

Technical Intern Training Program in Japan

JITCO

Japan International Training Cooperation Organization

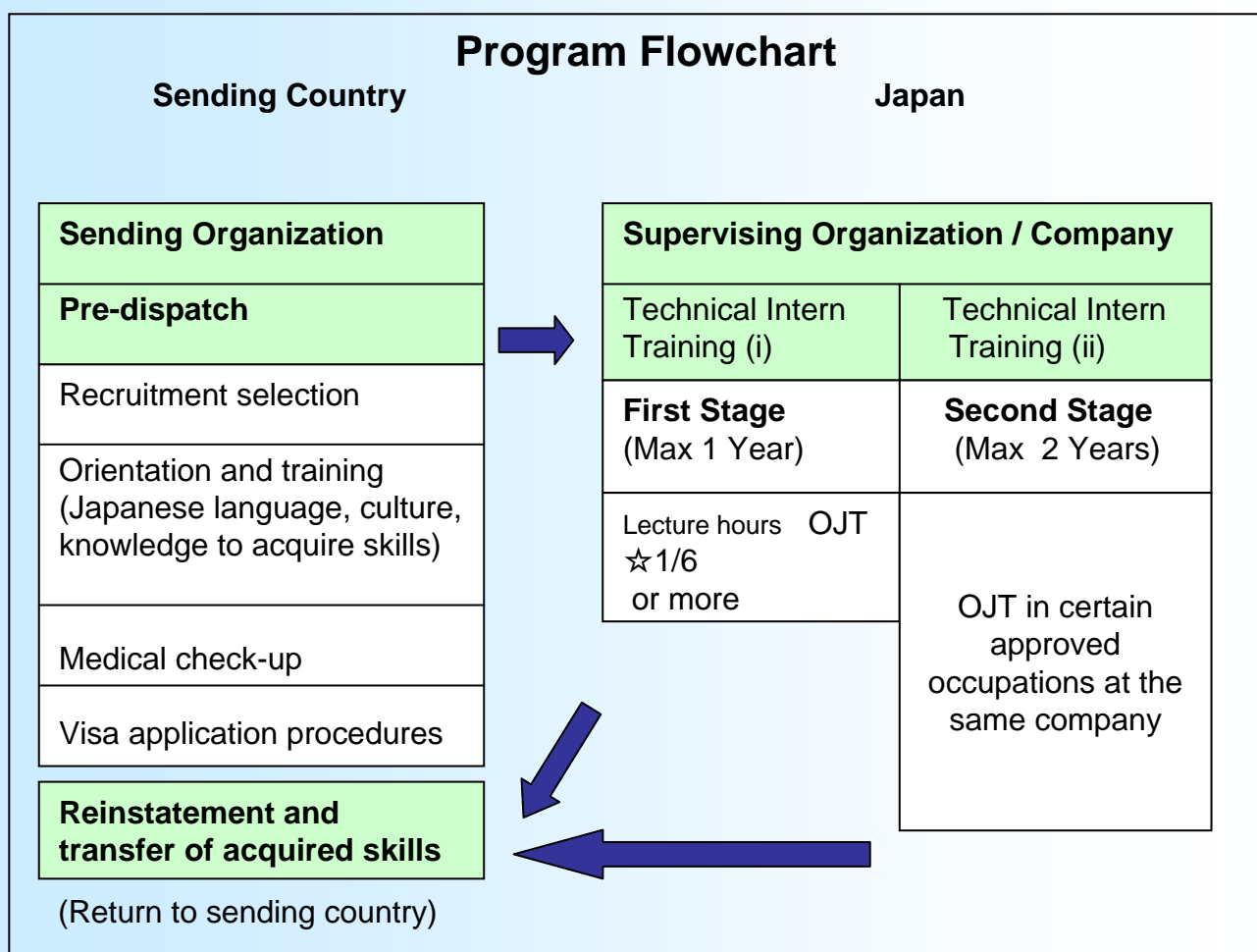
1. Technical Intern Training Program (TITP) in Japan

a) Purpose of TITP

The purpose of this program is to transfer Japanese Skills and knowledge to Technical Intern Trainees which will form a basis of economic development in their respective countries. And this program has played an important role in Japan's international cooperation and contribution. The Technical Intern Training Program has the following benefits.

