



公益財団法人



国際労務管理財団

Juridical Foundation for International Personnel Management



**Expert services with heart:
from person to person and
hand to hand**

Setsuko Ikeda
President



(KYO-SHIN)

“Hearts United through Cooperation”
KYO-SHIN represents our determination to contribute to creating personal bonds that extend beyond national boundaries by facilitating international personnel exchanges: expert services with heart, from person to person and hand to hand.

The Juridical Foundation for International Personnel Management (I.P.M.) was established in 1993 as an incorporated foundation and approved by the Ministry of Labour (the current Ministry of Health, Labour and Welfare). Ever since, I.P.M. has strived to contribute to the international community by supporting companies doing business abroad and facilitating technological exchanges, providing assistance to Japanese companies making efforts to expand internationally or transfer technologies, promoting personnel exchanges between countries, and so on, particularly those efforts aimed at accepting technical interns from overseas.

We have offered placements as technical interns to many youth from China, Peru, the Philippines and Vietnam.

These young people, who arrived in Japan from different countries and who learned from Japanese companies about advanced technologies, production management systems, personnel administration systems, working spirit, and more, then returned home and now work to aid the growth of their own countries.

Also, we have received a significant amount of positive feedback from the Japanese companies that have accepted such interns; companies note that working with technical interns from other countries has made favorable impacts on the attitudes of their Japanese employees.

In addition, we assist Japanese companies, mainly small- and medium-sized enterprises, in growing in many different ways (e.g., by hosting seminars and conducting research abroad for internationally-oriented companies that are interested in relocating or expanding overseas).

Our philosophy is represented in the Japanese word “kyo-shin,” which means “hearts united through cooperation.” I ask sincerely for your support and would greatly appreciate your show of understanding and support to I.P.M., a foundation devoted to, in the spirit of KYO-SHIN, using heart-to-heart communication to assist companies that understand the importance of PEOPLE.

History

November	The Juridical Foundation for International Personnel Management (I.P.M.) was established as an incorporated foundation and approved by the Ministry of Labor (the current Ministry of Health, Labor and Welfare). I.P.M. established offices in Tokyo, Osaka, Hyogo and Fukuoka in Japan as well as Qingdao City in China's Shandong Province.
April 1993	The Technical Intern Training Program for training technical interns from overseas was established.
April 1994	The first interns from the People's Republic of China began their internships.
October 1994	The first interns from the Republic of Peru began their internships.
June 1996	The first interns from the Socialist Republic of Vietnam began their internships.
August 1996	The first interns from the Republic of the Philippines began their internships.
September 2002	I.P.M. was commended by the Sino-Japan Trainee Cooperation Organization of China as one of the ten best internship providers.
November 2002	The Mie Office was established.(2013.3)
March 2005	The Hiroshima Office was established.
April 2005	The I.P.M. Mount Rokko Training Center was established to facilitate collective intern training.
September 2005	The Nagoya Office was established.
April 2010	A free-of-charge employment placement service was launched with the permission of the Ministry of Health, Labor and Welfare.
July 2010	The new Technical Intern Training Program for technical interns from overseas was put into operation.
July 2012	I.P.M. was commended by the Sino-Japan Trainee cooperation organization of China as one of the eighteen best internship providers.
November 2012	I.P.M. was incorporated into the public interest foundation authorized by Japanese Cabinet Office.
March 2013	The Mie Office was closed.
June 2013	The first interns from the Federal Democratic Republic of Nepal began their internships.
August 2014	The Sendai Office was established.
April 2015	Authorized by Land Ministry as one of special supervising organizations in connection with handling foreign workers in construction industry.
November2017	Accredited by the Ministry of Justice and Ministry of Health, Labor and Welfare as a supervising organization that conducts general supervision for technical intern trainees.
November2017	Received additional permission from the Ministry of Justice and Ministry of Health, Labor and Welfare to accept nursing care intern trainees.
July 2019	Registered as a designated support organization for specified skill workers.
August 2019	The Kumamoto Office was established. The Sapporo Office was established.

