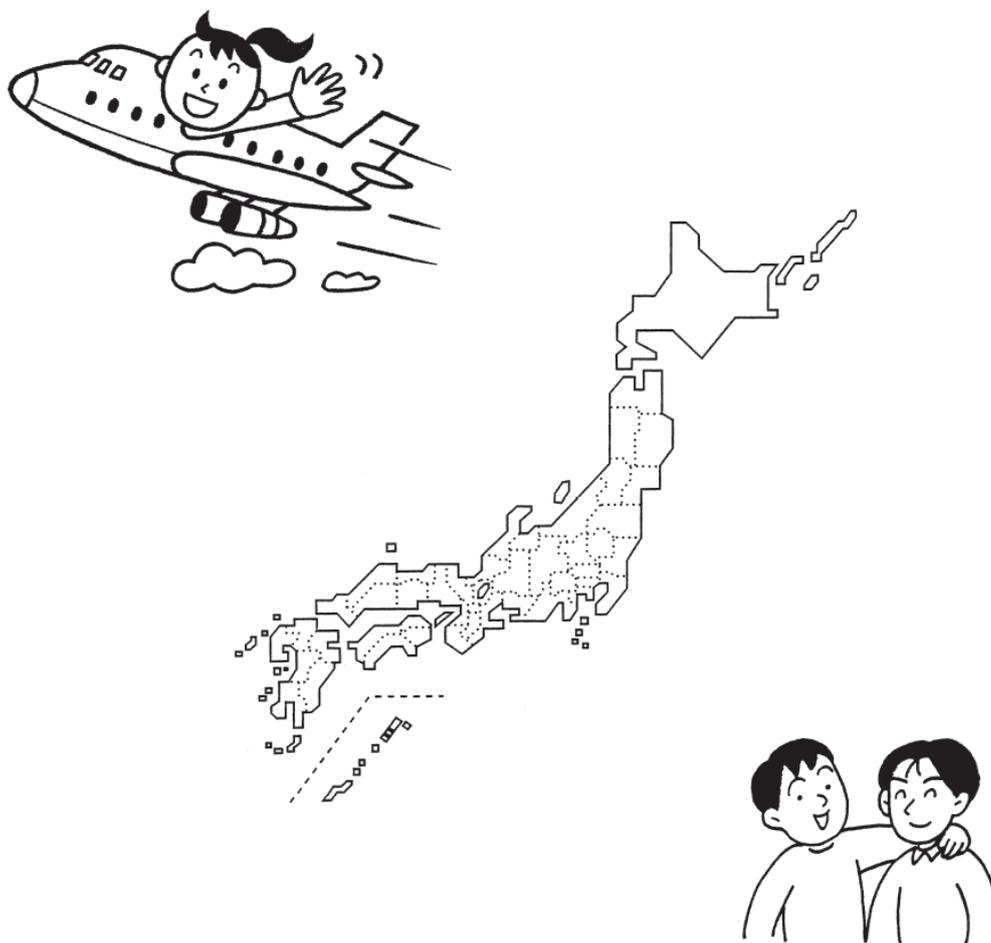


# Technical Intern Training Guidebook for Technical Intern Trainees



Japan International Training Cooperation Organization

**JITCO**

## Preface

The Japanese Technical Intern Training Program (TITP) aims to accept young workers from various countries, who then obtain Japanese industrial and vocational skills in Japan, thereby, contributing to the improvement of their occupational lives after their return to home countries, and also to the development of industries and business enterprises in their countries.

In order to achieve this goal, it is important, for not only accepting organizations and overseas sending organizations but also technical intern trainees who engage in technical intern training activities, to fully understand the program and take action in accordance with the spirit of the program.

However, various problems have occurred since this program was established, and the Japanese government determined that there was a need to revise the program. As a result, the Immigration Control and Refugee Recognition Act was amended in July 2009 and a new TITP took effect in July 1, 2010. For the new program, a new legal status for technical intern trainees has been established and the protections provided by labor-related laws and regulations are to be applied to technical intern trainees from the first year of their stay in Japan. The responsibilities and supervision of accepting organizations were also strengthened.

As an organization which supports and guides all the parties concerned to produce results in international human resource development through appropriate and smooth operation of the program, the Japan International Training Cooperation Organization (JITCO) created a Technical Intern Training Guidebook for technical intern trainees, so that they can understand the program correctly and engage in technical intern training activities free from anxiety. In addition to the Japanese version, foreign language versions such as English, Chinese, Indonesian, Vietnamese, Thai and Filipino are available.

We hope that technical intern trainees and other parties concerned including sending organizations and accepting organizations will frequently refer to and make use of the guidebook.

Japan International Training Cooperation Organization

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<How to use this guidebook>

1. This guidebook was created with the aim that those who wish to participate in technical intern training in Japan can fully understand the Technical Intern Training Program (TITP) before coming to Japan, engage in technical intern training activities free from anxiety, complete the technical intern training activities as planned and return to their home countries.
2. In the new TITP which took effect in July 2010, Japanese labor-related laws and regulations shall be applied to technical intern trainees from the first year of their stay in Japan. A technical intern trainee must also conclude an employment contract with an accepting company before entry into Japan. Therefore, technical intern trainees are advised to fully understand the outline of Japanese labor-related laws.
3. The Japanese TITP is complicated and various people are involved. This guidebook explains the program in a simple manner so that technical intern trainees can understand it easily. If any question arises during your stay in Japan, we strongly recommend that you read this guidebook again rather than worrying about it alone. This should help you solve the problem.

