

## Information on Commissioned Programs

The Japanese-Language Institute, Kansai offers commissioned intensive Japanese-language courses for non-profit educational organizations related to Japanese-language education abroad in order to: (1) use Japanese; (2) deepen one's learning about Japanese culture and society; and (3) think about one's Japanese-language learning. The Institute has a rich experience in this field.

### ◆ Coverage of Commission

- Japanese-language classes
- Japanese culture experiential programs, orienteering, home visits, etc.
- Field trips (Kyoto, etc.)
- Advance payment of food expenses
- Use of facilities (accommodations, classrooms, library, self-study room, cafeteria, hall, leisure facilities, etc.) at the Japanese-Language Institute, Kansai, during the program period
- Submission of report after completion of program

[Note]

Commissioned programs do not include arrangements for international airline tickets (from home country to Kansai International Airport) or procedures related to overseas travel insurance.

### ◆ Cost of Commissioned Programs

The cost of commissioned programs includes fees for the training facility, instructors, field trips, materials, farewell event, food and other necessities, and management. The institute will propose a training program that meets your needs and budget. Please contact the Japanese-Language Institute, Kansai, to request an estimate.

Please look at the table below for a rough estimation.

### ◆ Request for Training Program Proposal

As a rule, program participants at the Institute must be high school age or older. (Please consult us separately, if your group includes students who are younger than high school age). If all participants are minors, they must be accompanied by a chaperone for the duration of the program. In consideration of the efficiency of the program, we have set the number of participants at 10; however, please feel free to consult us, if you are considering program for less than 10 people. After considering the above. Considering the above, if you would like to consider Japanese-language training at our center, please send the attached "Request for Training Program Proposal" to the following contact by e-mail.

## Contact

The Japan Foundation Japanese-Language Institute, Kansai Educational Training Section

Address: 3-14 Rinkū Port Kita, Tajiri-cho, Sennan-gun, Osaka 598-0093, Japan

Tel: +81(0)72-490-2601

Fax: +81(0)72-490-2801

E-mail: [jpf-kansai@jpf.go.jp](mailto:jpf-kansai@jpf.go.jp)

## ◆ Example of Training Schedule

### •5-Day Course

This program is mainly designed to provide people who will be coming to Japan for the first time with experience in using Japanese during a roughly week-long stay. Centering on the task activity of orienteering in Osaka city, this program aims to improve Japanese-language skills for presentation in Japanese. For consecutive learning, introduction of learning using Japanese-language websites and e-learning platform “Minato” are included in the program.

Training schedule – example of 5-day program

Day	Morning	Afternoon
1	Course orientation / Guide to facilities	Breaking the ice / Library guide / Introduction of study materials
2	Kansai dialect / Guide to Osaka orienteering	Japanese culture experience (taiko drum)
3	Osaka orienteering	
4	Summarize Osaka orienteering / Prepare presentation	Using the Japanese-language website e- Learning, to learn Japanese
5	Summarize Osaka orienteering / Prepare presentation	Summarize Osaka orienteering / Prepare presentation

### •2-Week Program

Prior to program activities, participants prepare for them and receive instruction. Then, after acquiring the requisite knowledge, they undertake the activities. Participants not only practice conversing in different situations; they also try to carry out various tasks, thus engaging in interpersonal exchanges and gaining first-hand experience in using Japanese. The program ends with a presentation meeting at which the participants each provide a simple report on their experiences during the program.

Training schedule – example of 2-week program

Day	Morning	Afternoon
1	Course orientation / Guide to facilities	Breaking the ice / Library guide / Introduction of study materials
2	Kansai dialect / Guide to Osaka orienteering	Japanese culture experience 1 (calligraphy)
3	Osaka orienteering	
4	Summarize Osaka orienteering / Prepare presentation	Introduction of Japanese websites
5	Summarize Osaka orienteering / Prepare presentation	Presentations on Osaka orienteering
6	Free day	
7	Free day	
8	Learning Japanese with e-Learning	Japanese culture experience 2 (taiko drum)
9	Language of the youth	Field trip guide (Kyoto)
10	Kyoto field trip	
11	Summarize Kyoto field trip	Prepare final presentation
12	Final presentation	Training summary / Questionnaire / Closing ceremony

•6-Week Program

This program is designed for college students, who are studying Japanese overseas to come to Japan and use the Japanese that they have learned. The program's Japanese-language classes include: "Understanding Japan," in which participants deepen their understanding of Japanese culture through discussing various topics, related to Japan and the Japanese, based on materials specific to each topic; "Speech" classes, in which participants give presentations about the culture, customs and other aspects of their home countries; and "Interview" classes, in which participants conduct a group interview project about Japan and the Japanese. The classes are also organically linked with the experiences and personal interactions in which the participants engage through the program's planned activities

