

# **Application Guidelines for the 40th Asian Social Welfare Workers' Training Program Japan National Council of Social Welfare**

## **1. Purposes:**

Japan National Council of Social Welfare invites social workers from private sectors in Asian countries. Taking into consideration the individual interests of the trainees, with its extensive national network, JNCSW aims to deepen their understanding of social welfare through Japan's practices in fields by interactive training and exchanging information. The purpose of this training is to achieve the following goals:

- (1) Develop human resources to contribute to the improvement of social welfare in their home countries
- (2) Foster long-lasting communications and friendships among trainees
- (3) Build mutual understanding and trust relationships between Asian and Japanese social workers
- (4) Improve social welfare in Japan by mutual learning with Asian trainees
- (5) Contribute to the development of social welfare in Asia

## **2. Training Term:**

From middle of March 2026 to the end of February 2027 (approximately 11 months)

- ※ To maintain the motivation for and to maximize the effectiveness of learning, trainees are not to leave Japan for other countries (including home countries) during the term of the training program even on holidays, except the case particularly permitted by JNCSW. Any trainee going out of Japan without the permission of JNCSW during the training program would be terminated his/her training status immediately and would be charged to repay JNCSW all the cost spent for him/her by then.

## **3. Number of Trainees:**

About five (5) persons in total from Asian countries

## **4. Financial Resources:**

This training program is organized and operated by the "International Social Welfare Fund," headquartered in JNCSW. This fund consists of donations by social welfare corporations/foundations, social welfare organizations, *Minsei-iin/Jido-iin* (Community and Child Welfare Volunteers), social welfare councils in local municipalities and other stakeholders interested in promoting international activities.

## **5. Language:**

Japanese language is used throughout the training.

## **6. Training Contents and Scheduled Plan: \* See the attachment**

### **• Contents (Curriculum Policy)**

**To achieve the purpose of the training program, the curriculum below is prepared during the 11 months.**

#### **(1) Japanese Language Course**

Trainees will be acquiring basic Japanese language skills by receiving 320 hours of Japanese language lessons. This will allow them to communicate with the other trainees, social workers and service users during their training in Japan.

#### **(2) Learning Social Welfare in Japan**

- |                           |  |
|---------------------------|--|
| <b>【Lecture】</b>          | Introductory lectures on Social Welfare in Japan (about 4 times) |
| <b>【Site Visits】</b>      | Field Visits (about 4 times)                                     |
| <b>【Field Assignment】</b> | On-Site Training (twice)   |

The 1<sup>st</sup> one lasts for 1.5 months and the 2<sup>nd</sup> one lasts for 3 months. In addition to the basic curriculum based on the syllabus, the individual interests (training purpose and goals) will be also taken into consideration.

### • **Training Schedule**

Japanese language course will take place in the first half of the training, and each trainee will be separately allocated to social welfare organizations in the second half of the training in different regions of Japan. The other opportunities will be planned throughout the year including basic lectures and site visits etc.

		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Japanese Language		→						→					→
	Lecture			→	→			→	→			→	
	Visit			→	→			→	→			→	
	Field						1 <sup>st</sup> →		2nd →				

## 7. Desired Candidates (Admission Policy)

- (1) Those who have a strong will to continue his/her work in social welfare back in their home country after the training reflecting their experiences and knowledge gained during their stay in Japan
- (2) Those who possess social skills and cooperative attitudes in interpersonal relationships and are capable of independent living
- (3) Those who can reinforce building trust and mutual learning among trainees
- (4) Those who can actively work to build mutual understanding and trust with Japanese social welfare professionals
- (5) Those who can actively engage with service users and build relationships of trust
- (6) Those who can focus on improving their Japanese language skills

## 8. Qualifications for Applicants:

Applicants for this training program must meet the following requirements and be able to fulfill the entire term. The applicant needs to:

- (1) Be willing to study Japanese language together and cooperate with each other by taking the same lessons regardless of his/her current Japanese language proficiency
  - (2) Be currently engaged in social welfare work in private sector of their home country and have at least three years of experience in the fields
  - (3) Be under 30 years of age at the time of arrival in Japan.
- \* when difficult to select an applicant under 30 years of age, applicants up to 35 years of age may be recommended
- \* the applicant clearly agrees with the purpose of the training program, which is for trainee to learn from and cooperate with each other, regardless of age or experience differences
- (4) Have a university degree or equivalent academic qualifications
  - (5) Return to social welfare work in their home country after the training reflecting their experiences and knowledge gained during their stay in Japan
  - (6) Be in good physical and mental health (those who have been diagnosed with an illness through a health examination, those currently undergoing treatment or convalescence for an illness, those at risk of developing an illness, or those with any concerns about their physical or mental health must notify the recommender in advance).