The following are the definitions of the words used in this guidebook.

- (1) Accepting organization: This corresponds to the “supervising organization” described in the Immigration Control and Refugee Recognition Act.
- (2) Accepting company: This corresponds to the “implementing organization” described in the Immigration Control and Refugee Recognition Act. It is a company where technical intern trainees will work.
- (3) Accepting facilities: It refers to both supervising organizations and implementing organizations.
- (4) Sending organization: It is an organization which concludes an agreement on sending and accepting technical intern trainees with an accepting organization and dispatches technical intern trainees to Japan.

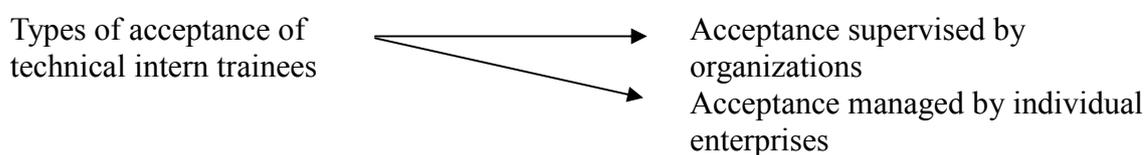
# **I Technical Intern Training Program (TITP) of Japan**

## **1. Objectives of the program**

The Technical Intern Training Program (TITP) is a program where young workers from various overseas countries acquire industrial and vocational skills as technical intern trainees at companies in Japan, and then improve their acquired skills through further two years technical intern training, so that they can utilize such skills for economic and industrial development after their return to home countries. In other words, the TITP aims to develop human resources who can contribute to the industrial development of foreign countries through transfer of Japanese technology.

## **2. Outline of the program**

There are two types of acceptance of technical intern trainees: “acceptance supervised by organizations” and “acceptance managed by individual enterprises.”



This guidebook explains “acceptance supervised by organizations,” where a Japanese accepting organization accepts technical intern trainees through an overseas sending organization.

### **(1) The status of residence and activities for the first year Technical Intern Training**

The status of residence for the first year of technical intern training is “technical intern training (i)(b).” Those who have this status of residence can engage in the following two types of activities.

- 1) “Activities to acquire knowledge” through lectures conducted by an accepting organization soon after entry into Japan
- 2) “Activities to acquire skills” conducted based on employment contract with an accepting company

### **(2) The status of residence and activities for the second and third year Technical Intern Training**

The status of residence for the second and third year technical intern training is “technical intern training (ii)(b).” Those who have this status of residence can engage in the following activities.

“Activities, for a person, who has acquired skills by engaging in activities for the first year technical intern training, to engage in the same operation at the same company as in the first year based on employment contract, in order to further acquaint such skills.”

(3) Technical Intern Trainee's period of stay

Technical intern trainees can stay in Japan for a maximum of three years under the status of residence "technical intern training (i)(b) and (ii)(b)".

(4) Requirements for Technical Intern Trainee

The requirements for a person to enter Japan as a technical intern trainee are stipulated in the related laws and regulations of the Ministry of Justice as follows.

- 1) The skills to be acquired must not be simple work.
- 2) Technical intern trainee must be age 18 or over and must be scheduled for engaging in the work which requires the technical skills acquired in Japan after his/her return to his/her home country.
- 3) The skills to be acquired must be impossible or difficult to obtain in his/her home country.
- 4) Technical intern trainee must have working experience which requires the same type of technical skills as one that is the subject of technical intern training in Japan.
- 5) Technical intern trainee must be recommended by the national government or local governments of his/her home country.
- 6) A deposit must not be collected from technical intern trainee, his/her spouse and relatives by sending organization and so on.

(5) Requirements for change of status of residence for the second year Technical Intern Training

The requirements for change of status of residence from "technical intern training (i)(b) to "technical intern training (ii)(b)" which is the status of residence for the second year of the technical intern training are as follows.

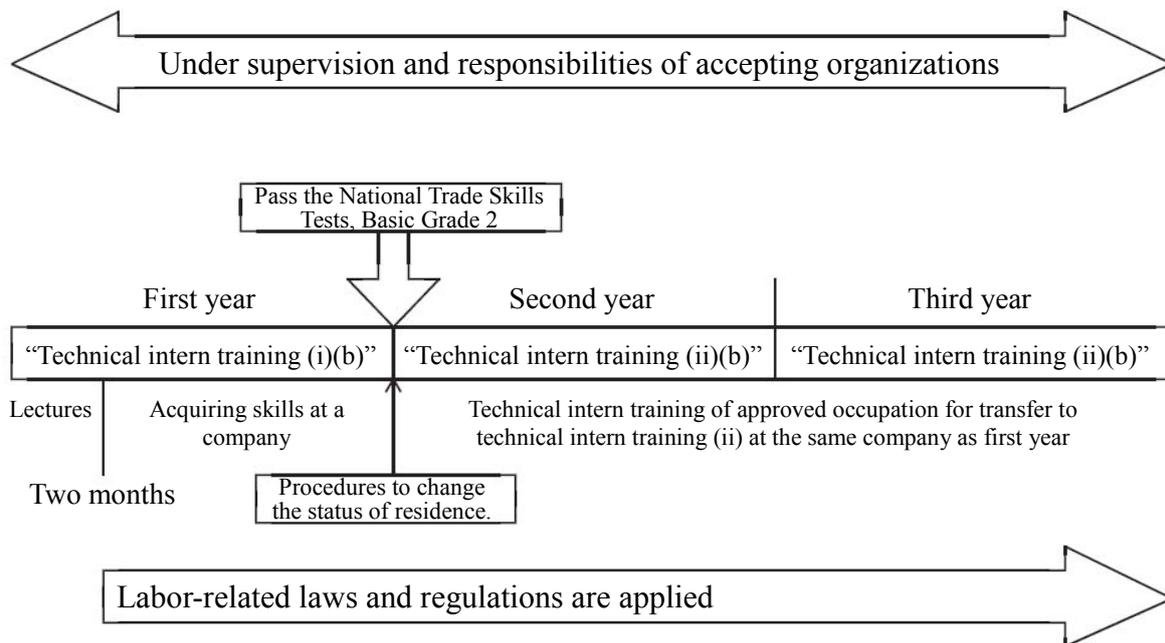
- 1) Technical intern trainee must be scheduled for engaging in the work which requires the technical skills acquired in Japan after his/her return to his/her home country.
- 2) Technical intern trainee must pass the Basic Grade 2 of the National Trade Skills Tests or its equivalent.
- 3) Technical intern trainee intends to acquire further practical skills based on plans for technical intern training.
- 4) 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.

