

Technical Intern Training Program



Organization for
Technical Intern Training

Contents of the Revision of the Technical Intern Training Program

To strengthen management and supervisory system as well as protect technical intern trainees in order to accomplish the purpose of the Program through which Japan contributes to the development of human resources who would assume the development of the economy of their home country

1. Main points to strengthen the management and supervisory system

Old system

- (1) The duties and responsibilities of supervising and implementing organizations are unclear, and the implementation systems are insufficient.
- (2) The Japan International Training Cooperation Organization (JITCO), a private organization, conducts on-site inspections without any legal authority.
- (3) The system to protect technical intern trainees is not sufficient.
- (4) The guidance and supervision of, and cooperation between the competent government agencies is not sufficient.
- (5) There are improper sending organizations such as collecting deposit from candidate trainees

Under the new Act (Technical Intern Training Act)

(MOJ, MHLW
Joint Jurisdiction)

- (1) Apply a **license system** to supervising organizations, a **notification system** to implementing organizations, and a **accreditation system** to every technical intern training plan
- (2) Establish “Organization for Technical Intern Training (OTIT)” (**authorized legal entity**), which will perform duties such as requesting supervising organizations for reports and conducting on-site inspections
- (3) Establish a **mechanism for reporting** and **penalties** against violations of human rights and similar acts, and provide more **effective support to technical intern trainees in transferring to other implementing organizations**
- (4) Request the competent government agencies and prefectural governments for **cooperation based on industrial laws** and establish a **regional council** consisting of these government agencies for cooperation
- (5) In order to select appropriate sending organizations, try to make MOC (Memorandum of Cooperation) with sending countries.

2. Main points to expand the system

- (1) Extension of the training period and re-training for excellent supervising organizations
- (2) Raising the upper limit of the number of trainees received by excellent supervising organizations
- (3) Expansion of Job categories subject to TITP

Three years ⇒ Five years (practical training up to two years after returning home)

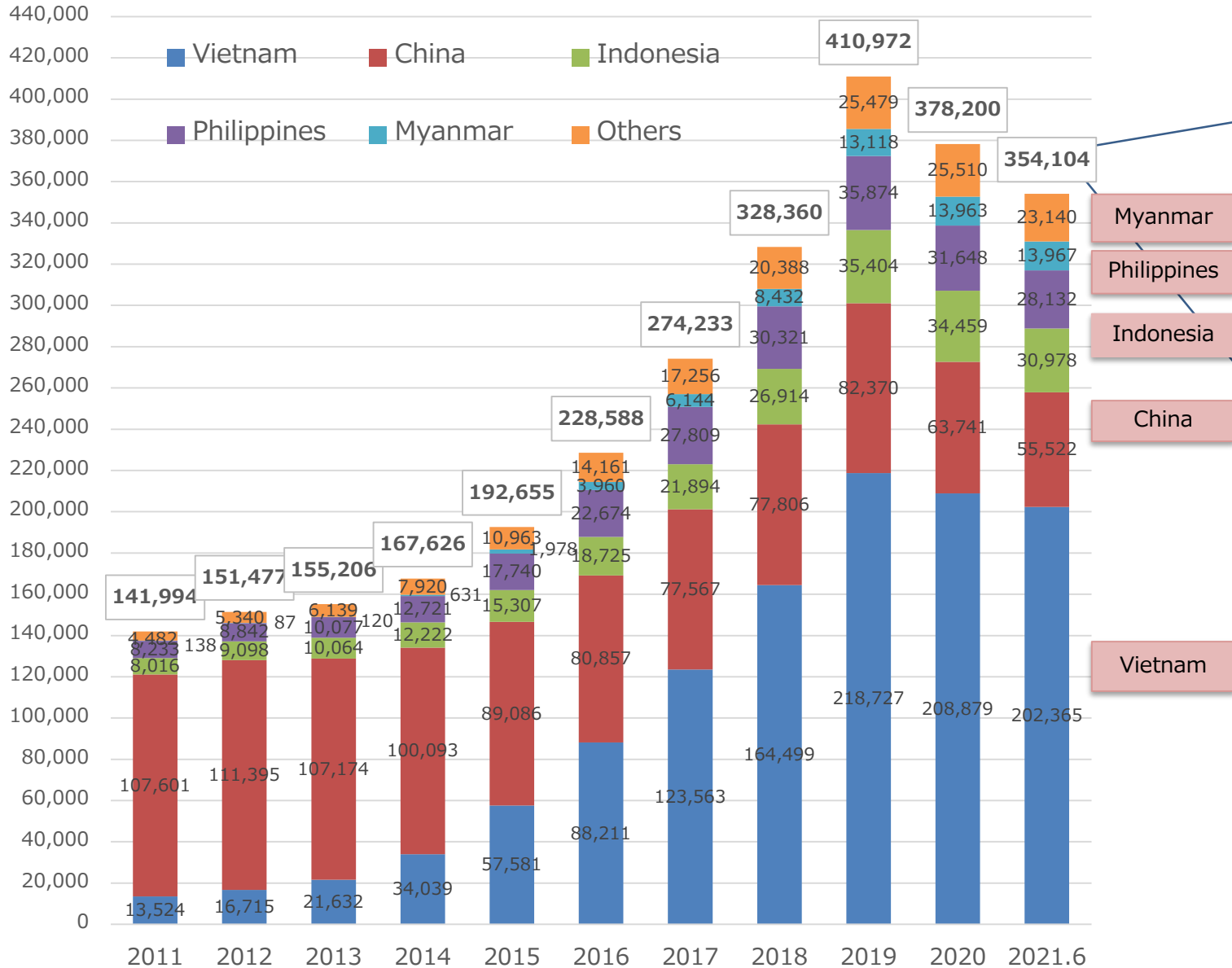
Doubling the upper limit of the number of trainees received in accordance with the number of full-time employees (**up to 5% ⇒ up to 10%**)

Job categories limited by region / Enterprise’s own job categories (Utilization of intra company certification) / Measures for plural job training
Adding new Job categories and operations occasionally

Excellent supervising organization, etc. means supervising organizations and implementing organizations who satisfy certain requirements concerning the passing rate of trade skills tests, etc., guidance and consultation system, etc., not to mention no violation of laws and regulations

Trends in the Number of Technical Intern Trainees by Nationality

Number of Technical Intern Trainees whose Status of Residence was Technical Intern Training, by Nationality (as of the end of June 2021)



Breakdown of "Others"

| Country | Number of Persons |
|------------|-------------------|
| Thailand | 9,511 |
| Cambodia | 9,305 |
| Mongolia | 2,045 |
| Sri Lanka | 787 |
| Laos | 448 |
| Nepal | 441 |
| India | 201 |
| Bangladesh | 196 |
| Uzbekistan | 62 |
| Kyrgyz | 50 |
| Peru | 39 |
| Malaysia | 33 |
| Bhutan | 18 |
| Pakistan | 4 |

(Ministry of Justice data)