International Exchange Activities



Program for the research, study and support of enterprises' business expansion in developing countries

Exchange program for youths in developing countries



Exchange program for government officials (DOLAB) from Vietnam (November, 2014)



Seminar for the support for reconstruction from disasters and economic cooperation with developing countries (September, 2014, Sendai)

I.P.M. held seminars for the companies and general public for the reconstruction from disasters under the patronage of the Embassy of S.R. Vietnam and Miyagi Prefecture.



Workshop in local municipality (January, 2015 Kesenuma, Miyagi)

I.P.M. held workshop in Kesenuma for the companies for the purpose of promotion of economic cooperation to developing countries and international mutual understanding, with staff members from the Embassy of Vietnam attending.



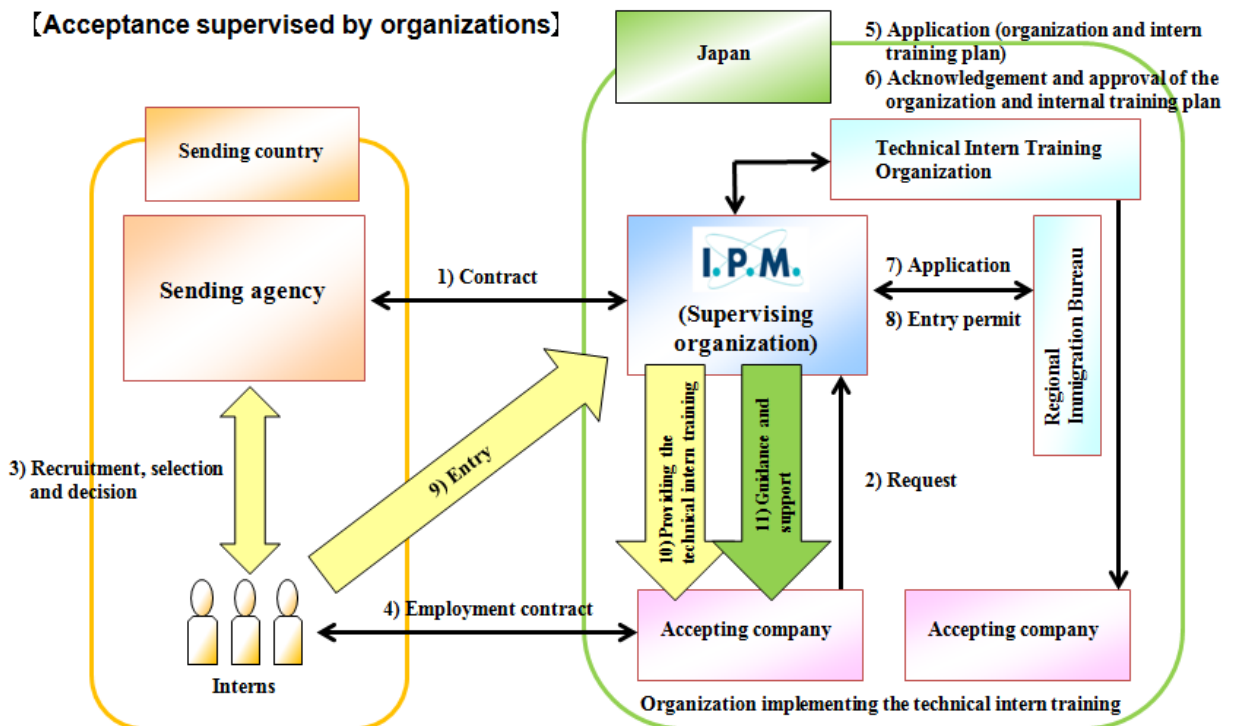
Receiving Foreign Technical Intern Trainees

Administration as a supervising organization for entities implementing the technical intern training program for technologies and skills education, and provision of free-of-charge employment placement services

I.P.M. helps you in accepting technical interns from overseas with comfort and reliability.

