The Japan Exchange and Teaching Programme

JET Programme 2009-2010

English

Council of Local Authorities for International Relations

This pamphlet has been made with funding from the JAPAN LOTTERY ASSOCIATION.

このパンフレットは、宝くじの普及宣伝事業として作成されたものです。
The Japan Exchange and Teaching (JET) Programme, aimed at promoting grassroots international exchange between Japan and other nations, is in its 23rd year this year. The success of the JET Programme can be attributed to the enduring enthusiasm of the Programme’s participants and the warm support of all those involved. As we live in a world of socio-economic change, the role of the JET Programme will continue to diversify. The JET Programme participant countries and numbers are in line with this transition and in 2009 the programme welcomes 4,436 participants from 36 countries.

No matter where you go in Japan today, you will find JET participants developing strong relationships with their local communities through foreign language education and international exchange activities. The role of the JET participant in particular, has been receiving increasing attention recently thanks to the implementation of mandatory foreign language activities in elementary schools. In addition, the JET Programme has welcomed over 52,000 participants and after completing their time on the Programme, many former JET participants use their experiences in Japan to continue building stronger relations between Japan and their home countries.

The Council of Local Authorities for International Relations (CLAIR) administers the JET Programme in cooperation with local government organisations; the Ministry of Internal Affairs and Communications (MIC); the Ministry of Foreign Affairs (MOFA); and the Ministry of Education, Culture, Sports, Science and Technology (MEXT). CLAIR provides support for both JET Programme participants and their Contracting Organisations by arranging each JET participant’s arrival, holding orientation seminars, as well as providing counselling and distributing a wide variety of essential resource materials and information.

The JET Programme has gained high acclaim both domestically and internationally for its role in advancing mutual understanding and for being one of the world’s largest exchange programmes. We hope many more individuals and regions will participate on the JET Programme during the 21st century so that even more progress can be made in the internationalisation of Japan’s local communities.

I would like to take this opportunity to express my sincere gratitude for the support of all those involved in making this Programme possible, and to ask for your continued cooperation in the future development of the JET Programme.

Michihiko Kayama
Chairman of the Board of Directors
Council of Local Authorities for International Relations
August, 2009
The Japan Exchange and Teaching (JET) Programme is administered by local authorities in cooperation with the Ministry of Internal Affairs and Communications (MIC); the Ministry of Foreign Affairs (MOFA); the Ministry of Education, Culture, Sports, Science and Technology (MEXT); and the Council of Local Authorities for International Relations (CLAIR).

The Programme was started in 1987 with the purpose of increasing mutual understanding between the people of Japan and the people of other nations. It aims to promote internationalisation in Japan’s local communities by helping to improve foreign language education and developing international exchange at the community level. Now in its 23rd year, the Programme has seen significant growth: from its original 848 participants from 4 countries in 1987 to 4,436 participants from 36 countries in 2009.

Participants are assigned to be either Assistant Language Teachers (ALTs) who provide language instruction in elementary, junior and senior high schools; Coordinators for International Relations (CIRs) who work in communities on international exchange activities; or Sports Exchange Advisors (SEAs) who promote international exchange through sport. Participants are placed with local authorities throughout Japan in every imaginable locality including large cities, small and medium-sized towns, and rural farming and fishing villages.

The JET Programme, one of the world’s largest international exchange programmes, has an excellent reputation in Japan as well as abroad. The Programme is expected to encourage growth on a global scale through the development of an international network between JET participants and the people of Japan.
The JET Programme

Programme Description

The JET Programme enables local authorities (prefectures, designated cities and other municipalities) to employ foreign youth for the purpose of improving foreign language education as well as promoting international exchange at the local level.

By teaching foreign languages at schools nationwide and assisting with international exchange activities organised by local authorities, participants engage in international exchange on a variety of levels with local residents. In this way, the Programme is expected to increase cross-cultural understanding as well as contribute to internationalisation efforts within Japan.

Programme Sponsors

The JET Programme is primarily sponsored by local public authorities, but participants can also be placed in private schools that request them. There are currently approximately 1,000 local government organisations, including the 47 prefectures and 18 designated cities that host JET participants. Each JET participant’s assignment (including placement and duties) within each Contracting Organisation, is determined in accordance with the assignment plan that is prepared autonomously by each governor or mayor.

