

2020 Japan Educational Leaders Tours

Application Guide

1. Objective

The Japan Foundation Sydney (JPF) and Japan National Tourism Organization (JNTO) Sydney Office would like to offer principals of Australian schools the opportunity to apply for a tour in Japan.

Two types of tours will be conducted concurrently in February-March 2020 with different itineraries. One will be organized by JPF and the other by JNTO. Both tours will give principals opportunities to visit schools and interesting sights in several cities as well as to experience and learn about Japanese culture.

2. Program Overview

The tours will be fully funded and supported by JPF and JNTO (excluding personal expenses), allowing principals to observe some schools and take part in an authentic cultural experience. The group will be accompanied by staff from JPF, JNTO (TBC) and/or a Japanese language education expert. (More details will be given to successful applicants.)

2. (1) JPF Tour

Tour dates: 23 February 2020 (Sun) – 2 March 2020 (Monday) *Please note that this tour will depart from and conclude at Sydney Airport. Depending on the participant's departure airport and the flight schedule, an overnight stay in Sydney before and/or after the trip may be required.

Cities to be visited: Tokyo, Shizuoka, Kyoto (TBC)

Number of participants: Up to 20

Participation Cost: No participation fee is required: flights and all land arrangements in Japan will be paid for by JPF. Participants will be responsible for personal expenses only. (Further details will be given to successful applicants)

Eligibility:

Applicant must

- Be a principal of an Australian school.
- Having an existing Japanese language program at their institution or have a plan to start one in the near future.
- Be willing to be an advocate of Japanese language education after the tour.

Enquiries: coordinators@jpf.org.au

2. (2) JNTO Tour

Tour dates: 23 February 2020 (Sun) – 2 March 2020 (Monday) *Please note that this tour will depart from and conclude at Sydney Airport. Depending on the participant's departure airport and the flight schedule, an overnight stay in Sydney before and/or after the trip may be required.

Cities to be visited: Tokyo, Kyoto and other cities (TBC)

Number of participants: Up to 10

Participation Cost: No participation fee is required: flights and all land arrangements in Japan will be paid for by JNTO. Participants will be responsible for personal expenses only. (Further details will be given to successful applicants)

Eligibility:

Applicant must

- Be a principal of an Australian school.
- Have interest in school trips to Japan (not limited to trips for Japanese language: STEM, music, sports and other curricula also welcomed).

Enquiries: tradeau@jnto.go.jp

3. Cancellation Policy

Cancellation charge(s) will be incurred based on the date when JPF, JNTO or our appointed travel agencies receive your notice of cancellation.

[Flights]

100% cancellation/amendment fee required once tickets are issued.

[Land Services (Hotel, Trains, private car, guide, and etc.)]

15 or more days prior to tour departure date.....	No charge
14 to 8 days prior to tour departure date.....	20% of the cost
7 to 2 days prior to tour departure date	30% of the cost
1 day prior to tour departure date	50% of the cost
On departure date	100% of the cost

4. Conditions of Participation

All participants must fully engage in the whole itinerary. Leaving the group to do your own activities during the trip will not be allowed except for during free time.

Arriving in Japan early or leaving Japan later (i.e. trip extensions) will not be allowed.

Each program requires certain commitments, e.g. pre-trip and/or post-trip report submission, survey completion, etc. Details of these commitments will be sent to successful applicants upon selection.

Please note that participants in each tour will be expected to:

- Agree to cooperate with JPF and JNTO upon their return from the trip by providing a report as well as completing several surveys.

Additionally, please note the following:

- Feedback and reports provided to JPF and JNTO may be used for promotional and reporting purposes such as the inclusion in websites and brochures.
- JPF and JNTO representative(s) and a tour guide will take photos during the tour, including photos of participants, which may be used in reports and publicity about the programme and other activities of JPF and JNTO. Participation in the tour indicates consent to these uses.

5. How to apply

- For both tours, one application must be submitted via a single state/territory specific online form. The link to the application form will be disseminated through each state/territory's Japanese Language Teachers' Association, Department of Education, Independent School Sector and Catholic Schools Sector, or it can be obtained by contacting JPF at coordinators@jpf.org.au.
- The online application form cannot be saved once you start; you must complete and submit the form in one session. Please see attached PDF version of the form and prepare all your answers before filling out the online form. Submission of a PDF form will not be accepted.
- After submission, you will receive a submission confirmation email to acknowledge the successful lodgement of your application. Please note that this confirmation email does not indicate your acceptance to a programme.
- If there is any change to your application details after submission, please contact coordinators@jpf.org.au immediately to notify us.

6. Application Deadline: 31 August 2019 (Saturday)

7. Selection:

Selection will be made by JPF and JNTO in consultation with the Japanese Language Teachers' Associations, experts in Japanese language education and Consulate-Generals or the Embassy of Japan in Australia. The details of the selection process will not be disclosed.