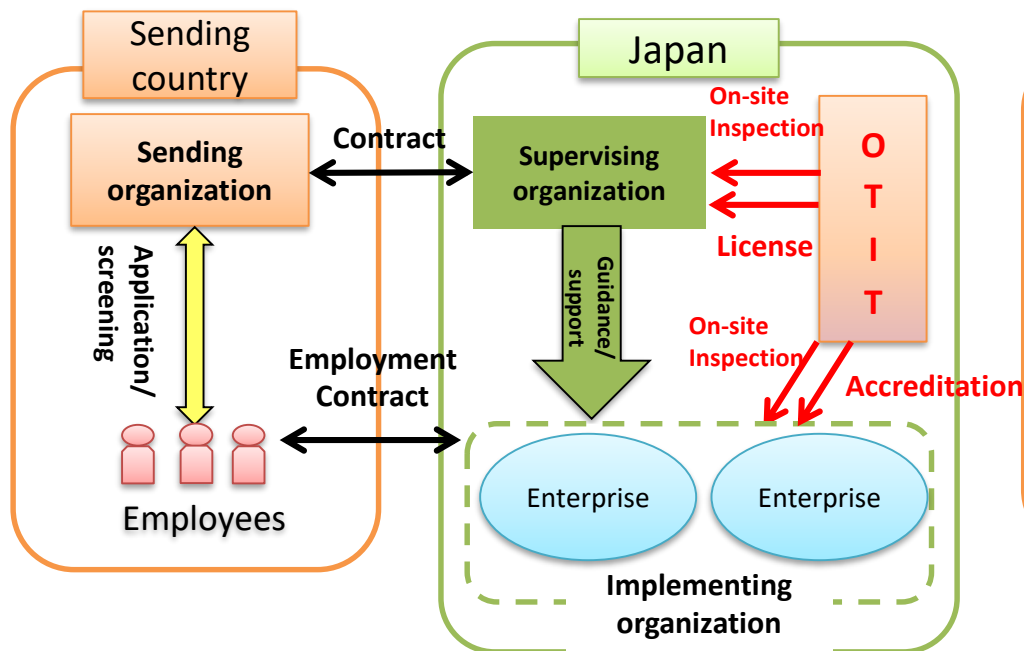
Structure of Technical Intern Training Program

- Technical Intern Training Program aims to contribute to developing countries by accepting people from these countries for a certain period of time (maximum 5 years) and transferring skills through OJT. (This program was established in 1993.)
- Approximately 280,000 technical intern trainees (as of the end of 2021) reside all over Japan, and labour related regulations are applied to them under employment relationship except lecture period just after the entry.

Type of Technical Intern Training Program

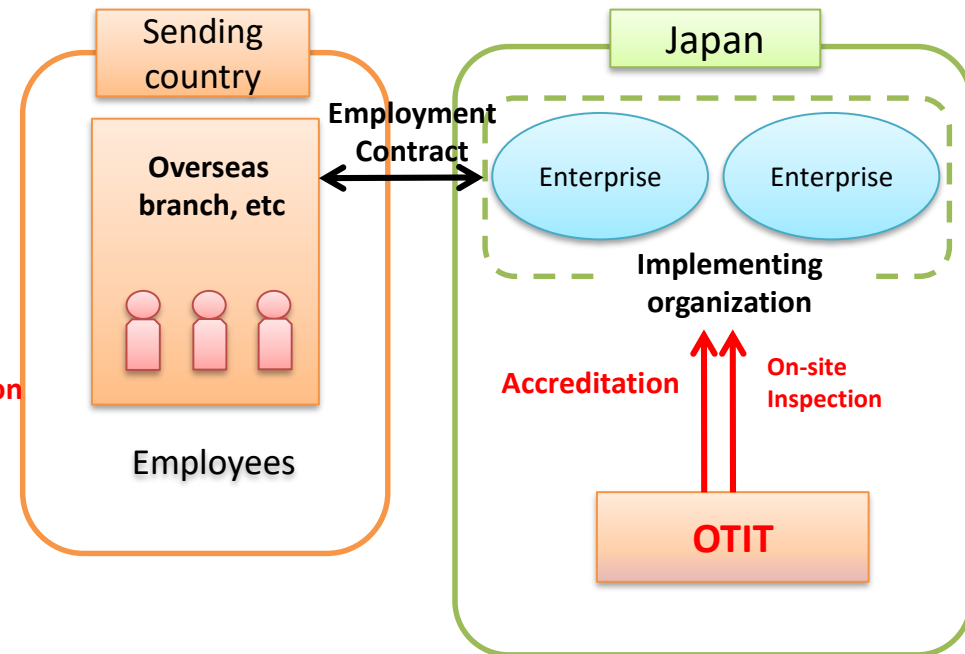
【Supervising Organization Type】

Non-profit supervising organizations (chambers of commerce, etc.) accept Technical Intern Trainees and the training is conducted at each implementing organization.

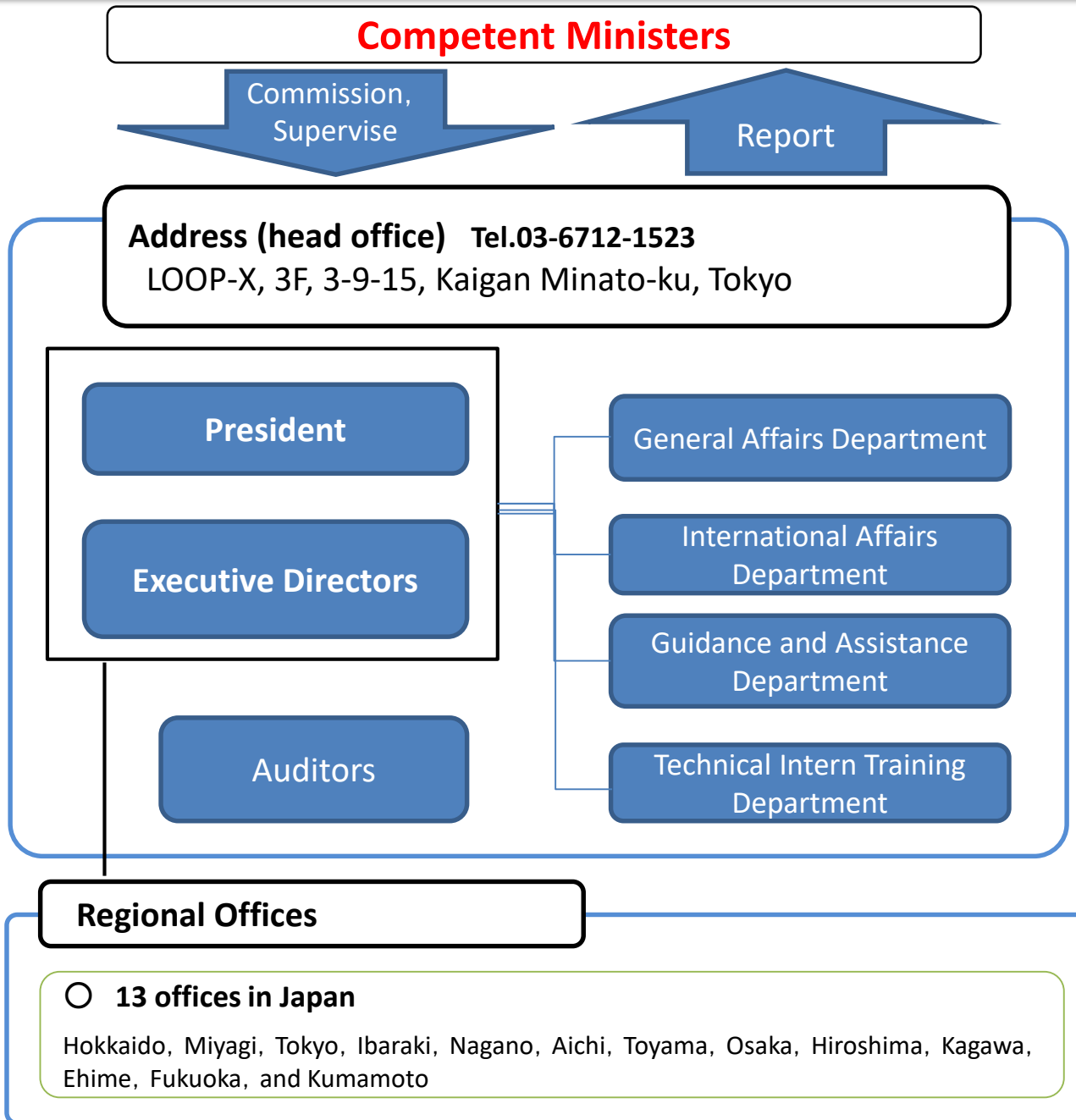


【Individual Enterprise Type】

Japanese companies (Implementing Organization) accept staff of their overseas office, joint-venture or transaction enterprise, and conduct training