(6) Occupations and selective works for transfer to the second year Technical Intern Training

Occupations and selective works under which technical intern trainees can transfer to the second year technical intern training are 66 types and 123 works, as of April 1, 2010.

### 3. Diagram of the program framework

The following shows a diagram of the program framework.



## II What is needed for Technical Intern Trainees

When looking at past problems, their major cause is attributable to the fact that both sending and accepting parties sent/accepted trainees and technical intern trainees without a proper understanding of the program. The aim of the program is not accepting unskilled laborers or those who want make money. This section explains several points to which those who wish to participate in technical intern training in Japan have to pay attention.

### 1. Correct understanding of the TITP

The TITP's objective is "human resource development," where the participants of the program will utilize industrial and vocational skills acquired through technical intern training in Japan for the industrial development of their countries, after their return to home country. Therefore, it is necessary, for those who wish to participate in technical intern training in Japan, to understand properly the objective of the TITP and to be motivated to acquire skills.

### 2. Learning basic Japanese

In order for a technical intern trainee to live a safe and healthy life in Japan and acquire industrial skills properly, it is extremely important for him/her to be able to understand Japanese. He/she might have to worry about problems alone due to difficulties in communicating with Japanese personnel at the accepting organizations. In order to avoid such situation, we recommend that you make it a habit of learning Japanese for a

certain number of hours a day before coming to Japan and that you get used to Japanese pronunciation and basic expressions.

### 3. Learning rules necessary for living in Japan

A technical intern trainee will live in Japan for a maximum of three years. Therefore, he/she needs to know the rules for living in Japan in advance. It is important to understand Japanese traffic regulations including rules when you ride a bicycle, because the number of traffic accidents has increased in recent years. It is also recommended that you learn how to use public transport systems, how to make an international call, how to do shopping, how to put out garbage, how to use banks and post offices.



It is also necessary to separate your belongings from other people's belongings in order to avoid problems.

### 4. Being in good health

There are differences between Japan and your home country in many ways such as climate, natural environment, lifestyle, food, religion, national character, language. In order to adapt to life in Japan and concentrate on activities to acquire skills, you need to be in good health physically and mentally.

## III Treatment of Technical Intern Trainees

Under the new TITP which took effect on July 1, 2010, a technical intern trainee is required to sign an employment contract with an accepting company before entering Japan. Therefore, when you are selected as a technical intern trainee by a Japanese accepting organization after the final interview with them, you have to sign an employment contract with an accepting company. This section explains some points to which you have to pay attention when signing the contract.

### 1. Confirmation of job information

After obtaining job information from a Japanese accepting organization, a sending organization starts recruiting technical intern trainee candidates. If you find that technical intern training meets your objectives, we recommend that you apply for a technical intern trainee after obtaining consent of your family. It is important to check the content of the job information upon applying for it. In particular, you should pay attention to the following points.

- Kind of work to be engaged in (type of occupation)
- Working hours per day
- Estimated wage per month
- The site where technical intern training will be implemented
- Working hours per week
- Various deduction amounts

## 2. Signing of employment contract with Japanese accepting company

After you have applied for recruitment for technical intern trainee candidates, firstly sending organization conducts a simple written examination and interviews, and then accepting organization conducts a written examination, a skill test and interviews. If you pass these tests, you will sign an employment contract with a Japanese accepting company. The employment contract will come into effect when you start “the activities to acquire skills.”



## 3. Confirmation of content of employment terms and conditions

When signing an employment contract, accepting organization or accepting company will explain employment conditions in details. Please make sure that you understand the conditions that apply to you. If you cannot agree with conditions, it is recommended that you discuss it with accepting organization in order to change conditions which you can accept. If the offered conditions are acceptable to you, you will sign an employment contract, and also employment terms and conditions or the notice of employment. Signing employment terms and conditions means that you have had a full explanation on employment conditions from accepting organization and that you have fully understood them.

The employment terms and conditions consist of the following items.