8. Outcome Notification:

Every applicant will be notified of the outcome via email by 18 October 2019 (Friday).

If you are successful, you will be allocated to one of the tours. You are not allowed to choose the tour yourself.

9. Privacy Policy

All personal information provided by participants will be stored securely by JPF and JNTO and will be used for the sole purpose of administration of the tour. Any uses outside of this purpose will be subject to consent from the person(s) in question.

Neither JPF nor JNTO will provide personal information to a third party without consent from the person except the following cases:

- In which the provision of personal information is based on laws
- In which the provision of personal information is necessary for the protection of the life, body, or property of an individual and in which it is difficult to obtain the consent of the person
- In which the provision of personal information is necessary to make travel arrangements

Sample only. Do not send PDF form to apply.

2020 Japan Educational Leaders Tour

Departure from Sydney at night on Feb 23, 2020 (Sun) - Return to Sydney in early morning on March 2, 2020 (Mon)

*Please note that depending on your departure airport for domestic flights to/from Sydney and on the flight schedule, an overnight stay in Sydney before and/or after the trip may be required.

* Required

1. Email address *

Online Application Form

This application is State/Territory specific. Please use a correct link.

This application form must be submitted online by 11:59pm on August 31, 2019 (Saturday)

Applicant and School Information

2. First Name *

3. Surname *

4. Gender *

Mark only one oval.

Male

Female

5. E-mail Address (School) *

6. E-mail Address (home or other) *

7. Phone Number (School) *

8. Phone Number (Mobile) *

9. Name of School *

10. **School Address ***

11. **Position ***

Mark only one oval.

Principal

Other: _____

12. **Level of School you are in charge of ***

Mark only one oval.

Primary

Secondary

P-12

Other: _____

13. **School Type ***

Mark only one oval.

Public

Independent

Catholic

Other: _____

14. **Total Number of Students (total and by grade) ***

15. **Does your school currently offer a Japanese language program? ***

Mark only one oval.

Yes

No

16. **If answered "Yes" in Q.15 above, please write details, e.g.how many students are learning Japanese, what years they are in, hours of lessons/week...etc.**

17. If answered "No" in Q.15 above, does the school have a plan to begin a Japanese program in the future? (Please write as detailed as possible.)

18. Does your school have a partner school in Japan? *

Mark only one oval.

- Yes
 No

19. If answered "Yes" in Q.18 above, please write here what kinds of activities/programs the school has with the partner school.

20. Does your school currently conduct overseas trip(s)? *

Mark only one oval.

- Yes
 No

21. If answered "Yes" in Q.20 above, please list countries where you have school trips to.

22. If answered "No" in Q.20 above, please answer here whether you have a plan to start overseas school trip(s) in the future. (To which county,? in what stage in planning/preparation you are in now? Expected starting year? ...etc.)

23. Does the school have a strong focus on any of the areas below? *

Check all that apply.

- STEM
- Music
- Sports
- N/A

24. If you ticked any of the areas above, please write details of the features or the program(s).

25. Have you been to Japan before or have a plan to go in the next 12 months, personally or on a school-related trip? *

Mark only one oval.

- Yes
- No

26. If you answered "Yes" to above, please write details here, e.g. In what year and for how long and for what purposes..etc.

Application Statement

This is a very important part of your application for selection.

27. Why would you like to participate in the tour? (Max 250 words) *

28. What would you like to gain from the tour? (Max 250 words) *

Terms and Conditions

- 1) Up to 30 people from Australia will be selected to the two tours (JPF tour and JNTO Tour) and I am prepared to participate in whichever tour I am selected to.
- 2) I understand that application submission doesn't guarantee that I get selected.
- 3) I will be available for the full duration of the tour if selected.
- 4) Submitting report(s) and completing survey(s) after the tour, and any additional requirement, will be compulsory if participating in the tour.
- 5) The details of the selection procedure will not be disclosed.
- 6) The information collected via this form will be used for the tour selection purpose only by the teachers' association of your state/territory, JPF, JNTO, Consulate-Generals or the Embassy of Japan in Australia, and the companies which are entrusted by JPF or JNTO on this project and will not be disclosed for any other purposes.

7) Cancellation Policy:

Cancellation charge will be incurred based on the date when JPF, JNTO or our appointed travel agencies receive your notice of cancellation.

[Flights]

100% cancellation/amendment fee required once tickets are issued.

[Land Services (Hotel, Trains, private car, guide, and etc.)]

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8) If you have dietary restriction, although as much effort will be made, your request may not be fully met.

29. I understand and agree to the Terms and Conditions described above. *

Check all that apply.

Yes

A copy of your responses will be emailed to the address you provided

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