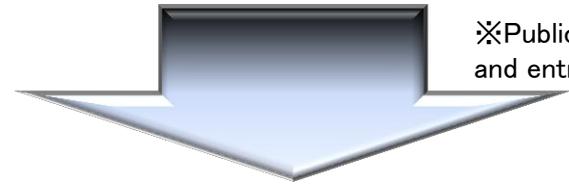


2 Vocational Training

Implementing body and role of public vocational training, involvement with regional labour bureau

Role of state (MHLW)

- Financial support (subsidy to JEED/prefectures)
- Organizing Prefectural HRD Implementation Plan
- Producing Vocational Training Implementation Plan
- Management of entrusted trainings



※Public HRD facilities established by state and entrusted training from state

〔Collaboration between Labour Bureau and Prefectural Government〕

- Providing information to prefecture about (1) what kind of training courses should be conducted from view points of trend of job offering & job seekers, status of applicants of VT, status of employment), (2) training needs in industry
- Requesting prefecture to implement entrusted training flexibly in case of large bankruptcy
- Coordinating to provide necessary number of training courses

〔Implementing body (which produces VT Plan) 〕

Japan Organization for Employment of the Elderly, Persons with Disabilities and Job Seekers (JEED)
(in-house training)
Polytechnic Universities/Colleges
Polytechnic Centers

Prefectures (in-house training)
Polytechnic Schools
Polytechnic Colleges

Prefectures (Entrusted training)
Entrust to private sector from public HRD facility

Subsidy from state to JEED

Subsidy from state
Subsidy for facility (half amount)

Prefectural budget

Budget from state (full amount)

Prefectural HRD Implementation Plan (Prefecture produces the Plan inclusive training conducted by JEED)
* Training for unemployed workers, employed workers, new graduate and persons with disabilities

Public Human Resources Development Training Overview

The State and individual prefectures provide **public human resources development training to individuals seeking re-employment, working adults, and recent graduates.**

* Responsibilities of the State and prefectures: The State and prefectures shall endeavor “to provide training for workers who intend to change their jobs and for the development and improvement of their vocational abilities,” especially to those who need special assistance, and to provide vocational training to the employers and employers’ organizations if necessary.” (Source: Human Resource Development Promotion Act, Article 4, Paragraph 2)

Training for individuals seeking re-employment

- (1) Target: Job seekers registered at Hello Work (Public employment security office) (Free/ Textbooks not included.)
- (2) Training period: Approx. 3 months to 1 year
- (3) Major examples of training programs (by the Japan Organization for Employment of the Elderly, Persons with Disabilities, and Job Seekers: JEED)
 - In-house training
 - Department of Metal Processing
 - Department of Electric Installation, etc.
 - Training outsourced by prefectures
 - Department of Nursing Care Services,
 - Department of Information Processing, etc.



Training for employed workers

- (1) Target: Workers (to be paid)
- (2) Training period: Approx. 2 to 5 days
- (3) Examples of Major training programs (by JEED)
 - NC lathe technique
 - Manufacturing techniques for home-use electrical appliances
 - Design techniques for barrier-free houses, etc.



Training for graduates from school

- (1) Target: High school graduates (to be paid)
- (2) Training period: 1 or 2 years
- (3) Examples of major training programs (by JEED)
 - [Specialized Programs]
 - Department of Production Engineering,
 - Department of Electronic and Information Technology, Department of Control Technology, etc.
 - [Advanced Programs]
 - Department of Production Machinery System Technology, Department of Advanced Architectural Technology for Construction, etc.

