

Online Training Program for Teachers of the Japanese Language

Application Instructions

For Fiscal 2023-24 [NC-OT 2023]



JAPAN FOUNDATION
国際交流基金

1. Objectives

This program is an online training program for those currently working as Japanese-language teachers teaching outside of Japan to learn the theory and basic knowledge for teaching themes related to Japanese-language teaching methods.

2. Program Outline

- (1) For FY 2023, the following two themes will be provided: a. "Teaching Japanese Characters" and b. "Assessment of Language Learning".

All programs will consist of pre-study sessions and live sessions. In the pre-study sessions, all participants study individually using newly prepared materials from the Japan Foundation Japanese-Language Institute, Urawa (JFJLI, Urawa), as well as work on assignments. In the live sessions, all participants are connected online with JFJLI, Urawa enabling them to discuss their prior studies, which allows them to confirm and deepen their understanding of the content.

Theme/ Designation	Duration	Live session schedule	Number of participants (tentative)
Teaching Japanese Characters A (CH-A)	May 16 (Tue.), 2023 to June 19 (Mon.), 2023	5 times Every Tuesday, 10:00 a.m.-11:30 a.m. (JST)	15
Teaching Japanese Characters B (CH-B)	May 17 (Wed.), 2023 to June 20 (Tue.), 2023	5 times Every Wednesday, 3:00 p.m.-4:30 p.m. (JST)	15
Assessment of Language Learning A (AS-A)	May 18 (Thu.), 2023 to June 21 (Wed.), 2023	5 times Every Thursday, 3:00 p.m.-4:30 p.m. (JST)	15
Assessment of Language Learning B (AS-B)	May 19 (Fri.), 2023 to June 22 (Thu.), 2023	5 times Every Friday, 10:00 a.m.-11:30 a.m. (JST)	15

- * The schedule for each theme may be changed, shortened or extended for 1 to 2 weeks.
- * The content for both classes A and B is the same.
- * The days and times listed in the table are listed in Japan Standard Time, so make sure to confirm your local dates and times.
- * The live sessions are planned to take approximately 90 minutes each.

(2) Program Objectives

a. Teaching Japanese Characters

To understand the knowledge, theory and basic teaching methods necessary for teaching Japanese characters, centered around "kana".

b. Assessment of Language Learning

To understand the basic knowledge for assessing language learning and the points to keep in mind when assessing with tests and portfolios.

3. Eligibility

Overseas educational organizations that offer Japanese-language education. Applications from individuals will not be accepted. The following individuals are eligible to participate in the program (individuals of Japanese nationality are also applicable):

(1) Qualified areas: Worldwide

(2) Teachers of the Japanese language who have an employment relationship with the applying organization where it is agreed that they will continue to work after completing this program. Individuals who are not working at an overseas educational organizations teaching the Japanese language or are studying to become Japanese-language teachers at the time of application are not eligible;

(3) Individuals who are Japanese or nationals of a country that has diplomatic relations with Japan;

* Taiwanese are eligible to apply for this program.

(4) Individuals with more than two years of experience in teaching the Japanese language as of December 1, 2022 (private lessons and teaching practice not included);

(5) Japanese Proficiency: Individuals who have proficiency in Japanese as either of the following at the time of application;

a. Level N3 or higher in the Japanese-Language Proficiency Test (JLPT), Level 2 or higher of the old JLPT, or their equivalent

b. Level B1 or higher in the JF Standard for Japanese-Language Education (JFS), or the equivalent

* Please view the official website of the JLPT

[<https://www.jlpt.jp/e/about/levelsummary.html>] for a summary of linguistic competence required for each level of the JLPT.

* Please view the official website of the JF Standard

[https://jfstandard.jp/pdf/1_global_scale_eng.pdf] for a summary of the levels of the JF Standard.

4. Selection Policy

(1) Selection will be made in line with the following criteria: the need for Japanese-language teaching programs in the candidate's country/area, application from the Sakura Network, candidate's Japanese-language proficiency, teaching experience, teaching position (full-time or part-time), and influence in and out of the institution, etc.

* Please visit the following website for information on the Sakura Network.