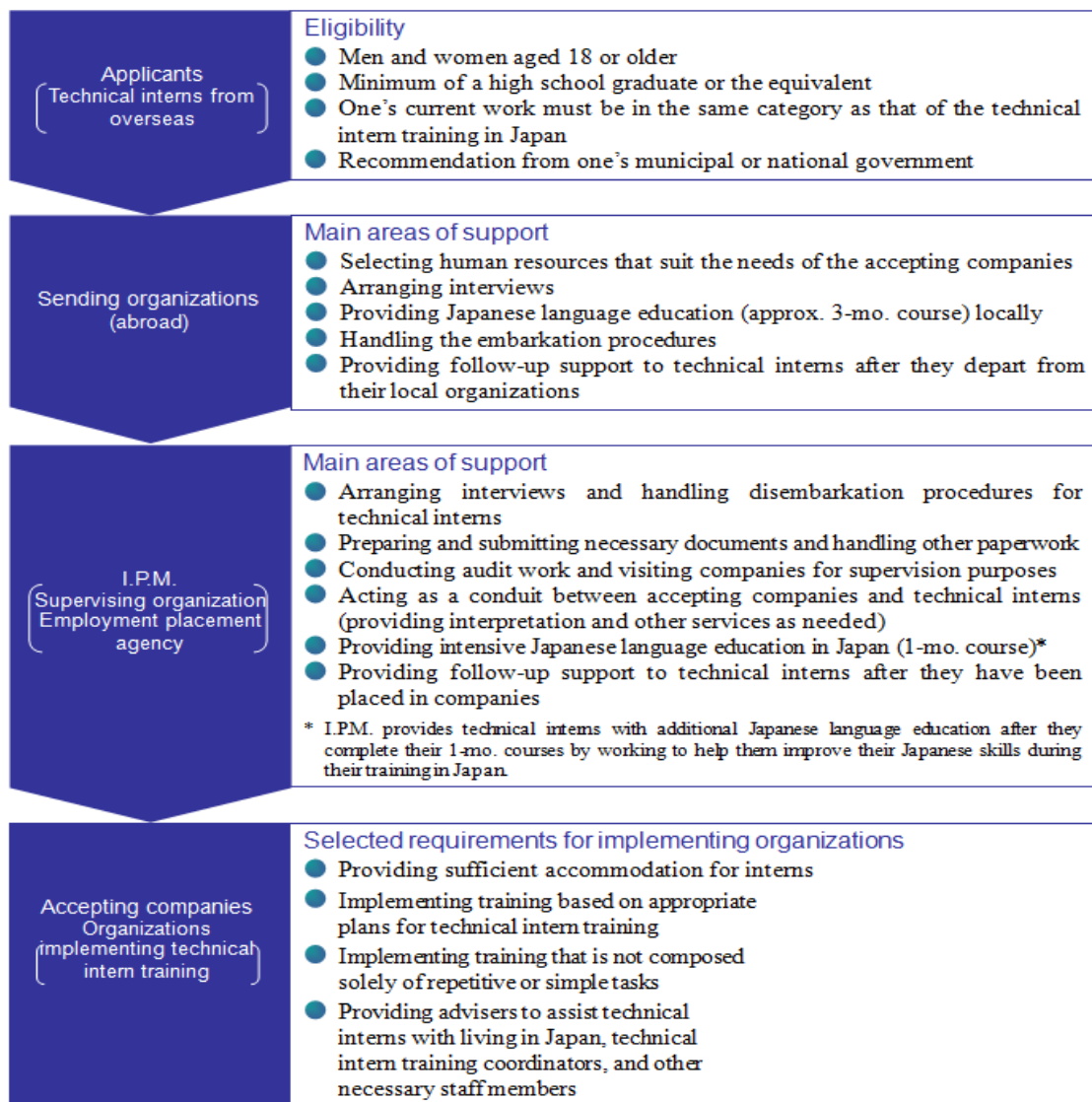
The technical intern training program is an international contribution program that aims to allow youths and adults from overseas, including the ones from developing countries, to experience employment with accepting Japanese companies up to a maximum period of three years, so that they can learn practical technologies and other skills of Japanese industries. In close cooperation with foreign governments and sending organizations, I.P.M. recruits and selects capable resources at overseas sites, give them training on Japanese language, lifestyles and culture for 3 months, provides them additional thorough lectures conducted by training specialists for technical interns at I.P.M.'s Mount Rokko Training Center for over 1 month after their arrival in Japan, and thereafter places the interns to accepting companies (organizations implementing the technical intern training).