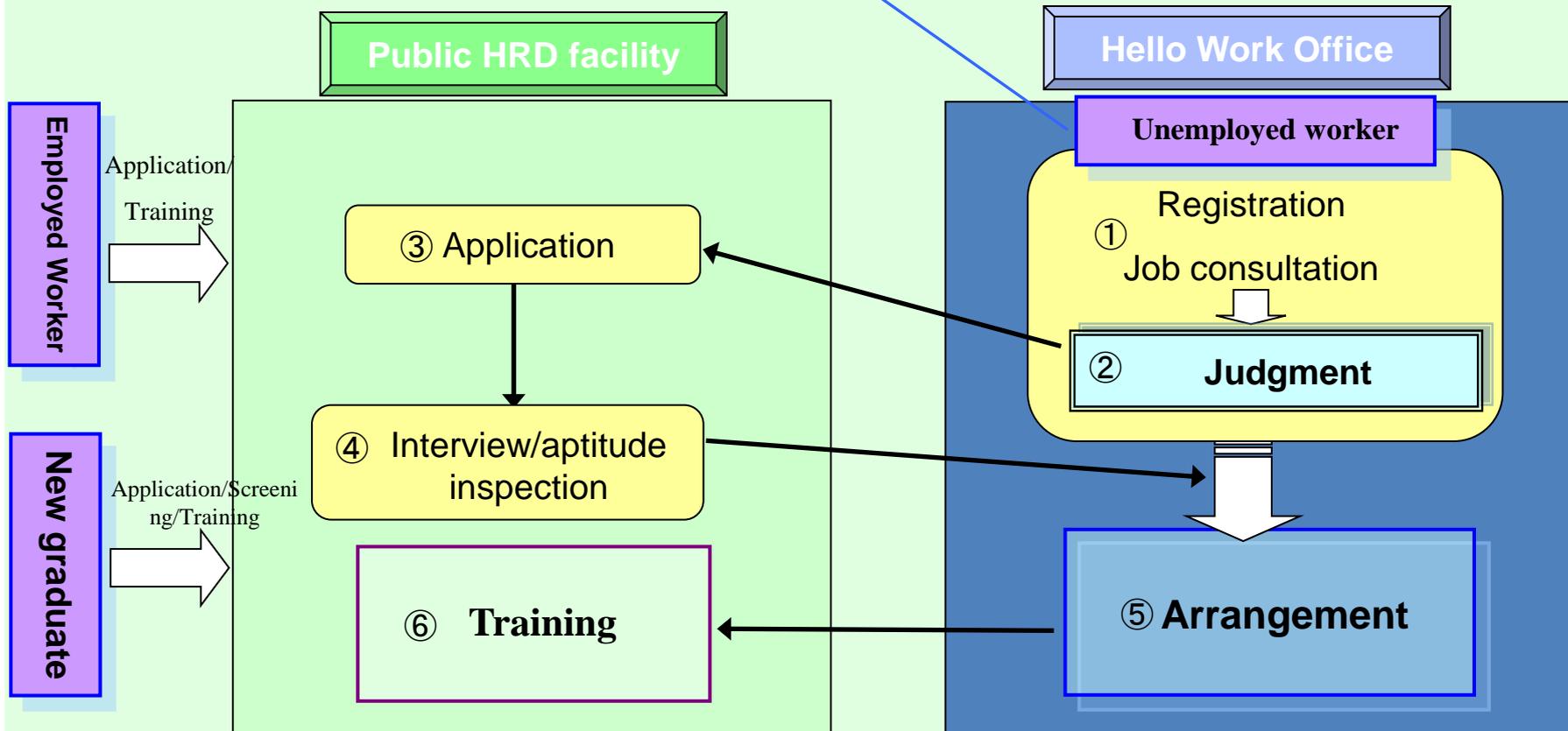


Flow of taking vocational training

Training for unemployed workers, its object is for job seekers who register in Hello Work Offices (Public Employment Security Offices) and providing them **necessary training to realize reemployment** through consultation.

(*Applicants for employed worker training & new graduate training can apply to Public HRD facilities directly)

Director of Hello Work Office instructs job seeker to take unemployed worker training when the director judges (1) it is **essential to take training for finding job** and (2) job seeker **has necessary ability to take training**.



Public Human Resources Development Facilities

Public human resources development facilities include Polytechnic Schools, Polytechnic Colleges, Polytechnic Universities, Polytechnic Centers, and Polytechnic Schools for Persons with Disabilities. Polytechnic Universities are operated by JEED as organizations for the cultivation and re-training of instructors for vocational training.

