As Japan's pioneering institution providing vocational rehabilitation services

The National Vocational Rehabilitation Center for Persons with Disabilities (NVRCD) has two facets. One is the Central Large Region Vocational Rehabilitation Center for Persons with Disabilities, founded under the Law for Employment Promotion of Persons with Disabilities, and the other is the Central Vocational Abilities Development Center for Persons with Disabilities, founded under the Human Resources Development Promotion Law. NVRCD was established by the Ministry of Health, Labour, and Welfare in 1979, and is managed by Japan Organization for Employment of the Elderly, Persons with Disabilities and Job Seekers (JEED).

NVRCD is a pioneering institution in Japan, which provides vocational rehabilitation services. The services include vocational guidance and vocational training required for the independence of persons with disabilities, and are provided systematically in cooperation with the adjacent National Rehabilitation Center for Persons with Disabilities (NRCD).

*What is vocational rehabilitation?*

It is to attempt to make persons with disabilities independent in vocational life by taking measures such as vocational evaluation, guidance and training, and job placement.

**Characteristics**

- Training suited to the needs of persons with disabilities and employers
  1. There are approximately 12 admission opportunities per year.
  2. Training is provided according to characteristics of disabilities.
  3. Training is generally carried out on the basis of individual training curriculums.
  4. Training curriculums include basic IT training, and basic PC operation (word processing, spreadsheet, Internet access) for all trainees.

- Vocational counseling and employment support for persons with disabilities and support for employers
  1. Along with vocational training, counseling and advice are offered with the aim of vocational independence.
  2. In response to requests, employers can also receive advice on the hiring of disabled employees and management of the employment process.
  3. Employers can hold recruiting sessions and interviews at NVRCD.
  4. Trainees who have found a new job can modify their schedules in order to receive training aimed at acquiring skills required by their employers.
  5. After trainees find employment, the Center will conduct follow-up surveys in cooperation with Local Vocational Centers for Persons with Disabilities.
From admission to employment

Persons with disabilities seeking employment

Applicants for the patient's residence

Municipal government

National Rehabilitation Center for Persons with Disabilities

Application guidance

Application procedures

Acceptance

Public Employment Security Office of providing and organization of job opportunities

Persons with intellectual disabilities

Persons with mental disabilities

Persons with developmental disabilities

Moving into the patient's residence

Local vocational centers for persons with disabilities

Preliminary evaluation

Vocational evaluation

Admission

National Vocational Rehabilitation Center for Persons with Disabilities

Central Local Region Vocational Rehabilitation Center for Persons with Disabilities

Central Vocational Abilities Development Center for Persons with Disabilities

Vocational evaluation

Employment support

Residential counseling

Introductory training

 Vocational training

Coordination

Public Employment Security Office (Hole Work)

Company

*1 Admission applications will be submitted through public employment security offices.

*2 Applicants with intellectual, mental or developmental disabilities will be limited to those who can commute from their homes.

*3 Admission will be decided based on the result of the vocational evaluation.
Vocational Evaluation
Evaluation of vocational aptitude

We spend a full week conducting ① the basic academic test and vocational aptitude test, ② exercises using material similar to those used in the actual training courses that interest the applicant, and ③ interviews etc., taking into account the characteristics of a wide range of disabilities represented among our applicants. By evaluating the applicant's academic and physical capabilities as well as mental approach through these activities and providing employment information at the same time, we help applicants decide by themselves what training course is most suitable (preparation of a vocational rehabilitation plan).

For applicants who decide after the evaluation that immediate enrollment in vocational training is not suitable, we provide the necessary information on other services, in tandem with the National Rehabilitation Center for Persons with Disabilities, Local Vocational Centers for Persons with Disabilities or Public Employment Security Offices.

Vocational Counseling and Employment Support
Assistance to achieve vocational independence

Along with vocational training, we provide trainees with a range of support to facilitate employment. At the same time, we provide various employment assistance services to employers interested in hiring our trainees. We also conduct follow-ups after job placement to ensure that the employee's position is stable.

Employment support for trainees

In order to enable trainees to find employment with companies of their choice and to make a smooth transition to the workplace, we perform the following service in cooperation with Public Employment Security Offices:
Guidance and advice geared towards vocational independence>
To ensure that trainees can achieve vocational independence, we give guidance and advice that will help them choose a suitable career, make job searches effective, adopt a professional demeanor and establish good human relations in their workplaces.

Gathering and providing labour market information>
We gather and provide information on available positions in preferred areas through local public employment security offices and local vocational centers for persons with disabilities. If necessary, we request local public employment security offices in the preferred area to explore potential employers so that disabled persons will be able to find a job in the area.

Participating in employment consultation meetings>
We obtain information on employment consultation meetings held in various places to assist disabled persons in signing up for meetings and accompany them whenever possible.

Attending screening interviews>
If necessary, the Center's staff will attend screening interviews at a potential employer's office, thereby assisting disabled persons and advising employers in the final stage of the hiring process.

Employment assistance services for employers involved in the hiring of disabled persons
We offer the following services to assist recruiting activities by employers interested in hiring the Center's trainees.