1. Technical Intern Trainees will advance their professional careers and contribute to the development of industries and companies through the utilization of their acquired skills in Japan after returning to their home countries.
2. Technical Intern Trainees will contribute to the improvement of quality management, work practices, cost awareness, etc., and to the renovation of production in their home countries through the utilization of their acquired skills and know-how.
3. The program will also benefit Japanese Implementing Organizations, etc., through the strengthening of relationships with overseas companies, the internationalization of management, vitalization of the company and contribution to production line.

b) Program Flowchart



★1/6 can be shortened to 1/12 when one-month advance lecture has been arranged by a Supervising Organization in a sending country before each trainee's departure for Japan.

① Requirements for Technical Intern Trainees

TITP is designed to secure the “transferring skills and knowledge of industry with a view to development of the economy and human resources in sending countries.” In order to ensure the fulfillment of this objective, the eligibility requirements for Technical Intern Trainees are stipulated in the Immigration Control and Refugee Recognition Act (Immigration Act) of Japan. The main requirements are given as follows.

1. Skills to be acquired are not through mere repetition of simple works.
2. A Technical Intern Trainee is 18 years old or over and is scheduled for engaging in the work which requires the technical skills acquired in Japan after he/she returns to his/her home country.
3. A Technical Intern Trainee should be recommended by the central or the local government, etc., of his/her home country.
4. Skills to be acquired in Japan are difficult to master in the Technical Intern Trainee's home country.
5. A Technical Intern Trainee has working experience in the same field of work as the technical intern training to be planned in Japan.

② “Technical Intern Trainee”

A Technical Intern Trainee will be treated as an employee in the status of residence "Technical Intern Trainee". There are two types of Technical Intern Training Programs depending on the accepting institution.

1. Acceptance managed by Individual Enterprise: Japanese companies accept employees of their overseas office, joint venture companies and business partners as technical intern trainees. The corresponding Status of Residence is "Technical Intern Training (i) (a)".

2. Acceptance supervised by organization: Supervising Organizations accept technical intern trainees and arrange technical intern training at their member companies (Implementing Organizations), etc. Supervising organization should be non-profit organizations such as chambers of commerce and industry or small business associations. The corresponding Status of Residence is "Technical Intern Training (i) (b)".

③ Technical Intern Training Program (i) and (ii) (TITP (i) and TITP (ii))

Each of these two types can be categorized into two stages ① activities for acquiring Skills in the first year (TITP (i)) and ② activities for further improvement of acquired Skills in the second and third year (TITP (ii)).

The maximum period for engaging in TITP (i) is one year and that of TITP (ii) is two years. Therefore, a participant can be engaged in TITP (i) and TITP (ii) for up to three years.

Participation in the TITP (ii) are only open for trainees who have completed TITP (i). Occupations and selective works under which technical intern trainees can transfer to the 2nd year, are limited. Please see the list as attached.

If a technical intern trainee (i) desires to advance to the second stage “TITP (ii)”, he / she is required to pass the skill test of the “Basic Grade 2”, of the National Trade Skills Test of its equivalent.