Training schedule – example of 6-week program

Week	Morning	Afternoon	
1	Course orientation / Guide to facilities	Placement test / Breaking the ice / Library guide	
	Study consultation at course commencement (individual interviews)	Setting personal goals / Osaka orienteering guide	
	Osaka orienteering		
	Free day		
	Summarize Osaka orienteering / Prepare presentation	Japanese culture experience 1 (calligraphy)	
	Summarize Osaka orienteering / Prepare presentation	Presentations on Osaka orienteering	
	Understanding Japan and discussion 1 (impressions of Japan)	Speech 1	
2	Understanding Japan and discussion 2 (traditional events)	Speech 2	
	Understanding Japan and discussion 3 (work)	Introduction of study materials	
	Free day		
	Free day		
	Understanding Japan and discussion 4 (education)	Speech 3	
	Interview 1	Japanese culture experience 2 (taiko drum)	
	Interview 2	Introduction of Japanese websites	
3	Field trip guide (Kyoto)	Speech 4	
	Kyoto field trip		
	Free day		
	Free day		
	Review training (midterm)	Summarize Kyoto field trip	Speech 5
	Understanding Japan and discussion 5 (education)	Speech 6	
	Interview 3	Speech 7	
4	Understanding Japan and discussion 6 (university students)	Learning Japanese with eLearning	
	University visit (interview exchange / speech presentations)		
	Free day		
	Free day		
	Interview 4	Speech 8 (feedback)	
	Interview 5	Japanese culture experience 3 (tea ceremony)	
	Understanding Japan and discussion 7 (pop culture)	Understanding Japan and discussion 8 (summary)	
5	Interview 6	Interview exchange (with local people)	
	Interview 7	Guidance for field trip(Hiroshim)	
	Free day		
	Free day		
	Prepare final presentation		
	Prepare final presentation	Final presentations	
	Final presentation feedback	Japanese culture experience 4 (flower arrangement)	

6	Hiroshima field trip	
	Hiroshima field trip	
	Free day	
	Free day	
	Field trip feedback	Self evaluation and goal setting for continued learning
	Consultation on post-course studies (individual interviews)	Course evaluation questionnaire / Closing ceremony / Farewell party
	Return to country	

## ◆ Frequently Asked Questions about Commissioned Programs

### Implementation of the Program

#### 1. Can the program be held with fewer than 10 participants?

We said that groups receiving training should consist of 10 members, but that is just a guide. Training for less than 10 people is possible depending on the content and timing of the program or if participants are joining existing programs. Please inquire. The Institute has had a number of examples in the past, where the number of participants was fewer than 10. Even fewer numbers can be accepted in existing training programs.

#### 2. Can elementary and middle school students join?

As a rule, we limit participation to high school age and above, but younger participants may be accepted in some cases. Please inquire.

#### 3. What is the deadline for consignment applications?

Depending on the availability of overnight facilities at the Institute, we might not be able to accommodate your proposed training program, so please apply as early as you can. For best results, we suggest determining your program and concluding the contract three months prior to your desired starting date. For projects in the following fiscal year, although we may provide an estimate and propose a schedule, our response of acceptance or rejection may be held until the end of the present fiscal year (around March).

\*At the Institute, the fiscal year is from April 1 to March 31 the following year.

#### 4. Will we need an attendant?

We ask that underage groups be accompanied by adults. Please contact us for details.

#### 5. Can the contract and training reports be made in English?

As a rule, documents submitted from the Institute are in Japanese only. For training proposals, contracts, and training implementation reports prepared in English, separate translation fees may apply.

#### 6. May families accompany the participants?

We ask that families do not accompany the participants.

7. Can the program be held online?

Our center has had many successes in online Japanese-language training. Please contact us for details.

### **Arrangements and fees concerned with the Program**

8. Will the Institute arrange for airline tickets to Japan?

We ask that you purchase your own airline tickets for travel to Japan, along with overseas travel insurance for the duration of the program.

9. What are administration fees? How is the proportion of administration fees determined?

We collect administration fees to cover the costs for program preparations such as staff wages, document preparation, and office supplies. The proportion depends on the content of the program (and is negotiable).

10. Can we arrange the food expenses and consumables expenses for ourselves?

Yes, you can arrange them by yourself. The food expenses and consumables expenses given in the table below are based on the standards of the training that is normally conducted at this center, so it is possible to adjust the payment amount to the desired amount.

