

Regulations Association for Japanese Language-Teaching (AJALT)

(Organizational Goals and Objectives)

Article 1. Association for Japanese-Language Teaching (AJALT) provides Japanese language education mainly to students from abroad. Its goals are to deepen mutual understandings among peoples of different cultures and languages; promote exchanges among them; and to disseminate information about Japan.

Based on above, AJALT offers language education programs designed to help individual students build working relationships with peers and be effective at their workplace.

(Organization Name)

Article 2. The official name of the organization is こうえきしゃだんほうじんこくさいにほんごふきゅうきょうかい 公益社団法人国際日本語普及協会 (AJALT) in Japanese and Association for Japanese Language-Teaching (AJALT) in English.

(Organization)

Article 3. AJALT establishes the Japanese Language Education Department for workplace.

(Organization Location)

Article 4. The AJALT office is located at Toranomom 3-25-2, Minato-ku, Tokyo.

Chapter 2. Class Schedule, Class Dates, and Holidays

(Class Schedule)

Article 5. Japanese language education for the workplace and student evaluation activities are conducted in cycles starting on April 1 of each year and ending on March 31 in the subsequent year. Actual schedule for each program is set within the cycle based on the program objectives and goals and the needs of students and client organizations.

(Class Dates and Holidays)

Article 6. AJALT offers classes except on the following days:

- (1) Sundays
- (2) Holidays specified in the Act on National Holidays (Act No. 178 of 1948)
- (3) Year end and the New Year (December 29 through January 3)

In addition to the days listed above, the AJALT Chair is empowered to set additional days off on a temporary basis.

Chapter 3 Curriculum for the Japanese Language Education for Workplace

(Curriculum for the Japanese Language Education for Workplace)

Article 7. AJALT offers the curriculum in the table below for the Japanese language education for workplace, with the target Japanese language proficiency levels defined in the Common Reference Framework for Japanese Language Education (Japanese Language Subcommittee of the Council of Japan, dated October 12, 2021), class sizes, and the subjects and class hours in the table below.

Learning period, subjects, and class hours for the program for diplomatic professionals may be adjusted in accordance with various conditions, including the study goals of the client organization and the student, student's work hours, and budget.

Sections	Curriculums	Class Periods	Proficiency Levels	Class Sizes	Subjects	Class Hours
JBP※	Japanese for Busy People Class					
	JBP1 (Introduction)	15 weeks	A1	6	Speaking	45
					Listening	7.5
					Reading and Writing	7.5
	JBP2 (Basic ①)	30 weeks	A2.1	6	Speaking	90
					Listening	15
					Reading and Writing	15
	JBP2 (Basic ②)	30 weeks	A2.2	6	Speaking	90
					Listening	15
					Reading and Writing	15
	Biz Tasks in Japanese 1 (Biz Task Prep ①)	22.5 weeks	B1.1	6	Business Communications	67.5
					Kanji and Vocabulary	22.5

	Biz Tasks in Japanese 2 (Biz Task Prep ②)	15 weeks	B1.2	6	Business Communications	45
					Kanji and Vocabulary	15

※JBP=Japanese for Busy People

Sections	Curriculums	Class Periods	Proficiency Levels	Class Sizes	Subjects	Class Hours
Program for Diplomatic Professionals	Program for Diplomatic Professionals					
	Diplomat A (Introduction)	9 weeks	A1	1	Basic grammar and vocabulary	90
					Diplomatic communications	45
					Information gathering (listening)	18
					Tasks	4.5
					Characters and vocabulary	22.5
	Diplomat B (Basic)	16 weeks	A2	1	Basic grammar and vocabulary	120
					Information gathering (reading)	24
					Diplomatic communications	64
					Information gathering (listening)	24
					Tasks	48
					Characters and vocabulary	40
	Diplomat C Diplomat D (Biz Task Prep)	16 weeks	B1	1	Grammar	32
					Information gathering (reading)	80
					Diplomatic communications	80
					Information gathering (listening)	32
					Tasks	56
					Characters and vocabulary	40
	Diplomat E Diplomat F (Biz Tasks ①)	24 weeks	B 2	1	Grammar	48
					Information gathering (reading)	120
					Negotiations and discussions	120
					Information gathering (listening)	60
					Tasks	72
					Characters and vocabulary	60

	Diplomat G	18 weeks	C 1	1	Information gathering (reading)	126
	Diplomat H				Negotiations and discussions	126
	(Biz Tasks ②)				Information gathering (listening)	45
					Tasks	36
					Characters and vocabulary	27

(Delivery Methods)

Article 8. AJALT provides an appropriate Japanese language education program based on the goals and objects obtained from hearing sessions with the student, client organization, and others.

In the Japanese for Busy People classes, AJALT provides a Japanese language education program within a pre-defined framework for program contents, class periods, subjects, and class hours.