\*in principle, those with health concerns or chronic illnesses that require ongoing hospital visits or medication are not eligible to apply for this training. However, in cases where the applicant is able to manage their own health and there is no risk of infecting others, s/he may be accepted after consultation with JNCSW

## 9. Application Procedure:

Based on this Application Guidelines, an applicant recommended by representatives from each country designated by JNCSW could apply after undergoing recruitment and examination. The recommender (representative) should submit the necessary documents for one candidate to JNCSW.

## 10. Application Deadline

Friday, October 10, 2025 (No documents can be accepted after this date)

## 11. Documents to be submitted:

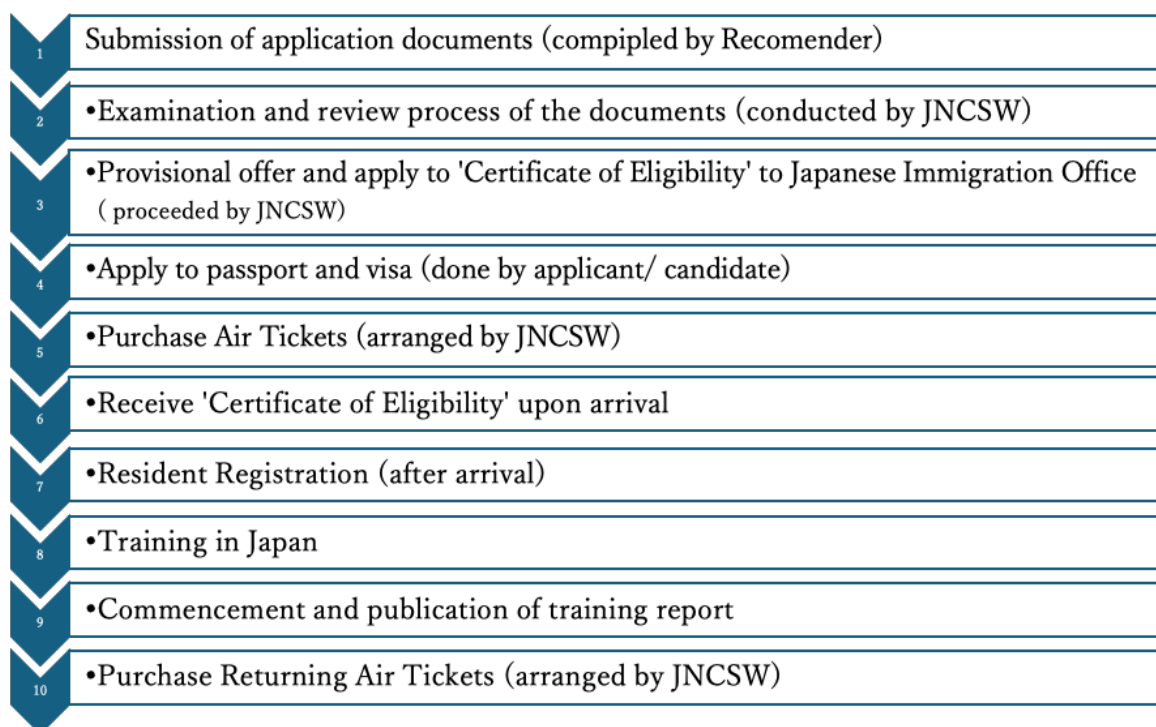
Recommenders should compile the following documents submitted by the training candidates and submit them to JNCSW via email by the deadline above mentioned. Please note that all documents must be completed in Japanese or/and English.

- (1) Application Form (①Personal ②Organizational completed by the candidate) .....Form No. 1, 1 copy for each
- (2) Letter of Recommendation (prepared by the Recommender) ...Form No. 2, 1 copy
- (3) Certificate of Employment/Reinstatement (signed by the head of the candidate's work place) .....Form No. 3, 1 copy  
*\*the signature should be written either in Chinese characters (kanji) or alphabet.*
- (4) Certificate of Graduation and proof of course completion that tells the scope of his/her expertise (issued by the last school the candidate graduated from)
- (5) Documents regarding the purpose of training and background information on welfare-related studies/training.....1 copy
- (6) Results of the screening exams (issued by the Recommender)  
*\*It should clearly show both the contents and the result (score) of the screening exam(s) given by the Recommender.*
- (7) Certificate of Health (issued by a medical institute that conducts his/her health check) ..... Form No. 4, 1 copy  
*\*Medical check sheets or any other documents that are used to make the Certificate of Health should be attached.*
- (8) Medical History (written by the candidate) ..... Form No. 5, 1 copy
- (9) Written Pledge (written by the candidate) ..... Form No. 6, 1 copy for each  
To the Japanese Minister of Justice  
To the Secretary-General of the Japan National Council of Social Welfare
- (10) Summary of Sending Organization.....Form No.7, 1 copy for each  
Summary of sending organization (written by the Recommender)  
Summary of sending organization (written by the head of the candidate's work place)
- (11) Portrait photos (in color)..... 2 photos  
*\* Full face, 40mm (h) x 30 mm (w), no background, with no hat, taken within a year*
- (12) Brochure of the candidate's organization.....5 sets  
*\* Any documents that shows its structure, president/chairperson, establishment/ approval date, activities/program, budget, and staff of the facility are acceptable*
- (13) Photos presenting the candidate's work in their professional capacity (with captions to each photo) ...5 photos
- (14) Copy of a page of the passport with a photo of the candidate.....1 copy

