

Points to consider when choosing a foreign sending organization

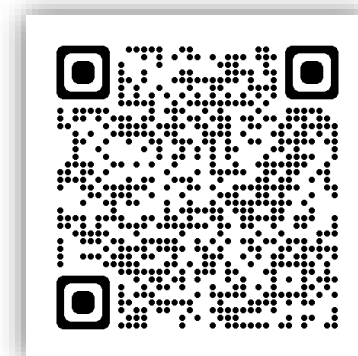
While laws and regulations stipulate the requirements for sending organizations, there are also sending organizations that are taking advanced measures to conduct their business more appropriately and send out highly motivated candidates as technical intern trainees. The Organization for Technical Intern Training (OTIT) has compiled a list of key points for identifying sending organizations that are taking these advanced measures, along with examples of actual efforts being made by sending organizations. We hope that you will find these useful. In addition, we recommend that supervising organizations share information with each other about commendable sending organizations.

◎ Requirements and key points for sending organizations

1. Approved Sending Organizations must have a recommendation from a government organization.

- ☐ [If the sending country has already made an MOC (Memorandum of Cooperation)]
Is it from an [Approved Sending Organization](#) that is listed on the OTIT website?

✓ Check the list of Approved Sending Organizations on the OTIT website.



Scan here to access

- ☐ [If the sending country has not made an MOC]
Does the sending organization have a recommendation letter from a national or local government organization?

✓ Check for a copy with the contact person from the sending organization.

2. Those who understand the objectives of the Technical Intern Training Program (TITP) are selected and sent.

- ☐ What means/processes did the sending organization use to recruit and select applicants with regard to the job offers that they receive?

✓ Check the details of any recruitment posts made by the sending organization on social media (Facebook, TikTok, Zalo etc.) or on their website to confirm that the work description, salary and the initial training process is properly explained.

“Name of sending organization” Search

✓ Check directly with the sending organization as well.

Points to consider when choosing a foreign sending organization

- ☐ When recruiting, how does the sending organization explain the objectives of the TITP?
- ☐ When recruiting, how does the sending organization secure trainee candidates that will make use of the achievement through the technical intern training after returning to their home country?
- ☐ How does the sending organization explain the job conditions (e.g., place of employment, working hours, wages (including deductions due to taxes and social insurance premiums), job description, living in Japan, etc.) and the risks involved in disappearing in Japan?
- ☐ Do trainee candidates actually fully understand the above information ?
 - ✓ Ask what are the actual explanations given by the sending organizations to trainee candidates.
 - ✓ Check whether the trainee candidate fully understands the objectives of the TITP.
 - ✓ Check whether the trainee candidate has a career plan after returning to their home country.
 - ✓ Check whether the trainee candidate fully understands the job requirements and the risks caused by disappearing act, etc.
- ☐ How is job matching done by the sending organization ?
 - ✓ Check to see if the sending organization is serious about matching trainee candidates with implementing organizations, for example, whether they appear not to immediately accept any type of work, job description, or wage, whatever content it is, and whether they take into account the wishes and circumstances of the trainee candidates in their matching process.

Points to consider when choosing a foreign sending organization

- ☐ Are trainee candidates being recruited without intervention of malicious brokers that would potentially increase costs that would burden them ?
- ✓ Ask sending organizations “have you ever been introduced trainee candidates by someone who collects large fees from them in the recruiting process?” to confirm whether malicious brokers are involved.
- ✓ Ask trainee candidates “when registering with a sending organization, did you use any brokers and did you pay large fees to them?” to confirm whether malicious brokers are not involved.

(Reference)

Under the MOC between Japan and Vietnam, having sending organizations allow brokers to intervene is prohibited.

Example of cases by Sending organizations

〔Example 1〕

The sending organization holds recruitment information sessions every week and assign mentors to all participants. The sending organization encourage participants to register of their own volition after resolving any questions they may have. In recruiting trainee candidates, the sending organization's own intermediary policy is established and they only select candidates who agree with that policy.