In the program for diplomatic professionals, AJALT develops the student's linguistic capabilities that meet his or her workplace requirements by delivering some or all of the curriculum comprising the Japanese language education program for workplace.

Article 9. Class sizes are defined in the table above.

(Class Assignments)

Article 10. Each Japanese for Busy People class comprises six or fewer of the students simultaneously participating in an identical Japanese language education program for workplace.

One-on-one lessons are provided to each student in the program for diplomatic professionals, in order to meet the client requirements.

Chapter 4. Evaluation and Certification of Completion

(Evaluation)

Article 11. A student participating in the Japanese language education for the workplace program is evaluated by the student and by the instructor using the mid-term and final rubric evaluations according to the goals and objectives of each course.

The evaluations above holistically assess the student achievements in terms of linguistic skills, communication skills using the Japanese language, and overall capabilities.

Instructors share with each other the methods, contents, and standards for the evaluations above in order to ensure consistent results.

(Certification of Completion)

Article 12. A certificate of completion is issued to a student completing the Japanese language education program for workplace (those who achieve levels A1 through B1 in the Common Reference Framework for Japanese Language Education and meet the AJALT's achievement criteria).

A special certificate of completion is issued to a student who completes a part of the Japanese language education program for workplace and meets the AJALT's achievement criteria, according to the student's language skills upon the start of the program and to the student's goals.

At the beginning of program, evaluation criteria in Article 11 are set, and specific and clear completion requirements are shared with each student.

Chapter 5. Instructors and Instructor Organization

(Instructors and Instructor Organization)

Article 13. AJALT has an instructor organization comprising the members below.

- (1) Principal
- (2) Vice principal
- (3) Supervisory instructor
- (4) Full time instructors: 4 or more
- (5) Instructors (not full time): 30 or more
- (6) Supervisory administrative assistant
- (7) Administrative assistants: 6 or more

(Principal and Vice Principal)

Article 14. The principal administers the AJALT's business and supervises instructors and administrative assistants.

Vice principal supports the principal in administering AJALT's business and assumes the principal's responsibilities when the principal is not available.

(Supervisory Instructor and Full-time Instructors)

Article 15. A supervisory instructor is appointed for managing the Japanese language education program for workplace and for supervising the instructors.

Article 16. Full-time instructors plan and manage the curriculum for the Japanese language education program for workplace and manage other instructors.

(Instructor Conference)

Article 17. Instructor conference comprises supervisory and full-time instructors for ensuring smooth work execution.

The instructor conference is managed by the Japanese Language Education Department.

Program meetings are held as needed among the instructors in charge of each curriculum for smooth management of the program.

Chapter 6. Participation

(Participation)

Article 18. A participant may be an individual from abroad who works in Japan, who has been approved to join the program after a review by the Japanese Language Education Department based on the individual's goals and objectives and terms of studies.

(Start Date)

Article 19. A participant's start date is determined for each curriculum for the Japanese language education program for workplace.

(Application)

Article 20. An individual who wishes to participate submits an application form required by AJALT.

AJALT and the client organization execute an agreement on the student's lessons.

(Dropping the Course)

Article 21. A student who discontinues taking the lessons for a personal reason must notify AJALT that he/she is dropping the Japanese language education program for workplace.

(Tuition and Fees)

Article 22. An individual participating in the Japanese language education program for workplace pays the tuition and fees listed in the table below.

Japanese for Busy People Classes	Registration Fee (including tax)	Tuition (including tax)
Japanese for Busy People 1	11,000 yen	198,000 yen
Japanese for Busy People 2		396,000 yen
Japanese for Busy People 3		396,000 yen
Biz Tasks in Japanese 1		297,000 yen
Biz Tasks in Japanese 2		198,000 yen
Program for diplomatic professionals	Registration fee	Tuition※
※Tuition for the program for diplomatic professionals is determined by an agreement with the client organization.		

(Refunds)

Article 23. An individual who cannot complete a regularly-offered program due to an unforeseen reason receives a refund comparable to the following amounts deducted from the tuition and fees above: 1. Registration fee; 2. Price of course materials; 3. Tuition for the lessons given during the individual's participation period; 4. Cancellation fee; 5. Bank transfer fee, if applicable.

(Emergencies)

Article 24. When a regular lesson cannot be held due to an emergency like a natural disaster, AJALT may offer a virtual lesson online, if requested by the student, according to the Accreditation Standard 25-2 for the Accredited Japanese Language Education Institutions.

If requested by the student, AJALT may also try to place the student in another Japanese language education institution in Tokyo or in another area, if a transfer is feasible. AJALT will make the necessary arrangements and refer the student to the municipalities and other organizations having jurisdictions over AJALT's office location.

Chapter 7. Rewards and Penalties

(Rewards and Penalties)

Article 24. AJALT offers no rewards or penalties.