No. 2 of 2008) as a teacher of the upper secondary school or lower secondary school provided for in Article 40, paragraph (2), item (iv) of the Certified Social Worker and Certified Care Worker Act (Act No. 30 of 1987).
- A person who have experience of teaching any of the subjects of Foundational Caregiving I or II, Communication skills, Living support skills I or II, or Care process I to III provided for in Appended Table 5 of the Ordinance on Designated Schools for Certified Social Workers and Certified Care Workers (Ordinance of the Ministry of Health, Labour and Welfare No. 50 of 1987) as a teacher of the school or training institution provided for in Article 40, paragraph (2), item (v) of the Certified Social Worker and Certified Care Worker Act.

- A person who have experience of teaching any of the subjects of Foundational Caregiving, Communication skills in caregiving, or Mechanism of the mind and body, and Living support skills provided for in the Table of the Standards Provided for by the Minister of Health, Labour and Welfare Prescribed in Article 22-23, Paragraph (2) of the Ordinance for Enforcement of the Long-Term Care Insurance Act (Public Notice of the Ministry of Health, Labour and Welfare No. 71 of 2012) in the Initial Training Program for Care Workers Provided for in Article 22-23, paragraph (1) of the Ordinance for Enforcement of the Long-Term Care Insurance Act (Ordinance No. 36 of the Ministry of Health, Labour and Welfare of 1999).

- A person who have experience of teaching any of the subjects of Foundation of Caregiving and Welfare, Communication skills, Living support skills, Care process or Care general practices as specified in the Table of Article 2, Item (ii) of the Supplementary Provisions of the Ordinance on Designated Schools for Certified Social Workers and Certified Care Workers as a teacher of the upper secondary school or lower secondary school provided for in any of the items of Article 2, paragraph (1) of the Certified Social Worker and Certified Care Worker Act.

Date of filling in this pledge:

Name of the instructor of subjects of knowledge contributing to the acquisition, etc. of skills, etc.
Seal

‘Care worker’ Reference Form 7 (related to Article 1, item (ii)(e) of the Public Notice)

**CURRICULUM VITAE OF THE INSTRUCTOR OF SUBJECTS OF KNOWLEDGE
CONTRIBUTING TO THE ACQUISITION, ETC. OF SKILLS, ETC.**

① Name with furigana			② Sex	M / F
			③ Date of Birth	YY/MM./DD
④ Nationality (country or region)				
⑤ Address	Postal code	—	(Tel — —)	
⑥ Workplace				
⑦ Address of workplace	Postal code	—	(Tel — —)	
⑧ Academic and professional background	Year	Month	Most recent academic background / Main work experience	

I hereby declare that the statement given above is true and correct.

Date of preparing this curriculum vitae:

Name of the applicant

Name and title of person preparing this curriculum vitae

Seal

‘Care worker’ Reference Form No. 8 (related to Article 2 and Article 3 of the Public Notice)

**WRITTEN SUMMARY OF THE ESTABLISHMENT TO CONDUCT THE
TECHNICAL INTERN TRAINING**

1. Written summary of the establishment

① Name (with furigana)		
② Type of facility or service	Type code: (Select from the Facility-Type Code Table (Attachment))	
③ Administrative agency which received the designation. etc.		
④ No. of technical intern trainees currently accepted	(i)	trainees
	(ii)	trainees
	(iii)	trainees
⑤ No. of full-time care workers	Total:	
⑥ No. of technical intern training instructors	Total:	

(Attention)

1. For ③, fill in the administrative agency which received the designation of the facility/business corresponding to the type code described in ②.
2. For ⑤, do not calculate the number using the full-time worker equivalent method, but as with the other occupations, calculate the number of employees who are continuously employed and whose main work is caregiving, etc. for each establishment.
3. Attach the curriculum vitae of the number of technical intern training instructors described in ⑥ (Reference Form No. 1-6), the acceptance consent form and the written pledge of the technical intern training instructors (Reference Form No. 1-7) and the documents confirming the full-time status of the technical intern training instructors.

2. Other points of note

I hereby declare that the statement given above is true and correct.

