JAEA

Advanced Instructor Training Course JFY2025

Application Guidance

Integrated Support Center for Nuclear Nonproliferation,
Security and Human Resource Development (ISCN)
JAPAN ATOMIC ENERGY AGENCY

Appendix

Selection Criteria for Instructor Training Program (ITP)

1 Information on the Course

1.1 Objective

Advanced Instructor Training Course (AITC) is a part of "Instructor Training Program (ITP)" organized by Integrated Support Center for Nuclear Nonproliferation, Security and Human Resource Development (ISCN), the Japan Atomic Energy Agency (JAEA), aiming to enhance Follow-up Training Course (FTC) instructors' quality in three areas: Reactor Engineering, Nuclear/Radiological Emergency Preparedness and Environmental Radioactivity Monitoring. Participants are expected to acquire advanced technical knowledge and skills through the course. The lectures and exercises are organized to learn deeply about themes of each area. This year, all the AITCs will be held face-to-face.

1.2 Duration

・ Nuclear/Radiological Emergency Preparedness and Environmental Radioactivity Monitoring

    3 December – 12 December 2025

*AITC on Reactor Engineering will not be held in the JFY 2025; it is planned for 2026 instead. Nuclear/Radiological Emergency Preparedness and Environmental Radioactivity Monitoring will not be held in the JFY 2026.

1.3 Capacity

・ Nuclear/Radiological Emergency Preparedness: 4 persons
・ Environmental Radioactivity Monitoring: 4 persons

1.4 Executive Organization and Sponsor

Executive Organization:

 Integrated Support Center for Nuclear Nonproliferation, Security and Human Resource Development (ISCN), Japan Atomic Energy Agency

 Director of ISCN: Dr. INOUE Naoko

Sponsor:

 Ministry of Education, Culture, Sports, Science and Technology (MEXT)

1.5 Location

The course will be held at ISCN, JAEA.

Address: 2-4 Shirakata, Tokai-mura, Naka-gun, Ibaraki, 319-1195, JAPAN

1.6 Structure

This course will be conducted in person. Please refer to the Course Prospectus for detailed course contents.

1.7 Language

The working language of the course is English.

1.8 Certificate

Participants who have successfully completed the course will be awarded certificates by MEXT and JAEA.

2 Qualifications of Applicant

Applicants are required to meet the following qualifications.

· Applicants should have teaching experience of two or more different years of FTC, from **April 2018 to March 2025**, as instructors in the same course as their application to AITC.

· Applicants should have good command of English language in order to benefit from and participate in all course activities.

· The acceptable age range for applicants is between 20 to 55 years old.

· Applicants should be nominated by the nominating organization, ITP counterpart of ISCN, JAEA in each country.

* Participants of the AITC held online in JFY2021 can apply for the course in JFY2025.

3 Application Procedure

Those who wish to participate in the course should follow this application procedure.

3.1 Download of Application Form

· Download **the latest version** of the application form from our website.

· Applications with an outdated format will not be included in the selection process.

3.2 Completion of Application Form

Part I: by the applicant

Part II: by the organization that the applicant belongs to

Part III: by the nominating organization

Part IV: by the applicant and witnessed by the nominating organization

*Any handwritten application forms are NOT acceptable.

**The application will be rejected if any instances of copied content are found in the submitted application form.

3.3 Selection of Candidates by Nominating Organization

The nominating organization is requested to select **UP TO THREE** appropriate candidates **for each course** who meet the above-mentioned Qualifications of Applicant from all the applications arrived at the nominating organization.

3.4 Submission of Application Documents

The electrical document of the application form with hand-writing signatures must be submitted to ISCN, JAEA via email by the deadline.

Microsoft Word® format document of the application form should be attached as well.

* A photo must be taken within 6 months and the size should be 4cm x 3cm in colour.

3.5 Deadline of Application Submission

15 July 2025

The closing date is strictly enforced in order to start the course on schedule.

3.6 Selection Procedure

1. JAEA evaluates all applications based on the ITP selection criteria*.
2. The external selection committee and MEXT evaluate the selected participants by JAEA and give the authorization for the result of selection.
3. In case of replacement of a participant, the external selection committee and MEXT give the authorization based on the selection result.

* Please refer to Appendix, Instructor Training Program (ITP) Selection Criteria.

3.7 Notification of Result

The selection result is notified to the nominating organization, not to selected applicants. After the official notification of selection result, each successful applicant is informed of the invitation details including the visa application.

4 Medical Certificate

Selected applicants are requested to submit a medical certificate. The specified form will be sent to the nominating organization with the official notification of selection result.

5 Allowance and Expenses

JAEA bears the followings in accordance with its rules and regulations:
- Subsistence allowance for the duration of participation in the Course at JAEA.
- A round trip air-ticket between the international airport designated by JAEA and the Narita/Haneda International Airport.
- Expenses for a round trip between the Narita/Haneda International Airport and Tokai, JAEA.
- Travel expenses for facility tours.

6 Accommodations

JAEA arranges accommodations for all the participants in Tokai-mura, Ibaraki, and the accommodation fee is paid by JAEA.