Sending organization's own intermediary policy

Japanese language, business etiquette and career planning education etc. are provided for about 1 year in a preparatory organization (※), during which time implementing organizations will be matched with the trainees.

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Example of cases by Sending organizations

〔Example 2〕

The sending organization made an agreement with the national vocational training school in the sending country to make it as a preparatory organization (※). The curriculum of the school is developed based on Japanese technical qualifications, and the sending organization also created e-learning material and video content based on the qualifications, which are provided as self-study material to students of the school. This means that trainee candidates are selected from among those who are highly interested in Japan and who wish to further deepen their knowledge and skills they learned at vocational training school. This ensures to select from motivated candidates for technical intern training.

※ Preparatory organization : Foreign organizations for preparation of those seeking to become a technical intern trainee in a foreign country, including, for example, a company where those seeking to become a technical intern trainee belonged, a corporation that operates a Japanese language school that targets a wide range of students seeking to become technical intern trainees, or one that handles proxy procedures for obtaining passports and visas.

〔Example 3〕

Regarding the interviews to select candidates for technical intern training, it is typical for the supervising organization to have an interview. However, there are some cases that the sending organization making the implementing organization to travel to the candidate's home country and directly interview them. This approach allows the implementing organization to gain a thorough understanding of each candidate's individual situation, including their personality or hobbies etc., before making a selection. Moreover, this process fosters a sense of responsibility and trust between the implementing organization and the trainee, as both are made aware of their roles in the selection process prior to the trainee's arrival in Japan.

Also, the sending organization makes the implementing organization to decide to admit technical intern training candidates after conducting an interview with their family members. Meeting with the implementing organization allows the candidate's family to feel more reassured about sending their family member to Japan for technical intern training, and as a result, the occurrence of problems such as trainee disappearance has decreased.

〔Example 4〕

The sending organization utilizes multiple vocational training schools, which is under the jurisdiction of the sending country's government, as preparatory organizations. This allows them to directly select trainee candidates, primarily from graduates of these schools, in order to prevent the intervention of brokers and the falsification of work experience and educational background.

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3. The calculating criteria of commissions and any other fees to be collected from trainee candidates are clearly defined and made publicly, and are also made clear to the candidates themselves so that they fully understand.

- ☐ What are the criteria for calculating costs? Is there anything unclear in the breakdown ?
 - ✓ If the basis of calculation or payment is unclear, ask the sending agency for clarification.
- ☐ How does the sending organization publicize the criteria for calculating costs and how are trainees made to understand them ?
 - ✓ Check the content and publication methods of the sending organization (e.g., paper distribution, inclusion in recruitment pamphlets, posting on the Internet, etc.)
 - ✂ It is also effective to check the website in each country's language by using the automatic translation function of your browser.
 - ✓ Confirm the correspondence with the sending organization regarding fees.
- ☐ (If there is no change in sending organization and supervising organization)
Are service fees not being collected from Vietnamese trainees transitioning to “technical intern training (iii)b” ?
 - ✓ Ask Vietnamese trainees transitioning to technical intern training (iii)b whether they are not made to pay service fees by the sending organization.

(Reference)

According to Vietnamese government regulations, if there is no change in the supervising organization and sending organization when transitioning from technical intern training (ii) to (iii) under supervising-organization-type technical intern training, the sending organization cannot collect service fees from trainees.

For Supervising Organizations

Points to consider when choosing a foreign sending organization

Example of cases by
Sending organizations

[Example 1]

The sending organization reduces costs of trainee candidates by making every payment free except cost on meals before passing employment interview. Furthermore, the sending organization ensures transparency by disclosing the breakdown of fees and other costs on its website as follows.

Complied with legal fee. Thoroughly eliminated of exorbitant costs as reported in Japan. There are no cost differences among work categories.

< Our company's departure cost setting >

USD (Yen)

- ◆Service Fees(Transaction fees) : USD (Yen)
- ◆Education・Living Expenses : USD (Yen)
- ◆Facility usage・Management・Maintenance fees : USD (Yen)

The fee is the same regardless of the period from passing the employment interview to departure. In other words, whether going to Japan in 4 months, 6 months, or 1 year, the amount remains the same.