Date of preparing this written summary:

Name of the applicant

Name and title of person preparing this written summary

Seal

Facility-Type Code Table

Facilities and Services	Code
Facilities / services under the Child Welfare Law	
Designated development support medical institutions	1
Child development support	2
After school day services	3
Facilities for children with disabilities	4
Child development support center	5
Visiting services to day care centers	6
Facilities / services of the Law on Comprehensive Support for the Daily Lives and Social Lives of Persons with Disabilities	
Short-stay service	7
Support facilities for persons with disabilities	8
Care for daily life in medical facilities	9
Care for daily life	10
Group home with aid (group home)	11
Rehabilitation service	12
Transition support for employment	13
Continued employment support	14
Welfare home	15
Temporary day support	16
Community life support centers	17
Facilities and services of the Law on Social Welfare for the Elderly and Long-Term Care Insurance Law	
1 st day-care services	18
Day service center for the elderly	19
Outpatient day long-term care (including designated medical outpatient day long-term care)	20
Community-based outpatient day long-term care	21
Outpatient preventive day long-term care	22
Outpatient day long-term care for dementia patients	23
Outpatient preventive day long-term care for dementia patients	24
Short-term admission facility for the elderly	25
Short-term admission for daily life long-term care	26
Short-term admission daily life long-term care for preventive long-term care	27
Intensive care home for the elderly (long-term care welfare institution for the elderly)	28
Multifunctional long-term care in small group homes	29
Combined multiple service	30
Communal daily long-term care for dementia patients	31
Preventive communal daily long-term care for dementia patients	32
Long-term care health facilities	33
Outpatient rehabilitation service	34
Outpatient preventive rehabilitation service	35

Short-term admission for recuperation	36
Short-term admission for recuperation for preventive long-term care	37
Daily life long-term care for the elderly in a specified facility	38
Daily preventive long-term care a for the elderly in a specified facility	39
Daily life long-term care for a person admitted to a community-based specified facility	40
Facilities related to Public Assistance Law	
Relief facilities	41
Rehabilitation facility	42
Other social welfare facilities	
Community welfare center	43
Settlement house day care services business	44
Independent Administrative Institution National Center for Persons with Severe Intellectual Disabilities, Nozominosono	45
Hansen's disease sanatorium	46
Atomic bomb victim nursing home	47
Atomic bomb survivor day service program	48
Short-stay program for atomic bomb survivors	49
Work accident special nursing home business	50
Hospital or clinic	
Hospital	51
Clinic	52

‘Care worker’ Reference Form 9 (related to Article 2, item (v) of the Public Notice)

WRITTEN PLEDGE OF THE APPLICANT

I hereby pledge the matters given below.

Details

【Details of the pledge】

I pledge to take the necessary measures to ensure, etc. the safety of the users in cases where a technical intern trainee is to work a night shift or other work with a small number of workers, or work requiring responses in the event of an emergency

Date of preparing this written pledge:

Name of the applicant

Name and title of person preparing this written pledge

Seal

‘Care worker’ Reference Form 10 (related to Article 5, item (i) of the Public Notice)

**CURRICULUM VITAE OF THE ADVISOR FOR PREPARATION OF THE
TECHNICAL INTERN TRAINING PLAN**

① Name with furigana			② Sex	M / F
			③ Date of Birth	YY/MM./DD
④ Nationality (country or region)				
⑤ Address	Postal code —		(Tel — —)	
⑥ Workplace				
⑦ Address of workplace	Postal code —		(Tel — —)	
⑧ Academic and professional background	Year	Month	Most recent academic background / Main work experience	

I hereby declare that the statement given above is true and correct.

Date of preparing this curriculum vitae:

Name of the applicant

Name and title of person preparing this curriculum vitae

Seal

‘Care worker’ Reference Form 11 (related to Article 5, item (ii) of the Public Notice)

**DECLARATION OF CONFORMING TO THE EXCELLENCY REQUIREMENTS OF
THE OCCUPATION ‘CARE WORKER’**

I declare conformity with the Criteria Provided for in Article 5, Item, (v) of the Standards etc. Stipulated by the Minister with Jurisdiction over the Business in Consideration of the Circumstances Pertaining to the Specific Occupations and Operation Prescribed in the Ordinance for Enforcement of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees Regarding the Occupation ‘Care worker’.