Company Explanatory Sessions>
Explanatory sessions at which companies provide details of work content and types of jobs available can be held at the Center.

Advice and information regarding hiring>
We can advise employers on how to plan, carry out and manage the process of hiring persons with disabilities. We also provide know-how on employing persons with disabilities through events such as a presentation by companies that have previous experience in hiring disabled employees.

Follow-up
If necessary, we make follow-up visits to workplaces after trainees have found jobs in order to ensure that the transition into the workplace goes smoothly. To the same end we also work with Local Vocational Centers for Persons with Disabilities.
Understanding of disability characteristics through introductory training

Persons with mental disabilities, developmental disabilities and higher brain dysfunction are provided introductory training (experience of training of the course the person intends to take, actual work in a simulated work environment, employment counseling, etc.) for a certain period after admission for understanding whether a person can adapt to the training environment and what characteristics each person’s disability bears. (As a result, a trainee might be advised to change the course.)
Features of Vocational Training

- **Individual Curriculums**
  Each training course has its own individual curriculum, adapted in response to the disabilities and capabilities of the trainees, as well as being tailored as closely as possible to the content of the actual company work.

- **Corporate Needs**
  Naturally training is conducted for trainees who have already received job offers. In the case of training prior to job application, the training closely follows the way in which the tasks are conducted in the company workplace.

- **Basic IT Skills**
  Use of the Internet and other basic IT skills essential to all training courses are conducted jointly.

- **Employment Oriented**
  Theoretical and practical training is offered in the acquisition of professional etiquette and comportment appropriate to employment in the corporate environment. The curriculums also offer guidance and support for the purpose of securing employment.

- **Workplace Experience**
  Where necessary, trainees undergo practical workplace experience aimed at enhancing the effectiveness of training and assisting them to gain employment.

- **Vocational Training for Returning Workers**
  In addition to the above vocational training, temporarily retired workers (persons with physical disabilities or higher cortical brain damage) aiming to acquire a new skill that will allow them to return to the workplace can undergo vocational training (courses last for 6 months). Please contact us for a preliminary consultation if you interested in this option.

- **Training for Employed Persons Seeking to Upgrade Skills (Human Resources Development Seminars)**
  Short-term training (2 days or more) is conducted in order to help currently employed persons to improve their job skills in order to keep pace with technological advances. The content of the training and its length are fixed in response to the wishes of the workers themselves, corporate demands, type of disability, and so on.
Training is provided, in principle, for a year. There are also six-month courses for those who intend to be employed in the near future. Trainees may leave the course prior to its completion when they obtain official job offers or accomplish the purpose of the training.

### Training Categories and Sections

#### Mechanical Engineering Section
- **Mechanical CAD course**
- **Electronic CAD course**
- **FA system course**
- **Assembly & inspection course**

#### Electric and Electronic Engineering Section
- **DTP course**
- **Web course**

#### Technical Operation Section
- **Office work course**
- **OA business course**
- **Software development course**
- **System application course**
- **Information accessibility for people with visual disabilities course**
- **Interior design course**
- **Architectural CAD course**

### Design Category

#### Interior Design Section
- **Interior design course**
- **Architectural CAD course (6 months)**

### Business & Information Category

#### DTP & Web Technology Section
- **DTP course**
- **Web course**

#### Business Management Section
- **Business accounting course**
- **Business license course (6 months)**

#### Office Work Section
- **Office work course**

#### OA Business Section
- **OA business course**

#### OA System Section
- **Software development course**
- **System application course**
- **Information accessibility for people with visual disabilities course**

### Job Development Category

#### Job Development Section
- **Assembly work course**
- **Office work course**
- **Product distribution work course**
- **Compensatory skills course (6 months)**

#### Practical Work Section
- **Office work course**
- **Sales and distribution work course**
- **Hotel & amenity service work course**

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**Training sections of which names are different from those specified under relevant laws**

<table>
<thead>
<tr>
<th>Category</th>
<th>Name of Training Sections</th>
<th>* Name of Training Sections specified under the relevant laws</th>
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<tbody>
<tr>
<td>Mechatronics Category</td>
<td>Mechanical Engineering Section</td>
<td>Mechanical Processing Section</td>
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<tr>
<td>Design Category</td>
<td>Interior Design Section</td>
<td>Industrial Design Section</td>
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* Names of the training sections are specified under the Human Resources Development Promotion Law and relevant regulations. They are used when Hello Work gives trainees instructions to take courses.
After acquiring basic knowledge and skills on mechanical processing, trainees are to acquire knowledge and skills as to design and drawing of part drawing and assembly drawing with 2-dimensional CAD, and modeling with 3-dimensional CAD.

After acquiring basic knowledge on mechanical processing and electronic control programs, trainees are to acquire basic knowledge and skills required for controlling through manufacturing.

Trainees will acquire basic knowledge and skills on electric and electronic devices. They will also acquire knowledge and skills on circuit design of printed wiring boards using CAD and program development for inspections and electronic control.