- 1) Employment contract period
- 2) Place of employment
- 3) Kind of work (occupation, selective work)
- 4) Working hours, etc.
- 5) Days off and leave
- 6) Wage
- 7) Termination of employment
- 8) Social insurance, labor insurance, medical examination

## 4. Signing of contract with sending organization

In tandem with signing of an employment contract with a Japanese accepting company, a technical intern trainee candidate who has passed final examination, will sign a dispatch contract with a sending organization. This dispatch contract stipulates rights of technical intern trainees and matters to be complied with. The treatment of a trainee in Japan stated in this contract must correspond to the content provided in the employment contract of accepting company.

## 5. Treatment during lecture period

Since, lectures given by accepting organizations just after entry into Japan, commence before accepting companies start implementing technical intern training based on employment contract, accepting organizations pay, as allowance for lectures, living costs that technical intern trainees need during lecture period. When you sign an

employment contract with an accepting company, please check the amount of monthly allowance for lectures. Allowance for lectures is not subject to income tax, because it is not a wage.

#### **IV Labor-related laws and regulations in Japan**

This section explains Japanese labor-related laws and regulations which shall be applied to technical intern trainees from the time they start activities to acquire skills at accepting companies, after completing lectures conducted soon after their entry into Japan.

##### **1. Working hours, days off and leave**

###### **(1) Working hours and work breaks**

- 1) Working hours are calculated by subtracting work break from on-duty hours from starting time to ending time. Commuting time is not included in working hours.
- 2) It is stipulated by law that working hours shall be a maximum of eight hours per day and 40 hours per week. Overwork in excess of statutory working hours is object of payment of extra wages.
- 3) Accepting companies must give technical intern trainees a work break during working hours as follows: at least a 45-minute work break in case working hours per day exceed six hours, and at least a one-hour work break in case working hours per day exceed eight hours.
- 4) In case busyness varies from season to season, accepting companies may adopt a variable working hour system after completing the designated procedures.



###### **(2) Days off and leave**

- 1) Accepting companies must give technical intern trainees at least one day off per week or four days off in a four-week period.
- 2) If technical intern trainees have reported for work at least 80% of the total working days during the first six months of their starting activities to acquire skills, annual paid leave of 10 days is granted to them. After that, annual paid leave will be added by one day for every year that they continue to work at the company.

- 3) The aim of annual paid leave is to provide technical intern trainees with holidays in order to recover from physical and mental exhaustion. Therefore, technical intern trainees must not ask accepting companies to buy the said leave.

## 2. Wages

### (1) Five principles for payment of wages

In order to ensure that wages are properly paid, the Labour Standards Law stipulates the following five principles for payment of wages.

- 1) Payment in currency  
Wages must be paid in currency (the Japanese yen).
- 2) Direct payment  
Wages must be paid directly to technical intern trainees.
- 3) Payment in full  
Wages must be paid in full.
- 4) Payment per month  
Wages must be paid at least once a month.
- 5) Payment at a definite date  
A payment date must be fixed and wages must be paid at a definite date.

### (2) Transfer of wages into bank account

Transfer of wages into bank account is possible as an exception to the principle of “payment in currency”, provided that a labor-management agreement on transfer of wages into bank accounts has been concluded at accepting companies, and that the following requirements are met.

- 1) With consent of technical intern trainees
- 2) Wages are transferred into deposit or savings account designated by the technical intern trainees.
- 3) The total amount of transferred wages can be withdrawn at a definite wage payment day.

### (3) Items to be deducted from wages

As exceptions from the principle of “payment in full”, the items shown below can be deducted from wages.

- 1) Income tax, residential tax, social insurance premiums and labor insurance premiums  
It is legally permitted in Japan to withhold income tax and residential tax at source or to deduct premiums for social and labor insurances from wages
- 2) Dormitory fees, utility fees  
In order to deduct these fees from wages, accepting companies must conclude a labor-management agreement on it.

(4) Extra wages

Accepting companies must pay extra wages increased by a specific percentage or more to technical intern trainees when they ordered them to work overtime, on days off or late at night.

- 1) Overtime work (exceeding the statutory working hours):  
Not less than 25% (in principle)
- 2) Night work (conducted between 10:00 p.m. and 5:00 a.m.):  
Not less than 25%
- 3) Work on days off (work on statutory holidays):  
Not less than 35%

(5) Minimum wages

In Japan, minimum wages are stipulated in the Minimum Wages Law and to pay wages less than minimum wages is an infringement of the Minimum Wages Law. There are two types of minimum wages as shown below. The regional minimum wages described in 1) below is revised in October every year.

- 1) Regional minimum wages  
Regional minimum wages are decided for each prefecture and they are applied to workers who work in each prefecture.
- 2) Specified (industrial) minimum wages  
They are applied to workers who engage in a specific industry in each prefecture.

**3. Safety and health, health care**

- (1) When technical intern trainees start activities to acquire skills after completion of lectures, accepting companies give educations for safety and health. Please make sure to receive educations and comply with the necessary matters.
- (2) If you are going to engage in operations which cannot be conducted without a qualification or without completing special safety and health education (such as operation of cranes, slinging and forklifts), please make sure to obtain relevant license, to complete skills training or to receive special education before your engagement in said operation.
- (3) For health management, a necessary medical examination is conducted when technical intern trainees are employed and regularly every year after that. Please make sure that you take medical examination.

**4. Labor insurance**

Workmen's accident compensation insurance and employment insurance are collectively called labor insurance. If an accepting company employs at least a worker, it must take out labor insurance, except for a business employing only family members or relatives living together. An individual farmer who employs less than five workers is not required to take out labor insurance, but it is recommended to do so in order to prepare for employees' injuries during farm work.