Details

Item	Points	Content
1. Structure to conduct an audit of the implementation status of the occupation ‘Care worker’.	I Points	Formulation of a manual and other materials and having staff familiarize themselves with them. (Yes / No)
	II Points	Implementing organization conducting supervision of the training _____implementing organization ÷ Number _____ full-time officers and employees involved in the business of supervision = _____ (rounded down to two decimal places)
	III Points	① Implements training every year for the technical intern training manager, technical intern training instructor and living guidance instructor, etc. and supports distribution of the manual. (Yes / No) ② Outline of the support of ①
	IV Points	Willingness to cooperate with the follow-up surveys of technical intern trainees of the occupation ‘Care worker’ after their return home. (Yes / No)

	V	Points	Summary of the preliminary interview conducted by the officers and employees of the supervising organization with regard to extending services for employment placement of the technical intern trainees. (Yes / No)
	VI	Points	Summary of monitoring the place of employment in cooperation with the sending agency with respect to the technical intern trainees after their return to their home country.
2. Achievements pertaining to the acquisition, etc. of skills, etc. in the occupation 'Care worker'	I	*	<p>① Denominator</p> <p>Number _____ of trainees completing technical intern training (i) – Unavoidable number of candidates failing _____ = _____</p> <p>* If there are an unavoidable number of technical intern trainees failing, attach a list of names of the unsuccessful candidates (Attachment 3) for both A and B respectively.</p>
		Points	<p>② Numerator</p> <p>Total number _____ (Attach a list of names of technical intern trainees taking the examination (Attachment 2))</p> <p>③ Pass rate of the elementary practical tests and written tests</p> <p>② Number of trainees _____ ÷ ① Number of trainees _____ × 100 = _____ %</p> <p>* The pass rate should be rounded down to the nearest decimal point.</p>
	II	※	<p>Denominator Total Number _____ (A+B)</p> <p>A. Trainees completing technical intern training (ii)</p> <p>Number _____ of trainees completing technical intern training (ii) – Unavoidable number of candidates failing _____ = _____</p> <p>B. Trainees completing technical intern training (iii)</p> <p>Number _____ of trainees completing technical intern training (iii) – Unavoidable number of candidates failing _____ = _____</p> <p>* If there are an unavoidable number of technical intern trainees failing, attach a list of names of unsuccessful candidates (Attachment 3) for both A and B respectively.</p>
		Points	

		<p>② Numerator Total number _____ (A+B)</p> <p>A. Specialized level number _____ (Attach a list of names of technical intern trainees taking the examination (Attachment 2))</p> <p>B. Advanced level number _____ (Attach a list of names of technical intern trainees taking the examination (Attachment 2))</p>
		<p>③ Pass rate of the specialized level and advanced level</p> <p>(② A+②B x 1.5 = _____ trainees) x 1.2 ÷ ① _____ trainees x 100 = _____ %</p> <p>* The pass rate should be rounded down to the nearest decimal point.</p>
III	Points	<p>① Successful candidates of the specialized or advanced level paper test: Total: _____ trainees</p> <p>* Attach a list of names of technical intern trainees taking the examination (Attachment 2).</p> <p>② Implementing organizations generating successful candidates Total: _____ implementing organizations</p>
IV	Points	<p>Affiliated implementing organization which has past achievements of cooperating with implementation of the trade skills tests, etc.</p> <p>Total: _____ implementing organizations</p>

(Attention)

1. Regarding items marked with the symbol of ✖ in the points column, fill in the column regardless of whether or not you have a declaration to make.
2. Fill in the points column regardless of whether or not you have a declaration to make, and where you have no declaration to make in the section, write in "0 points", "-5 points", etc. referring to the points table.

Total no. of points
Points

I hereby declare that the statement given above is true and correct

Date of filling in this declaration:

Name of the applicant

Name and title of the person filling in this declaration