Participants are requested to stay in the designated accommodations provided by JAEA.

7 Notification of Cancellation

7.1 Notification of Cancellation

In case a participant has any unavoidable matter that makes him/her difficult to attend the scheduled course, the participant is required to inform the nominating

organization immediately, and the organization are required to inform the secretariat of ISCN, JAEA about the cancellation by email. The written statement of reason for non-participation together with evidence document is also required after the first cancellation notice.

7.2 Cancellation Fees

In case any cancellation fees incur for an air ticket, accommodation, etc., in principle, the nominating organization is responsible for the cancellation fees. In case of the cancellation without any notice, the participant and the nominating organization may bear the full amount of fees incurred by the cancellation.

8 Others

8.1 Visa

Participants should obtain a visa for entry into Japan before leaving his/her country. The visa will be issued by the diplomatic missions of Japan in his/her country. The necessary documents and the period required to be issued may differ depending on the travel purpose and the nationality of the applicant. Therefore, it is highly recommended that participants should confirm the website of Ministry of Foreign Affairs of Japan and give plenty of time for applying the visa.

8.2 Air Ticket

Participants are requested to arrive and leave Japan on the date designated by JAEA, and any date/flight changes are not allowed. E-ticket will be sent to the nominating organization when it is issued.

8.3 Travel Insurance

Participants will enrol in overseas traveller's accident insurance for the duration of their stay in Japan at their own expenses. **JAEA will arrange it** so that the participants will contract the insurance upon their arrival. The insurance fee will be deducted from their subsistence allowance in advance, and they need to sign the written approval of the prior deduction of the fee.

8.4 Treatment of Personal Information

JAEA is committed to protecting personal information. All personal information collected through the course application form will be used only for the purpose of course related arrangements for transportation, accommodation, facility visits, visa application documents and so forth. All the personal information provided will be treated as confidential and will only be used for MEXT-related programs.

Some photos of AITC will be published on the ITP newsletter or JAEA-related reports. Participants who give their consent for publishing their photos are required to show their will on the application form.

For more information, please contact the secretariat of the course as shown below.

9 Contact

Application forms have to be submitted to ISCN, JAEA as follows. If you have any inquiries, please let the secretariat know.

<u>Secretariat of ISCN</u>

Capacity Building Support Office

Integrated Support Center for Nuclear Nonproliferation,

Security and Human Resource Development (ISCN)

Japan Atomic Energy Agency (JAEA)

- ・　Email: nuhrdec-itp1@jaea.go.jp
- ・　Tel: 81-29-282-6748,　Fax: 81-29-282-6543

Appendix

Instructor Training Program (ITP)
- Selection Criteria -

I. Basic Principles for Selection Criteria

1. All relevant information presented on the Application Form is reviewed, and the assessment is carried out based on the Assessment Category in part II.
2. Each section in the Assessment Category is prioritized with weighting factors.
3. English language proficiency is taken into account, as course participants are expected to have good communication skills in English and sufficient knowledge of English language to understand technical terms.
4. The preferable ages are set separately for Advanced Instructor Training Course (AITC), Instructor Training Course (ITC) and Nuclear Technology Seminar (Seminar).

II. Assessment Category

The following seven items are categorized into four sections.

1. Motivation and Relevancy
   1) Applicant's motivation and expectation to the course
   2) Relevancy of the course to applicant's present job and organization
2. Evaluation by Supervisor
   3) Applicant's personal qualities
   4) Needs for training
   5) Expectation of applicant's contributions to the future work
3. English Level
   6) Evaluation of English language skills
4. Age
   7) Age of applicant

III. Selection Process

1. Scoring Method

   Score: Points for assessment item (P) × weighting factor (W)
   - Points for assessment item (P): give a score to each assessment item (three-grade evaluation).
   - Weighting factor (W): give a priority to the assessment category by multiplying weighting factors.

2. Points of Assessment Item (P)

   1) Applicant's motivation and expectation to the course

1	2	3
Low	Average	High

   2) Relevancy of the course to applicant's present job and organization

1	2	3

Low	Average	High

3) Applicant's personal qualities

1	2	3
Low	Average	High

4) Need for training

1	2	3
Low	Average	High

5) Expectation of applicant's contribution to the future work

1	2	3
Low	Average	High

6) Evaluation of English level

1	2	3
Poor	Average	Good

*Indication of English skills

1(Poor): You understand technical terms but have difficulty communicating in English

2(Average): You understand technical terms and can communicate in English

3(Good): You can handle technical discussion in English

7) Age of applicant

	1 (least adequate)	2 (adequate)	3 (most adequate)
ITC	20~24 51~55	25~29 46~50	30~45
Seminar	20~24 51~60	25~29 46~50	30~45

*The age under 20 and over 60 is not subject to selection

*For AITC, the upper limit is 55 years old.

3. Weighting Factor (W)

	Assessment Section	Weighting Factor (W)
1	Motivation and Relevancy	2
2	Evaluation by Supervisor	3
3	English Level	2
4	Age	2