

## **Application Guidelines**

### **Beginners' Japanese Language Training Course for Foreign Employees**

**- September Course -**

## 1. Background

The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) is a human resource development organization that promotes technological cooperation through training programs, expert dispatch programs, and other approaches, mainly for industrial human resources in developing countries. Through these projects, AOTS contributes to the mutual economic development of Japan and other countries around the world, and also works to advance friendly relationships.

AOTS was established in August 1959 as the first private organization for technical cooperation in Japan after being approved by the Japanese government's Ministry of International Trade and Industry (currently, the Ministry of Economy, Trade and Industry). The organization had provided training programs in Japan for over 190,000 participants from 170 countries in total by the fiscal year 2017, and provided programs overseas for over 201,000 participants in total.

Taking advantage of its past experience in human resource development and extensive networks inside and outside Japan, AOTS rolls out new projects for international cooperation. These new projects are not funded or commissioned by the national government—rather, they are independently organized and run by AOTS.

This Beginners' Japanese Language Training Course for Foreign Employees is mainly intended for foreign employees (including prospective employees) who are going to join or be transferred to a company in Japan. The training course offers Japanese classes for fostering the basic Japanese proficiency needed for living and working in Japan, lectures for understanding Japanese culture and corporate culture, project work for acquiring teamwork skills and other basic skills as a member of the working world, and more, all in a combined program.

It aims at preparing participants for working in Japanese society and companies, and helping them earn an understanding of background knowledge and acquire basic abilities to communicate with people and to take action so that they can play an active role in the enterprises they work for.

## 2. Program Title

Beginners' Japanese Language Training Course for Foreign Employees

## 3. Period, Venue, Accommodation

Check our website for more information.

### Addresses of training centers

#### Tokyo Kenshu Center

30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534

Phone: +81-3-3888-8231 (Reception) Fax: +81-3-3888-0763

URL: <https://www.aots.jp/en/about/centers/tokyo-kenshu-center/>

#### Chubu Office (Former Chubu Kenshu Center)

37-12, Mukaihata, Kaizu-cho, Toyota, Aichi 470-0348

Phone: +81-565-43-2111 (Reception) Fax: +81-565-43-2112

URL: <https://www.aots.jp/about/centers/chubu-office/>

#### Kansai Kenshu Center

7-5, Asaka 1-chome, Sumiyoshi-ku, Osaka, Osaka 558-0021

Phone: +81-6-6608-8260 (Reception) Fax: +81-6-6690-2675

URL: <https://www.aots.jp/en/about/centers/kansai-kenshu-center/>

\* Participants may also commute from outside of the above training centers.

#### 4. Language Used

- (1) Japanese classes are conducted in Japanese.
- (2) AOTS provides interpreters and translated materials for lectures about Japanese culture and business culture.
  - \* Please note that we may require participants to attend lectures in English if not enough participants request language assistance in other languages.

#### 6. Number of Participants

About 10 participants

\* Minimum number of participants: 5

\* Please note that we may change the site of the training program or cancel the program if the number of participants is fewer than the above.

#### 7. Intended Participants

##### **Individuals who fall under any of the following, or have similar reasons to learn Japanese:**

- (1) Foreign nationals who are going to join a Japanese company based in and/or outside Japan through global recruitment and/or local recruitment schemes, and are required to learn Japanese;
- (2) Foreign employees (including prospective employees) who are going to be transferred to a Japanese company based in Japan, and are required to learn Japanese;
- (3) Foreign students who completed university and/or graduate school in Japan through a program conducted in English, and are required to learn Japanese in preparation for joining a Japanese company;
- (4) Foreign employees who already work for a Japanese company or organization based in and/or outside Japan, and are required to learn Japanese;
- (5) Foreign nationals who are visiting Japan as a Technical Intern, and are required to learn Japanese; and
- (6) Foreign nationals who are required to learn Japanese for other reasons.

##### **Japanese learning levels**

- (1) In principle, the program is intended for participants who know a few greetings in Japanese.  
It aims to help them acquire the minimum Japanese language proficiency needed for living and working in Japan.  
(Target level: Japanese Language Proficiency Test N5 and N4, or equivalent)
- (2) If there are participants with higher levels of Japanese proficiency (e.g. who already have a Japanese proficiency of N4 or equivalent and aim to increase their proficiency to N3 or equivalent), and their levels of proficiency are not far apart, we will consider setting up a class for a relevant level.

##### **Note:**

- (1) Participants are required to attend all of the curriculum offered in the training course.
- (2) Participants cannot make their own program or ask AOTS to add more programs.