Organisation of the JET Programme
Participant Recruitment & Selection

Recruitment and selection of participants is conducted by Japanese embassies and consulates overseas. Individuals interested in becoming JET Programme participants should contact the Japanese Embassy in their country of citizenship. In addition to promoting the Programme through such media channels as posters, pamphlets, JET programme website, overseas embassies and consulates hold information sessions at venues such as colleges, universities and career centres during the active recruitment period (according to the participating country and arrival period in Japan).

Ministry of Foreign Affairs JET Programme Homepage: www.mofa.go.jp/j_info/visit/jet
JET Programme Official Homepage: www.jetprogramme.org

Selection Process

1. Applications are reviewed by the Embassy of Japan.
2. Applicants who pass the application review stage are interviewed at the nearest embassy or consulate.
3. Final interview results are announced (notification is sent to those applicants who are selected as either a participant or an alternate).
4. Once participation on the Programme has been confirmed by the participant and placement has been decided, final acceptance and placement notification results are sent by the Contracting Organisation.
5. Q&A sessions and preliminary training sessions are held for selected participants at embassies and consulates.
6. Pre-departure orientations are held at embassies and consulates.

Contract Details

Contracts are for one year and commence on the day after the date of arrival in Japan. In the case of participants who are unable to arrive on the designated A and B group orientation arrival dates and come at a later date, the contract duration will be shorter. If a participant violates the rules determined by his/her Contracting Organisation, the contract may be cancelled prior to the end of the one-year period. If it is agreed upon by both the participant and the Contracting Organisation, the contract may be renewed for a period of one year, with a maximum of two renewals permissible (altogether, three years). However, if after careful consideration, the Contracting Organisation deems the JET participant’s work performance, level of experience, and ability to be of an exceptionally high standard, they may choose to recontract the participant an additional two times (altogether, five years).

Remuneration | Approximately 3,600,000 yen per annum after Japanese income and inhabitant taxes.
Travel Expenses | Travel expenses to Japan and back to one’s home country are provided (upon finishing contract).
Work Hours | 35 hours per week with 2 days off per week (usually Saturday and Sunday).
Length of Contract | Contracts are for one year and commence on the day after the participant arrives in Japan. In principle, participants may re-contract a maximum of four times.
Insurance | • Government Health Insurance
           • JET Programme Accident Insurance
           • Employees’ Pension Insurance
           • Employment Insurance
Participant Duties & Eligibility

There are three job types offered on the JET Programme: Assistant Language Teacher (ALT), Coordinator for International Relations (CIR), and Sports Exchange Advisor (SEA). Applicants may apply for only one of the three positions at a time.

ALT
Assistant Language Teacher

ALTs are assigned to local boards of education or schools and carry out their duties under the guidance of Language Teachers’ Consultants and Japanese teachers of foreign language.

<table>
<thead>
<tr>
<th>Japanese Title</th>
<th>外国語指導助手</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Title</td>
<td>ALT: Assistant Language Teacher</td>
</tr>
<tr>
<td>Placement</td>
<td>Elementary, Junior and Senior High Schools, Boards of Education, etc.</td>
</tr>
</tbody>
</table>

Duties

1. Assistance in classes taught by Japanese foreign language teachers in junior and senior high schools.
2. Assistance in foreign language conversation training, etc., at elementary schools.
3. Assistance in the preparation of materials for teaching a foreign language.
4. Assistance in the language training of Japanese teachers of foreign language, etc.
5. Assistance in the instruction of foreign language clubs.
6. Provision of information on language and other related subjects for people such as Teachers’ Consultants and Japanese teachers of foreign language (e.g. word usage, pronunciation, etc.).
7. Assistance in foreign language speech contests.
8. Engagement in local international exchange activities.
9. Other duties as specified by the Contracting Organisation.
Criteria

ALT Eligibility Criteria

Applicants to the position of ALT must:

1) Be interested in Japan, and be willing to deepen their knowledge of Japan and participate in international exchange activities within the community after their arrival.

2) Be both mentally and physically healthy.

3) Have the ability to adapt to life and work in Japan.

4) Obey all Japanese laws.

5) Applicants with a suspended jail term must have finished their period of probation by the time they submit their application form.

