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Instructor Training Course JFY2025

Application Guidance

Nuclear Human Resource Development Center
JAPAN ATOMIC ENERGY AGENCY

Sponsored by
Ministry of Education, Culture, Sports, Science and Technology

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Appendix

Selection Criteria for Instructor Training Program (ITP)

1 Information on the Course

1.1 Objective

Instructor Training Course (ITC) is a part of “Instructor Training Program (ITP)” organized by Nuclear Human Resource Development Center (NuHRDeC)*¹, the Japan Atomic Energy Agency (JAEA), and sponsored by the Ministry of Education, Culture, Sports, Science and Technology of Japan (MEXT), aiming at offering an opportunity to acquire a wide range of nuclear and radiation knowledge as well as to enhance international cooperation within Asian countries.

The course is to develop instructors who are expected to contribute to nuclear human resource development in the ITP participating countries. Through the course, participants will acquire or enhance the essential knowledge according to the course subjects.

1.2 Duration

- Reactor Engineering
8 October – 13 November 2025
- Nuclear/Radiological Emergency Preparedness
3 September – 24 September 2025
- Environmental Radioactivity Monitoring
3 September – 24 September 2025

1.3 Capacity

- Reactor Engineering: 13 persons
- Nuclear/Radiological Emergency Preparedness: 7 persons
- Environmental Radioactivity Monitoring: 7 persons

1.4 Executive Organization and Sponsor

Executive Organization:

Nuclear Human Resource Development Center (NuHRDeC)*¹, Japan Atomic Energy Agency

Director: Mr. NAKANO Yoshihiro

Sponsor:

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

1.5 Location

The course will be held at NuHRDeC*¹, JAEA.

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

1.6 Structure of the Course

This course will be organized face-to-face. 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 be engineers or scientists graduated from college, university or have the equivalent ability.
- Applicants should have a background and work experience in the related fields to the course.
- 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. However, the desirable age range is around 30 to 45 years old.
- Applicants should be nominated by the nominating organization, ITP counterpart of NuHRDeC*¹, JAEA in each country.

* ITC (OTC) participants in JFY2020 and JFY2021 can apply for ITC JFY2025.

3 Requirement for All Participants

After participating in ITC,

- All participants are required to contribute to the human resource development in their countries, for example, by giving lectures in the Follow-

up Training Course (FTC) organized by the institution designated by the Nominating Organization in each country.

- The Nominating Organizations should select candidates who can contribute as described above.

4 Application Procedure

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

4.1 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.

4.2 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 from other applicants are found in the submitted application form.**

4.3 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 **2 Qualifications of Applicant** from all the applications arrived at the nominating organization.

4.4 Submission of Application Documents

The electrical document of the application form with hand-writing signatures must be submitted to NuHRDeC*¹, JAEA via e-mail 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.

4.5 Deadline of Application Submission

1 May 2025

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

4.6 Selection Procedure

1. JAEA evaluates all applications based on the ITP selection criteria mentioned in Appendix, Instructor Training Program (ITP) Selection Criteria.
2. The external selection committee and MEXT evaluate the selected participants by JAEA and give the authorization for the final 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.

4.7 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.

5 Medical Certificate and Personal Dose Record

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

* Personal dose record is required only for selected Environmental Radioactivity Monitoring applicants

6 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.

7 Accommodations

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

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

8 Notification of Cancellation

8.1 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 NuHRDeC*¹, JAEA about the cancellation by e-mail. The written statement of reason for non-participation together with evidence document is also required after the first cancellation notice.

8.2 Cancellation Fees

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

9 Others

9.1 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 the Ministry of Foreign Affairs of Japan and give plenty of time for applying the visa.

9.2 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.

9.3 Travel Insurance

Participants will enroll in overseas traveler's accident insurance for the duration of their stay in Japan at their own expenses. **JAEA will arrange** 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.

9.4 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 ITC 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 as shown below.

10 Contact

Application forms have to be submitted to NuHRDeC*¹, JAEA as follows. If you have any inquiries, please let the secretariat know.

Secretariat of NuHRDeC*¹

International Nuclear HRD Section

Nuclear Human Resource Development Center (NuHRDeC*¹)

Japan Atomic Energy Agency (JAEA)

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

*1 Due to organizational changes within JAEA, the department names will be changed as follows starting in April 2025.

Former: Nuclear Human Resource Development Center (NuHRDeC)

New: Integrated Support Center for Nuclear Nonproliferation, Security and Human Resource Development (ISCN)

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) Necessity of 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 are able to communicate in English

3(Good): You are able to handle technical discussion in English

7) Age of applicant

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

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

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

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

These selection criteria may be changed without prior notice.