



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

Application Guidelines

Beginners' Japanese Language Training Course for Foreign Employees

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 194,000 participants from 170 countries in total by the fiscal year 2018, and provided programs overseas for 204,000 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

Please see our website for details.

Venue (Training centers)

Tokyo Kenshu Center

30-1, Senju-Azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan

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

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

Kansai Kenshu Center

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

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

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

* Instead of staying, participants can 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 ask participants to attend lectures in English if requests on assistance in certain language are too few.

5. Number of Participants

About 5 participants

* Please note that we may change the site or cancel the program if participants are too few.

6. 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 and Eligible applicants

Basic course

- Able to say simple greetings in Japanese.
- Just started to learn Japanese, or have learned a little but want to learn again from the basics.

Intermediate course

- Have Japanese proficiency of Japanese Language Proficiency Test N4 or equivalent.
- Aim to improve the conversation skill which is necessary to proceed one's work smoothly although having the proficiency N3/N2 or equivalent already.

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.

7. Course Details and Schedule

Please see our website for details.

(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 *AOTS Japanese e-learning Hiragana Katakana course* free of charge. (Details on page 5)

Textbooks to be used:

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

Textbooks will be changed if necessary.

(2) Understanding and learning business culture (Lecture/Exercise) [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

* Above lectures/exercises may be changed to Japanese language classes depending on period of the course, number of participants and their circumstances.

(3) Understanding and learning Japanese society and lifestyle (Lecture/Visit) [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

* Above lectures/visit may be changed to Japanese language classes depending on period of the course, 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.				

8. Request for Learning Hiragana and Katakana in Advance

If you are a beginner in Japanese, please learn hiragana and katakana before joining the program.
You can 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/>

Form: Online e-learning (Self-study)

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

Signing up: After signing up for our course, AOTS will issue an ID and password needed to use the e-learning.

9. 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.

10. 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.

11. 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. You can do so during the half day off for “seikatsujyunbi” (preparing for living in Japan) which will be in schedule within 10 days after the course starts.
- (4) We suppose necessary procedures of filing the notice will be done by companies to which participants belong. Staff of AOTS will not attend to the municipality nor file the notice on one's behalf.

12. How to Apply

(1) Submit *Training Booking Form*

Deadline: Please see our website for details.

Documents to be submitted: *Training Booking Form*

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

Place of submission: thank.jltc-be@aots.jp

(2) Submit Training Application Form

Deadline: Please see our website for details.

Documents to be submitted:

(1) 2 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.)

(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 the details, or do not submit the form, 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) Send the original copy by post.

(2) Send a soft copy as an e-mail attachment.

Place of submission:

(1) Mail (original copy)

30-1, Senju-Azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan

The Association for Overseas Technical Cooperation and Sustainable Partnerships [AOTS]
New Global Cooperation Department
Japanese Language Training Center

(Tel: +81-3-3888-8250)

(2) E-mail (soft copy)

thank.jltc-be@aots.jp

13. Costs

Participants can choose either to stay at the training center (residential) or to commute (commuter).

(1) Residential (Staying at the training center) Please see our website for details.

a. Course attendance fees

Please see our website for the amount.

b. Accommodation and dining fees

Amount: Please see our website.

Accommodation: Tokyo Kenshu Center / Kansai Kenshu Center

Meals: Meals (breakfast/lunch/dinner) will be provided at *Kenshu Center cafeteria*, from Monday to Saturday. On Sundays cafeteria is closed, so no meals are served. Dinner will be provided on the day you check in, and breakfast on the day you check out.

*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, which means NOT staying at the training center)

a. Course attendance fees

Please see our website for the amount.

*Participants who commute can also use the cafeteria at the training center (optional).
630 yen for breakfast, 840 yen for lunch, 1,150 yen for dinner.

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

14. 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.
Deadline will be stated on the invoice.

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

15. Cancellation Policy

(1) Training course fees: We cannot refund the payment after receiving *Training Application Form*.
However, we will refund 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.

16. Handling of Personal Information

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

- (1) Person in charge: General Manager, General Affairs & Planning Department, General Affairs Group,
The Association for Overseas Technical Cooperation and Sustainable Partnerships
Place of contact: General Affairs & Planning Department, General Affairs Group
Phone: +81-3-3888-8211
Online inquiries: <https://www.aots.jp/en/contact/Privacy-Inquiries/>

- (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.

17. 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, Japan

Tel: +81-3-3888-8250 Fax: +81-3-3888-8242

E-mail: thank.jlhc-be@aots.jp

End