Facilities	Major Vocational Training	Operator	Number of Facilities (Ad of April 2013)
Polytechnic Schools	<ul style="list-style-type: none"> Providing vocational training for junior high school & high school graduates, job seekers, and employees. 	Prefectures	156
		Cities, Towns, Villages	1
Polytechnic Colleges	<ul style="list-style-type: none"> Providing advanced vocational training to high school graduates (specialized programs) 	JEED*1	1
		Prefectures	13
Polytechnic Universities	<ul style="list-style-type: none"> Providing advanced vocational training for high school graduates (specialized programs) Providing specialized and advanced vocational training for individuals who complete specialized programs. (advanced programs) 	JEED	10
Polytechnic Centers	<ul style="list-style-type: none"> Providing short-term vocational training for job seekers and employees. 	JEED	61
Polytechnic Schools for Persons with Disabilities	<ul style="list-style-type: none"> Providing vocational training in accordance with the abilities and aptitude of individuals with disabilities. 	State*2	13
		Prefectures	6

(For reference)

Polytechnic Universities	<ul style="list-style-type: none"> Cultivating vocational training instructors, developing vocational abilities, and providing comprehensive and advanced vocational training. 	JEED	1
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*1 JEED: the Japan Organization for Employment of the Elderly, Persons with Disabilities and Job Seekers.

*2 Polytechnic Schools for Persons with Disabilities established by the State are operated by JEED (2 facilities) and prefectures (11 facilities).

Outline of the training for unemployed workers (Training within the institution)

- The government has implemented the trainings across the country, needed for the unemployed workers to acquire the necessary skills and knowledge to get re-employed, which has assured them of the training opportunity, functioning as safety-net of employment.
- Prefectures has also implemented the vocational trainings, depending on the regional circumstances, from the viewpoint of the services for the local residents

JEED (Japan Organization for Employment of the Elderly, Persons with Disabilities and Job Seekers)

Prefectures

▪ **Target : Unemployed workers (Job-Seekers at Hello Works (job placement centers))**

▪ **Training Period : 6 Months (Standard)**

Finish Images (Training goals) are set every 3 month to cope with expansion of the employment range and diversification of jobs, in order to be more qualified for re-employment.
(The two job-related finish images are set in 6 months)

Trainings with focus on manufacturing field has been conducted.

Examples of major training courses

- Technical Operation Course
- Metalworking Course
- Electric Equipment Course
- Control Technology Course
- Housing Reform Technique Course



Skills Training of NC Machine Tool

▪ **Training Period : 6 months~1 Year (Standard)**

Trainings in consideration of the regional circumstances have been conducted

Examples of major training courses

- Welding Technique Course
- Plasterer Course
- Architectural Course
- Automobile Maintenance Course
- Landscape Gardening Course

Result for FY2012	Total		JEED		Prefectures	
	Number of trainees (person)	Employment	Number of trainees (person)	Employment	Number of trainees (person)	Employment
Training for unemployed workers(Indoor Training)	41,228	80.8%	30,322	84.9%	11,906	71.9%

※ Number of trainees (persons) included the carried-over.

Outline of the Training for unemployed workers (Outsourced Training)

1. Outline

Besides the trainings mainly on the manufacturing, which are conducted inside the public vocational training facilities by the government and prefectures, the outsourcing has been practiced by utilizing the private educational training institutions like the advanced vocational schools to cope flexibly with variety of the personnel needs.

2. Content of Training

Contractor	Advanced vocational school, Miscellaneous schools, Universities /Graduate Schools, NPO, Employers, Employers' Association
Actor	Prefectures (in charge of HRD)
Target trainees	Unemployed workers (Job Applicants at the Hello Work) [School Fees: Free]
Training Course	Nursing Care Service Course, Information Processing , etc
Training Period	3 month (Standard) (principally more than 100 hours per month)



Result for FY 2011	Total		JEED		Prefectures	
	Number of trainees (person)	Employment	Number of trainees (person)	Employment	Number of trainees (person)	Employment
Training for the unemployed (Contracted Training)	106,473	66.8%	2,742	65.4%	103,731	66.8%

※ Number of trainees (persons) included the carried-over.