## 8. Course Details and Schedule

\* Total course hours: 190 hours

\* Please see the separate sample schedule for more information.

### (1) Fostering Japanese language proficiency (Japanese classes)

#### **Foster participants' basic command of the language needed for living and working in Japan**

##### **Key point 1: Priority on training speaking and listening skills**

Once you start training or working in a company, oral communication is essential.

AOTS's program will help you foster oral communication skills by putting priority on ensuring that you will have time to converse with your instructors and fellow participants, so that you will be able to understand everyday instructions, answer simple questions, and say what you are thinking.

##### **Key point 2: Foster abilities for conquering tasks that occur in actual workplaces**

You will simulate specific tasks that are mostly likely to occur in real life—for example, adjusting a delivery date because you cannot keep the deadline, reporting the progress and outcomes of your work, sending a thank-you e-mail to business partners, or chatting with your Japanese colleagues for a few minutes—and learn appropriate Japanese phrases for each scene.

##### **Key point 3: Learn basic technical words needed for industrial human resources**

You will learn terms and words that will be needed in any industry or occupation when you train or work in a Japanese company, using AOTS's original teaching materials.

##### **Key point 4: Practice conversation with Japanese neighbors**

During the course, you will have time to practice your conversation skills with Japanese people who live near the training center.

Opportunities to talk with ordinary Japanese people will help you get used to speaking and listening in Japanese naturally. They will also help you practice using polite expressions with someone you meet for the first time.

#### Note:

Participants are required to learn how to write and read hiragana and katakana before joining the program.

Participants on the course will have access to use the AOTS Japanese e-learning Hiragana Katakana course free of charge. (See below for more information.)

#### Textbooks to be used:

Minna no Nihongo Shokyu I, Minna no Nihongo Shokyu II, etc.

Textbooks will be changed as necessary.

**(2) Understanding business culture and knowledge (Lectures/Exercises) [With interpreters and translated materials]**  
**Help participants overcome cultural barriers and encourage them to establish themselves in Japanese companies**

Lecture title	Content	Hours	Instructor	Interpreter	Translated materials
1) Characteristics of Japanese companies	Learn about Japanese companies' characteristic HRM system, roles of each job position (workers, supervisors, and managers), internal decision-making processes such as the Ringi system and "root binding" consensus building, differences between major companies and SMEs and their characteristics, the sense of value they have toward work, and other relevant topics.	3 hours	External experts	Provided	Provided
2) Business etiquette	Learn business etiquette and protocols that are needed in order to work in a Japanese company, such as greetings, making eye contact, exchanging business cards, how to dress appropriately, appropriate manners and behavior, appropriate personal space, seniority at workplaces, appropriate language, practice of HoRenSo (reporting, communicating, and seeking counsel), time management, and appropriate topics to talk about at work.	3 hours	AOTS staff	Provided	Provided
3) Cross-cultural adaptation	Develop a mindset and approach that will help you flexibly adapt and adjust to rules and customs which are different from your home countries' through cross-cultural understanding games. Understand the characteristics of culture shock, and find the best way for you to mitigate the shock, so that you can be fully prepared when you experience it.	3 hours	AOTS staff	Provided	Provided
4) Outline of social security systems: Social insurance, taxes, and labor laws*	Learn about the types of social insurance and their outlines (medical insurance, pension insurance, employment insurance, labor insurance, and long-term care insurance), the types of taxes and their rates and payment methods (income tax and resident tax), the statutory working hours specified by the Labor Standards Act and other regulations, what to do when you take paid annual leave, work overtime, and work on a holiday, and other relevant topics.	3 hours	External experts	Provided	Provided

\* 4) *Outline of social security systems: Social insurance, taxes, and labor laws* may be changed to Japanese classes depending on the number of participants and their circumstances.

**(3) Understanding Japanese society, and the knowledge needed for living in it (Lectures/Exercises) [With interpreters and translated materials]**

**Help participants learn the knowledge required for living a comfortable and safe life, and encourage them to establish themselves in Japanese society**

Lecture title	Content	Time	Instructor	Interpreter	Translated materials
1) Japanese lifestyle and etiquette	Understand prices, housing, wage levels, and other matters related to living in Japan, and discuss the differences from your home country. Understand noise and dining etiquette, how to sort trash in Japan, and other rules and protocols you need to know to live in Japan, and make sure you can correctly put them into practice.	3 hours	AOTS staff	Provided	Provided
2) Visit to a disaster prevention facility	Learn how to prepare for natural disasters in your daily life and what to do in the event of a disaster through hands-on learning at a disaster prevention center, so that you can live safely in Japan.	3 hours	Facility staff	Provided	Provided
3) Status of residence and immigration control*	Learn about the requirements and penalties regarding leaving, entering, and living in Japan, the processes and applications required to change your status of residence and auxiliary items and to extend your period of stay in Japan, how to apply for a re-entry permit when you intend to leave Japan temporarily to go to your home or other countries, the requirements for inviting your family and for naturalization, and other relevant topics.	3 hours	External experts	Provided	Provided

\* 3) *Status of residence and immigration control* may be changed to Japanese classes depending on the number of participants and their circumstances.