## 12. Flow after Application Submission:

- 1) After screening the application forms submitted, JNCSW will provisionally offer the acceptance of candidates, and will notify the Recommender and the candidate themselves of the results.
- 2) For candidates who receive a provisional offer, JNCSW will apply to the Tokyo Immigration Bureau for a certificate of eligibility for training. *\*It will take about two months to have the certificate issued.*

- 3) In case the Status of Residence were not certified due to the false statement in candidate's record etc., the provisional offer for the training would be cancelled out.
- 4) As soon as the "Certificate of Eligibility" is issued from the Bureau, the document will be sent to the candidate with the official invitation letter by JNCSW (Notification). The recommender will also receive copied of these documents.
- 5) The candidate must immediately present the "Certificate of Eligibility" to the Japanese Embassy or Consulate in each country to apply for a VISA.



### 13. Training Expenses:

#### (1) Expenses covered by JNCSW:

1. Air fare (Narita/Haneda Airport⇔JNCSW-designated airport of trainee's country);
2. Cost for any necessary inspection before departure (when requested by JNCSW, the expenses will be reimbursed after arrival)
3. Rent and utilities for living
4. Transportation costs required for training
5. Telecommunication costs required for training (a mobile Wi-Fi rental available)
6. Training allowances (for food/meals, and other miscellaneous for daily life etc.)
7. Costs for Japanese language textbooks/materials designated by JNCSW
8. Costs during Field Assignment (training fees, utilities, a part of food expenses etc.)
9. Costs for medical check-up in Japan

#### (2) Expenses paid by Trainee:

1. Expenses before arrival to Japan
2. Food/meals and other miscellaneous for daily life (shortfall after training allowance)
3. Telecommunication cost for private and personal use
4. Any cost other than those that are not covered by JNCSW (listed above)
5. Medical expenses for ongoing treatment as a continuation of treatment diagnosed in his/her home country
6. Dental Treatment

### 14. Pledges:

- (1) Follow the training plan of JNCSW \* In the event that it becomes difficult to continue the training due to a disaster or other force majeure, trainee must comply with instructions to suspend the training, return home, etc.

- (2) Practice lifestyle habits and hygiene measures to prevent infectious diseases. Follow the instructions of JNCSW regarding necessary examinations after arrival
- (3) Come to Japan on the date specified by JNCSW
- (4) Return to home country on the date specified by JNCSW
- (5) Agree not to seek compensation from JNCSW for any damages incurred due to illness, accidents, disasters, or other causes beyond JNCSW's control, including damage incurred due to interruption of training or return to home country
- (6) Return to social welfare services in their home countries after the training

### 15.Special Notes:

- (1) Even after the training starts, JNCSW will terminate the training and send trainee back to his/her home country when:
  1. the trainee being diagnosed that he/she needs to receive long-term treatment or to require time for recuperation by medical check-up or examination in Japan;
  2. any false statement in the application form or in any other submitted documents is revealed;
  3. JNCSW judges that the trainee is no longer in a condition to continue the training for reasons other than the above.

\* If medical check-up after arrival to Japan discovers any different results from those of the previously submitted Certificate of Health (Form No.4), trainee may be asked to return to their home country. The submitted Certificate of Health (Form No.4) should be accurate and must be issued by a medical institution.

- (2) Progress report of each trainee will be made periodically to Recommenders including the results of Japanese language exams.

### 16.Important Notice:

#### (1) Accommodation & meals

Trainees from East Asian countries will interact with each other through communal living. There are shared spaces and facilities, so please follow the instructions designated by JNCSW. In addition, trainees will basically cook their own meals and live independently in an apartment prepared by JNCSW. During Field Assignment, trainees will also stay in designated dormitory and eat meals provided on site.

#### (2) Trainee's work responsibility during training

During the training, trainee will generally be on leave from his/her duties so that s/he can focus on participating in the training.

#### (3) Training Allowance

JNCSW provides training allowance every month. This allowance is strictly for miscellaneous expenses related to training (ex. or food/meals, and other miscellaneous for daily life). Please note that a trainee can NOT use this money for remittance to your home country or saving.

#### (4) Full participation in the training

The term of training is about eleven (11) months, and it is planned to have training most effectively throughout this period. Please note that full participation is indispensable. The applicant is expected to be durable for this long training in health conditions as well as family circumstances.

#### (5) Religious activities

Religious activities could be conducted during off-training time. Please note that there is a possibility of assisting to serve meals as part of care work including pork, beef, and any other religious restrictions during on-site trainings.

### 17. Guarantor Organization/Inquiries

c/o Ms. Natsumi HIKAWA and Ms. Nana GOTODA

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