Outline of Trainings for the Employed Workers

- Government has implemented the vocational trainings to acquire the skills and knowledge of high level of manufacturing fields that are difficult for the prefectures and the private educational training institutions to provide.
- Prefectures implement the basic trainings, coping with the needs of the local companies and local industries

JEED

Prefectures

• Training Term : About 2~5 days

Content of the training

- High level manufacturing training targeted for the employees who play core roles, mainly at companies, to acquire professional knowledge and skills/techniques necessary for creating the high-added value in the service and quality, and improvement and effectiveness of the tasks, to cope with diversification and sophistication of the jobs

(Trainings dealing with new techniques)

“New trend of Metal surface hardening”

(Trainings on Improvement and Reform in the production process)

“Investigating cause of troubles and improving Hydraulic Systems”

(Trainings dealing with the necessity for skills inheritance)

“Practical Shielded Metal Arc Welding (for nurturing leaders)”

(Trainings dealing with the environmental issues)

“Designing and constructing of the solar energy generating system”

Content of the training

- Fundamental training, taking the regional personnel needs into account, mainly for the beginners to acquire handling on the operations of machines and the equipments
- Trainings dealing with the regional current situation to develop human resources necessary for local industries

(Major Training Courses)

Machinery process Course, Machinery Designing Course, Architecture Course, IT Business Course, etc.

(Training Courses dealing with the regional current situation)

Sight-seeing Business Course, Making Ceramic wares, Fiber Engineering, Auto Mechanic, etc.

Number of trainees for FY 2011	Total	JEED	Prefectures
Training for employed workers	90,333	39,332	51,001

Outline of the trainings for the graduates

- Government has provided the long-term course trainings (for two years for the high-school graduates) to acquire the high level professional and applicable skills and knowledge necessary for work.
- Prefectures have also provided the long-term trainings of 1~2 years for high school graduates and 2years for junior high school graduates to acquire the basic techniques and knowledge needed for work.

	General Course (Training for 1 2 years for junior high or high school graduate)	Professional Course (Two-year training for high school graduates)	Advanced Course (Two –year training for the graduates of the professional course)
Facilities	Vocational Skills Development Center	Polytechnic University Polytechnic Junior College etc.	Polytechnic University etc.
Purpose	To instruct the various skills and knowledge needed for the regional industry to cope with the regional circumstances	To develop practical skilled workers with high level knowledge and skills to cope with the technical innovation for the purpose of developing high level human resources in the manufacturing field	To nurture personnel to acquire the high level skills/technique and the ability to plan and develop , with the aim of becoming leaders in the production technical and production management divisions.
Training hours	More than 2,800 hours for junior-high school graduates (roughly more than 1,400 hours per year) 、 high school graduates(roughly more than 1,400 hours)	More than 2,800 hours (Roughly more than 1,400 hours per year)	More than 2,800 hours (Roughly more than 1,400 hours per year)
Courses	OA Clerical, Machinery Process , Auto mechanic, Wood Architecture etc.	Production Technique, Electronic Information Technique, Control Technique, etc.	Production Machinery system technique, Architectural work system technique, etc
Fees	Designated by Prefectures	390,000 yen (for 1 year : trainings by JEED) * Entrance Fee of 169,200 yen is separately needed.	390,000 yen (For 1year : trainings by JEED) * Entrance fee of 112,800 yen is separate-ly needed.

Number of trainees in FY2011	Total		JEED		Prefectures	
	Trainees (person)	Employment Rate	Trainees (person)	Employment Rate	Trainees (person)	Employment Rate
Trainings for Graduates	20,012	93.1%	6,353	98.1%	13,659	91.5%

Summary of the ability for disability person occupation development administration

Promotion of the ability for occupation development for the disability person

1 Establishment/management for Polytechnic Schools for PWD (19 schools)

- (1) National Polytechnic schools PWD (13 schools)
 - ① JEED (2 schools)
 - ② Prefecture (11 schools)
- (2) Prefectural Polytechnic Schools PWD (6 schools)

2 Promotion of intake to ordinary Polytechnic Schools

- Make use of public Polytechnic schools for PWD
The setting of the training course for intellectually-disabled people

3 The various contract training for terms of disability people

- Company, Social Welfare Corporation, NPO corporation, private sector education or training institution uses local contract and enforce a working training
- Target of training people (budget) FY 2013: 6,700 people
 - Training courses
 - Training by lecture
 - Practical training at company
 - Early training collaboration with special support school
 - Training for employed worker

4 Regional HRD programs for persons with disabilities

By utilizing resources of prefectures which are administrators of education and welfare, training for persons with disabilities shall be promoted effectively and efficiently.