O T I T (Organization for Technical Intern Training)



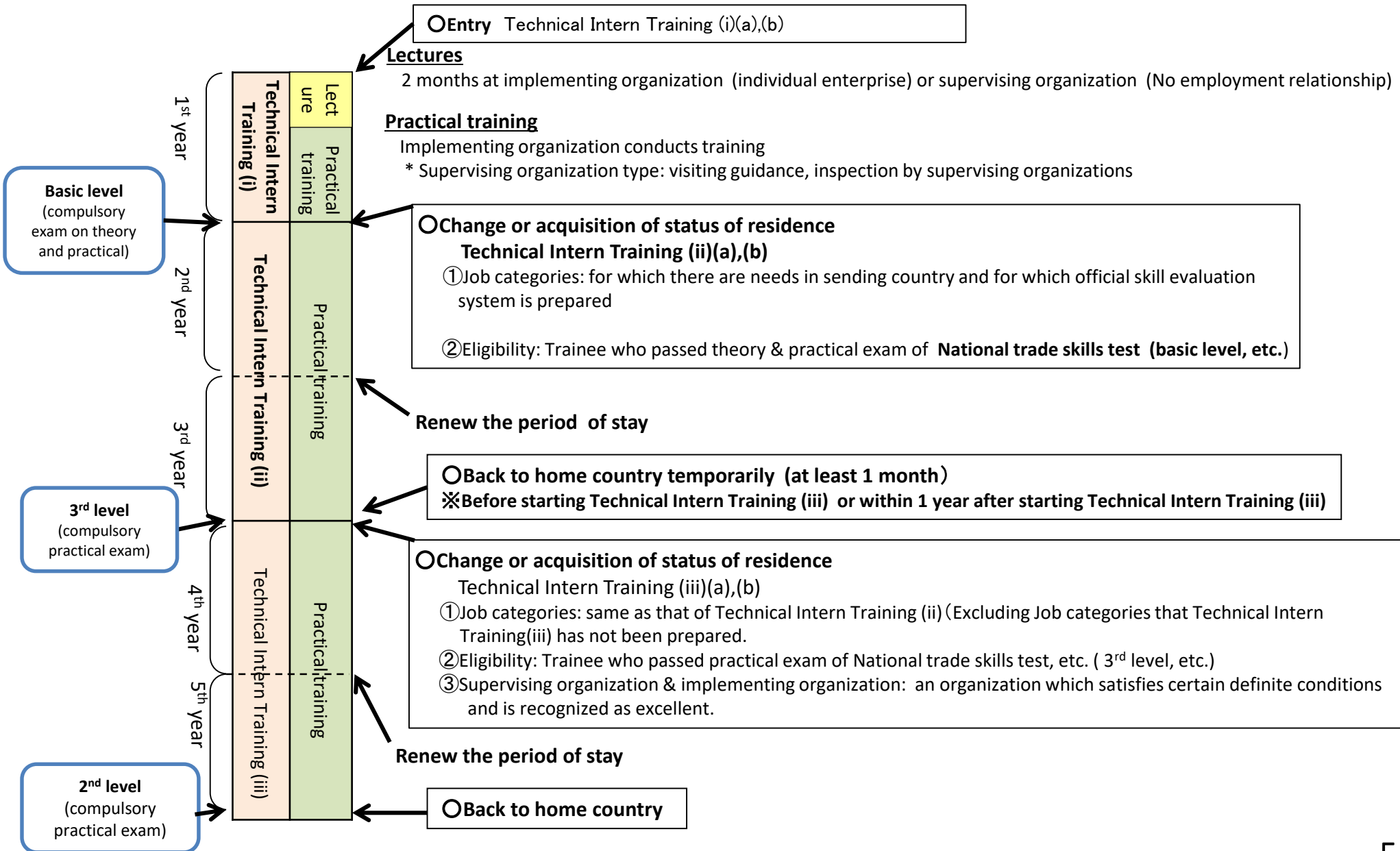
Type of organization

- **Legal entity**
(Competent ministers approve its establishment)

Functions

- **Accrediting technical intern training plans**
- **Examining license applications of supervising organizations**
 - Receiving notifications from implementing organizations
- **Requesting reports from implementing organizations and supervising organizations, and conducting on-site inspections**
 - On-site inspections of every supervising organization (about 3,500 supervising organizations) every year
 - On-site inspections of every implementing organization (about 63,000 implementing organizations) every 3 years
- Receiving various reports on technical intern training (audit reports from supervising organizations, reports in case of difficulties, implementation status reports from implementing organizations, etc.)
- **Providing consultation, assisting and protecting technical intern trainees**
- Researching on the Technical Intern Training Program

Flow of the Technical Intern Training Program



Job categories & operations eligible for shifting to Technical Intern Training (ii) (158 Operations in 86 Job categories as of April 25, 2022)

1. Agriculture (6 operations in 2 job categories)

| Job categories | Operations |
|---------------------------|--|
| Cultivation agriculture ● | Facility horticulture |
| | Upland field cropping/ Vegetable growing |
| | Fruit growing |
| Livestock agriculture ● | Hog raising |
| | Poultry farming(collecting chicken eggs) |
| | Dairy |

2. Fishery (10 operations in 2 job categories)

| Job categories | Operations |
|--------------------------|--------------------------------|
| Fishing boat fisheries ● | Skipjack pole and line fishery |
| | Long-line fishery |
| | Squid jigging |
| | Purse seine fishery |
| | Trawl and seine net fishery |
| | Gill net fishery |
| | Set net fishery |
| | Crab and shrimp basket fishery |
| | Stick-held-dipnet fishery△ |
| | Scallop and oyster farming |
| Aquaculture ● | |

3. Construction (33 operations in 22 job categories)

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

4. Food Manufacturing (18 operations in 11 job categories)

| Job categories | Operations |
|--|---|
| Can seaming for canned foods ● | Can seaming for canned foods |
| | Poultry processing industry ● |
| Marine Heated fishery processed foodstuff manufacturing work ● | Poultry processing |
| | Extract manufacturing |
| | Heated dried product manufacturing |
| | Flavored product manufacturing |
| | Smoked product manufacturing |
| Non-heated fishery processed foodstuff manufacturing work ● | Salted product manufacturing |
| | Dried product manufacturing |
| | Fermented foodstuff manufacturing |
| | Half cooked product manufacturing |
| | Raw food product manufacturing |
| Fish paste making | Boiled fish paste producing work |
| Beef and pork processing industry ● | Primal cut of beef and pork processing |
| Ham, sausage and bacon making | Production work of ham, sausage and bacon |
| Bread Baking | Bread baking work |
| Ready-made meal manufacturing work ● | Ready-made meal processing |
| Agricultural pickles processing ●△ | Agricultural pickles processing work |
| Meal processing for Medical and welfare facilities ●△ | Meal processing work for Medical and welfare facilities |

5. Textile (22operations in 13 job categories)

| Job categories | Operations |
|--------------------------------------|---|
| Spinning operation ● | Pre-spinning work |
| | Spinning process |
| | Winding process |
| | Twisting and doubling work |
| Weaving operation ● | Sizing and warping work |
| | Weaving process |
| | Inspecting work |
| Dyeing | Thread permeation dyeing work |
| | Fabric and knit dyeing |
| Knit goods manufacturing | Socks producing work |
| | Round knitting producing work |
| Warp knitted fabrics manufacturing ● | Warp knitting producing work |
| Ladies' and children's dress making | Sewing work of ready-made clothes for ladies and children |
| Tailoring men's suit making | Sewing work of men's ready-made clothes |
| Underwear manufacturing ● | Underwear manufacturing operation |
| Bedclothes making | Bedding products work |
| Carpet manufacturing ●△ | Woven carpet producing work |
| | Tufted carpet producing work |
| | Needle punched carpet producing work |
| Canvas product making | Canvas cloth products related work |
| Cloth sewing | Dress-shirt producing work |
| Seat product sewing ● | Car seat product sewing work |