Backed up by the rich experience in international personnel management, I.P.M. promptly and accurately makes necessary arrangements, so that your company can accept interns at ease. Every month I.P.M. sends a staff member who speaks intern's native language to your company for consultation. Furthermore, I.P.M. proactively conducts correspondence education on Japanese language for interns using its own training materials, and provides information to improve communication between your technical intern training coordinator or living advisor, and the intern.



A supervising organization (such as a juridical foundation) accepts and supervises an intern, while the technical intern training is conducted by an entity such as an accepting company.

From applying to receiving training



Maximum numbers of interns for technical intern training

	Full-time staff	Maximum no. of technical interns
Normal Numbers	—	1/20 of the total number of full-time staff
Approval after evaluation	201–300	15
	101 – 200	10
	51 – 100	6
	50 or less	3

Lectures for technical interns from overseas

Following entries of interns into Japan, I.P.M. welcomes them at its Mount Rokko Training Center, which is located in a rich natural environment near the peak of Mount Rokko in Kobe, and gives them lectures, not only on Japanese language and culture, but also on necessary information regarding legal protection under the Immigration Act and labor related laws, and so on.

Lectures on Japanese are given by the teachers specialized in training technical interns, so they incorporate Japanese training materials that are immediately relevant in the technical training environments. A host and a hostess in residence, who act like interns' father and mother, prepares well-balanced meals. The Japanese father and mother, other staff members and Japanese language trainers teach the interns of "discipline" that is regarded as highly important in Japanese lives. This way, the technical interns can learn Japanese customs and rules through their actual experiences while they live in a group.



Class room
Japanese language, culture, laws as well as manners of daily lives are lectured.



Group living
Life on tatami is the first step to becoming accustomed to the Japanese way of life.



Introduction to traditional Japanese performing arts
Interns are provided with opportunities to learn about various aspects of Japanese culture in addition to the language.

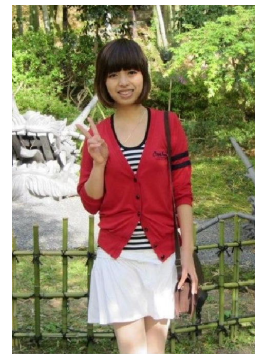
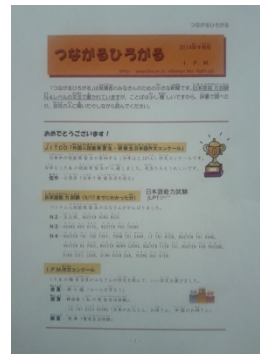
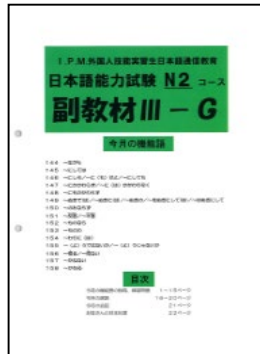


Interns studying hard
This is a common sight at the training center.

Support to the interns and technical intern training coordinators

Even after commencement of intern training at accepting companies, the efforts to improve Japanese language skills continue through monthly correspondence education, publication of a monthly information magazine “Tsunagaru Hirogaru”, etc.

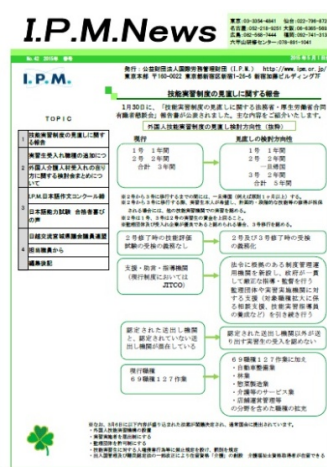
Aiming to achieve smooth communication at intern training sites, I.P.M. has also published an original document on how to associate with young foreign people, which living advisors and technical intern training coordinators can refer to.