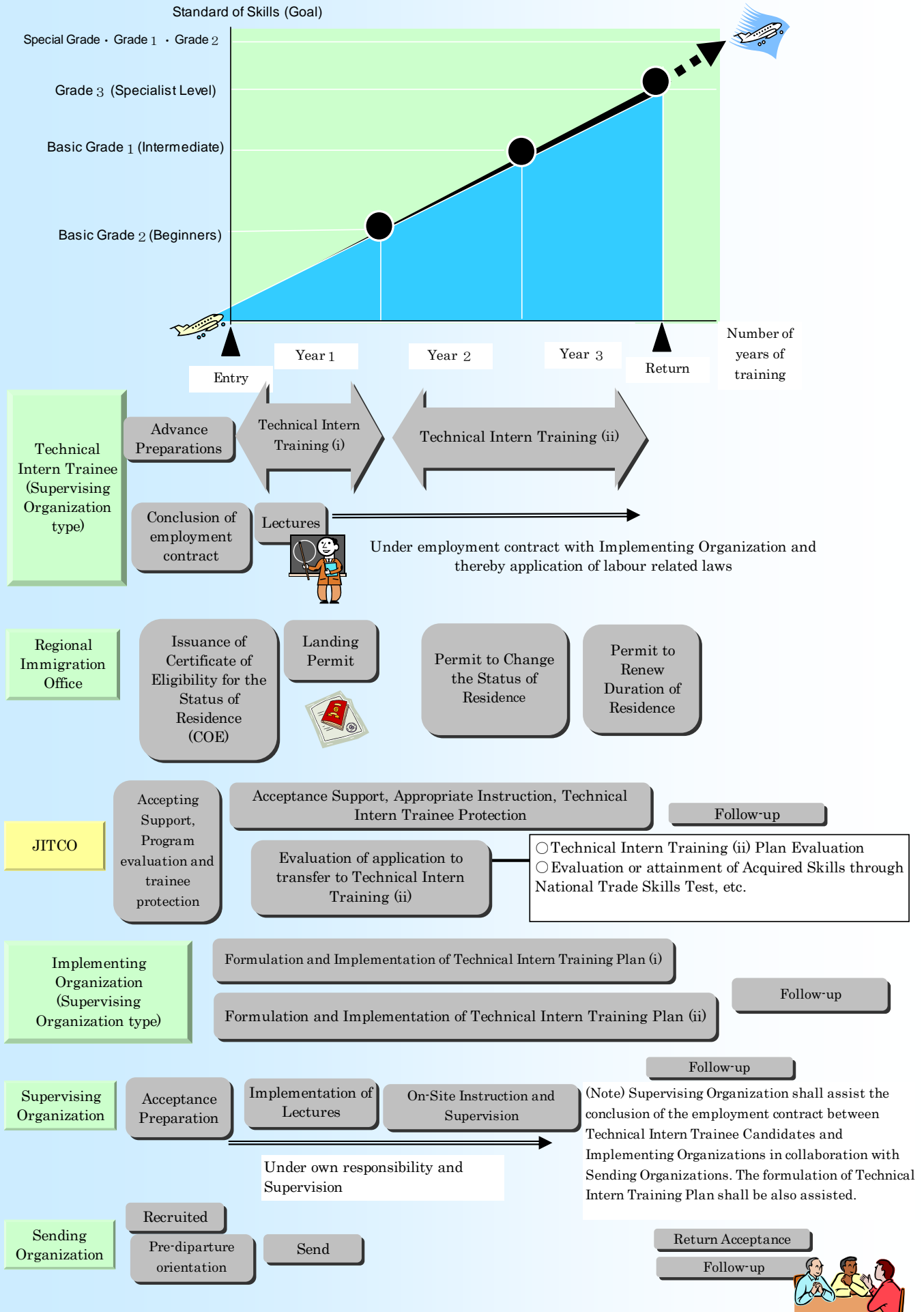
Supervising Organizations should work out their technical intern training plans so that a Technical Intern Trainee (ii) can reach the "Grade 3" skill level at the end of the 2nd year of TITP (ii).

After a series of procedures have been completed, the Status of Residence “Technical Intern Trainee (i)” will be changed to “Technical Intern Trainee (ii)”. Technical intern training for the second and third year must be conducted at the same company and with the same type of occupation as the first year.

④ Reinstatement in the Industry

After completion of programs, technical intern trainees should return to their home countries , where either they will be reinstated in their former office or will be placed in a position to utilize the acquired skills in Japan. These skills are expected to be fully utilized for development of relevant industries in sending countries.