6. Machinery and Metals(29 operations in 15 job categories)

| Job categories | Operations |
|----------------|--|
| Casting | Casting iron and article operation |
| | Casting nonferrous metal and article operation |
| Forging | Hammer type forging operation |
| | Press type forging operation |
| Die casting | Hot chamber die-cast work |
| | Cold chamber die-cast work |
| Machining | Engine Lathe operation |
| | Milling machine operation |
| | Numerical Control Lathe Operation |
| | Machining Center Operation |

6. Machinery and Metals(continue)

| Job categories | Operations |
|----------------------------------|--|
| Metal press | Metal press operation |
| Iron work | Steel processing operation for structure |
| Factory sheet metal work | Machine sheet metal operation |
| Electroplating | Electric plating work |
| | Meltdown zinc plating work |
| Aluminum anodizing | Anode oxidation treatment work |
| | Finishing |
| Machine inspection | Melting equipment finishing work |
| | Metal mold finishing work |
| | Machine assembling finishing work |
| Machine maintenance | Machine inspection work |
| Electronic equipment assembling | Machine maintenance work |
| Electric equipment assembling | Electronic devices assembling work |
| | Spinning electric machine assembling work |
| | Transformer assembling work |
| | Control panel and distribution panel assembling work |
| Print wiring board manufacturing | Open-close control device assembling work |
| | Spinning electric cord-reel producing work |
| | Print distribution panel design |
| | Print distribution panel production |

7. Others (37 operations in 20 job categories)

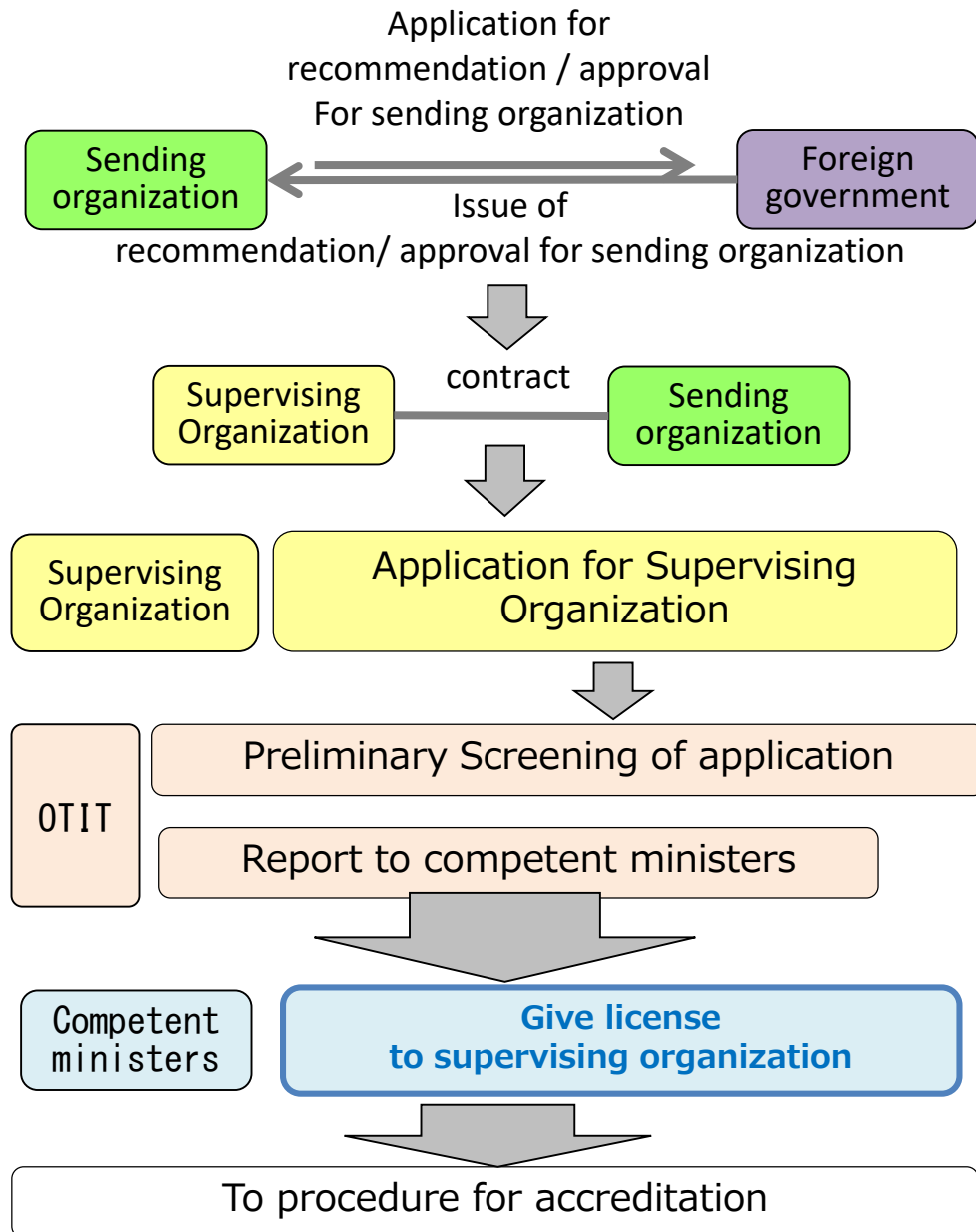
| Job categories | Operations |
|---|---|
| Furniture making | Hand processing on furniture making |
| Printing | Off-set printing work |
| | Gravure printing ●△ |
| Book binding | Binding work |
| Plastic molding | Compressing forming work |
| | Injection forming work |
| | Inflation forming work |
| | Blow forming work |
| Reinforced plastic molding | Hand-loaded layer forming work |
| Painting | Construction painting work |
| | Metal painting work |
| | Metal bridge painting work |
| | Spray painting work |
| Welding ● | Manual welding |
| | Semi-automatic welding |
| Industrial packaging | Industrial wrapping work |
| Carton box and corrugated card board box making | Printing box punching work |
| | Printing box producing work |
| | Paste box producing work |
| | Cardboard producing work |
| Industrial manufacturing of pottery ● | Roller jigger forming work |
| | Pressure casting work |
| | Pad printing work |
| | |
| Automobile repair and maintenance ● | Automobile repair and maintenance work |
| Building cleaning management | Building cleaning management work |
| Care worker ● | Care worker |
| Linen supply ●△ | Linen supply finishing work |
| Precast concrete manufacturing ● | Precast concrete manufacturing work |
| Accommodation ●△ | Hospitality/Sanitary Management |
| Refuse derived Paper & Plastics densified Fuel making ● | Refuse derived Paper & Plastics densified Fuel work |
| Railway facility maintenance ● | Track maintenance |
| Rubber Product Manufacturing ●△ | Molding Processing Work |
| | Extrusion Processing Work |
| | Mixing & Rolling Processing Work |
| | Composite Laminate Processing Work |
| Rolling stock maintenance ● | Maintenance of bogie system |
| | Maintenance of brake system |

○ Job categories/Operations in-house test type (3 operations in 1 job category)

| Job categories | Operations |
|---------------------------|------------------------------|
| Airport ground handling ● | Aircraft ground support work |
| | Cargo handling work |
| | Cabin cleaning work△ |