Routine visit and guidance by staff members who speak mother languages

Original Japanese language teaching materials

N1 language proficiency test passer (Ms.Nguyen)



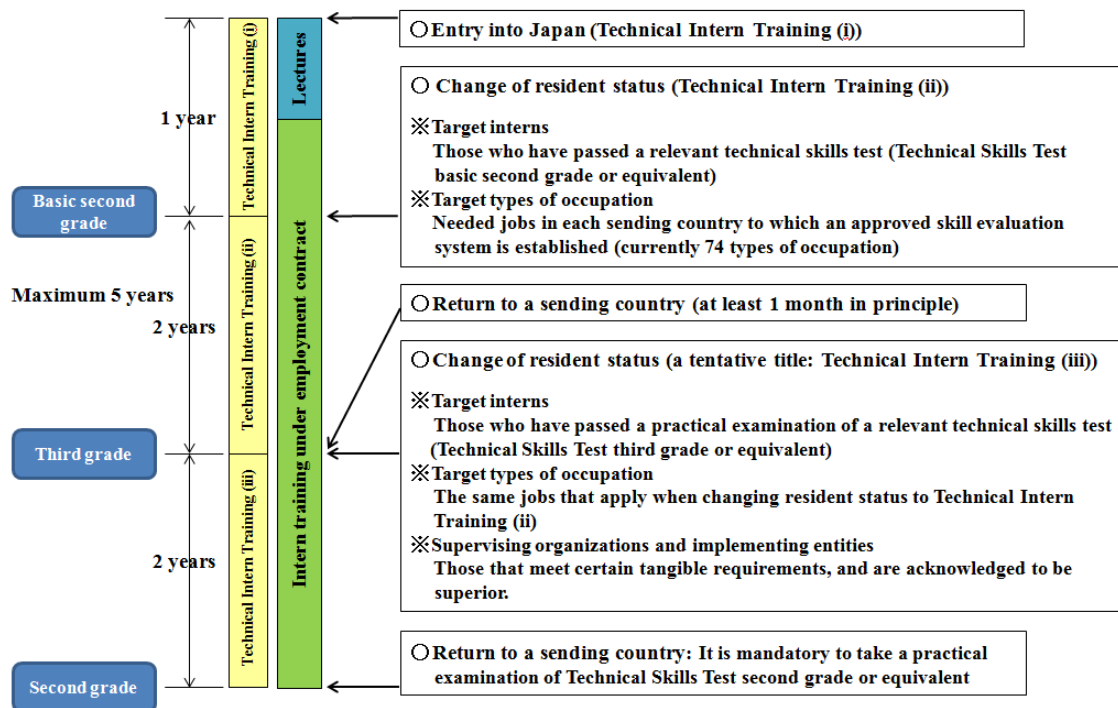
Assistance to enhance communication abilities with technical intern trainees

Publish bulletin and public relations magazine

Revision of Technical Intern Training System

If “the Bill on Proper Implementation of the Technical Intern Training and Protection of Technical Interns” that was submitted to the Diet in 2015 is enforced, those organizations implementing the technical intern training and those supervising organizations that are acknowledged to be superior will be allowed to accept interns under the resident status of Technical Intern Training (iii), in addition to the existing types of resident status, namely Technical Intern Training (i) and (ii). The new resident status will allow the technical intern training to be conducted in the fourth and fifth years after the commencement, under the technical intern training program.

I.P.M. will reliably and surely give support to implement the proper technical intern training as a superior supervising organization.



An overview based on a bill approved by the Cabinet (April, 2015)

Efforts to be prepared for expansion of types of occupation in future

The technical intern training program currently includes 81 occupational types and 145 selective works.

Our most recent efforts to expand occupational types for technical interns include introducing occupations in ready-made meal processing, beef and pork processing and fruit growing (introduced on April 1, 2015), seat product sewing (introduced on December 28, 2015), and most recently, building cleaning management, automobile repair and maintenance (introduced on April 1, 2016).