(1) **Workmen's accident compensation insurance**

Insurance money is provided for injuries, illness, death, etc. of workers in the course of business or commuting. An accepting company bears a full amount of insurance premium.

(2) **Employment Insurance**

Necessary insurance money is paid when a technical intern trainee has lost employment or when it is impossible for accepting companies to continue employing technical intern trainees. An accepting company and technical intern trainee share insurance premium at a fixed percentage.

## **V Social insurance in Japan**

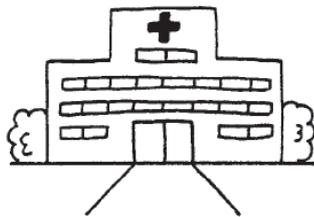
In Japan, there are two public medical insurance schemes, namely national health insurance and health insurance, and two public pension schemes, namely national pension and employee's pension. The following explains these four insurance schemes.

### **1. National health insurance**

The national health insurance is a social insurance scheme based on the National Health Insurance Act, which covers medical expenses when a person becomes ill or suffers injury. When a person receives medical treatment at a hospital, the person needs to pay 30% of the medical expenses.

### **2. Health Insurance**

The health insurance is a medical insurance system which covers medical expenses when a person who works at a private company becomes ill or suffers injury for reasons other than work. The beneficiary needs to pay 30% of the medical expenses. An accepting company and an technical intern trainee go halves with insurance premium.



### **3. National pension**

The national pension is a compulsory pension system applied to all people in Japan (including foreign citizens domicile in Japan). The aims of the system are to provide old age pensions, disability pensions and survivor's pensions.

#### **4. Employee's pension insurance**

The employee's pension insurance is a pension system compulsorily applied to incorporated companies which employ workers full-time. The aims of the system are to provide old age pensions, disability pensions and survivor's pensions. An accepting company and a technical intern trainee go halves with insurance premium.

#### **5. Lump-sum withdrawal payments**

Since a period of stay for technical intern trainees is short, the lump-sum withdrawal payments system for the national pension and the employee's pension insurance applies to them. Technical intern trainees can receive lump-sum withdrawal payments, if they claim the said payments within two years of returning to home country, provided all of the following requirements are met.

- (1) Not to possess Japanese nationality.
- (2) To have paid insurance premiums for the national pension or the employee's pension insurance for six months or more.
- (3) Not to domicile in Japan.
- (4) Not to have had a right to receive a pension (including disability allowance).

### **VI Points to note during stay in Japan**

In order to enjoy a healthy, pleasant life without problems in Japan, it is necessary to follow Japanese laws and regulations as well as the rules and manners of Japanese society. This section explains the points to note during your stay in Japan. Please keep in mind them prior to coming to Japan.

#### **1. Prohibition on activities other than those permitted under status of residence "Technical Intern Training"**

Activities that technical intern trainees can conduct are stipulated in the Immigration Control Law. A side job or a part-time job is prohibited because such jobs are regarded as activities other than those permitted under status of residence "Technical Intern Trainee". Please never conduct activities other than those permitted under your status of residence, otherwise you may be deported to your country.

#### **2. Rejecting offers from outsiders**

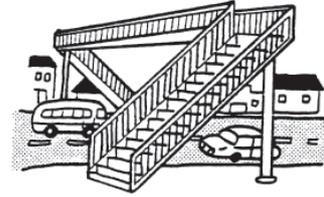
There are cases where outsiders approach you by saying that you can earn more money if you work at a different company. You must not believe such offers and leave an accepting company to work at another company in Japan.

#### **3. Control of passport and alien registration card**

After entry into Japan, technical intern trainees must carry their passport until an alien registration card is issued. Once alien registration card has been issued, they must carry alien registration card at all times instead of passport. Since passports are necessary for procedures for both extension of period of stay and change of status of residence. For the rest, please keep your passport in a safe place in order to prevent it from stolen.

#### 4. Observance of traffic regulations

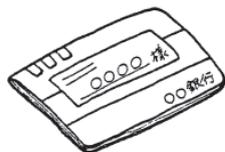
Every year, some technical intern trainees get involved in traffic accidents. “Cars on the left and people on the right” is the basic rule in Japan. Please never forget this rule. Japanese drive cars in accordance with traffic lights. Therefore, please never try to cross a road when traffic light for pedestrians is red. You are risking your life by crossing a road in this way, because vehicles do not stop when traffic light for vehicles is green.



When you ride a bicycle, please cycle carefully on the left side of a road and obey traffic light, in order to avoid an accident.

#### 5. Control of passbook

Technical intern trainees should take care of cash, passbook, seal, and banking card. It is prohibited that accepting companies or organizations take custody of these items on behalf of technical intern trainees.



#### 6. Health care

There are cases where technical intern trainees suffer injury, get ill, or become mental disease due to a feeling of strangeness caused by living overseas for the first time during technical intern training. It is important for technical intern trainees to maintain a nutritionally balanced diet. If you have problems, it is much better for you to consult with your colleagues or adviser assisting technical intern trainees with living in Japan, rather than worrying about it alone, as well as to keep in touch with your family in your home country. JITCO provides mental health counseling services.