6) Be a citizen (not just a permanent resident) of the country where the recruitment and selection procedures take place. (Those who possess dual citizenship with Japan must renounce their Japanese citizenship before the date for submission of the JET Programme Reply Form.) Applicants who have dual citizenship with countries other than Japan may only apply in ONE country.

7) In principle, be forty (40) years of age or less (as of April 1st, 2010). One of the main purposes of the Programme is to foster exchange between Japanese youth and young professionals from the countries participating in the Programme.

8) Have excellent pronunciation, rhythm, intonation and voice projection skills in the designated language (See Note 1), in addition to other standard language skills. Have good writing skills and grammar usage.

9) Not have participated in the JET Programme since 2007. Also, not have been a participant on the Programme for more than a total of 5 years (See Note 2).

10) Not have declined a position on the JET Programme after receiving notification of placement in the last JET Programme year. However, exceptions to this rule may be made in cases where it is determined that the participant had a valid, unavoidable reason for withdrawing.

11) Not have lived in Japan for 6 or more years in total since 2000 (See Note 2).

12) In the case of entry into Japan for participation on the JET Programme, agree to reside in Japan under the status of residence stipulated in Article 2-2 of the Immigration Control and Refugee Recognition Act.

13) Be interested in the Japanese educational system and particularly in the Japanese way of teaching foreign languages.

14) Be interested in actively working with students.

15) Hold at least a Bachelor’s degree or obtain one by the departure date of Group A participants (See Note 3); or hold a qualification of 3 years or more in a training course in teaching at elementary or secondary schools or be able to obtain such qualifications by the departure date of Group A participants.

16) Be qualified as a language teacher or be strongly motivated to take part in the teaching of foreign languages (See Note 1).

In addition to the above, applicants from non-English speaking countries must:

17) Have a functional command of the English or Japanese language.

Successful applicants are expected to study or continue studying the Japanese language prior to and after arriving in Japan.

Notes:
1. In the case of English speaking countries this is English, for France it is French, for Germany and Austria it is German, for China it is Chinese, for Korea it is Korean, and for other non-English speaking countries it is the principal language spoken in that country.
2. This criteria changes in 2010.
3. Each Japanese embassy and consulate conducting JET applications is assigned to either Group A or B. Arrival dates in Japan for 2010 are set as: Group A: July 25th, and Group B: August 1st.
CIR
Coordinator for International Relations

CIRs are placed in the offices of local authorities or related organisations and engage in internationalisation activities under the guidance of a Contracting Organisation.

<table>
<thead>
<tr>
<th>Japanese Title</th>
<th>国際交流員</th>
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</thead>
<tbody>
<tr>
<td>English Title</td>
<td>CIR: Coordinator for International Relations</td>
</tr>
<tr>
<td>Placement</td>
<td>Offices of local authorities or related organisations</td>
</tr>
</tbody>
</table>

**Duties**

1. Assistance in projects related to international activities carried out by the Contracting Organisation. Such activities may include: editing, translating and compiling pamphlets into a foreign language; assisting in planning, designing and implementing international exchange programmes including international economic exchange programmes; assisting in hosting official guests from abroad and interpreting at events for overseas visitors or for local foreign community residents.
2. Assistance in language instruction of employees of the Contracting Organisation and local residents.
3. Assistance in planning and participating in activities of local private groups or organisations engaging in international exchange.
4. Assistance in exchange activities (including school visits) related to local residents’ cross-cultural awareness and understanding, and support for foreign residents.
5. Other duties as specified by the Contracting Organisation.