11. How should we pay?

We accept payment in Japanese yen. Please have the payment transferred from an account in the name of the consignee to the Japan Foundation Japanese-Language Institute, Kansai. We ask that you also cover the bank charges, including those from overseas. Please note that we cannot accept credit card payments or individual bank transfers from individual participants.

12. How do I find out about approximate expenses necessary?

If you know the number of participants and your desired program content, please fill out and send us this Request for Training Program Proposal. Someone in charge will send you an estimate and a standard training schedule.

### **Content of the Training Program**

13. The level of Japanese spoken by the participants varies greatly. Will this be a problem?

While it is desirable for all members to have the same level of Japanese, this can be overcome by dividing groups of ten or larger into smaller groups, for example. If group participation is not a priority, you can also consider joining other existing programs. Please feel free to contact us.

14. What sort of things are taught in the Japanese language lessons?

Our programs are designed according to your requests, but for short term programs of two

weeks or less, we focus on using a lot of the Japanese that has already been learned, rather than teaching new material.

15. We want to set up a situation where we can interact with Japanese people. Can you help?  
The Institute cooperates with elementary schools, middle schools, high schools, and universities, among others, have successfully conducted exchanges between program participants and Japanese people. However, please be aware that depending on the other party's schedule, it may not be possible to comply with your desired timing.

16. What are the host families of home visits like?  
As a rule, we recruit host families through members of international exchange groups in the Sennan district of Osaka Prefecture near the Institute.

17. What are some things we can do in Japanese Culture Experience?  
Let us know which culture experience you're interested in, from kimono dressing (using yukata), tea ceremony, calligraphy, flower arrangement, taiko drum, aiki jujutsu, and so on. Please understand that instructors of the culture experience program are outsourced, so depending on the instructor's schedule, we may not be able to fulfill your request.

### **Life during the Program**

18. What sort of facilities does the Institute have?  
The Institute's facilities are as follows. Click [here](#) for details.  
Accommodation (single rooms), classrooms, library, self-study room (with computer and printer), cafeteria, hall, Japanese-style room, kitchen, laundry room, training room, lounge

19. How are emergencies such as sudden illnesses during the stay at the Institute handled?  
Staff is on call 24 hours a day and members are ready to respond to any trouble whether it is late at night or early in the morning.

20. Can participants borrow books at the library during the training program?  
Yes. The Institute library is stocked with a good selection of books written in various languages.

21. Does the Institute have Wi-Fi?  
The Institute has Wi-Fi that you can use.

22. A Muslim student is considering participating in the program. Do you provide support for Muslim students?  
The Institute cafeteria offers meals that use halal meat. See cafeteria.  
Separate praying rooms are available for men and women in the accommodations area of the Institute, which Muslim participants are free to use.

#### ◆ Examples of Recently Commissioned Programs

- Program for high school students (2 weeks, 10 participants+ chaperone)
- Program for Japanese-language teachers ( 2 weeks, 6 participants + accompanying person)
- Program for high school students (a part of a 3 week Japan trip of the school)(3 days, 24 participants+ chaperone)
- Program for university students (Jointly held with an existing program)( approx.. 2 months, 2 participants)
- Program for outstanding students (Jointly held with an existing program)(2 weeks, 1 participant)

#### ◆ Contact

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## 受託研修 所要経費概算(2週間タイプ) two-week program fee estimate (example)