#### 7. Prevention of accidents during Technical Intern Training

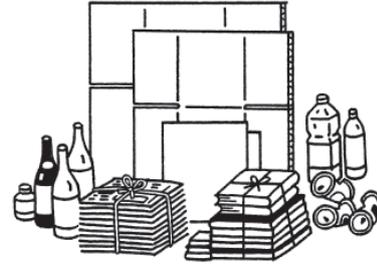
It is a responsibility of accepting organizations to manage safety and health during technical intern training. However, it is advised that technical intern trainees should follow instructions of accepting organizations and strive for safety, in order to avoid accidents. In particular, technical intern trainees should keep in mind the following points.

- (1) To follow instructions of your technical intern training coordinator and your boss at a workplace.
- (2) To follow work procedures and not to take action arbitrarily.

- (3) To carry out safety checks when working on high places, or handling materials with risk of falling or high heat materials.
- (4) To wear a safety hat, safety shoes, gloves, glasses, a mask, a safety belt, if required.
- (5) To keep your workplace clean and tidy.

## 8. Disposal of garbage

In Japan, municipalities collect household garbage sorted into different types, in order to prevent environmental pollution and reduce carbon dioxide. The dates for collection of different types of garbage vary depending on each municipality. Therefore, technical intern trainees should sort and take out a specified type of garbage on a specified day in accordance with instructions of adviser assisting technical intern trainees with living in Japan.



## 9. Residential tax

In Japan, a residential tax is levied on the previous calendar year's income. Therefore, you do not need to pay residential tax in the year of your entry into Japan, but in the year when he/she leaves Japan, he/she is required to complete the full payment of the residential tax levied on the previous year's income. In this case, please note that the accepting company may deduct the full amount of the unpaid residential tax from the final salary, for the purpose of tax payment.

## VII Contact information

Under the new TITP, accepting organizations are required to provide consultation services to technical intern trainees. At lectures conducted after entry into Japan, accepting organizations must explain when and with whom technical intern trainees can consult. If you are in trouble or have a problem, you should first consult with an accepting organization.

It would be good if all problems could be solved by consulting with accepting organization, but it is not always so. The followings are contact information with which you could consult if problems cannot be solved by consulting with accepting organizations.

### 1. JITCO native-language counseling

Chinese, Indonesian and Vietnamese staff members who are familiar with the TITP and its operation provide native-language counseling for technical intern trainees by telephone and mail.

Toll-free telephone number: 0120-022332  
Normal telephone number: 03-6430-1111

Language	Days in service	Hours in service
Indonesian	Every Tuesday	11:00-19:00 (lunch break: 13:00-14:00)
	Every Saturday	13:00-20:00
Chinese	Every Thursday	11:00-19:00 (lunch break: 13:00-14:00)
	Every Saturday	13:00-20:00
Vietnamese	Every Friday	11:00-19:00 (lunch break: 13:00-14:00)
	Every Saturday	13:00-20:00

## 2. **JITCO health and medical consultation**

JITCO consulting physician provides a free consultation service in Japanese concerning medical examination and how to see a doctor at a hospital, on the first Wednesday of every month (14:00-17:00). Services are provided both on the phone and by visiting JITCO. Please make a reservation if you wish to visit JITCO to see a doctor.

Telephone: 03-6430-1118

## 3. **JITCO mental health consultation**

A professional counselor provides counseling services in Japanese for technical intern trainees who are concerned about their mental health.

Everyday (except for Saturday, Sunday and public holidays), 9:00-17:00

Telephone: 03-6430-1173

## 4. **Regional Immigration Bureaus**

Regional immigration bureaus instruct and supervise accepting organizations and companies to operate the TITP appropriately. It may be better to consult with a regional immigration bureau according to nature of problem. If you are not sure whether or not you should contact a regional immigration bureau, please consult JITCO.

## 5. **Supervision Division of the Prefectural Labour Department**

Supervision Divisions of each Prefectural Labour Department instruct and supervise accepting companies to comply with labor-related laws and regulations, such as the Labour Standards Law, the Minimum Wages Law and the Workmen's Accident Compensation Insurance Law. If your employment conditions are not preserved, please consult a consultation desk for foreign citizens at Supervision Division of Prefectural Labour Department.

## 6. **Embassy and Consulates**

Individual governments have an embassy and consulates in Japan and give them important roles to protect their citizens. Embassies and consulates are reliable for technical intern trainees. It is important that technical intern trainees check contact information for their embassy and consulates in Japan prior to coming to Japan.

## 7. **Sending organization's representatives in Japan**

The number of sending organizations which have established liaison offices in Japan and deploy representatives in Japan is increasing. It is recommended that you check

their contact information before coming to Japan, because you may easily consult with them in your own language.

## VIII JITCO

JITCO is a public foundation established in 1991 under the joint-jurisdiction of five Ministries: the Ministry of Justice, the Ministry of Foreign Affairs, the Ministry of Health, Labour and Welfare, the Ministry of Economy, Trade and Industry, and the Ministry of Land, Infrastructure, Transportation and Tourism. Fundamental purpose of JITCO is to contribute to a smooth and appropriate operation of the TITP. Our missions are as follows:

1. To provide comprehensive support and assistance together with advice and instructions for private organizations and companies which accept technical intern trainees and also for overseas sending organization.
2. To provide consultation services for technical intern trainees and support and advise them in order to ensure their legal rights provided by Japanese laws and regulations.
3. To support accepting organizations, accepting companies, technical intern trainees, sending organizations, in order for them to successfully conduct and complete technical intern trainings, which is the purpose of the TITP.