【Note】

- ◇The above fees are the expenses that trainees in 3-year occupation category need to pay.
- ◇**The total amount to be paid is the same regardless of the occupation, gender, age, or duration of enrollment.**
- ◇The education and living expenses include tuition, dormitory, utility, uniform, textbook (for "Minna no Nihongo" and original textbooks), pre-departure health check-up, visa application, and other related expenses.
- ◇Facility usage, management, and Maintenance fees: This includes the costs related to the use, maintenance, and repair of the provided equipment such as air conditioning, kitchen, refrigerator, washing machine, etc.
- ◇1JPY= 0.0075USD

(amounts are concealed)

4. Support such as job placement assistance is provided to ensure that trainees can appropriately make use of their skills they acquired after returning to their home country.

☐

Is career counselling being provided to trainees before they return to their home country?

✓

Check past consultations and responses of sending organizations to trainees.



Points to consider when choosing a foreign sending organization

- ☐ What are the employment records and current employment opportunities for trainees that have returned to their home country, and what other support methods can be used?

Example of cases by Sending organizations

〔Example 1〕

The sending organization provides online consultations about career paths for trainees before they return to their home country, and also after their returning, the sending organization offers for trainees the group company's employment support courses which matches with their preferences.

〔Example 2〕

The sending organization provides support to trainees who wish to start their own businesses by utilizing their abilities, knowledge, and skills they acquired through training in Japan. For example, for a trainee who wished to open his/her own auto body shop, several group companies of the sending organization engaging in funding loans for business, leasing automobiles and providing automobile insurances etc. worked all together to support the trainee to realize his/her dream.

5. **Cooperate on follow-up surveys conducted by the Ministry of Japan concerning the situation of utilization of acquired technical skills etc. after the technical intern trainees return to their home country, and to respond the requests from the Ministry of Japan.**
6. **The sending organization or their officer is not a person who was sentenced to imprisonment without work or a severer punishment, and five years have not yet passed since the day on which they finished serving the sentence or ceased to be subject to its enforcement.**
7. **Business must be conducted in accordance with the laws and regulations of the country or region.**

- ✓ **Make sure that information of relevant Japanese laws is also gathered and understood.**

Points to consider when choosing a foreign sending organization

8. The sending organization or their officer has not committed any of the following acts within the past five years:

- Managing the money or other property of a technical intern trainee or persons related to the trainee(※) as a collection of deposits, etc.
- Entering into a contract that stipulates penalties for non-performance of a contract relating to the technical intern training.
- Act of infringement of human rights against trainees etc.
- Act of forging documentation etc. related to the technical intern training program for the purpose of obtaining accreditation of the technical intern training.

※ Persons related to the trainee : their spouse, their lineal relative, their cohabiting relative, or any other person who has a close relationship with that trainee, etc.

- ☐ (Check the actual contract with the trainee etc.)
Are there any clauses that are disadvantageous to the trainee?
- ☐ Regarding documents such as the trainee's resume made by the sending organization, did the sending organization make sure that the trainees had confirmed and understood the contents before signing them?

✓ Check the process of documentation prepared by the sending organization.

✓ Confirm with the trainees if they have been given adequate explanations by the sending organization regarding the documents they created, and whether they have signed these documents after understanding their contents.

※ In addition, if the supervising organization signs a contract with the sending organization that includes penalties or unjust profits, such as kickbacks, related to failure to fulfill the terms of the contract, the supervising organization's license to supervise may be revoked.

Points to consider when choosing a foreign sending organization

9. Confirm with trainees that their money or other property are not managed through the collection of deposits or any other reasons, and that they have not entered into a contract that stipulates penalties for non-performance of a contract relating to the technical intern training, or entered into any other contract which expects the unjust transfer of money or other property.

✓ Check whether the sending organization did not confirm the above acts with the trainee.

10. Must have other necessary capability to appropriately coordinate applications for sending applications for technical intern training with the supervising organization in Japan.

☐ Are pre-entry lectures provided by the sending organization appropriate ?