5 Studies about disability people resource development

6 The national disability people skill tournament (Abilympic)

Overview of entrusted VT for PSDW

MHLW(Policy making, Allocation of budget, Advice & Guidance)

entrust

Prefectures(Polytechnic Schools)

Producing Implementation Plan, Budgeting, set up various entrusted training courses which meets local employment & PWD 's needs, Allocation of VT supporters (VT coordinator for PWD, VT coach for PWD)



Entrusted

< Entrusted to >

Entrusted VT institution

Enterprise

Social welfare corporation

NPO

Private VT institution

< Content of VT >

3 months, 100 hours/month, maximum 60,000 JPY/month

< Training course >

- ① Knowledge/skill training course ※applicable to dual system training for PWD
- ② Practicable skill training course (training at enterprise for practical HRD)
- ③ e-learning course (IT skill)
- ④ Early training course in special support education schools
- ⑤ Employed worker training



Special support schools

PSDW organizations

Welfare/medical/health institutions

Labour Bureau, Hello Work Office



Registration of Job Seeker

VT arrangement

VT completion

Employment

PWD

Job Consultation

Hello Work Office

Employment Placement

Enterprise

Support System for Job Seekers (Overview)

Purpose of Support System for Job Seekers

- For job seekers who are not covered by unemployment insurance,
 - To ensure opportunities to receive training,
 - To provide benefits during the training period under certain conditions, and
 - To provide careful employment support initiated by Hello Work to promote early employment.
- With requirements for appropriate training, strict attendance, and visits to Hello Work to facilitate the effectiveness of the system for employment.

Target

- Job seekers who are not covered by unemployment insurance and who are eager to receive assistance
- Specifically:
- Those for whom unemployment insurance has expired or who do not satisfy the requirements for receiving it
 - Those who are not covered by unemployment insurance
 - Those who are school graduates without work experience, self-employed individuals who have closed their businesses, etc.

Training

- The certification of training provided by private training organizations contributing to employment.
- The creation of regional vocational training plans based on growing fields and employment needs in the region, and the certification of training that meets such needs.
- The provision of financial incentives to training organizations in light of past employment results. (only for practical programs)

Benefits

- After job seekers satisfy certain requirements during the training, they receive benefits for undergoing the vocational training (¥100,000/ month + a set amount for transportation).
- Individuals found to have received the benefits fraudulently are required to reimburse the amount received and penalized (up to threefold the amount).

Employment support for training participants

- Hello Work takes the initiative in maintaining close cooperation with training organizations for assistance during as well as before and after the training.
- Hello Work creates individual support plans for each trainee and asks them to make periodical visits for support (using different personnel for each individual if necessary).

Results •Number of trainees : 98,543 (April, 2012 – March, 2013)

•Employment Rate : 79.7%(basic course), 78.0%(practical course)

(employment rate at three months follow-up of trainees who participated in training courses which was conducted after April 2012 and completed until March 2013.)

Job Seeker Support Training

1. Type of training

*Training period: 3-6 months

- **Basic course (to learn basic ability)** - Inter-industry and inter-occupational training
- **Practical course (package training to learn from basic to practical ability)** - Training in long-term care, IT, medical office work

2. Accreditation of training

- Accreditation by MHLW minister.

(if applications exceeds budget, higher employment rate achieved course will be accredited)

- To keep and to improve quality of job seekers support training, courses which do not fill employment rate will not be accredited. For this, following conditions are set up.

<conditions of training contents>

- Institution which has experience of conducting equivalent* training as job seeker training at three years before application (*equivalent in terms of training period and training hours)
- Instructor should have enough experience of conducting training in the field
- To evaluate monthly progress, to evaluate completion of training, to produce a job card with record of completion of training
- Employment rate is not remarkably bad

<condition of employment support>

- To allocate job supporting staff

3. Subsidy to training institution

- **Practical course: payment based on achievement**

Rate of employed trainee (becoming employment security insured)

Over 55% 70,000 JPY/person month

40% - 55% 60,000 JPY/person month

Below 40% 50,000JPY/person month

- **Basic course: Based on number of trainees**

60,000 JPY/person month

VT for unemployed workers

Public training (for unemployed worker)

○ Conducting VT on practical ability mainly for unemployment benefit recipients
(ex. A person who has certain working experience and basic ability)

<In house training>

○ Sate (JEED)

※ Mainly training in the field of manufacturing

Training course: control technology, technical operation, metalworking, etc.