<https://www.jpf.go.jp/e/project/japanese/education/network/>

- (2) Higher priority will be given to applicants aged 59 or under as of December 1, 2022.
- (3) Individuals who have participated or are scheduled to participate in the on-site training program(s) for teachers of the Japanese-Language in JFJLI, Urawa during the period of April 1, 2017, to March 31, 2023, are not given higher priority.

5. Application Procedures

- (1) Application deadline
December 2, 2022, 12 noon (Japan Standard Time)
- (2) How to apply
 - a. Download the application documents from the website below:
<https://www.jpf.go.jp/e/program/japanese.html>
 - b. Complete your application documents, following the Application Instructions and the Application Documents Completion Guide.
 - c. Upload your application documents to the Online Application Portal.
Online Application Portal: <https://www.apply.jpf.go.jp>
* Visit the website to refer to the operation procedure.
- (3) Notification of results
April 2023
- (4) We cannot respond to any inquiries about reasons for acceptance results.

6. Number of Approved Applications

The number of approved/applications in the previous year was 87 out of 171.

((1) JF Standard for Japanese-Language Education: 10 out of 20, (2) Teaching Spoken Interaction: 22 out of 26, (3) Teaching Japanese Grammar: 14 out of 33, (4) Japanese-Language Education and Culture: 11 out of 20, (5) Teaching Writing: 19 out of 48, (6) Teaching Reading Comprehension: 11 out of 24)

7. Terms of Agreement

By applying to our program the applicant will be deemed to have agreed to this statement:

- (1) Obligations of participants
To attend every activity of the program, under the direction of JFJLI, Urawa.
- (2) Disclosure of information on the project
 - a. If the project is selected, the information such as the name of the applicant/organization and the outline of the project will be made public in the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report, on the JF's website and in other public relations materials.
 - b. When the JF receives a request for disclosure of information in accordance with the "Act on Access to Information Held by Incorporated Administrative Agencies" (Act No. 140 of 2001), application forms submitted to the JF, except for non-disclosure information stipulated in such act, will be disclosed.

(3) Handling of personal information

a. Compliance with applicable laws

To the extent applicable, the Japan Foundation will comply with the “Act on the Protection of Personal Information” (Act No. 57 of 2003) (the “Act”), relevant cabinet and ministerial orders, various guidelines stipulated by the Personal Information Protection Commission or other organizations to which the Personal Information Protection Commission has delegated authority, the “EU General Data Protection Regulation (the “GDPR”),” the Personal Information Protection Law of the People’s Republic of China and related laws and regulations (the “Chinese Laws”), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal information, the Japan Foundation will properly collect, use and control the same. For more information on the Japan Foundation’s efforts to protect personal information (privacy policy), please visit the following websites:

(Related to the Act): (Japanese) <https://www.jpjf.go.jp/j/privacy/>

(English) <https://www.jpjf.go.jp/e/privacy/>

(Related to the GDPR): <https://www.jpjf.go.jp/e/privacy/index.html#gdrp>

(Related to the Chinese Laws): https://www.jpfbj.cn/jp/personal_information/

b. Acquisition of personal information

The Japan Foundation may acquire the following personal information (the “Personal Information”) from the applicants through the application forms, attachments, project reports, deliverables, etc. (the “Project Materials”). In addition, the Japan Foundation may acquire the applicants’ Personal Information through publicly available websites.

[Basic information of applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone number), fax number, e-mail address, ID number, passport number, photographs taken during or prior to the program, etc.

[Information on applicants’ educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

[Sensitive data on applicants]

Personal data such as medical history, medical examination results, other health-related information and bank account information

c. Purposes of use and period of personal information

(a) Based on the consent of the applicant, the Japan Foundation will use the Personal Information acquired from the applicant for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the “Purposes of Use”).

(b) For the proper and smooth operation of the Japan Foundation projects, any information

such as the applicants' names, genders, jobs, titles, affiliations, project periods, project content, etc. will be: posted on published materials, such as the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report and the Japan Foundation's website; used for preparation of statistics materials; and used for formulation of future Japan Foundation projects.

