

# **5 Job Card System**

# Job Card System Overview

## ■ Background

- During the recent downturn in employment, non-regular employees including young adults working as part-timers unable to find employment as regular workers, females wishing to reenter the workforce after raising children, and single mothers
  - lack opportunities to build their vocational abilities, or
  - find it difficult to gain proper recognition for the quality of their work and vocational abilities even after accumulating work experience because they have worked as non-regular employees, a circumstance which also creates obstacles to securing employment as regular employees.
- In addition, it is necessary to promote a shift to more stable employment targeting a wide range of job seekers, etc. under the current severe employment situation.



## ■ Required measures

It is necessary to provide assistance to the above-described individuals to effect more stable employment, including regular employment, through career consulting, practical vocational training, the evaluation of ability after training, etc.



Shift to stable employment through three-step assistance **utilizing job cards**

### **Career Consulting**

Clarifying the purpose of and desire for employment through a review of previous work experience, certifications, and strong points to appeal to prospective employers



### **Practical vocational training**

Acquiring practical abilities required by companies through vocational training combining OJT and Off-JT.



### **Evaluation of ability after the training**

Clarification of vocational abilities through objective evaluation by companies or training organizations that can be used to appeal to prospective employers.



**Employment**

# Details of Job-Card System

## Purpose of the System

Job-Card system is for the purpose of promoting the transition to the stable employment through the promotion of matching between the job-seekers and the companies, and of acquisition of the practical vocational abilities by promoting :

- ① Implementation of Career Consulting utilizing the job-card by career consultants with knowledge to certain extent
- ② Provision of the opportunities to attend the practical vocational training (Vocational Ability Formation Program), including the one combining the OJT with the class lectures at the educational training institutions , etc.
- ③ Utilization in the job-seeking activities of the Job Card, in which the information of the vocational ability evaluation after the training is gathered other than the history of job experiences that is overhauled through the career consulting using the Job-Card.

### Provision of Career Consulting

**Issuance of the Job Card with description of the job experiences**  
The number of issuance: 830 thousand (as of Feb. 2013)

Job-Card

Utilization of Personal History Sheet, Job Experience Sheet, Career Sheet

**Job Applicants**

Overhaul the job experiences, personal history and training experiences

Clarification of the vocational awareness and challenging issues in shaping the careers



“Based on my job experiences so far, I have become able to explain my strong points.” I have become able to explain my feasible job requests.

**student**

(Universities, etc.)

Using the job card for students

Overhaul the study history and the experiences in internship and part time jobs, etc.

Nurturing the career awareness and clarifying the vocational awareness

### Provision of Vocational Training

Practical Vocational Training combining OJT and Off-JT

- Employed type Training  
Companies employ the young who have not hired as a regular employee to train them.
  - Fixed-term training
  - Practical human resources development system
  - Challenge Grant for the young
- Japanese-style Dual System  
Prefectures outsource the training to the private educational training institutions

- Public Vocational Training (training for the displaced workers and those for newly graduates)  
Targeted mainly for the insured of the employment insurance
- Training for supporting the job-seekers  
Targeted for the unemployed who cannot receive the unemployment premium

### Evaluation of Vocational Ability

**Issuance of the Job Card with description of the evaluation for the completed trainees**  
The number of issuance: 360 thousand (as of Feb. 2013)

Completed trainees

Job-card,  
Using the evaluation sheet

(Training implementing companies or those institutions  
Vocational ability evaluation is done after the training, which evaluation result is described in the job card



“Writing a Job Card clarifies what skill is lacking.” “Even if I could not be employed by the training company, I feel confident that it will be utilized in my job-seeking activities as one of my training accomplishments.”

Employed at the trained company

Employed at the other company

Get employed without having trained

# Promotion of the Job-Card System

## Budget for FY2013

Promoting the smooth employment for the trainees who get the job-card through the promotion of utilization of the job-card at the public vocational training or at the training supporting for the job-seekers, exploration of the “companies which support the dissemination of the job-card” by utilizing it as application references in the job interviews, and collection and dissemination of the good case examples utilizing the job-card for students.

### 1 Promotion of the training combining the OJT and classroom lectures

- Support for the employers who implement the training
  - ① Subsidy for upgrading careers 900 million yen
  - ② HRD Support Program for revitalization of Japan 30 billion yen(※1)
  - ③ Subsidy for promoting career formation 2.8 billion yen

### 2 Promotion of dissemination of the Job-Card System

- (1) Promotion of the dissemination of the Job-card by setting up the job-Card Centers and the like. 1.73 billion yen
  - ※ Regional Job-Card Centers : 47 centers, Support Centers : 58 centers
- (2) Promotion of the smooth employment for the new-graduates at the Small- and Medium-sized companies, utilizing the job-Card for Students 10 million yen
- (3) Nurturing the registered career consultants responsible for issuance of the job-card 0.1 billion yen

### 【 Supplementary Budget for FY 2012】

Grant for supporting the HRD and stable employment for the young (The Youth Challenge Grant) 72.8 billion yen (※2)

※1 Described is the whole size of the business (Inseparable solely into the grant for the fixed-term apprentice type training)  
(Grant for supporting the nurturing the non-regular workers)

※2 The size of business is described.