In cooperation with foreign placement organizations and local participating industries, I.P.M. has been thoroughly preparing to introduce additional new types of occupational roles such as nursing care and store operation management in the near future.

I.P.M. is working together with foreign placement organizations, medical technology colleges, and vocational schools to focus on preparing for the expansion of nursing care roles for qualified technical interns who have passed the Japanese language proficiency test (level 4(N4) or level 3(N3) may be required).

Collaboration with Sending Organizations of Technical Intern Trainees

To promote smooth acceptance of technical interns, I.P.M. periodically hold joint meetings with sending organizations in sending countries.

A meeting held in Yantai, China in March, 2015, and a meeting held in Hanoi, Vietnam in April, 2015, provided very meaningful opportunities to exchange the latest information regarding the reform of the program.

Information was exchanged about the newly listed works of ready-made meal processing, beef and pork processing and fruit growing, and also about works including nursing care, that are expected to be added in future.

For nursing care, consensuses were made that securing specialists in cooperation with colleges and vocational schools that have departments for nursing care education, and enhancement of Japanese language education at sending agencies to meet a relevant requirement (N4 level may be required), will be keys to success.



Joint meeting with overseas sending organizations sponsored by I.P.M.
Yantai, China, March 31, 2015



Joint meeting with overseas sending organizations sponsored by I.P.M.
Hanoi, Vietnam, April 11, 2015



Education center
at sending organization



Japanese language class
at sending organization



Nursing care training site
at a college of medical technology
associating with a sending organization

A program to accept construction workers from overseas

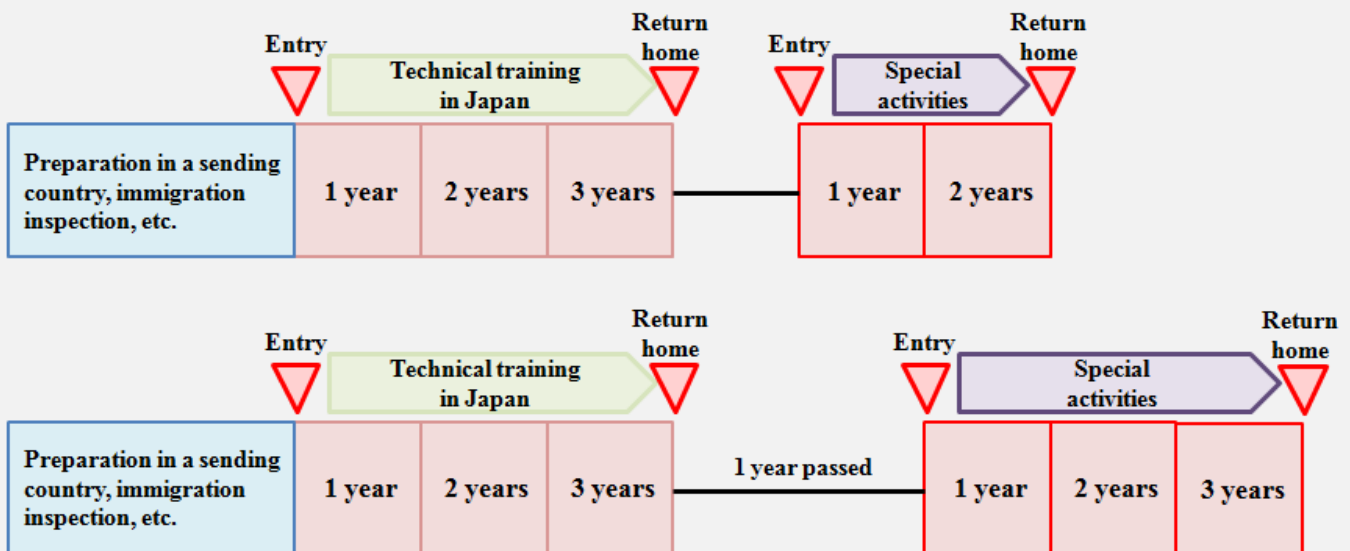
Administration as a designated supervising organization for implementing a program to accept construction workers from overseas, and provision of free-of-charge employment placement services

As a tentative measure until 2020, acceptance of construction workers from overseas started in April, 2015. I.P.M. was approved as a designated supervising organization, and is allowed to accept technical intern trainees who have completed the program in construction field for extra 2 years (3 years in case a trainee has returned and stayed home at least for 1 year) for designated activities.