## Employment Contract for Technical Intern Training 技能実習のための雇用契約書

The organization implementing the technical intern training \_\_\_\_\_ (hereinafter “Implementing Organization”) and the technical intern trainee (or technical intern trainee candidate) \_\_\_\_\_ (hereinafter “Technical Intern Trainee”) agree to enter into this Employment Contract under the terms and conditions prescribed in the separate Employment Terms and Conditions for Technical Intern Training.

実習実施機関名 \_\_\_\_\_ (以下「甲」という。) と技能実習生 (候補者を含む) \_\_\_\_\_ (以下「乙」という。) は、別添の雇用条件書に記載された内容に従い雇用契約を締結する。

This Employment Contract becomes effective when the Technical Intern Trainee enters Japan under the “Technical Intern Training (i)-\_\_\_” status of residence and commences activities toward acquiring skills that are permitted under the said status.

本雇用契約は、乙が、在留資格「技能実習1号 \_\_\_\_\_」により本邦に入国して、同在留資格の技能等を修得する活動を開始する時点をもって効力を生じるものとする。

In cases where the Technical Intern Trainee’s actual date of entry into Japan is different from his/her scheduled date of entry, the employment period specified in the Employment Terms and Conditions for Technical Intern Training (commencement and termination of employment contract) shall be modified in accordance with the actual date of entry.

雇用条件書に記載の雇用契約期間 (雇用契約の始期と終期) は、乙の入国日が入国予定日と相違した場合には、実際の入国日に伴って変更されるものとする。

If, for some reason or other, the Technical Intern Trainee loses his/her status of residence, this Employment Contract shall be terminated at that point.

なお、乙が何らかの事由で在留資格を喪失した時点で雇用契約は終了するものとする。

In witness whereof, the parties hereto have executed this Employment Contract and the Employment Terms and Conditions for Technical Intern Training in duplicate, and each party shall keep one copy of the originals.

雇用契約書及び雇用条件書は2部作成し、甲乙それぞれが保有するものとする。

\_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)  
年 月 日

Implementing Organization: \_\_\_\_\_ (seal)

甲 \_\_\_\_\_ 印

[ Name of implementing organization, name and title of representative, seal ]

(実習実施機関名・代表者役職名・氏名・捺印)

Technical Intern Trainee:

乙 \_\_\_\_\_

(Signature of technical intern Trainee)

(技能実習生の署名)



## V. Days Off

### 休日

- Regular days off: Every \_\_\_\_\_, Japan's national holidays, others ( ) • (Total number of days off per annum: \_\_\_ days)  
定休日；毎週 曜日、日本の国民の祝日、その他 ( ) (年間合計休日日数 日)

- Additional days off: \_\_\_ days per week/month, others ( )

(Attach a copy of a yearly corporate calendar with translations in the technical intern's native language)  
非定休日；週・月当たり 日、その他 ( ) (母国語併記の年間カレンダー写しを添付する)

- See Articles \_\_ to \_\_, Articles \_\_ to \_\_, and Articles \_\_ to \_\_ of the Rules of Employment for details.  
詳細は、就業規則 第 条～第 条、第 条～第 条

## VI. Leave

### 休暇

1. Annual paid leave: After working consecutively for 6 months → \_\_\_ days  
年次有給休暇 6か月継続勤務した場合 → 日  
Annual paid leave prior to working consecutively for 6 months (  Yes  No )  
継続勤務6か月以内の年次有給休暇 ( 有 無 )  
→ \_\_\_ days after \_\_\_ months  
→ か月経過で 日

2. Other leave entitlements: Paid ( ) Unpaid ( )  
その他の休暇 有給 ( ) 無給 ( )

- See Articles \_\_ to \_\_, Articles \_\_ to \_\_, and Articles \_\_ to \_\_ of the Rules of Employment for details.  
詳細は、就業規則 第 条～第 条、第 条～第 条

## VII. Wage

### 賃金

1. Basic wage:  Monthly wage ( ) yen  Daily wage ( ) yen  Hourly wage ( ) yen  
基本賃金 月給 ( ) 円 日給 ( ) 円 時間給 ( ) 円

**(Details are as provided in the attachment.)**  
**(詳細は別紙のとおり)**

2. Allowances (excluding additional pay for overtime work)  
諸手当 (時間外労働の割増賃金は除く)  
( \_\_\_\_\_ allowance, \_\_\_\_\_ allowance, \_\_\_\_\_ allowance )  
( \_\_\_\_\_ 手当、 \_\_\_\_\_ 手当、 \_\_\_\_\_ 手当 )

**(Details are as provided in the attachment.)**  
**(詳細は別紙のとおり)**

3. Additional payment rates for overtime work, work on days off, and work late at night

所定時間外、休日又は深夜労働に対して支払われる割増賃金率

- (a) Overtime work: Work outside statutory working hours ( ) %  
所定時間外 法定超 ( ) %  
Work outside statutory working hours exceeding 60 hrs. ( ) %  
法定60時間超 ( ) %  
Work outside prescribed working hours ( ) %  
所定超 ( ) %

- (b) Work on days off: Statutory holidays ( ) % Non-statutory holidays ( ) %  
休日 法定休日 ( ) %、 法定外休日 ( ) %