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**Eligibility Criteria**

1. Be interested in Japan, and be willing to deepen their knowledge of Japan and participate in international exchange activities within the community after their arrival.
2. Be both mentally and physically healthy.
3. Have the ability to adapt to life and work in Japan.
4. Obey all Japanese laws.
5. Applicants with a suspended jail term must have finished their period of probation by the time they submit their application form.
6. Be a citizen (not just a permanent resident) of the country where the recruitment and selection procedures take place. (Those who possess dual citizenship with Japan must renounce their Japanese citizenship before the date for submission of the JET Programme Reply Form.) Applicants who have dual citizenship with countries other than Japan may only apply in ONE country.
7. In principle, be forty (40) years of age or less (as of April 1st, 2010). One of the main purposes of the Programme is to foster exchange between Japanese youth and young professionals from the countries participating in the Programme.
8. Have excellent pronunciation, rhythm, intonation and voice projection skills in the designated language (See Note 1), in addition to other standard language skills. Have good writing skills and grammar usage.
9. Not have participated in the JET Programme since 2007. Also, not have been a participant on the Programme for more than a total of 5 years (See Note 2).
10. Not have declined a position on the JET Programme after receiving notification of placement in the last JET Programme year. However, exceptions to this rule may be made in cases where it is determined that the participant had a valid, unavoidable reason for withdrawing.
11. Not have lived in Japan for 6 or more years in total since 2000 (See Note 2).
12. In the case of entry into Japan for participation on the JET Programme, agree to reside in Japan under the status of residence stipulated in Article 2-2 of the Immigration Control and Refugee Recognition Act.
13. Hold at least a Bachelor’s degree or obtain one by the departure date of Group A participants (See Note 3).
14. Have a functional command of the Japanese language. (Japanese language proficiency is necessary to function in a Japanese office environment.)
Participant Duties & Eligibility Criteria

CIRs are placed in the offices of local authorities or related organisations and engage in international activities under the guidance of a Contracting Organisation.

CIR Coordinator for International Relations

**Japanese Title**

**English Title**

**Placement**

**Duties**

1. Assistance in projects related to international activities carried out by the Contracting Organisation. Such activities may include: editing, translating and compiling pamphlets into a foreign language; assisting in planning, designing and implementing international exchange programmes including international economic exchange programmes; assisting in hosting official guests from abroad and interpreting at events for overseas visitors or for local foreign community residents.

2. Assistance in language instruction of employees of the Contracting Organisation and local residents.

3. Assistance in planning and participating in activities of local private groups or organisations engaging in international exchange.

4. Assistance in exchange activities (including school visits) related to local residents’ cross-cultural awareness and understanding, and support for foreign residents.

5. Other duties as specified by the Contracting Organisation.

**Eligibility Criteria**

Applicants to the position of CIR must:

1. Be interested in Japan, and be willing to deepen their knowledge of Japan and participate in international exchange activities within the community after their arrival.

2. Be both mentally and physically healthy.

3. Have the ability to adapt to life and work in Japan.

4. Obey all Japanese laws.

5. Applicants with a suspended jail term must have finished their period of probation by the time they submit their application form.

6. Be a citizen (not just a permanent resident) of the country where the recruitment and selection procedures take place. (Those who possess dual citizenship with Japan must renounce their Japanese citizenship before the date for submission of the JET Programme Reply Form.) Applicants who have dual citizenship with countries other than Japan may only apply in ONE country.

7. In principle, be forty (40) years of age or less (as of April 1st, 2010). One of the main purposes of the Programme is to foster exchange between Japanese youth and young professionals from the countries participating in the Programme.

8. Have excellent pronunciation, rhythm, intonation and voice projection skills in the designated language (See Note 1), in addition to other standard language skills. Have good writing skills and grammar usage.

9. Not have participated in the JET Programme since 2007. Also, not have been a participant on the Programme for more than a total of 5 years (See Note 2).

10. Not have declined a position on the JET Programme after receiving notification of placement in the last JET Programme year. However, exceptions to this rule may be made in cases where it is determined that the participant had a valid, unavoidable reason for withdrawing.

11. Not have lived in Japan for 6 or more years in total since 2000 (See Note 2).

12. In the case of entry into Japan for participation on the JET Programme, agree to reside in Japan under the status of residence stipulated in Article 2-2 of the Immigration Control and Refugee Recognition Act.

13. Hold at least a Bachelor’s degree or obtain one by the departure date of Group A participants (See Note 3).

14. Have a functional command of the Japanese language. (Japanese language proficiency is necessary to function in a Japanese office environment.)

**Notes:**

1. In the case of English speaking countries this is English, for France it is French, for Germany and Austria it is German, for China it is Chinese, for Korea it is Korean, and for other non-English speaking countries it is the principal language spoken in that country.

2. This criteria changes in 2010.

3. Each Japanese embassy and consulate conducting JET applications is assigned to either Group A or B. Arrival dates in Japan for 2010 are set as: Group A: July 25th, and Group B: August 1st.

Successful applicants are expected to study or continue studying the Japanese language prior to and after arriving in Japan.
In addition to the above, applicants from non-English speaking countries must:

**Participant Duties & Eligibility Criteria**

SEAs are placed in local authorities engaged in sports-related activities and are involved in internationalisation activities through the instruction of specific sports.