Graph Technical Intern Training Program Framework

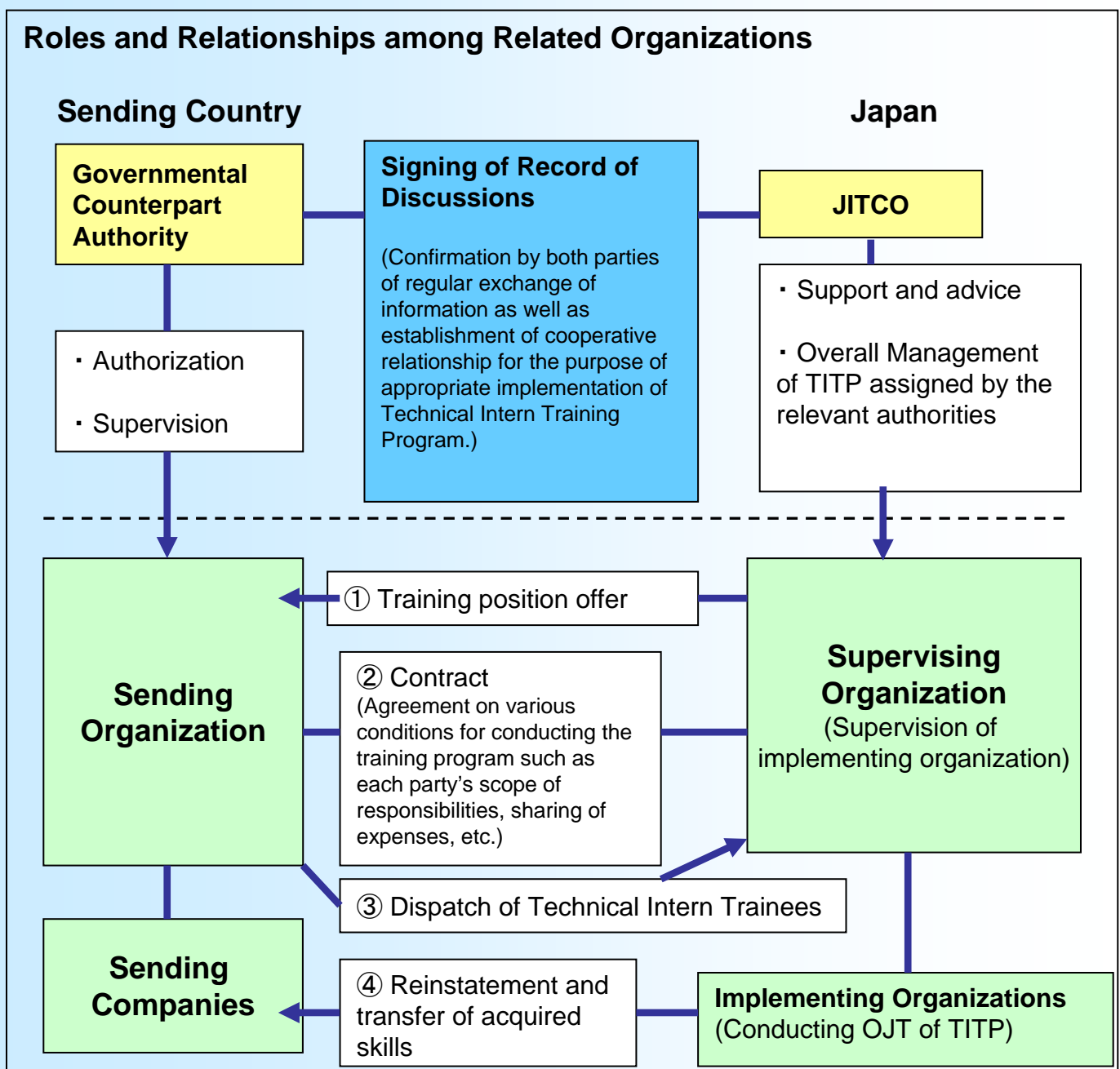


2. Program Outline

a) **JITCO and relevant Counterpart Authority in a sending country provide a framework for implementation of the program.**

- JITCO and relevant Counterpart Authority conclude a “Record of Discussions”, whereby both parties confirm regular exchange of information as well as establishment of cooperative working relationship.
- The role of a Counterpart Authority is to authorize and supervise Sending Organizations while JITCO’s role is to support and advise Supervising Organizations.

b) **TITP is individually implemented on a contractual basis between Sending Organization and Supervising Organization.**



c) Roles of Supervising Organizations and implementing organizations

(1) Role of Supervising Organizations

The role of Supervising Organizations such as chambers of commerce and industry and small business associations is extremely important. Supervising Organizations are responsible for implementing Technical Intern Training under their own responsibility and supervision and are required to verify and ensure that the technical intern training at each company (Implementing Organization) is to be conducted appropriately during the whole period of the Technical Intern Training (i) and Technical Intern Training (ii).