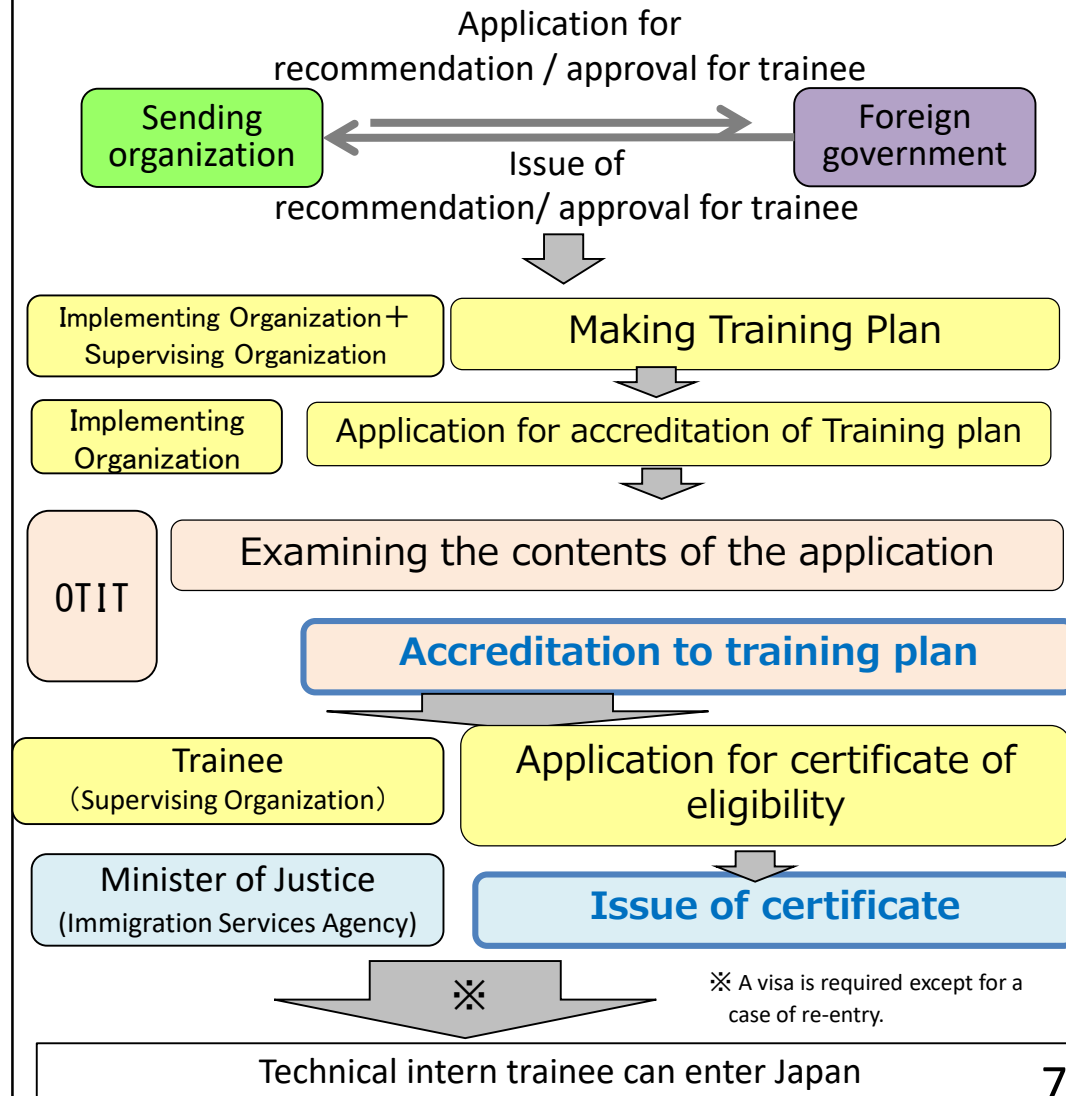
Procedures of application for License / Accreditation

License for Supervising Organization



Accreditation for Technical Intern Training Plan

※ After the commencement of MOC, procedure of foreign government can be changed.



Criteria for Accreditation of the Technical Intern Training Plan

- A person who intends to conduct technical intern training shall prepare a technical intern training plan for each technical intern trainee, and shall submit it in order to seek accreditation. The criteria for accreditation have been established in order to ensure the appropriateness of the technical intern training plan. (Article 9 of the Act)

Main criteria to be met for accreditation of the Technical Intern Training Plan

- ① **The skills, etc. which the technical intern trainee is to acquire would be difficult to acquire in the home country of the technical intern trainee**
- ② **Goals of the technical intern training**
 - (Goal of technical intern training (i)): to pass the practical test and paper test of the basic trade skills test or an equivalent technical intern training evaluation examination, etc.
 - (Goal of technical intern training (ii)): to pass the practical test of the grade 3 trade skills test or an equivalent technical intern training evaluation examination
 - (Goal of technical intern training (iii)): to pass the practical test of the grade 2 trade skills test or an equivalent technical intern training evaluation examination
- ③ **Content of the technical intern training (*)**
 - The skills, etc. cannot be acquired mostly through the repetition of simple work.
 - In cases of technical intern training (ii) and technical intern training (iii), they are related to the occupations and operations listed in the Appended Table of the ordinance of the competent ministries.
 - It is work that is normally performed at the place of business which conducts the technical intern training.
 - In cases relating to occupations and operations subject to transfer the required work is one-half or more of the total number of hours spent engaging in the work, the related work is one-half or less of the total number of hours spent engaging in the work, and the peripheral work is one-third or less of the total number of hours spent engaging in the work.
 - 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 technical intern training (only in cases pertaining to supervising-organization-type technical intern training).
 - The technical intern trainee plans to engage in work requiring the skills etc. acquired in Japan after returning to his or her home country.
 - In cases of technical intern training (iii), the technical intern trainee returned to his or her home country for one month or more after completion of technical intern training (ii), or for one month or more and less than one year within one year after starting technical intern training (iii).
 - The technical intern trainee or a family member, etc. has not entered into a contract which stipulates the paying of a deposit or penalties, etc. (this shall be made clear through a document prepared by the technical intern himself/herself).
 - Post-entry lectures on subjects such as Japanese language, and immigration and labor related laws and regulations shall be conducted for technical intern trainees (i).
 - In cases of multiple occupations, these are all occupations subject to transfer, they are related to each other, and there is a rational reason as to why they should be implemented together.

- ④ **The period of implementing the training (within one year for technical intern training (i), and within two years for technical intern training (ii) and (iii))**
- ⑤ **The goals set for the technical intern training at the previous stage (the goal of technical intern training (i) for technical intern trainees (ii), and the goal of technical intern training (ii) for technical intern trainees (iii)) have been achieved.**
- ⑥ **Implementation of appropriate evaluation of the skills, etc. (to be evaluated through a trade skills test or a technical intern training evaluation examination, or other equivalent examination)**
- ⑦ **Establishment of an appropriate structure and equipment for the place of business, and appointment of managers (*)**
- Appointment of the following persons for each place of business
 - “Technical intern training manager” (person in charge for the implementation of the technical intern training): a full-time officer or employee who is able to be in the position of supervising the staff involved in the technical intern training and who has completed the course for technical intern training managers within the past 3 years (with regard to the course, the criteria doesn’t apply until March 31th, 2020)
 - “Technical intern training instructor” (person responsible for instruction for the technical intern trainees): a full-time officer or employee who has at least 5 years’ experience with regard to the skills which the trainee is to acquire
 - “Living guidance instructor” (person responsible for everyday living guidance for the technical intern trainees): a full-time officer or employee
 - The applicant has not committed an act of human rights violation or used a forged or altered document within the past 5 years
 - The place of business is equipped with the machinery, equipment and other facilities necessary for acquisition of the skills
- ⑧ **The implementing organization is to undergo supervision from a supervising organization that has obtained license <in the case of supervising-organization-type technical intern training>**
- ⑨ **Ensuring appropriate treatment of the technical intern trainees, such as paying no less remuneration than a Japanese national would receive for the same kind of work (*)**
- The amount of remuneration is no less than a Japanese national would receive for the same kind of work (documents must be attached to prove this, and the applicant must be asked to give an explanation)
 - Appropriate accommodation facilities have been secured, and measures have been taken to enable the technical intern trainees to concentrate on their post-entry lectures.
 - An agreement has been reached with the technical intern trainee on an appropriate amount with regard to the expenses to be paid for regularly by the technical intern trainee regardless of whether they are food expenses, accommodation expenses or other expenses (a description of the items and amount of the costs must be given in the technical intern training plan, A document should be attached indicating that the technical intern trainee has understood and that the amount is appropriate)
- ⑩ **Compliance with the requirements of excellence <Cases of technical intern training (iii) > (See Attachment 1)**
- ⑪ **Must not be in excess of the maximum number of technical interns to be accepted (*) <Revision of the fixed number of technical intern trainees permitted through the new program> (see Attachment 2)**

(*) With regard to ③ ⑦ ⑨ ⑪, in cases where the competent minister for the business pertaining to specific occupation has specified additional requirements through a public notice, the implementing organization -or the supervising organization for the occupation is also required to meet the criteria of the additional requirements.