● A process of continuous acceptance



● A process of acceptance by re-entry



The Location of the Headquarters and the Local Offices

The Juridical Foundation for International Personnel Management (I.P.M.) is a public interest incorporated foundation approved by the Prime Minister of Japan, established for the purpose of contributing to sound development of Japanese companies doing business overseas, improvement of their employees' welfare, and progress of international exchanges, by ensuring properness of personnel management and smooth transfer of technologies and skills by Japanese companies expanding their business overseas, through development and promotion of efficient personnel management systems and provision of support for the companies operating overseas, and through activities carried out as a supervising organization for people-to-people exchanges with foreign countries and the technical intern training program for interns from overseas etc..

I.P.M. website: <http://www.ipm.or.jp>



- ①**Tokyo Hdqrs** 〒160-0022 7th Floor Shinjuku Kato Bldg.1-26-6, Shinjuku, Shinjuku-ku, Tokyo
Tel:03-3354-4841 Fax: 03-3354-4847
Subway Marunouchi Line 「Shinjuku-Gyoenmae」 10 minutes on foot
- ②**Sapporo Office** 〒060-0032 6th Floor, Sun Mountain Bldg.,Sapporo Kita Nijo, 1-3-3,
Kitanijohigashi, Chuo-ku, Sapporo, Hokkaido
Tel:011-206-0737
Municipal Subway Line [Sapporo] 7 minutes on foot
- ③**Sendai Office** 〒980-0021 4th Floor Ota Bldg.2-11-23, Chuo, Aoba-ku, Sendai-shi, Miyagi
Tel:022-796-8724 Fax:022-796-8725
Tohoku Shinkansen「Sendai」 8 minutes on foot or Subway Nanboku Line
「Sendai」 3 minutes on foot
- ④**Nagoya Office** 〒460-0003 Room402, 4th Floor Fushimi Bldg.1-20-12, Nishiki, Naka-ku, Nagoya-shi, Aichi
Tel:052-218-9251 Fax:052-218-9252
Subway Higashiyama Line 「Fushimi」 1 minute on foot
- ⑤**Osaka Office** 〒530-0054 6th Floor South Forest Bldg.1-4-19, Minamimori-machi, Kita-ku, Osaka-shi, Osaka
Tel:06-6365-5692 Fax:06-6360-6062
Subway Tanimachi Line 「Minamimorimachi」or JR Tozai Line「Osaka Tenmangu」
1 minute on foot, respectively
- ⑥**Hiroshima Office** 〒732-0052 4th Floor Hiroshima Bldg.1-12-16, Hikari-machi, Higashi-ku,
Hiroshima-shi, Hiroshima
Tel:082-568-7444 Fax:082-568-7446
Sanyo Shinkansen「Hiroshima」 3 minutes on foot
- ⑦**Fukuoka Office** 〒810-0073 5th Floor Fuji Bldg Akasaka, 2-2-11, Maiduru, Chuo-ku, Fukuoka-shi,Fukuoka
Tel:092-741-3138 Fax:092-725-1830
Subway Kuko Line「Akasaka」 3 minutes on foot
- ⑧**Kumamoto Office** Room208, Murase Kaiun Bldg., 8-16, Anseicho, Chuo-ku, Kumamoto Shi, Kumamoto
Tel:096-288-2555
Kumamoto Municipal Line「Suidocho」 3 minutes on foot
- ⑨**Mount Rokko Training Center** 〒657-0101 1034-64, Minami-Rokko, Rokkosan-cho, Nada-ku, Kobe-shi,Hyogo
Tel:078-891-1041 Fax:078-891-1061
JR Kobe Line「Rokkomichi」or Hankyu Kobe Line「Rokko」 20 minutes by taxi



We received Privacy Mark and make continuous efforts to secure personal information.