

## 技能実習の期間中の待遇に関する重要事項説明書

WRITTEN EXPLANATION OF IMPORTANT MATTERS RELATING TO TREATMENT DURING  
THE PERIOD OF THE TECHNICAL INTERN TRAINING

To: \_\_\_\_\_ 殿

技能実習の期間中の待遇について、以下のとおり説明します。この内容は重要ですから、十分理解されるようお願いいたします。

I hereby explain the treatment given to technical intern trainees during the period of the technical intern training as given below. Since the contents are important, we ask that you take time to fully understand each section.

## 1 実習中の待遇 Treatment during intern training

雇用契約期間、就業（技能実習）の場所、従事すべき業務（職種及び作業）の内容、労働時間等、休日、休暇、賃金、退職に関する事項、宿泊施設に関する事項、その他の事項については、別紙「雇用契約書及び雇用条件書」のとおりです。

The period of employment contract, place of employment (technical intern training), contents of work to be engaged in (occupation and operations), work hours, etc., holidays, vacation, wages, matters concerning resignation, social insurance, labor insurance, accommodation, and other matters are as indicated in the accompanying sheet, "written employment conditions."

(注意) 宿泊施設の概要を明らかにするため、当該施設の見取り図を添付すること。

Attach a picture or floor plan of the accommodation in order to illustrate the outline of said accommodation.

## 2 入国後講習中の待遇 Treatment during the post-entry lectures

1 講習手当(1 か月当たり) Lectures allowance (per month)	①支給の有無 Payment of an allowance	<input type="checkbox"/> 有 (支給額・支給内容 Yes (Allowance amount / Details of the allowance:	<input type="checkbox"/> 無 ) No
	②備考 Remarks		
2 食費(1か月 当たり) Food allowance (per month)	①支給の有無 Payment of an allowance	<input type="checkbox"/> 有 (支給内容 Yes (Details of allowance:	<input type="checkbox"/> 無 ) No
	②技能実習生 の負担の有無 Expenses to be paid by the technical intern	<input type="checkbox"/> 有 (負担内容 Yes (Details of the expenses:	<input type="checkbox"/> 無 ) No

	trainee	
	③備考 Remarks	
3 居住費(1 か 月当たり) Accommodation allowance (per month)	①支給の有無 Payment of an allowance	<input type="checkbox"/> 有 (支給内容 Yes (Details of allowance: ) <input type="checkbox"/> 無 ) No
	②技能実習生 の負担の有無 Expenses to be paid by the technical intern trainee	<input type="checkbox"/> 有 (負担内容 Yes (Details of the expenses: ) <input type="checkbox"/> 無 ) No
	③形態 Type of accommodation	寮(寄宿舍) ・ 賃貸住宅 ・ その他( ) Dormitory (boarding)/ Rented housing / Others ( )
	④名称 Name of accommodation	
	⑤所在地 Address	〒 — (電話 — — ) (Tel.: — — )
	⑥規模 Size	面積( m <sup>2</sup> )、収容人員( 人)、1人当たり居室( m <sup>2</sup> ) Square meters( m <sup>2</sup> ), Capacity (No. of persons: ), Room size per person ( m <sup>2</sup> )
4 その他 Others		

(注意) 4 欄は、1 欄から 3 欄まで以外の諸手当等が支給される場合など特記すべき事項がある場合に記載すること。

Notes; For Section 4, please give a description if there are any special details such as an allowance other than those listed in Sections 1 to 3.

### 3 実習先変更 (団体監理型の場合)

### 3 Changes in the training site (for supervising-organization-type)

実習先の変更は、やむを得ない事情がある場合を除き (※)、技能実習生が第 2 号技能実習の目標 (技能検定等 3 級の実技試験の合格) を達成して第 3 号技能実習を行うことを希望し、かつ、優良な実習実施者及び優良な監理団体が当該技能実習生の受入れを希望する場合に可能となります。

Changes in the training site are possible, except for cases where there are unavoidable circumstances\*, if the technical intern trainee wishes to engage in technical intern training that corresponds to the item iii, having achieved the goal of technical intern training that corresponds to the item ii, (passing the practical skills test of the Grade 3 Trade Skills Test), and moreover, an excellent implementing organization of technical intern training or an excellent supervising organization agrees to accept the technical intern trainee.

※ 実習実施者の経営上・事業上の都合、実習認定の取消し、実習実施者における労使間の諸問題、実習実施者における暴行等の人権侵害行為や対人関係の諸問題等、現在の実習実施者の下で技能実習を続けさせることが、技能実習の適正な実施及び技能実習生の保護という趣旨に沿わないと認められる事情による実習先の変更の場合が該当します。

\*This applies to cases where a change in training site is due to circumstances in which it is deemed that allowing the technical intern training to continue under the current implementing organization is not in line with the purpose of proper implementation of technical intern training and the protection of technical intern trainees, such as: management or business reasons of the implementing organization; revocation of the accreditation of the implementing organization; various problems between labor and management, human rights violations such as assault, and various interpersonal issues at the implementing organization; etc.

#### 4 その他の事項 Other matters

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(注意) 特記すべき事項がある場合に記載すること。

Please give a description if there are any special details that need to be noted.

また、石綿を含む建材等が使用されている建築物等の解体等の業務に従事することがある場合は、上記その他の事項に「石綿を含む建材等が使用されている建築物等の解体等の業務に従事することがあります。」と記載し、当該書類（参考様式第 1-19 号）及び別紙（参考様式第 1-47 号）を外国人技能実習機構へ提出する必要があります（運用要領第 4 章第 2 節第 8 「技能実習を行わせる事業所の設備に関するもの」及び第 10 「技能実習生の待遇に関するもの」参照）。

Moreover, if the technical intern trainee is to engage in work involving the demolition, etc., of buildings which used building materials containing asbestos, the implementing organization must state in the above “Other matters” section that “You may engage in work involving the demolition, etc., of buildings which used building materials containing asbestos”, and submit the relevant document (Reference Form 1-19) and the accompanying sheet (Reference Form 1-47) to the Organization for Technical Intern Training (please refer to Chapter 4, Section 2, Article 8 of the Operational Guidelines “Regarding the equipment of the business establishments where the technical intern training is conducted” and Article 10 “Regarding the treatment of technical intern trainees”).

以上の内容について説明しました。

I have given an explanation of the above contents.

年	月	日
Year	Month	Day

説明者の氏名



Name of person giving the explanation:

Seal

(申請者(実習実施者)との関係

)

(Relation to the applicant (Implementing Organization):

)

以上の内容について上記の説明者から説明を受け、その内容を十分に理解しました。

I hereby declare that I received an explanation on the above contents from the abovementioned person giving the explanation, and fully understood the contents.

年 月 日  
Year Month Day

技能実習生の署名 \_\_\_\_\_

Signature of the Technical Intern Trainee

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Signature of the Technical Intern Trainee