Licensing Criteria for the Supervising Organizations

- A person who intends to conduct supervision business is required to obtain license-from the competent minister. Licensing criteria have been established for the license, and license will not be granted unless the criteria have been met. (Article 23 and Article 25 of the Act)

Main licensing criteria for the supervising organizations

① A juridical person not for the purpose of profit (*)

A Chamber of Commerce and Industry, Chamber of Commerce, Small Business Association, vocational training corporation, agricultural cooperative, fisheries cooperative association, public interest incorporated association or public interest incorporated foundation, etc.

② Sufficient ability to adequately execute business in accordance with the criteria for conducting the work of a supervising organization (the following I-IV are representative examples) (*)

I. Periodic audits of the implementing organization of the technical intern training (the frequency with which the audit must be conducted is at least once every three months as with the current program, and the audit must be conducted through the following methods)

- Onsite check of the implementation status of the technical intern training
- Receipt of reports from the technical intern training manager and technical intern training instructor
- Interviews with at least one-quarter of the currently enrolled technical intern trainees
- Checking of the facilities at the place of business, and inspection of the books and records, and other articles.
- Checking of the accommodation facilities and other living environment of the technical intern trainees

II Implementation of post-entry lectures for technical intern trainees (i) (clarification that it can be entrusted to an appropriate person)

III Guidance on preparing the technical intern training plan

- For the guidance, checking of the place of business which will be implementing the technical intern training and the accommodation facilities for the technical intern trainees
- From the perspective of ensuring the technical intern trainees acquire the skills, etc. appropriately and effectively, a person who has a certain amount of experience pertaining to the skills, etc. is to be put in charge of the guidance.

IV Responses to consultations from the technical intern trainees (giving of advice, guidance and taking of other necessary measures in order to respond appropriately to a consultation from a technical intern trainee.)

③ Existence of a financial base which is sufficient to ensure sound implementation of the supervision business

④ Necessary measures are being taken to properly manage personal information

⑤ Implementation of measures for external officers or external audits

⑥ A contract pertaining to mediation for technical intern trainees has been entered into with a sending organization in a foreign country which meets the criteria

⑦ In addition to ① to ⑥, possessing the capability to properly carry out the supervision business

The supervising organization shall be deemed not to have the capability to properly carry out the supervision business if it does not satisfy the following items.

- A supervision fee of an appropriate type and amount is collected after a clear indication of the use and amounts has been given beforehand (Article 28 of the Act)
- It has not let another person carry out the supervision business through use of its name (Article 38 of the Act)
- An appropriate supervision manager has been appointed for each place of business (Article 40 of the Act)

*The supervision manager must be a full-time employee who belongs to the place of business and has the capability to properly carry out the work of a supervision manager. In addition, the supervision manager must be a person who has completed a course for supervision managers within the past 3 years (with regard to the course, the criteria doesn't apply until March 31th, 2020)

(*) With regard to ① and ②, in cases where the competent minister for the business pertaining to specific occupation has specified special requirements through a public notice, the supervising organization for the occupation -is required to meet the criteria of the special requirements.

- For implementing organizations, compliance with the criteria specified in an ordinance of the competent ministries as meeting the required high standards of capability to have the technical intern trainees acquire the skills, etc. (Article 9, item (x) of the Act)
- For supervising organizations, compliance with the criteria specified by an ordinance of the competent ministries as meeting the high standards of capability to conduct the audit of the implementation status of the technical intern trainees, and other work (Article 25, paragraph (1), item (vii) of the Act)

In both cases, if the score is 60% or more of the total score, the organization will be deemed to comply with the criteria for excellent implementing organizations or supervising organizations.

Requirements of excellent implementing organizations

(Full score: old score: 120 points, new score: 150 points *)

*From November 2020 to October 2021, select either old or new points.

- ① Achievements relating to acquisition of skills, etc. (70 points)
 - Pass rate of the basic trade skills test, grade 3 trade skills test and grade 2 trade skills test in the past 3 years*, etc.
- ② Structure to implement the technical intern training (10 points)
 - Record of training course attendance of the technical intern training instructors and living guidance instructors within the past 3 years
- ③ Treatment of technical intern trainees (10 points)
 - Comparison of the wages of the technical intern trainees and the minimum wage•
 - Wage raise rate at each stage of the technical intern training
- ④ No violations of laws and regulations, or problems (5 points (greatly reduced if there has been a violation, etc.))
 - History of improvement orders, percentage of absconding trainees within the past 3 years
 - Whether or not there were any absconding trainees attributable to the fault of the implementing organization within the past 3 years
- ⑤ Consultation and support structure (Old score 15 points, new score: 45 points)
 - Securing of counselors who are able to provide consultations in the technical intern trainee's mother tongue
 - History of acceptance of trainees who had difficulty continuing their training at another organization
- ⑥ Harmonious coexistence with the local community (10 points)
 - Japanese language education support for the trainees
 - Opportunities for interactions with the local community, and provision of opportunities to learn about Japanese culture

Requirements of excellent supervising organizations

(Full score: old score: 120 points, new score: 150 points *)

* From November 2020 to October 2021, select either old or new points.

- ① Structure to conduct an audit of the implementation status of the technical intern training and other work (50 points)
 - Ratio of full-time officers and employees involved in the supervision business to the number of implementing organizations to be supervised
Record of training course attendance of employees involved in the audit other than the supervision manager etc.
- ② Achievements related to acquisition of skills, etc. (40 points)
 - Pass rate of the basic trade skills test, grade 3 trade skills test and grade 2 trade skills test in the past 3 years* etc.
- ③ No violations of laws and regulations, or problems (5 points (greatly reduced if there has been a violation, etc.))
 - History of improvement orders, percentage of absconding trainees within the past 3 years
- ④ Consultation and support structure (Old score 15 points, new score: 45 points)
 - Registering to the effect of cooperating with the acceptance of trainees for whom it has become difficult to continue with the technical intern training at another organization
 - History of acceptance of trainees who had difficulty continuing their training at another organization etc.
- ⑤ Harmonious coexistence with the local community (10 points)
 - Japanese language education support for the trainees
 - Opportunities for interactions with the local community, and provision of opportunities to learn about Japanese culture

Basic fixed number of trainees

| Total number of full-time staff of the implementing organization | Number of technical intern trainees |
|--|--|
| 301 or more | 1/20 of the total no. of full-time employees |
| Between 201 and 300 | 15 trainees |
| Between 101 and 200 | 10 trainees |
| Between 51 and 100 | 6 trainees |
| Between 41 and 50 | 5 trainees |
| Between 31 and 40 | 4 trainees |
| 30 or less | 3 trainees |

Basic fixed number of trainees under the old system (reference)

| Total number of full-time staff of the implementing organization | Number of technical intern trainees |
|--|--|
| 301 or more | 1/20 of the total no. of full-time employees |
| Between 201 and 300 | 15 trainees |
| Between 101 and 200 | 10 trainees |
| Between 51 and 100 | 6 trainees |
| 50 or less | 3 trainees |

Fixed number of trainees (supervising-organization-type)