(2) Scope of Supervising Organizations

Supervising Organizations should be non-profit organizations and following organizations shall play roles of supervising organizations.

1. Chambers of commerce and industry or societies of commerce and industry
2. Small business associations
3. Vocational training corporate bodies
4. Agricultural cooperatives, fisheries cooperatives
5. Public interest incorporated associations, public interest incorporated foundations
6. Supervising organizations specified by directives of Minister of Justice

(3) Duties of Supervising Organizations

1. They must take responsibility for all the stages of Technical Intern Training Program.
2. They must inspect Implementing Organizations by dispatching a director at least once in three(3) months.
3. They must take measures to provide consultation for Technical Intern Trainees.
4. They should formulate a technical intern training plan for Technical Intern Training (i) and (ii) in an appropriate manner.
5. They must implement lectures before technical intern trainees start activities to acquire skills in implementing organizations. The content of lectures shall cover following items.

- (a) Japanese language
- (b) General knowledge regarding everyday life in Japan
- (c) Necessary information regarding the legal protection of Technical Intern Trainees such as the Immigration Control and Refugee Recognition Act and Labor Standards Act.
- (d) Information which contributes to the efficient acquisition of Skills, etc.

To remind, lectures relating to (c) shall be performed by an external specialist with required knowledge.

Lecture hours shall basically be not less than one-sixth of the total period of “Technical Intern Training (i)”. However, if advance lectures have been conducted for a period of not less than one month and 160 hours in the trainees countries, lecture hours shall be not less than one-twelfth.

6. Other requirements: specifying clearly management expenses; responding properly to the causes in case Technical Intern Trainees are unable to continue technical intern training; ensuring the provision of return travel expenses and Technical Intern Trainee’s accommodation, safeguard measures such as workers accident insurance, etc.

(4) Role of Implementing Organizations

Implementing Organizations are in a position to make technical intern trainees to acquire technical skills. They are required to pay meticulous attention to control of the lives of them and to conduct technical intern training smoothly.

(5) Duties of Implementing Organizations

1. Appointing technical intern training coordinators and daily life advisors.
2. Recording a technical intern training note and keeping it for one or more years after the completion of technical intern training.
3. Paying wages to technical intern trainees in accordance with Japanese labor laws and regulations.
4. Other requirements : ensuring the provision of Technical Intern Trainee accommodation, safeguard measures such as workers accident insurance and, etc.

(6) Sending Management Expenses

Sending management expenses are defined as the costs incurred by a Sending Organization in order to send Technical Intern Trainees to Japan and to support them. Such expenses are borne by an Supervising Organization. Who and to what extent shall bear such expenses should be clarified through consultation between two Organizations and set forth in a contract.

Transparency, fairness, and propriety are key to the determination of issues surrounding expenses.

(7) Special Limitation on the number of accepted Technical Intern Trainees

Total number of regular employees at Implementing Organizations	Number of Technical Intern Trainees
301 or more employees	1/20th of the total number of regular employees
201 or more employees and 300 or less employees	15
101 or more employees and 200 or less employees	10
51 or more employees and 100 or less employees	6
50 or less employees	3

(Note 1) The number of Technical Intern Trainees (i) must not exceed the total of full-time regular employees.

(Note 2) In the event of on-board fishing, the number of Technical Intern Trainees ((i) and (ii)) must not exceed the number of crew members (not including Technical Intern Trainees) for each fishing vessel.

(8) Period of stay

The period of stay for Technical Intern Training (i) shall be the maximum of one year. The period of stay for Technical Intern Training (ii) shall be the maximum of two years. The total period of stay for technical intern training (i) and (ii) is three years.