Training period: 6 months regularly

○ Prefectures ※ Training which meets local needs

Training course: automobile maintenance, welding technique, landscape gardening, etc.

Training period: between 6 months and 1 year regularly

<Entrusted training> (Entrusted by prefecture)

▪ Entrusted to: private VT institutions

▪ Training course: Long-Term care service, information processing, etc.

▪ Training period: 3 months regularly (maximum 2 years)

Job Seeker Support Training

○ Training for a person who is not qualified to receive unemployment benefit
(Ex. Non-regular worker, person who has no working experience), which brings
ability from basic to practical (training period: between 3 and 6 months)

※ Set up a training course focused on only basic ability which is applicable to trainee's various situation

○ Implementing organization: Private education/VT institutions
(respective courses are accredited by MHLW minister)

○ Providing training benefit to trainee during training period who meets the
requirements such as income, property, etc.

▪ 100,000 JPY monthly and travel allowance

▪ Loan if any (50,000 JPY monthly, 100,000 JPY if he/she has a spouse)

Outline of Accredited Vocational Training

1 Accreditation of Vocational Training

Trainings conducted by employers which meet standards such as subject, training period, facility and etc can apply to governor for accreditation of training. (Human Resources Development Promotion Act. Article 13 and 24)

2 Advantage of accreditation

- Subsidy to partial training cost from state or prefecture when SME conducts accredited training
- Advantage in national trade skill test or vocational training instructor examination for trainee who completed accredited training

3 Number of accredited training institutes

1,143 institutes managed by individual employer or employers' group

4 Feature of Accredited VT

- Architecture, metal/machine processing, information processing, Japanese dressmaking, dressmaking, cooking, etc.
- Number of trainees: about 240 thousand
- Majority is managed by SMEs group

Item		Provided to	Conditions	Provider and ratio (max)
Subsidy for accredited VT	Management cost	SMEs, SME organizations, VT corporations, etc.	Management cost for accredited VT	State 1/3 Prefecture 1/3
	Facility & equipment cost	Prefecture, municipality, SME, organization, VT corporations, etc.	Facility and equipment cost for accredited VT	Prefectural institute State 1/3 Municipality, VT corporations, etc. State 1/3 Prefecture 1/3

Guideline for Vocational Training Service at Private Educational Training Institutions

Background of drawing-up of the Guideline

▪ A role of the private educational training institutions to play as a core actor of outsourcing trainings and job-seekers' support trainings has largely increased. The quality assurance and improvement of the vocational training services by the private educational training institutions are the urgent issues to tackle with.

○ International Standard Organization (ISO) has issued "ISO29990"(Learning service for informal education and training —Fundamental Requirements for Servicing Organization) in September, 2010.

➔ MHLW drew up "the Guideline for Vocational Training Service at Private Educational Training Institutions" in Dec.,2011.

Content of the Guideline

- Detailed explanation on the matters to tackle with is given by the private educational training institutions to improve the quality of vocational services.
- Tools utilized in tackling with the quality assurance

1 . Quality Enhancement of Vocational Training Service

1. Clarification of Needs of the Vocational Training
2. Designing of the Vocational Training Service
3. Implementation of the Vocational Training Service
4. Monitoring of the Vocational Training Service
5. Evaluation of the Vocational Training Service

2 .Management at Private Educational Training Institutions

1. Establishment of the Management System
2. Strategy and Planning of the Project
3. Sharing the information on the Management System
4. Recording and filing of the documents
5. Financial Management and Risk Management
6. Personnel Management/Management of Human Resources and Material Resources
7. Reviewing and Improvement

Current Status and Future Direction

- Requesting the prefectures and the organizations concerned for announcement and dissemination, along with uploading on the MHLW HP and holding briefing sessions.
- Descriptions on the drawing-up , dissemination and promotion of the guideline are included in the 9th Vocational Ability Development Basic Program.
- Grasping the real situation on the recognition and utilization status of the guideline through the questionnaires targeting prefectures and private educational training institutions across the country.

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- Roughly half of those questioned replied “they don’t know” the guideline and majority of them requested for the seminars.
 - In the future, ① seminars and individual consultation and ② individual guidance will be implemented.