* The number of full-time staff does not include technical intern trainees ((i), (ii), or (iii))

| For Normal Implementing Organizations | | For Excellent Implementing Organizations | | |
|--|--|--|--|---|
| Technical intern trainees (i) (1 year) | Technical intern trainees (ii) (2 years) | Technical intern trainees (i) (1 year) | Technical intern trainees (ii) (2 years) | Technical intern trainees (iii) (2 years) |
| Basic fixed number of trainees | Double the basic fixed number | Double the basic fixed number | Four times the basic fixed number | Six times the fixed number |

Fixed number of trainees (individual-enterprise-type)

| Enterprises | For Normal Enterprises | | For Excellent Enterprises | | |
|--|--|--|---|--|---|
| | Technical intern trainees (i) (1 year) | Technical intern trainees (ii) (2 years) | Technical intern trainees (i) (1 year) | Technical intern trainees (ii) (2 years) | Technical intern trainees (iii) (2 years) |
| Enterprises that the Director General of Immigration Services Agency and the Minister of Health, Labor and Welfare recognize as having a structure that allows continuous and stable technical intern training | Basic fixed number of trainees | Double the basic fixed number | Double the basic fixed number | Four times the basic fixed number | Six times the basic fixed number |
| Enterprises other than those above | 1/20 of the total no. of full-time staff | 1/10 of the total no. of full-time staff | 1/10 of the total no. of full-time staff | 1/5 of the total no. of full-time staff | 3/10 of the total no. of full-time staff |

- In addition, neither supervising-organization-type nor individual-enterprise-type technical intern training may exceed the number of trainees given below. ((Technical intern trainees (i) the total no. of full-time staff, technical intern trainees (ii): double the total no. of full-time staff; technical intern trainees (iii): triple the total no. of full-time staff)
- For occupations with special circumstances, the number of trainees provided for in the notice specified by the competent minister for the business pertaining to the specific occupation-
- When accepting technical intern trainees who have transferred from another implementing organization due to unavoidable circumstances, it is possible to accept them separately from the above number of trainees.

Requirements of Sending Organizations of Foreign Countries

○ The term, "Sending Organizations of Foreign Countries" (Article 23, Paragraph 2, Item 6 of the Act)

It is the organization that conforms to requirements specified by the ordinance of the competent ministries as an organization being able to forward applications for a job pertaining to supervising organization type technical intern training from the people who would like to be a supervising organization type technical intern trainee.

Requirements of Sending Organizations of Foreign Countries

- (1) Being recommended from a public body of the sending country as an organization that is able to appropriately forward applications for technical intern training to Japanese supervising organizations
- (2) Appropriately selecting only the people who would like to receive technical intern training after understanding the purpose of the program, and then sending them to Japan
- (3) Regarding commission fees and other costs collected from technical intern trainees, making public the calculation criteria after clearly establishing the criteria, as well as clearly specifying these costs to technical intern trainees and making sure they fully understand
- (4) In order for the people who returned to their country after completing technical intern training to appropriately utilize the acquired skills, implementing necessary support such as finding a job
- (5) Responding to requests, including cooperation in follow-up surveys, from the Minister of Justice, the Minister of Health, Labour and Welfare, or the organization for Technical Intern Training
- (6) The relevant organization and its officers should not have the experience of being sentenced to imprisonment or a more severe punishment or an equivalent punishment under the laws and regulations of Japan or a foreign state where the organization is located within the preceding five years
- (7) Conducting business regarding technical intern training in accordance with laws and regulations of the country where the organizations are located
- (8) Within the preceding five years, not taking control of money or other properties of technical intern trainees or their relatives in relation to sending the trainees to Japan, irrespective of collecting deposits or other nominal terms
- (9) Within the preceding five years, regarding default of a contract pertaining to technical intern training, not concluding a contract to enact penalties or a contract to unreasonably transfer money or other properties
- (10) Within the preceding five years, not having abused human rights of technical intern trainees
- (11) Not having conducted acts, such as using forged or altered documents, in relation to the technical intern training program within the preceding five years
- (12) Confirming that the acts of (8) and (9) have not been conducted to technical intern trainees or their families, etc.
- (13) In addition, having other necessary abilities to appropriately forward applications for technical intern trainings to Japanese supervising organizations

The Countries that created Memorandum of Cooperation

The government of the sending country examines whether or not sending organizations meet the above (1) - (13) requirements, and approves appropriate organizations.

MOC (Memorandum of Cooperation)

Purpose

The purpose of MOC is to transfer technical skills etc. from Japan to sending countries appropriately and smoothly by setting out the commitments between the Ministries of Japan and the Ministries of sending countries.

Main commitments

Japanese side

- To conduct business relating to the license and accreditation in accordance with the criteria described in the Technical Intern Training Act.
- To make the information about approved sending organizations and revocation of the approvals publicly available. To accept only those technical Intern trainees who are sent by approved sending organizations.
- To notify the result when the Ministries of Japan revoke the license of a supervising organization, and issue an order against supervising organization and implementing organization.

Sending Countries side

- To examine whether or not sending organizations meet Approving Standards as follows
 - To appropriately select only those who are motivated to engage in training with understanding of the objectives of the Technical Intern Training Program
 - To provide trainee who returned home country with necessary support such as finding occupations.
 - Not to collect deposit and conclude any contracts that impose monetary penalties.
 - Not to do human rights infringement against trainees
- To notify the result to the Ministries of Japan when the Ministry of sending country revokes the approval.
- To conduct investigation, to provide necessary guidance and to report the result to the Ministries of Japan, when the Ministry of sending country is informed about improper sending organization by the Ministry of Japan.

Both sides

- To hold periodical meetings about the Technical Intern Training Program

Countries that signed on MOC
14 countries
(As of June 2019)

Viet-Nam (June 2017), Cambodia (July 2017), India (October 2017), Philippines (November 2017), Laos (December 2017), Mongolia (December 2017), Bangladesh (January 2018), Sri Lanka (February 2018), Myanmar (April 2018), Bhutan (October 2018), Uzbekistan (January 2019), Pakistan (February 2019), Thailand (March 2019), Indonesia (June 2019)

In the case of supervising-organization-type technical intern training, the technical intern trainees are required to have ‘experience of engaging in the same kind of work in a foreign country as the work to be engaged in while in Japan’, or ‘special circumstances must exist requiring the trainee to engage in supervising-organization-type technical intern training’. (Article 10, paragraph (2), item (iii)(e) of the Ministerial Ordinance) (※ Reference Form 1-27 is a model document for application)

Experience of engaging in the same type of work in a foreign country as the work to be engaged in while in Japan

Regarding “experience of engaging in the same kind of work in a foreign country as the work to be engaged in while in Japan”, the technical intern trainee is required to have experience of engaging in the skills, etc. which he or she intends to acquire mainly through the technical intern training which he or she intends to engage in while in Japan in the form of work in the sending country. However, this does not require that the name of the work engaged in as work in the sending country is identical in form to the work to be engaged in while in Japan.

* The “certificate issued by the organization of affiliation in a foreign country” of Reference Form 1-28 is a model of the document needed to confirm this requirement.

Special circumstances requiring the technical intern trainee engage in supervising-organization-type technical intern training

The cases from ① to ③ will apply.

① If the trainee has completed a curriculum related to the same type of work at an educational institution (including cases of expected completion).

The type of educational institution is not a requirement, but it is necessary for the period of education to have been for at least **six months or 320 hours**. In such case, it is necessary to submit all of the following documents.

- Documents giving a summary of the educational institution (limited to documents that show that education is being provided in a field related to the same kind of work) (※Reference Form 1-33)
- Documents certifying that the technical intern trainee has completed the relevant curriculum at the educational institution (including proof of expected completion)

② Cases where the technical intern trainee is able to give a detailed explanation of the need to engage in the technical intern training, and has received the minimum training necessary to engage in the technical intern training

Cases where the technical intern trainee is able to give a detailed explanation of the need to engage in technical intern training include the following.