# Subsidy for Upgrading Careers

- Subsidy comprehensively supporting for the employers, who implement the programs to promote upgrading of careers for the so-called non-regular workers (※) like the fixed-term, part-time and dispatched workers.
  - (※) Including the indefinite-term contract workers other than regular workers
- Realizing the productivity improvement in the company through the enhancement in the morale and capabilities of the workers, and securement and stable employment of the capable workers.

**【In applying for this subsidy】**

“The managerial personnel in career-upgrade” must be deployed at every business establishment and “the career upgrading schedule” must be drawn up in accordance with the “Guidelines concerning Career Upgrading of the fixed term workers. (※) “Fixed-term workers” include the part-time and dispatched workers: the same applies hereafter.

**【 Menu of Subsidies 】**

Content of the Subsidies		Subsidized Amount Amount ( ) is applied to the major companies (Part-time regular workers are employed by a major company)
Regular Employment /Conversion to the regular employment (Note 1)	Subsidy is provided in case that an employer converts a fixed-term employee to a regular employee or an indefinite-term employee to a regular employee. (*) In case of converting to indefinite-term employment, the basic wage must be raised by more than 5%.	Fixed →Regular : 400 thousand yen per worker (300 thousand yen) Fixed→Indefinite : 200 thousand yen per worker (150 thousand yen) Indefinite→Regular : 200 thousand yen per worker (150 thousand yen) ※In case that the target worker is a mother of a single-mother household or a father of a single-father household, 100 thousand yen or 50 thousand yen is added to the above amount per worker.
Human Resources Development (Note 2)	Subsidy is provided in case that an employer provides the followings to the fixed-term employees : • General vocational training (Off-JT) or • Fixed term on-the-job training (3-6 month period vocational training combining Off-JT and OJT using a job-card)	Off-JT 《per worker》 Wage subsidy : 800 yen/hour (500 yen) Expense subsidy : 200 thousand yen at the maximum (150 thousand yen) OJT 《per worker》 Subsidy in implementation : 700 yen/hour (700 yen)

To be continued

<b>Improvement in working conditions</b>	Subsidy is provided in case that on preparing the table on the basic wage of all fixed-term employees, the wage is revised to increase by more than 3%.	Ten thousand yen per worker (7.5 thousand yen) ※ In case of utilizing “evaluation on duty”, 100 thousand yen (75 thousand yen) per employer is added
<b>Health Care</b>	Subsidy is provided in case that the physical checkup for the fixed-term employees is regulated and more than 4 of them get checked.	400 thousand yen per business entity (300 thousand yen)
<b>Part-time regular employee</b>	Subsidy is given in case that transition to a part-time regular employee from a fixed-term employee or a full-time regular employee, or a part-time regular employee is newly hired	200 thousand yen per worker (150 thousand yen) ※In case that the target worker is a mother of a single-mother household or a father of a single-father household, 100 thousand yen is added to the above amount
<b>Increase of the working hours for the part-time workers</b>	Subsidy is given in case that weekly working hours of 25 or less than 25 hours increase to over 30 hours	100 thousand yen per worker (75 thousand yen)

(Note1) As for dispatched workers, it is applied in case of being directly employed by the dispatched workplace. As for conversion to the indefinite term employment, it applied, limited only to the fixed-term workers with total employment period within 3 years.

(Note 2) In case of the priority areas, the subsidy for the expense is limited up to the amount of 300 thousand yen(200 thousand yen) through the Japan Revitalization HRD Support Program. (implemented in Jan., 2013)

※Integrating and abolishing the subsidies for promotion of the equal treatment/regular employment and for promotion of Career formation (part), Special subsidy for stabilization of the employment for the dispatched workers, menus are renewed and those subsidies are established as a new subsidy system.

# Employment promotion by Job Card System



**Hello Work Office**

**Career Consulting**

- Organizing vocational ability and objective of working
- Producing self-appeal in job seeking activities

**Job Card**

Overview table, Employment record, Career Sheet

Finding job without training

**Vocational Ability Development Program**

VT at enterprises, schools, training institutes

**Employment type training**

- Enterprise employs anyone without regular worker experience
- Practical training + Lectures
- Working non-regular workers can join for their upgrade and regularization

**Commission type training (Japanese style dual system)**

- Commission to vocational colleges
- Practical training in enterprise+ Lectures

**Support training for job seekers**

- Non unemployment benefit recipient
- Acquiring basic ability or practical ability