### SEA

**Sports Exchange Advisor**

SEAs are placed in local authorities engaged in sports-related activities and are involved in internationalisation activities through the instruction of specific sports.

<table>
<thead>
<tr>
<th><strong>Japanese Title</strong></th>
<th>スポーツ国際交流員</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Title</strong></td>
<td>SEA: Sports Exchange Advisor</td>
</tr>
<tr>
<td><strong>Placement</strong></td>
<td>Local authorities engaged in sports-related activities</td>
</tr>
</tbody>
</table>

#### Duties

1. Assistance with projects related to sports activities carried out by Contracting Organisations. Such activities may include: advising on planning, designing and implementing sports projects.
2. Assistance with the sports training of promising local athletes.
3. Assistance with the sports training of local residents and the Contracting Organisation's employees.
4. Assistance with and participation in sports activity planning conducted by local private groups or organisations engaging in sports events.
5. Other duties as specified by the Contracting Organisation.

Notes:

1. This criteria changes in 2010.
2. August 25th will be the arrival date to Japan for SEA participants in 2010.

Applicants to the position of SEA must:

1. Be interested in Japan, and be willing to deepen their knowledge of Japan and participate in international exchange activities within the community after their arrival.
2. Be both mentally and physically healthy.
3. Have the ability to adapt to living and office conditions in Japan.
4. Obey all Japanese laws.
5. Applicants with a suspended jail term must have finished their period of probation by the time they submit their application form.
6. Be a citizen (not just a permanent resident) of the country where the recruitment and selection procedures take place. (Those who possess dual citizenship with Japan must renounce their Japanese citizenship before the date for submission of the JET Programme Reply Form.) Applicants who have dual citizenship with countries other than Japan may only apply in ONE country.
7. In principle, be forty (40) years of age or less (as of April 1st, 2010). One of the main purposes of the Programme is to foster exchange between Japanese youth and young professionals from the countries participating in the Programme.
8. Excel in a certain sports field and be recommended by either the participating country's National Olympic Committee (NOC) or government organisation. Alternatively, the applicant should have equivalent abilities and recommendations. Furthermore, it is necessary to have a recognised and prestigious coaching certification/qualification from a vocational college or to have at least 3 years of coaching experience in one's specialised sports field.
9. Not have participated in the JET Programme since 2007. Also, not have been a participant on the Programme for more than a total of 5 years (See Note 1).
10. Not have declined a position on the JET Programme after receiving notification of placement in the last JET Programme year. However, exceptions to this rule may be made in cases where it is determined that the participant had a valid, unavoidable reason for withdrawing.
11. Not have lived in Japan for 6 or more years in total since 2000 (See Note 1).
12. In the case of entry into Japan for participation on the JET Programme, agree to reside in Japan under the status of residence stipulated in Article 2-2 of the Immigration Control and Refugee Recognition Act.
13. Have a functional command of the English or Japanese language.
Applicants to the position of SEA must:

1) Be interested in Japan, and be willing to deepen their knowledge of Japan and participate in international exchange activities within the community after their arrival.
2) Be both mentally and physically healthy.
3) Have the ability to adapt to living and office conditions in Japan.
4) Obey all Japanese laws.
5) Applicants with a suspended jail term must have finished their period of probation by the time they submit their application form.
6) Be a citizen (not just a permanent resident) of the country where the recruitment and selection procedures take place. (Those who possess dual citizenship with Japan must renounce their Japanese citizenship before the date for submission of the JET Programme Reply Form.) Applicants who have dual citizenship with countries other than Japan may only apply in ONE country.
7) In principle, be forty (40) years of age or less (as of April 1st, 2010). One of the main purposes of the Programme is to foster exchange between Japanese youth and young professionals from the countries participating in the Programme.
8) Excel in a certain sports field and be recommended by either the participating country’s National Olympic Committee (NOC) or government organisation. Alternatively, the applicant should have equivalent abilities and recommendations. Furthermore, it is necessary to have a recognised and prestigious coaching certification/qualification from a vocational college or to have at least 3 years of coaching experience in one’s specialised sports field.
9) Not have participated in the JET Programme since 2007. Also, not have been a participant on the Programme for more than a total of 5 years (See Note 1).
10) Not have declined a position on the JET Programme after receiving notification of placement in the last JET Programme year. However, exceptions to this rule may be made in cases where it is determined that the participant had a valid, unavoidable reason for withdrawing.
11) Not have lived in Japan for 6 or more years in total since 2000 (See Note 1).
12) In the case of entry into Japan for participation on the JET Programme, agree to reside in Japan under the status of residence stipulated in Article 2-2 of the Immigration Control and Refugee Recognition Act.
13) Have a functional command of the English or Japanese language.