- Cases of succeeding to the family business and needing to engage in technical intern training in this field
- Cases of wanting to work in a field that is growing rapidly in the home country and therefore a need to engage in technical intern training in such field has arisen

In such case, it is necessary to submit a written reason that concretely describe the necessity for the technical intern trainee to engage in the technical intern training. (* Reference Form 1-22 “Written Reason for Implementing Technical Intern Training” is a model of the written reason.)

In addition, as **the minimum training (at least 320 hours over a period of at least 2 months) required for engaging in the technical intern training, of which at least 160 hours over a period of at least 1 month must be Pre-entry lecture described in Technical Intern Training Act and at least 160 hours over a period of at least 1 month must be a course (both classroom learning and practice are acceptable) related to the same type of work.** (*Reference Form 1-34,35)

③ When it is recognized that there is a particular need for technical cooperation between the implementing organization or supervising organization, and the sending country

Cases where it is recognized that the technical intern training is being conducted based on an agreement to the effect of human resources development utilizing the technical intern training program entered into by the implementing organization or supervising organization, and a public organization of the sending country. In such case, it is necessary to submit materials that demonstrate the necessity of technical cooperation between the implementing organization or supervising organization, and public organization of the sending country.

if the supervising organization receives money not covered by the supervision fee from persons involved in the technical intern training, including the sending organization (e.g., cases where the supervising organization receives a kickback from the sending organization, etc.), such organization will be subject to revocation of the license of the supervising organization, and penal provisions will also apply.

* if a supervising organization receives money not covered by the supervision fee from persons involved in the technical intern training, including the sending organization, it will be in violation of the provisions of Article 28 of the Act on Technical Intern Training, subject to revocation of the license of the supervising organization, and moreover will be subject to imprisonment with work for not more than 6 months or a fine of not more than 300,000 yen in accordance with the provisions of Article 111 of the Act on Technical Intern Training.

Regarding cases where a contract has been entered into by the supervising organization and sending organization to the effect that the sending organization is required to pay a penalty, etc. to the supervising organization if a technical intern trainee has disappeared in Japan, this will be a violation of the ordinance of the competent ministries set forth under the Act on Technical Intern Training as explained below, and such cases will be subject to revocation of the technical intern training plan.

Article 10, paragraph (2), item (vi) (b) of the ordinance of the competent ministries provides that, “The applicant (implementing organization) or preparatory organization in a foreign country (in cases pertaining to supervising-organization-type technical intern training, the applicant, supervising organization, intermediating sending organization or preparatory organization in a foreign country) has not entered into a contract that stipulates penalties”.

With regard to this, even if it is not a direct contract with the technical intern trainee, etc. and the contract stipulating a penalty has been entered into by relevant parties such as the implementing organization and intermediating sending organization, there is the risk of a penalty being collected from trainee, and therefore, such provision has been stipulated from the viewpoint of protecting the technical intern trainees.

Specifically, cases falling under this provision includes a contract where the implementing organization specifies the payment of a penalty by the intermediating sending organization as a provision in cases of a technical intern trainee’s disappearance.

* Regarding this provision, the same measures has been prescribed in item (vii) in the table of “Technical Intern Training (i)(b)” of the current Ordinance of Ministry of Justice No.16 of 1990.

Measures for Protection of Technical Intern Trainees

1. Development of consultation and support systems

(1) Enhancing the reporting and consultation desks in their native language* for technical intern trainees

- Accepting consultations by email as well as phone
- *Chinese, Vietnamese, Indonesian, Tagalog (Filipino), English, Thai, Cambodian, and Burmese

(2) Developing the support system in changing the training site

- Stipulating the obligations of implementing organizations and supervising organizations to notify in case of difficulty in continuing the technical intern training (Articles 19 and 33) and to take measures to continue the technical intern training (Article 51) in the Act
- Offering assistance including the change of the training site using all its available information in response to consultations from technical intern trainees

(3) Providing temporary accommodation (shelter) for technical intern trainees

- Providing shelters for trainees if the trainees cannot stay in the accommodation facilities secured by their implementing organization or supervising organization
- Also assisting the trainees in securing new training sites

(4) Supporting the procedures of taking examinations such as skill tests for trainees

- Contacting the designated testing agencies and promptly grasp pass / fail results, etc. based on the application from supervising organizations

2. Development of penalties

| Penalties | Supervising organization | Implementing organization |
|---|---|--|
| Sentence of imprisonment with work of not less than 1 year but not more than 10 years, or a fine of not less than 200,000 yen but not more than 3 million yen | ① Act of <u>forcing a technical intern trainee to engage in technical intern training</u> through the use of assault, intimidation, confinement, or any other means which unfairly restrict the mental or physical freedom of the technical intern trainee (Article 46) | Similar provision in the Labor Standards Act (Article 5) |
| Sentence of imprisonment with work of not more than 6 months or a fine of not more than 300,000 yen | ② Act of <u>stipulating penalties, etc.</u> (Article 47, paragraph (1)) | Similar provision in the Labor Standards Act (Article 16, Article 18, paragraph (1)) |
| | ③ Act of <u>entering into a contract assuming control of the technical intern trainee's savings</u> (Article 47, paragraph (2)) | |
| | ④ Act of <u>retaining the technical intern trainee's passport, etc.</u> (Article 48, paragraph (1)) | |
| | ⑤ Act of <u>imposing unfair restrictions on the technical intern trainee's freedom in his or her personal life</u> (Article 48, paragraph (2)) | |
| | ⑥ Handling of disadvantageous treatment towards a technical intern trainee by reason of the technical intern trainee making a report to the competent ministers (Article 49, paragraph (2)) | |

* With regard to ④, punishment imposed in cases of going against the will of the trainee.

* With regard to ⑤, punishment imposed in cases of stating restrictions on going out outside of technical intern training hours having indicated dismissal or other disadvantages in terms of labor relations, etc.

Consultation and sharing information on SNS for trainees

As "Native language consultation", we set the day of the week and provide consultation by phone or email in your preferred language. Consultation services are also available at regional offices and branch offices by phone or by Visit (weekdays 9:00 to 17:00) . In addition, information on various support measures for technical intern trainees will be shared in their native language on SNS (Facebook, Twitter) (URL: <https://www.otit.go.jp/sns/index.html>).

Native language consultation

Any technical intern trainee can declare and consult in eight languages by phone, email, or letter. Telephone charges are free by using the toll-free number. From 21 April 2021, the dedicated desk (technical intern training SOS / emergency consultation desk *) was opened to respond to consultations on human rights violations such as assault and intimidation.

* After dialing the following number, press "1" after the automatic voice announcement.

| Language | Date & time | Tel. No. ※After hours, answering machine only | Native language consulting URL ※Use for Email consultation |
|------------|---|---|---|
| Vietnamese | Mon- Sat 11:00-19:00 (Sat : 9:00-17:00) | 0120-250-168 | https://www.support.otit.go.jp/soudan/vi/ |
| Chinese | Mon, Wed, Fri, Sat 11:00-19:00 (Sat : 9:00-17:00) | 0120-250-169 | https://www.support.otit.go.jp/soudan/cn/ |
| Indonesian | Tue, Thu 11:00-19:00 | 0120-250-192 | https://www.support.otit.go.jp/soudan/id/ |
| Tagalog | Tue, Thu, Sat 11:00-19:00 (Sat : 9:00-17:00) | 0120-250-197 | https://www.support.otit.go.jp/soudan/phi/ |
| English | Tue, Thu, Sat 11:00-19:00 (Sat : 9:00-17:00) | 0120-250-147 | https://www.support.otit.go.jp/soudan/en/ |
| Thai | Thu-Sun 11:00-19:00 (Sun : 9:00-17:00) | 0120-250-198 | https://www.support.otit.go.jp/soudan/th/ |
| Kumer | Thu 11:00-19:00 | 0120-250-366 | https://www.support.otit.go.jp/soudan/kh/ |
| Burmese | Tue 11:00-19:00 | 0120-250-302 | https://www.support.otit.go.jp/soudan/mm/ |