(9) Improper conducts

In case supervising or implementing organizations conduct improper conducts such as violence or threats against technical intern trainees, compulsory custody of passports or alien registration card, nonpayment of wages and so on, they can not accept technical intern trainees for a certain period (5 year, 3-year, or 1-year based on the seriousness of such conduct).

3. What is JITCO?

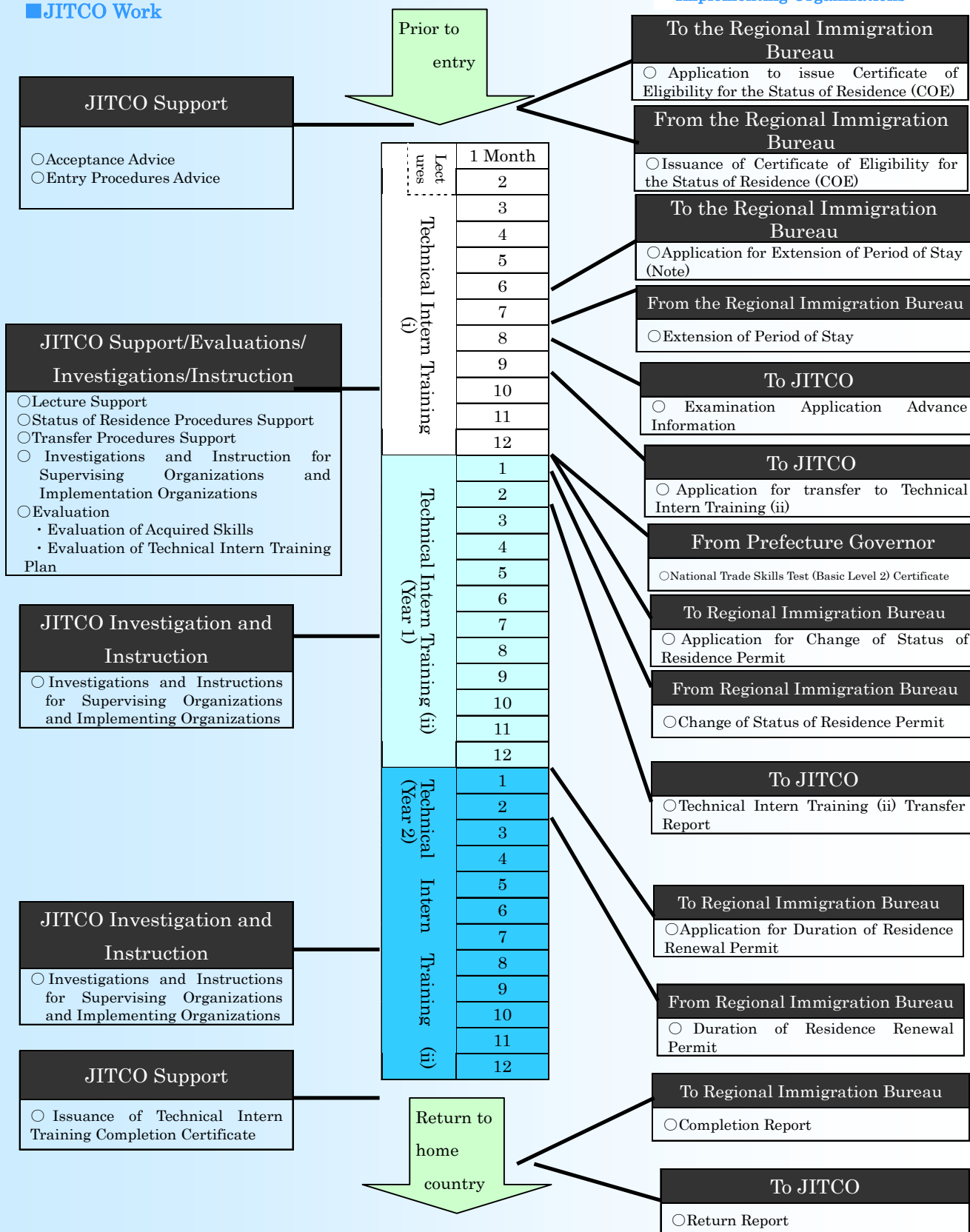
Japan International Training Cooperation Organization (JITCO) was established as an umbrella organization in 1991 with the aim of providing comprehensive support and services to member companies and organizations, mainly in the private sector, that accept foreign trainees through TITP in Japan. JITCO is under the joint jurisdiction of the Japanese Ministry of Justice, Ministry of Foreign Affairs, Ministry of Health, Labor and Welfare, Ministry of Economy, Trade and Industry, and Ministry of Land, Infrastructure and Transport. It is also supported by several Japanese private economic organizations such as the Japan Business Federation.