Successful applicants are expected to study or continue studying the Japanese language prior to and after arriving in Japan.

Notes: 1. This criteria changes in 2010.
2. August 25th will be the arrival date to Japan for SEA participants in 2010.
The Role of the Three Ministries in the JET Programme

The JET Programme is implemented by local authorities in cooperation with the Ministry of Internal Affairs and Communications (MIC); the Ministry of Foreign Affairs (MOFA); the Ministry of Education, Culture, Sports, Science and Technology (MEXT) (hereafter the three ministries); and the Council of Local Authorities for International Relations (CLAIR). The role played by each ministry is outlined below.

The Ministry of Internal Affairs & Communications
Financial Resources and Acceptance Guidelines
The Ministry of Internal Affairs and Communications compiles assignment plans and, after consulting with the Joint Conference for International Relations (comprised of the three ministries and CLAIR), creates acceptance guidelines for each country stipulating acceptance numbers. It also allocates local taxes to cover Programme expenses such as each participants’ remuneration and travel expenses.

www.soumu.go.jp/english/

The Ministry of Foreign Affairs
Recruitment and Selection
The Ministry of Foreign Affairs recruits and selects participants through overseas embassies and consulates based on the acceptance guidelines for each country. Its placement decisions are confirmed by the Joint Conference for International Relations.

www.mofa.go.jp

The Ministry of Education, Culture, Sports, Science & Technology
Orientations, Seminars and Guidance for ALTs
The Ministry of Education, Culture, Sports, Science and Technology provides school education training and guidance to ALTs (Assistant Language Teachers).

www.mext.go.jp/english/index.htm

CLAIR’s Role in the JET Programme

To achieve the goals of the JET Programme, CLAIR facilitates communication between the three Ministries involved, determines participant placement with Contracting Organisations (local authorities), provides assistance and guidance to Contracting Organisations, offers counselling and training sessions for participants, and conducts JET Programme promotional activities overseas.

CLAIR’s Functions
CLAIR is involved in participant placement, post-arrival orientations, training, counselling, JET publications and other related matters.

CLAIR Membership - Financial Subsidies
The JET Programme is organised by a committee consisting of official (prefectural and designated city government) and special (municipal government) members. The Programme is funded by membership dues (financed by Contracting Organisations) as well as subsidies from the Japan Lottery Association.

Placement
CLAIR places participants in Contracting Organisations in accordance with the assignment plan and acceptance guidelines for participating countries.
Orientation and Conferences

CLAIR, in cooperation with local authorities and the Ministry of Internal Affairs and Communications; the Ministry of Foreign Affairs; and the Ministry of Education, Culture, Sports, Science and Technology, conducts the following conferences:

<table>
<thead>
<tr>
<th>Conference Name</th>
<th>Sponsor/Schedule</th>
<th>Objective/Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-Arrival Orientation</td>
<td>CLAIR; Ministry of Internal Affairs and Communications; Ministry of Foreign Affairs; Ministry of Education, Culture, Sports, Science and Technology (Early April, Late July &amp; August)</td>
<td>To provide JET Programme participants, immediately after their arrival, with essential knowledge and information that will be useful for living and working in Japan. Held for all new arrivals and those changing job types.</td>
</tr>
<tr>
<td>Mid-Year Seminar</td>
<td>CLAIR; Ministry of Internal Affairs and Communications; Ministry of Education, Culture, Sports, Science and Technology; Prefectural and Designated City governments (September - Late January)</td>
<td>To provide job-type knowledge, skills and information that will be useful to continue living and working in Japan throughout the contract term. Held for all participants.</td>
</tr>
<tr>
<td>Conference for Returning JETs</td>
<td>CLAIR; Ministry of Internal Affairs and Communications; Ministry of Foreign Affairs (Early March)</td>
<td>To provide participants completing their tenure on the Programme with essential information for the return home and help them develop a strategy for adjustment and employment through home country information, career-specific advice, etc. Open to 2nd to 5th year returnees who opt to participate in the conference.</td>
</tr>
</tbody>
</table>

NOTE: Conference schedule is subject to change.