**(4) Fostering basic skills as a member of the working world (Project work)**

**Foster teamwork skills and HoRenSo practices that are required in Japanese companies**

Lecture title	Content	Time	Instructor	Interpreter	Translated materials
1) Project work	You will conduct research and give a presentation as a group on a topic you are interested in through project work. You will use your self-study time to prepare for the presentation. You are expected to proceed with your project voluntarily, and report your progress to AOTS staff on a periodic basis to receive their advice. You will also receive coaching on your Japanese from Japanese instructors for your oral presentation. You will give the presentation on the last day of the program.	3 hours	AOTS staff	Provided	Not provided
2) Learning counseling	AOTS staff will discuss your learning with you, give guidance on daily living, and check the progress of your project work and give advice on it, with the help of interpretation services.				

**9. Request About Learning Hiragana and Katakana in Advance**

If you are a beginner in Japanese, learn hiragana and katakana before joining the program.  
Use our online learning aid, AOTS Japanese e-learning.

Hiragana and katakana learning aid

Title: AOTS Japanese e-learning Hiragana Katakana course  
[http://e-learning.aots.jp/SITE/index\\_en.html](http://e-learning.aots.jp/SITE/index_en.html)

Form: Online e-learning (Self-study)

Fee: Free (Normally, it costs 7,500 yen plus tax)

Signing up: AOTS will issue an ID and password needed to use the e-learning material after you sign up for the training course.

**10. Status of Residence and Visa**

- (1) AOTS will not be involved in helping you acquire residence status or obtaining a visa in relation to your participation on this program. Participants who are not residents in Japan are required to acquire residence status and/or obtain a visa on their own, or their company is requested to make the necessary arrangements.
- (2) AOTS will not issue a guarantee letter or any other forms of written authorization through the provision of this program.

**11. Insurance**

- (1) AOTS will not apply for overseas travel insurance on behalf of participants on this program.
- (2) Participants who travel to Japan from overseas to join the course are requested to apply for the insurance necessary for staying in Japan, including overseas travel insurance, in advance.
- (3) Participants who live in Japan are asked to apply for health insurance before joining the program.

**12. Moving-in Notice (For Mid- to Long-term Residents)**

- (1) Participants are required to file a Moving-in Notice within 14 days after their entry into Japan.
- (2) We recommend you file the notice to the municipality you are going to live in before joining this program.
- (3) If you are going to join the program immediately after you enter Japan, you are requested to file the notification at the municipal office nearest to the site of the training course.

### 13. How to Apply

(1) Submit the Training Booking Form

Deadline: Check on our website.

Documents to be submitted: Training Booking Form

How to submit: Send the document as an e-mail attachment.

Place of submission: [thank.jlto-be@aots.jp](mailto:thank.jlto-be@aots.jp)

(2) Submit the Training Application Form

Deadline: Check on our website.

Documents to be submitted: (1) Two passport-sized photos (4 cm × 3 cm) (Write your name on the back)

(2) Training Application Form

\* You need an official seal of a person who is responsible for your application for the training program. (A personal seal is not accepted.)

\* Participants who have achieved a result of 4 or higher in a comprehensive evaluation of Japanese learning are requested to take the J-CAT test ([www.j-cat.org](http://www.j-cat.org)) and enter their score.

Notes for taking the J-CAT test

Developed by the Center for Distance Learning of Japanese and Japanese Issues at the University of Tsukuba International Student Center, J-CAT (Japanese Computerized Adaptive Test) is an online automatic Japanese language proficiency test. The test is available to the general public, free of charge.

- It takes about three days from the date of application to issue your ID for taking the test.

- The test takes about 30 to 90 minutes.

- You get your results immediately after completing the test.

- For application and more details, please check the website: [www.j-cat.org](http://www.j-cat.org).

(3) Handling of Participant's Personal Information (A form provided by AOTS)

\* Participants are required to sign this document themselves. If they do not agree to its details, or do not submit it, they will not be allowed to join the course.