- (c) In addition to the information specified in (b) above, the applicants' contact information (i.e., address, e-mail address and phone number) will be used to: request the applicants to answer questionnaires as follow-up to the project after completion thereof; provide a notice regarding other Japan Foundation projects; request the applicants to provide information for formulation of future Japan Foundation projects, and so on.
 - (d) The Japan Foundation will handle the Personal Information of the applicants for the period necessary to achieve the Purposes of Use stated above.
- d. Provision of personal information
- (a) The Japan Foundation may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. The Japan Foundation will make sure that the recipients take measures to ensure the security of the Personal Information.
 - i. The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for arrangement of visas, handling of security control, support for project implementation, etc.)
 - ii. Airlines, insurance companies and the agencies thereof, etc. (for procurement of overseas travel accident insurance, etc.)
 - iii. Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
 - iv. News media and other organizations (for public relations for the projects)
 - v. Other organizations and individuals who receive the information as needed for the projects
 - (b) The applicant's medical examination results and health information may be provided to medical institutions, medical professionals, insurance companies, organizations or individuals who provide cooperation for training (including host families) and relevant government agencies for immigration procedures, procurement of overseas travel insurance and claims therefor, and health care and safety control after entry into or departure from Japan.
 - (c) The Personal Information acquired from the applicants may be used or provided for purposes other than those specified in the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other incorporated administrative agencies, local public entities or local incorporated administrative agencies (the "Administrative Organs") as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.
- e. Cross-border transfer of personal information

- (a) The Japan Foundation may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including the Japan Foundation headquarters) or other countries or regions for the Purposes of Use specified above. The Japan Foundation shall appropriately control the Personal Information in such countries or regions.
 - (b) In addition to the case specified in the preceding paragraph, the Japan Foundation may provide the Personal Information acquired from the applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the projects, only when the conditions stipulated in laws and regulations are satisfied.
- f. Security control of personal information
The Japan Foundation shall endeavor to prevent unauthorized access and leakage of the Personal Information of the applicants by way of taking appropriate security control measures and control means.
- g. Rights pertaining to personal information of applicant
The applicant has the right to access his/her Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.
- h. Filing of objections against handling of personal information
In the case where the applicant is dissatisfied with the handling of the Personal Information in the Japan Foundation, such applicant may state his/her objections to the Japan Foundation to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, the applicant may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which the applicant belongs.
- i. Personal information of persons involved in the project
The Personal Information of persons involved in the project other than the applicant, which is submitted by the applicant to the Japan Foundation, shall also be handled in the same manner as stipulated in a. to h. above, and therefore, the applicants should provide explanations in advance to the persons involved in the project and obtain their consent.
- j. Contact information
Please use the contact details specified in "8. Contact" for any opinions, questions, etc. regarding any matters specified in this "Handling of personal information" section.
- k. Revocation of consent
The applicant has the right to revoke his/her consent to any matters specified in this "Handling of personal information" section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when the applicant does not provide his/her consent or revokes his/her consent, such applicant may not be able to receive necessary information and/or services from the Japan Foundation.

8. Contact

(1) Overseas

The Japan Foundation Overseas Offices: <https://www.jpf.go.jp/e/world/index.html>

If there are no Japan Foundation overseas offices in the applicant's country, please contact the nearest Japanese diplomatic mission.

Japanese Diplomatic Missions: https://www.mofa.go.jp/about/emb_cons/mofaserv.html

(2) In Japan

Teachers Training Section, the Japan Foundation Japanese-Language Institute, Urawa
5-6-36 Kita-Urawa, Urawa-ku, Saitama City, Saitama 330-0074, JAPAN

Tel. +81-(0)48-834-1182 Fax. +81-(0)48-834-1170 E-mail: urawakenshu@jpf.go.jp

* The Application Instructions end here. The Application Documents Completion Guide follows.

Application Documents Completion Guide

1. List of Application Documents

<input checked="" type="checkbox"/>	Document	Format Specified/Free	Required/ Optional
	Application Form	Specified (PDF)	Required
	Outline of the Institution	Specified (Word)	Required
	Candidate's Japanese-Language Proficiency, Japanese-Language Teaching Experience, etc.	Specified (Word)	Required
	Reason for Theme Selection	Specified (Word)	Required

2. Application Form

- (1) For "Theme preference", you can choose multiple themes. However, please note that JF may be obliged to offer a theme other than those prioritized.
- (2) Please use the name exactly as given in your passport. If your passport has not yet been issued, please use the name given in your public identification such as in your driver's license.
- (3) The entire application form should be filled out in Japanese if there are no specific directions, such as "English" or "Original language." Applicants are strictly requested to fill out the application form alone without assistance from others.