Japanese Language Training

Courses are designed for participants to improve their Japanese language abilities and to assist in the promotion of the understanding of Japan upon returning home. CLAIR offers the following opportunities for participants to continually and systematically learn and practice Japanese:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>The JET Programme Japanese Language Course (Beginner/Intermediate/Advanced)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Type</td>
<td>Correspondence Course</td>
</tr>
<tr>
<td>Period</td>
<td>6 months</td>
</tr>
<tr>
<td>Content</td>
<td>Participants assess their own Japanese abilities and choose from the Beginner, Intermediate or Advanced Level Course. A textbook with listening materials and a monthly test is sent to course participants each month. This course focuses on Japanese communication methods for everyday life.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Course Name</th>
<th>The JET Programme Japanese Language Course (Translation/Interpretation)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Type</td>
<td>Correspondence Course and Training Seminar</td>
</tr>
<tr>
<td>Correspondence Course (6 months)</td>
<td>Participants receive a textbook with listening materials every month, and hand in a monthly test. The purpose of this course is to learn basic knowledge and methodology for translating and interpreting.</td>
</tr>
<tr>
<td>Training Seminar (5 days)</td>
<td>Participants attend a training seminar to learn basic translating and interpreting skills at JIAM (Japan Intercultural Academy of Municipalities) in Otsu City, Shiga Prefecture.</td>
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<table>
<thead>
<tr>
<th>Course Name</th>
<th>The JET Programme Japanese Language Course (Linguistics/Pedagogy)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Type</td>
<td>Correspondence Course and Training Seminar</td>
</tr>
<tr>
<td>Correspondence Course (6 months)</td>
<td>Participants receive a textbook with listening materials every month, and hand in monthly task booklets. The purpose of this course is to examine Japanese as a language from a linguistic point of view, as well as learning teaching methodology.</td>
</tr>
<tr>
<td>Training Seminar (5 days)</td>
<td>Participants attend a training seminar to learn the basic skills for teaching Japanese as a foreign language at JIAM (Japan Intercultural Academy of Municipalities) in Otsu City, Shiga Prefecture.</td>
</tr>
</tbody>
</table>

* For the 2 courses involving training seminars, you can only participate with the permission of your Contracting Organisation. Costs involved in the training seminars such as travel expenses and meals must be covered by the Contracting Organisation.
* There is also a qualifying exam in order to participate in these courses.
NOTE: Participants with poor submission rates in the previous year may not be eligible to participate in the following year’s course.
Counselling System
To help the JET Programme run smoothly, a counselling system has been set up to meet participants’ needs for consultation regarding personal or work-related issues.

Role of Contracting Organisations
The participant’s supervisor(s) and colleagues can resolve issues by being understanding in the work environment and by displaying a willingness to explain and discuss issues raised by participants.

Role of Host Prefectures/Designated Cities
In principle, there are at least two Prefectural Advisors (PA) working in each Host Prefecture or Designated City. PAs offer guidance and help to resolve problems on a local level. Issues can be raised by a Contracting Organisation or JET Programme participant in either Japanese or English. If deemed necessary, PAs can contact CLAIR or other related institutions for advice or assistance.

Role of CLAIR
There are eight Programme Coordinators (PC) working at CLAIR. Programme Coordinators are former JET Programme participants who have undergone basic counselling training by professional counsellors. In addition to corresponding with Prefectural Advisors, Programme Coordinators respond to direct inquiries from JET Programme participants as well. Direct Japanese inquiries from Contracting Organisations or Host Prefectures/Designated Cities are handled by the Japanese staff members of the JET Programme Management Department.

Self-Support Group Leaders
In order to develop the counselling system for non-native English speaking JET Programme participants, CLAIR has created the role of Self-Support Group Leader (SGL). Two SGLs are available from each language group to handle consultation and counselling-type calls. The target languages are Chinese, French, German, Korean, Portuguese, Russian and Spanish.

Ties with Mental Health Specialists
To strengthen its counselling system, CLAIR maintains ties with mental health specialists (the Counselling System Committee) who help deal with particularly difficult situations. CLAIR also conducts case studies and holds regular meetings with these professionals to improve the counselling system.