(4) Medical Check Sheet (A form provided by AOTS)

\* Participants are required to complete and sign this document themselves. They may be required to submit a medical report from a doctor depending on the details they have filed.

How to submit: (1) Please send us all the original documents above via postal mail.

(2) Please send us the soft copies as an e-mail attachment.

Place of submission: (1) Please send all the original documents above to the address follows:

30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534

The Association for Overseas Technical Cooperation and Sustainable Partnerships [AOTS]

New Global Cooperation Department Japanese Language Training Center

Phone: +81-3-3888-8250

(2) Please send the soft copies by e-mail to the e-mail address follows:

[thank.jlto-be@aots.jp](mailto:thank.jlto-be@aots.jp)

## 14. Costs

### Participants can choose to either commute to or stay at the training center.

#### (1) Residential: Staying at the training center

##### a. Course attendance fees

Amount: 371,250 yen per person (consumption tax included)

\* If three or more persons attend the course from the same company, a 20% discount will apply to the third person onward and 297,000 yen will be charged per person.

##### b. Accommodation and dining fees

Amount: 370,180 yen per person (consumption tax included)

\* If the participant checks in the day before the start of the program, and checks out the day after the end of the program.

Accommodation: Tokyo Kenshu Center, Chubu Office (Former Chubu Kenshu Center), or Kansai Kenshu Center

\* Check our website for more information.

Meals: Kenshu Center cafeteria

Three meals a day will be provided Monday through Saturday.

The cafeteria is closed on Sundays, so no meals will be provided.

Dinner will be provided on the day you check in, and breakfast on the day you check out.

Note: Please inquire if you wish to change the period of stay.

You cannot ask for a refund for meals you did not eat.

#### (2) Commuter: Commuting to the training center (**Not** staying at the training center)

##### a. Course attendance fees

Amount: 371,250 yen per person (consumption tax included)

\* If three or more persons attend the course from the same company, a 20% discount will apply to the third person onward and 297,000 yen will be charged per person.

##### \* Meals:

Participants can use the cafeteria at the training center (optional).

Payment: Pay in cash when purchasing a meal. No reservation is required.

(8% consumption tax) Amount: 620 yen for breakfast, 820 yen for lunch, 1,130 yen for dinner

(10% consumption tax) Amount: 630 yen for breakfast, 840 yen for lunch, 1,150 yen for dinner

## 15. Payment of the Attendance Fees

(1) Method: We will issue an invoice after we receive your Training Application Form. Deposit the amount to the bank account specified in it.

(2) Payment deadline: You are required to make the payment before attending the program. The payment deadline will be stated on the invoice.

(3) Note: Participants whose payment has not been confirmed cannot join the course.

## 16. Cancellation Policy

(1) Training course fees: We cannot refund the payment after we receive your Training Application Form.

However, we will refund the full amount if we cancel the program for reasons attributable to AOTS.

(2) Accommodation and dining fees:

We will charge a cancellation fee as follows if you cancel your participation for reasons attributable to you/the participant.

The cancellation fee is payable for accommodation and dining fees for the entire period of stay you have booked.

Cancellations on the same day: 100%

Cancellations made one business day before the start date of the stay: 50%

Cancellations made two business day before the start date of the stay: 30%

Cancellations made five business day before the start date of the stay: 20%

However, we will refund the full amount if we cancel the program for reasons attributable to AOTS.



## 17. Handling of Personal Information

AOTS will handle personal information it obtains regarding applicants as follows.

(1) Manager of personal information:

Manager of the General Affairs Planning Division,  
The Association for Overseas Technical Cooperation and Sustainable Partnerships  
Place of contact: General Affairs Planning Division General Affairs Group  
Phone: +81-3-3888-8211  
Online inquiries: <https://www.aots.jp/en/contact/>

(2) Purpose of use

AOTS will use personal information it obtains for the purpose of handling administrative processes in relation to accepting participants and carrying out the training program. The organization will not use the information for any other purposes or outside the scope of use demanded under laws and regulations.  
See <https://www.aots.jp/en/privacy-policy/> for the organization's privacy policy.

## 18. Inquiries

The Association for Overseas Technical Cooperation and Sustainable Partnerships [AOTS]  
New Global Cooperation Department  
Japanese Language Training Center  
Address: 30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534  
Phone: +81-3-3888-8250  
Fax: +81-3-3888-8242  
E-mail: [thank.jlhc-be@aots.jp](mailto:thank.jlhc-be@aots.jp)

**End**