**Public VT (in facility/commissioned)**

- Mainly for unemployment benefit recipient

Enterprise evaluate ability

VT institute evaluates ability

**Job Card**

Evaluation Sheet

Regular employment at training conducting enterprise

Employment

Support by Hello Work Office

# Vocational Training utilizing Job Cards

	Employment Type Training			Public Vocational Training			Job Seeker Support Training
	Fixed-Term on-the-job Training Program	Practical Human Resource development System	Challenging training for the youth	Training for individuals seeking re-employment		Training for Recent Graduates	
				Commission Type Training	In-facility Training		
Intended participants	<ul style="list-style-type: none"> <li>• Anyone with little or no experience of being a regular worker</li> <li>• Non-regular workers in the enterprises</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals between 15 and 44 years of age</li> <li>• Non-regular workers in the enterprises only shifting to regular workers.</li> </ul>	<ul style="list-style-type: none"> <li>• Non-regular workers below 35 years of age</li> <li>• Non-regular workers in the enterprises</li> </ul>	Job seekers who register to Hello Work Office	Job seekers who register to Hello Work Office	High school graduates, etc.	Individuals who are not eligible to receive unemployment benefit
Period	3-6 months	6 months - 2 years	3 months - 2 years	3 months - 1 year	6 months - 1 year	1-2 year(s)	3-6 months
Purpose	Shifting to regular workers through practical training under employment	Becoming core workers at workplace through practical training under employment	Shifting to regular workers through practical training under employment	Developing practical vocational ability utilizing private institution	Acquiring necessary knowledge & skill for re-employment at public institution	Fostering skilled workers at public institutions	Developing from basic to practical vocational ability utilizing private institution

# Dissemination and Promotion of Job-Card System

## Labour Bureau (Prefectures)

PR and Enlightenment of overall Job-Card System to a wide range of peoples including job-seekers

### Setup and Management of Regional Job-Card management headquarters

Prefectures

Laborers and Employers' Organization

Private educational training institutions (Fund training· Contracted training institutions)

JEED

Hello Work, etc

- Implementation of Career Consulting with Job-Card
- Guiding to the program shaping the vocational ability

Job-seekers

Collaboration

## Central Job-Card Center (Nation-wide Employers' Association)

- PR and dissemination of the Job-Card System
- Instruction and arrangement of the tasks at regional job-card centers

### Regional Job-Card Centers (47 centers)

#### One center for each prefecture (prefectural-and municipal-level employers' association)

✧ Collaborating with business organizations and educational training institutions

- PR and Enlightenment of Job-Card System
- Implementation of seminars by trainers and assessors
- Promotion of utilization of the programs shaping the vocational abilities

**Regional Job-Card Support Centers (58 centers)**  
(municipal level employers' associations)

- Developing, Registering and Coordinating of corporations implementing training for employed workers and educational training institutions
- Implementing the career consultation for employed workers
- Supporting with making the training program, etc.
- Grasping the training implementation status and giving guidance, and grasping the employment situations after completing trainings, etc.

- Promoting corporations to utilize job-card at job interviews (Seeking the companies who support dissemination of the job-card)

Corporations

Job-Card Center

To be continued

# Promoting status of Job Card System (As of End of Feb. 2013)

<b>Number of those who obtained Job-Card (person)</b>		<b>837,758</b>
Attendance in the developing vocational ability programs		652,406
Job Card for students		(1,982 person (※1) )
Miscellaneous (general job seekers, etc.)		185,352
<b>Attendance in the developing vocational ability programs (person) [ graduates ]</b>		<b>652,406 [ 365,219 ] (Reference) Employment Rate(※6)</b>
Training for employed workers (April, 2008 ~ ) (※2)		49,304 [ 31,884 ] 94.9% (82.1%)
Outsourced training (April, 2008 ~ )		123,594 [ 94,843] 76.8%
Public vocational training (April, 2012 ~ ) (※3)		124,885 [ 32,611 ] Indoors : 83.3% Outsource : 68.2%
Job seeker support training (Oct, 2011 ~ )		140,131 [ 46,170 (※4) ] Basic : 73.4% Practical : 75.2%
Fund training (April, 2011 ~ ) (※5)		214,492 [ 172,363 ] 81.3%
<b>Number of companies supporting dissemination of Job Card</b>		<b>17,170 (companies)</b>

- ※1 : The figure is the cumulatively calculated one of the attendance in the vocational ability formation program and those who have got others( general job-seekers).
- ※2 : Attendance in the vocational ability formation program (completed) is not the same as the total of the attendance of each training, excepting the cumulated figure.
- ※3 : The figure shows those who attended in only trainings for the unemployed (Real figures of the training for graduates are made clear in the next year)
- ※4 : The number of those completed the trainings supporting the job-seekers is for the training which opened in FY2011 and finished in September, 2012.
- ※5 : The number of those completed the Fund Training and their employment rate is for the courses which opened after April 2011 and completed September, 2012
- ※6 : The rate of employment is for those who have got employed at this time (As for the training supporting job-seekers, it is for FY2011 at this time.)  
(However, the figures shown in the bracket in the "training for employed workers" is the number of the regular employees excluding non-regular workers)

**Number of those who prepared Job-Card**  
 (Target population : 3 million by 2020)