Special Committees
Special committees have been established to facilitate the smooth management of the JET Programme. These committees are comprised of representatives from related national government institutions, coordinators from local authorities and academic experts. The Special Steering Committee discusses plans relating to the implementation of the JET Programme. The Special Committee for Candidate Placement discusses guidelines and plans for placing participants with Contracting Organisations.

Support for Local Authorities
In order for the JET Programme to operate effectively, close cooperation with local authorities is essential. In addition to offering guidance to Contracting Organisation supervisors, CLAIR provides information through the internet, and its publications which include newsletters, manuals and training materials. CLAIR also holds meetings geared towards JET Programme supervisors in addition to providing support for seminars held on a local level by Host Prefectures/Designated Cities for Contracting Organisations and JET participants.
What is CLAIR?

The Council of Local Authorities for International Relations (CLAIR) was established in July 1988 as a joint organisation of local authorities to promote and provide support in response to the rising interest in grass-roots internationalisation in Japan.

CLAIR’s headquarters are located in Tokyo. With the objective of creating a complete overseas network, CLAIR has expanded overseas with offices in major cities around the world which include: New York and London (1989), Paris and Singapore (1990), Seoul (1993), Sydney (1994) and Beijing (1997).

CLAIR uses this network to gather and distribute information regarding grass-roots internationalisation and community revitalisation policies in foreign countries. CLAIR also strives to actively promote a greater understanding of Japan overseas by providing information to interested parties, focusing mainly on the Japanese system of local authorities and their fiscal and administrative structures.

In addition, CLAIR coordinates the implementation of the Japan Exchange and Teaching (JET) Programme, promotes international exchange of local government personnel, and strives to expand the scope of local initiatives in order to meet the needs of communities, such as local international exchange associations. Through support of international exchange activities such as sister cities and other formal affiliations, as well as grass-roots international cooperation activities, CLAIR wholeheartedly supports the ever diversifying internationalisation efforts of local authorities.
### Participant Data

#### Annual Change in Participant Numbers

| Year | USA | GBR | AUS | NZL | CAN | IRL | FRA | DEU | CHN | KOR | RUS | BRA | PER | PRT | ESP | ISR | ITA | MEX | ZAF | ARG | BEL | FIN | MNG | UKR | AUT |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2005 | 2,752 | 887 | 370 | 302 | 739 | 114 | 10 | 9 | 11 | 3 | 1 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 68 | 0 | 0 | 1 | 0 | 0 | 1 |
| 2006 | 2,759 | 699 | 340 | 254 | 655 | 112 | 10 | 7 | 11 | 3 | 1 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 78 | 0 | 0 | 2 | 0 | 0 | 2 |
| 2007 | 2,701 | 555 | 281 | 228 | 591 | 93 | 10 | 2 | 11 | 3 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 94 | 0 | 0 | 1 | 0 | 0 | 2 |
| 2008 | 2,571 | 428 | 249 | 194 | 498 | 76 | 9 | 2 | 10 | 3 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 99 | 0 | 0 | 1 | 0 | 0 | 1 |
| 2009 | 2,423 | 373 | 251 | 180 | 459 | 93 | 8 | 2 | 9 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 102 | 0 | 0 | 1 | 1 | 0 | 1 |

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*as of July 1, 2009*
### 2009-2010 Participant Numbers by Host Prefecture/Designated City

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*as of July 1, 2009
Japanese Embassy & Consulate Information

AUSTRALIA
BRISBANE
Consulate General of Japan
Tel (07) 3221-5188 Fax (07) 3229-0878
www.brisbane.au.emb-japan.go.jp

CANBERRA
Embassy of Japan
Tel (02) 6273-2679 Fax (02) 6273-4332
www.au.emb-japan.go.jp

MELBOURNE
Consulate-General of Japan
Japan Information and Cultural Centre
Tel (03) 9639-3277 Fax (03) 9639-3829
www.melbourne.au.emb-japan.go.jp

PERTH
Consulate General of Japan
Tel (08) 9480-1800 Fax (08) 9321-2030
www.perth.au.emb-japan.go.jp

SYDNEY
Consulate General of Japan
Tel (02) 9231-3455 Fax (02) 9221-8807
www.sydney.au.emb-japan.go.jp

CANADA
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