- (c) Work late at night: ( ) %  
深夜 ( ) %

4. Closing day of wage period: ( ) \_\_\_ of every month, ( ) \_\_\_ of every month  
賃金締切日 ( ) - 毎月 日、 ( ) - 毎月 日

5. Wage payment date: ( ) \_\_\_ of every month, ( ) \_\_\_ of every month  
賃金支払日 ( ) - 毎月 日、 ( ) - 毎月 日

6. Method of wage payment:  Cash  Bank transfer  
賃金支払方法 通貨払  口座振込み

7. Deductions from wage payment in accordance with labor-management agreement:  No  Yes (Details are as provided in the attachment.)  
労使協定に基づく賃金支払時の控除 無 有 (詳細は別紙のとおり)

8. Wage raise:  Yes (Timing, amount, etc. \_\_\_\_\_),  No  
昇給 有 (時期、金額等 \_\_\_\_\_)、 無

9. Bonus:  Yes (Timing, amount, etc. \_\_\_\_\_),  No  
賞与 有 (時期、金額等 \_\_\_\_\_)、 無

10. Termination allowance:  Yes (Timing, amount, etc. \_\_\_\_\_),  No  
退職金 有 (時期、金額等 \_\_\_\_\_)、 無

## VIII. Termination of Employment

### 退職に関する事項

1. Voluntary termination (Notify president, plant manager, or other superior at least two weeks in advance.)

自己都合退職の手続（退職する2週間以上前に社長・工場長等に届けること）

2. Dismissal

解雇の事由及び手続

The accepting organization may dismiss a technical intern only when a compelling reason exists, after giving 30 days prior notice or upon paying no less than the average wage for 30 days of labor to the technical intern.

When dismissing a technical intern for reasons attributable to the technical intern, the accepting organization may do so immediately without prior notice or payment of average wage compensation upon receiving approval from the head of the competent Labour Standards Inspection Office.

解雇は、やむを得ない事由がある場合にかぎり少なくとも30日前に予告をするか、又は30日分以上の平均賃金を支払って解雇する。技能実習生の責に帰すべき事由に基づいて解雇する場合には、所轄労働基準監督署長の認定を受けることにより予告も平均賃金の支払も行わず即時解雇されることもあり得る。

- See Articles \_\_ to \_\_ and Articles \_\_ to \_\_ of the Rules of Employment for details.

詳細は、就業規則 第 条～第 条、第 条～第 条

## IX. Others

### その他

- Subscription to social insurance

社会保険の加入状況

( Employees' pension insurance  National pension insurance  Health insurance  National health insurance)

( 厚生年金 国民年金 健康保険 国民健康保険 )

- Application of labor insurance ( Employment insurance  Workmen's accident compensation insurance)

労働保険の適用 ( 雇用保険 労災保険 )

- Medical checkup at the time of employment: \_\_\_\_ (year) \_\_\_\_ (month)

雇入れ時の健康診断 年 月

- First routine medical checkup: \_\_\_\_ (year) \_\_\_\_ (month) (thereafter, every \_\_\_\_)

初回の定期健康診断 年 月 (その後 ごとに実施)

- Signature of technical intern

受取人(署名)

Wage Payment  
賃金の支払い

1. Basic wage:  Monthly wage (            yen)    Daily wage (            yen)    Hourly wage (            yen)  
基本賃金      月給 (            円)      日給 (            円)      時間給 (            円)

● **Wage per hour (            yen)**  
時間当たりの金額 (            円)

2. Amount and method of calculation of allowances (excluding additional payment for overtime work)

諸手当の額及び計算方法 (時間外労働の割増賃金は除く)

- (a) (            allowance:            yen / Method of calculation:            )  
(            手当            円 / 計算方法:            )
- (b) (            allowance:            yen / Method of calculation:            )  
(            手当            円 / 計算方法:            )
- (c) (            allowance:            yen / Method of calculation:            )  
(            手当            円 / 計算方法:            )
- (d) (            allowance:            yen / Method of calculation:            )  
(            手当            円 / 計算方法:            )

3. **Estimated monthly payment (1 + 2): Approx.            yen (total)**

1ヵ月当たりの支払い概算額 (1 + 2)      約            円(合計)

4. Items to be deducted at the time of wage payment

賃金支払時に控除する項目

- (a) Tax: Approx.            yen      (b) Employment insurance premium: Approx.            yen  
税金 (約            円)、      雇用保険料            (約            円)
- (c) Social insurance premium: Approx.            yen      (d) Meal expenses:            yen  
社会保険料            (約            円)、      食費            (            円)
- (e) Housing expenses:            yen  
住居費            (            円)
- (f) Others (Utility fees): Approx.            yen      (            ) Approx.            yen  
その他 (水道光熱費)            (約            円)、      (            ) (約            円)
- (            ) Approx.            yen      (            ) Approx.            yen  
(            ) (約            円)、      (            ) (約            円)

● **Total deductions:      Approx.            yen**  
控除する金額の合計            約            円

● **Take-home amount paid at the time of wage payment (provided there are no missed workdays)**

賃金支払時に実際に支給する手取り額 (欠勤等がない場合)

**Approx.            yen (excluding additional payment for overtime work)**  
約            円            (時間外労働の割増賃金は除く)

Technical Intern Training Guide for Technical Intern Trainees

Not for sale

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Japan International Training Cooperation Organization  
Sumitomo Hamamatsucho Bldg. 4F, 1-18-16,  
Hamamatsu-cho, Minato-ku, Tokyo, 105-0013, Japan  
Tel: 03 6430 1100 (main number)  
Fax: 03 6430 1112  
URL: <http://www.jitco.or.jp/>

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