(金額単位:円) Amount in Yen

項目 Item	単価 unit	人数 perso	回数 number	金額 amount	精算方法 Way to be billed	備考 note
<b>&lt; I. 研修必須経費 &gt;</b> <b>Basic expenses</b>						
1 研修施設利用料 Use of Institute facilities	3,000	×	10	×	13	390,000 単価 Unit price 施設利用泊数ベース(13泊14日) based per night
2 日本語講師人件費(1コマ当たり) Japanese language lessons	5,000			×	32	160,000 単価 Unit price 日本語研修1日5時間(午前3時間+午後2時間) 4日+午前3時間×4=計32時間として計算 Japanese class 5hrs per day (AM:3 hrs+PM:2 hrs) 4 days+AM3hrs×4=32hrs
3 食費(※1)(例) Meals (example)						●支給額を調整することも可能です。 Distributed costs may be changed
(1) 朝食費 Breakfast	600	×	10	×	13	78,000 実費 at cost 1食当たり600円。600yen per meal 1日目を除く13回分 13 times, excluding 1st day
(2) 昼食費 Lunch	1,000	×	10	×	14	140,000 実費 at cost 当センター通常支給上限額。 Usually distributed maximum amount 14回分 14 times
(3) 夕食費 Dinner	1,400	×	10	×	13	182,000 実費 at cost 当センター通常支給上限額。 Usually distributed maximum amount 14日目を除く13回分
4 教材・雑消耗品 Materials						●支給額を調整することも可能です。
(1) 教材費 Textbooks	5,000	×	10			50,000 実費 at cost Distributed costs may be changed
(2) 雑消耗品費 Other materials	2,500	×	10	×	2	50,000 実費 at cost 1週間当たりの基準額。 Per week
<b>&lt; II. オプションプログラム経費 &gt;</b> <b>Optional Programs</b>						
5 ホームビジット(日帰り)謝金 Homevisit honorarium	3,500	×	10	×	1	35,000 単価 Unit price ホームビジット先への謝金及び研修参加者交通費 Honorarium to host families and transportation fee
6 日本文化体験プログラム Cultural Programs						
(1) 講師謝金 Honorarium	12,000	×	1	×	2	24,000 実費 at cost 書道、茶道、華道、着付け、和太鼓、合気柔術より選択。 (科目により謝金が異なります。) Choose from Calligraphy, Tea ceremony, Flower Arrangement, Kimono, Drum, Martial arts(Aiki Jujyutsu). Honorarium differs on subject.
(2) 材料費等 Materials	1,500	×	11	×	2	33,000 実費 at cost 講師分材料費含む。 Including Lecturer materials
7 京都研修日帰り経費*近距離交通費 Kyoto dav trip/ transportation						
(1) 京都(施設入場料) Kyoto admission fees	500	×	10	×	3	15,000 実費 at cost 清水寺、金閣寺、龍安寺等を見学予定 Kiyomizudera, Kinkakuji, Ryoanji
(2) 京都(交通費) Kyoto transportation	120,000	×	1			120,000 実費 at cost バス1台1日借り上げ費 Chartered bus per day
(3) 大阪オリエンテーリング Osaka Orienteering	2,300	×	10	×	1	23,000 実費 at cost 大阪周遊バス(南海拡大版)購入費 "Osaka amazing pass" Nankai expansion ver. Fee
(4) エスコート料金 Escort guide fee	21,000				1	21,000 実費 at cost 京都研修旅行1日分 Kyoto trip one day
(5) 随行者経費 Accompanying person fee	5,000					5,000 実費 at cost 随行者職員、エスコート入場料及び食費 Accompanying person and escort guide admission and meal
(6) 旅行代理店手数料 Travel agency charges						9,200 実費 at cost 研修旅行に係る金額全額に対する5%相当額。 5% of total expense for trip
8 歓送会経費 Farewell party fee	4,000	×	20	×	1	80,000 実費 at cost 人数は研修生及び外部関係者(ホストファミリー)の参加を見込んだ数字。 Including participants and others(host families etc)
小計(A) Subtotal				1,415,200		
税抜金額(B = A × 100/110) Subtotal without tax				1,286,545		
運営管理費(C = B × 30%) ※比率については※2参照。 Administration fee, see※2 for percentage				385,963		
消費税(D = (B+C) × 10%) Value added tax				167,250		
合計(B+C+D) Total				1,839,758		

(注) 受託研修前提条件 Conditions

- ※1 食費は当センター支給基準に基づき計上しています。実食に基づく実費精算になっています。  
Meals are based on the Institute's usual amount. Bills will be made at cost depending on the paid amount.
- ※2 運営管理費はプログラムの内容によって異なります。  
①10%: 宿泊室を含む当センター施設利用、日本語に関する講義のみをセンターが請け負うとき。  
②20%: 上記①の内容に加え、個別面談など日本語学習に関するアドバイス・調整業務、日本文化・社会に関する講義、講義を除くセンター内での日本語研修関連活動(アイスブレイクなど)をセンターが請け負うとき。  
③30%: 上記①及び②の内容に加え、日本文化体験の設定、日本国内への研修旅行、施設の特別対応(研修室の仕様変更、清掃料の発生、備品の特別手配等)など、上記①及び②以外の業務をセンターが請け負うとき。  
但し、学校等からの受託により、研修参加者が全員学生である場合は、上記比率の1/2の比率を適用させていただきます。

Administration fees depend on the program.

- 10%: Usage of Institute facility including dormitory rooms and conducting Japanese language class only.
  - 20%: In addition to 1., conducting arrangement and advice on Japanese language such as personal interviews, lecture on Japanese culture and society, other Japanese related activities within the Institute other than Japanese language classes.
  - 30%: In addition to 1 and 2, arranging Japanese cultural experience programs, field trips within Japan, other special arrangements (Classroom facility changes, special cleaning or materials)
- However, administration fees will be charged half the above amount if commissioned from schools etc, and the participants are students only.