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| **監理団体/実習実施者発行**Issued by the Supervising / Implementing Organization**技能実習修了証明書**Certificate of the Technical Intern Training Program Completion**技能実習生氏名**  　　　　　　　　　　　　　　　 **国籍** **Technical Intern Trainee’s Name**  　　　　　　　　　　　**Nationality**  上記の者は、日本国において、当監理団体・実習実施者のもと下記のとおり技能実習を修了しましたことを証明します。This is to certify that the above person has completed the technical intern training program under the supervision of our Supervising / Implementing Organization in Japan as described below. 年(Year) 月(Month) 日(Day)1. **技能実習内容 Technical Intern Training Content**

|  |  |  |  |
| --- | --- | --- | --- |
| 職種Type of occupation | 宿泊職種Accommodation | 作業Selective work | 接客・衛生管理作業Hospitality/sanitation management |

1. **技能実習期間 Technical Intern Training Period**

 年(Year) 月(Month) 日(Day) ～ 年(Year) 月(Month) 日(Day)1. **技能実習に関し合格した試験 Tests Related to Technical Intern Training Program Passed**

|  |  |
| --- | --- |
| 試験名Test title | 合　格　級Level passed |
| 技能検定National Trade Skill Test・技能実習評価試験Technical Intern Training Evaluation Test |  | 基礎級　・　初級Basic level / Elementary level |
|  | 3級・専門級（学科合格）Level 3 / Professional level (theoretical subjects passed) |
|  | 3級・専門級（実技合格）Level 3 / Professional level (practice exams passed) |
|  | 2級・上級（学科合格）Level 2 / Advanced level (theoretical subjects passed) |
|  | 2級・上級（実技合格）Level 2 / Advanced level (practice exams passed) |
| 上記試験以外に定めた技能実習到達目標の内容と到達結果や日本語能力試験・検定の受験結果等Content and results of the attainment objectives that are defined other than the exams described above, the result of the Japanese-Language Proficiency Test / Japanese Language Examination, etc. | （自由記述 Free description） |

**監理団体Supervising Organization**(法務省・厚生労働省許可番号) (Permission Number by Ministry of Justice of Japan and Ministry of Health, Labour and Welfare of Japan)  (名称) (担当者)　 (Name) (Person in charge) 　  　 印 　 Seal**実習実施者Implementing Organization**(名称) (技能実習指導員)　 (Name) (Technical intern training instructor)　  　 印 　 Seal |

**法務省及び厚生労働省が定める様式**

Format authorized by Ministry of Justice of Japan and Ministry of Health, Labour and Welfare of Japan

1. **業務(技能実習)遂行のための基本的能力 Basic Abilities for Carrying out Operations (Technical Intern Training)**

別添

Attachment

Ａ：常にできている A: Always ready　　Ｂ：大体できている B: Almost ready　　Ｃ：評価しない C: Not evaluated

|  |  |  |
| --- | --- | --- |
| 能力ユニットAbility unit | 実習実施者評価Evaluation by the Implementing Organization | 業務（技能実習）遂行のための基準Standards for Carrying out Operations (Technical Intern Training) |
| Ａ | Ｂ | Ｃ |
| 業務（技能実習）への意識と取組みAwareness and Effort for Carrying out works (Technical Intern Training) |  |  |  | 技能実習に対する自身の目的意識や思いを持って取り組んでいる。The person engaged in technical intern training having his/her own sense of purpose and thoughts. |
| 責任感Sense of Responsibility |  |  |  | 指示を受けた技能実習を途中で投げ出さずに、最後までやり遂げている。The person completed the course without giving up on the technical intern training tasks instructed. |
| マナーとコミュニケーションManners and Communication |  |  |  | 職場において、技能実習にふさわしい身だしなみを保っている。The person dressed properly for technical intern training at the workplace. |
|  |  |  | 同僚や後輩と協調して円滑な関係を築いている。The person built a smooth relationship with his/her colleagues and juniors. |
|  |  |  | 技能実習指導員、生活指導員に対し、正確に報告・連絡・相談をしている。The person accurately made reports, contact, and had discussion with technical intern training instructors and daily life advisors. |
| チャレンジ意欲Motivation for Challenges |  |  |  | 仕事を効率的に進められるように、作業の工夫や改善に取り組んでいる。The person strived to improve or to be creative with work in order that works are efficiently executed. |
|  |  |  | 日本語能力検定受検等、日本語能力の向上に努めている。The person tried to enhance his/her Japanese language skill by taking the Japanese language proficiency test. |
| 安全衛生及び諸ルールの遵守Compliance with Various Health and Safety Rules |  |  |  | 職場の安全規程の内容を正しく理解し、技能実習を行っている。The person understood the proper safety regulations for the workplace while working during the technical intern training program. |
|  |  |  | 作業場の整理整頓する等、危険を誘発する要因の除去に努めている。The person strived to remove any factors that could cause damages such as by organizing the workplace. |

**２．経験した業務に関する能力 Ability regarding Operations Experienced**

Ａ：目標水準を十分に上回った Ｂ：目標水準に達した Ｃ：目標水準に達しなかった

A: Well exceeded the target level B: Reached the target level C: Failed to reach the target level

|  |  |  |
| --- | --- | --- |
| 必須業務・関連業務別By compulsory/related works | 実習実施者評価Evaluation by the Implementing Organization | 内容Content |
| Ａ | Ｂ | Ｃ |
| 必須業務Compulsory works |  |  |  | チェックイン・チェックアウト作業補助Check-in/check-out assistance |
|  |  |  | 利用客の送迎作業Welcome and farewell for guests |
|  |  |  | 料飲提供作業Food and beverage service |
|  |  |  | 滞在中の接客作業Hospitality during stay |
|  |  |  | 利用客の安全確保と衛生管理Ensuring guests safety and sanitary management |
| 関連業務Related works(注)技能実習生が経験した業務のみを評価(Note) Evaluate only operations that technical intern trainees have experienced |  |  |  | 客室の清掃・整備作業Cleaning and maintenance of guest rooms |
|  |  |  | 玄関周辺の接客作業Customer service around the entrance |
|  |  |  | 客室への案内作業Guidance work to guest room |

**用語解説 Glossary**

■上記２． Above 2.

- 必須業務Compulsory works

技能等を修得するために必ず行わなければならない業務

Works that are required to master skills, etc.

- 関連業務Related works

必須業務に携わる労働者が、当該職種・作業の生産工程において行う可能性のある業務のうち、必須業務には含まれないが、その業務が必須業務の技能等の向上に直接又は間接的に寄与する業務

Out of works that could be implemented by technical intern trainee engaging in the compulsory works during the production process of the relevant job category and jobs, those works that are not required but that contribute directly/indirectly to enhance skills of the compulsory works