✓ Confirm with the sending organization on the following points:

- What education is specifically provided on pre-entry lectures?
- What is the curriculum for pre-entry lectures?
- What is being done to make the education more effective?
- What level of Japanese language proficiency can be attained?
- Are there any qualified Japanese language teachers?
- Is information of trainee candidates' Japanese language ability provided accurately?
- Is the content of education worth the cost?

✂ Trainees that receive extensive pre-entry lectures at sending organizations will experience less gaps of culture or language after entering Japan, which enable them to smoothly begin their technical intern training.

Points to consider when choosing a foreign sending organization

- ☐ Is appropriate support being given to trainees during their technical intern training?
- ✓ Check whether there is a system in place that can swiftly provide consultation support to trainees, along with the cooperation of the supervising organization.
- ✓ Check whether there is an established system for communication and consultation with the supervising organization when trainees encountered problems.
- ✕ If a sending organization has a representative office or branch in Japan, it is possible for them to visit trainees on a regular basis and they are also able to swiftly respond to any problems that might occur with regard to the trainees.

Example of cases by Sending organizations

〔Example 1〕

During the pre-entry lecture, actual job information in the sending country is used in the career planning education, so that the trainees understand that there is a difference in employment options depending on their JLPT (Japanese-Language Proficiency Test) level when they return to their home country, and that their income prospects after returning (until retirement age) will differ depending on their Japanese language skills. As a result of this career planning education, the percentage of trainees taking the JLPT after entering Japan has increased, and some trainees have passed N3 level within six months of entering Japan.

In addition, during the pre-entry lecture, trainee candidates are taught to think independently by giving case studies that use actual examples where problems are prevented before they occur. For example, trainee candidates in the food manufacturing industry are educated on the risks involved in not following workplace rules, such as the possibility of contamination by foreign objects if they wear jewelry in the workplace.

〔Example 2〕

Trainees who returned to his/her home country after ending the training teach trainees who are planning to train in Japan about cases of training and provide practical guidance on agriculture on test plots etc., so that they can smoothly get used to the Japanese style agricultural intern training after their arrival in Japan. Also, the sending organization gives Japanese language lectures for at least 6 months, which enables trainees to come to Japan at an N4, N5 Japanese level.

Points to consider when choosing a foreign sending organization

Example of cases by Sending organizations

〔Example 3〕

The sending organization established a communication system to ensure that trainees can communicate with the sending organization's mentor employees and with the staff of the Japan office. The sending organization puts importance of creating close connections and building trust among trainees and the sending organization staff and the Japan office before their arrival in Japan. This makes it possible to create an atmosphere and system where trainees can easily contact the sending organization staff not only for work-related matters but also for day to day matters. By providing a supportive environment for trainees to consult with them, trainees can easily convey their honest opinions to the sending organization staff and they can address any issues before they become major problems.

By knowing the lifestyle habits and personalities' of the trainees during their initial training at the sending organization and communicating these details to the implementing organization in Japan, work guidance based on the personality of the trainee can be provided.

In addition, individual support is given when trainees experienced problems. When a trainee was hospitalized, staff from the Japan office of the sending organization visited the trainee and notified and reported to his/her family members about the situation. Doing this reduces the worries and anxiety experienced by the trainee and their family members.

〔Example 4〕

The Japan office of the sending organization has all the contact information of the trainees, their families, the implementing organization, and the supervising organization, and has established a contact system that can be used at any time. Close communication is maintained with the families, such as through face-to-face meetings before trainees' depart. Further communication is made at times when trainees are likely to be anxious, such as immediately after their arrival in Japan, just before the start of their training, about one month after the start of training, and before the transfer test, so that they feel "not alone" and can concentrate on their training without worry. In addition, If a natural disaster occurs, accurate information is provided to the trainees by Japanese employees of the sending organization who can handle both Japanese and the native language of the sending country.

< Support system during natural disasters >

- ① Confirming whether trainees are safe
- ② Information sharing on social media group chats of the sending organization
- ③ Reporting the safety of trainees to family members in their home country