The sound development of this technical intern training system requires the cooperation of governmental organizations in the sending countries with which JITCO establishes working relation and keeps contact.

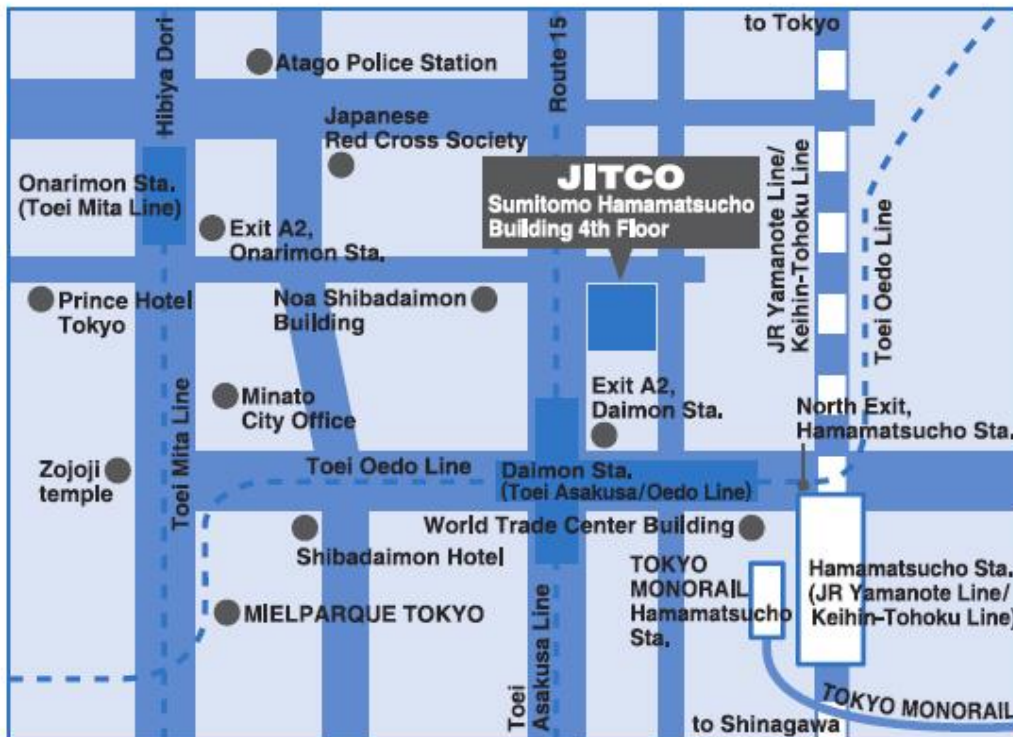
Flowchart for Technical Intern Training Program Procedures

■ Necessary procedures for Supervising Organizations and Implementing Organizations

■ JITCO Work



(Note) In the event a one-year Duration of Residence is granted at the time of receiving the landing permit, an "Application for Extension of Period of Stay" is not required for Year of technical intern training (i).



Location:

- A five-minute walk from JR Hamamatsucho Station (North Exit)
- A two-minute walk from Daimon Station (Exit A2) on the Toei Asakusa Line/Oedo Line
- A five-minute walk from Onarimon Station (Exit A2) on the Toei Mita Line

JITCO

**Japan International Training
Cooperation Organization**

Sumitomo Hamamatsucho Bldg. 4F
 1-18-16 Hamamatsucho, Minato-ku,
 Tokyo 105-0013, Japan

Tel : (+81-3) 6430-1150
 Fax : (+81-3) 6430-1112
 Home page : <http://www.jitco.or.jp/>