Trainees are to acquire basic knowledge and skills as to in-house assembly and inspection through a wide range of training regarding a series of work process (machine finishing, assembly, wiring and measurement).
Trainees aiming to find employment in the architecture or welfare and living environment business will be able to acquire knowledge and skills on architecture, CAD and quantity surveying. Also taking clerical positions in related companies into consideration, training will be offered to acquire knowledge and skills on word processing, spreadsheets, and other operations involved in clerical work.

**Design Category**

Trainees are to acquire comprehensive knowledge and skills which enable them to develop and present architectural design and renovation plans using 2- and 3-dimensional CAD.

**Interior Design Section (maximum 5 trainees)**

**Architectural CAD course (6 months)**

Trainees will learn the operation of 2- and 3-dimensional CAD in architecture and acquire related knowledge and skills.

**Interior design course**

After acquiring basic knowledge on architectural design, equipment and coordination of welfare and living environment, trainees are to acquire comprehensive knowledge and skills which enable them to develop and present architectural design and renovation plans using 2- and 3-dimensional CAD.
After acquiring basic knowledge and skills on general clerical work and operation of OA equipment, trainees are to acquire knowledge as to bookkeeping, tax accounting, sales management, payroll calculation, etc. In addition, they are to acquire knowledge and skills required to prepare materials by using word-processing and spreadsheet software, and accounting and sales management software.

Trainees are to acquire the knowledge and skills that enable them to attempt the Official Business Skill Test in Bookkeeping certified by the Japan Chamber of Commerce and Industry, computer skill tests and other certification tests.

The course provides basic training on clerical work and the operation of OA equipment, as well as practical training in a simulated office environment which aims to impart the ability to perform various office work. Through this training, trainees are to acquire knowledge and skills which enable them to perform a wide range of clerical work within a company environment.

After acquiring basic knowledge and skills as to general clerical work and operation of OA equipment, trainees are to acquire knowledge and skills required for materials preparation, bookkeeping, payroll calculation, etc., by using application software for word-processing, spreadsheet or other purposes.

Training will be provided to facilitate employment in the field involved in the production, processing and editing of printing data for advertisements, or the design, development, and distribution of web contents.

Through a basic knowledge of printing and photoengraving, trainees will acquire the knowledge and skills to produce fliers, posters and other commercial printing items using DTP systems. They will also acquire basic knowledge and skills to perform office work using computers.

Through a basic knowledge on computers and the Internet, trainees will acquire the knowledge and skills to construct a website that is both user-friendly and attractive.
OA System Section (maximum 25 trainees)

The Section aims at trainees’ acquiring skills and knowledge concerning design and development of programs, and use and operation of systems, and their employment in IT field.

In addition, persons with visual disabilities are provided a special course to acquire skills required for clerical work by using access equipment and software that help the visually disabled use computers.

Software development course

After acquiring knowledge and skills concerning operation of computer-based information processing system, information security, network, etc., trainees are to acquire knowledge and skills as to design and development of information system programs based on various programming languages (Java, C language, etc.).

System application course

After acquiring knowledge and skills concerning operation of computer-based information processing system, information security, network, etc., trainees are to acquire practical knowledge and skills as to programming intended for the efficiency improvement of their own task, use and application of database and other application software, operation and management of information processing system, and website creation.

Information accessibility for people with visual disabilities course

Trainees are to acquire knowledge and skills required for clerical work mainly based on business PC software by using access equipment and software that help the visually disabled use computers. Such equipment includes enlarging device to make the print readable and a braille display, while there are screen readers and screen enlarging software.

For trainees with severe visual disabilities who have insufficient experience with the equipment for the visually disabled, basic training on the operation of access equipment and software will be provided according to the level of disability. We also provide guidance through practical training in order to improve the trainees’ job-adaptability within a short period.
Job Development Section targets persons with higher brain dysfunction, mental disabilities and developmental disabilities. Trainees are to acquire knowledge and skills along with techniques with which compensate their disabilities.

Assembly work course
Trainees will acquire the knowledge and skills to carry out assembly work, inspections and miscellaneous light tasks in a manufacturing setting.

Office work course
After learning basic operation of personal computers, trainees are to acquire the knowledge and skills as to clerical work including data entry, preparation of various records, management of documents and data, mail sorting and preparation for delivery.

Product distribution work course
Trainees are to acquire knowledge and skills as to distribution-related work including picking from storage areas, product inspection, product conveyance and processing of payment slips, as well as sales-related work in retail stores, including product display, packaging, packing and product data entry.

Compensatory skills course (6 months)
This course is for persons with higher brain dysfunction, who are on medical leave but seeking to return to the workplace. Trainees will learn techniques which will compensate their disabilities and acquire knowledge and skills required for reinstatement.
Practical Work Section targets persons with intellectual disabilities (including those also with developmental disabilities). Trainees are to acquire knowledge and skills that are common to all courses below, such as greetings and attitude required for serving customers, building up of physical strength required for working life, cleaning, sorting out, and selection and checking while they are to acquire knowledge and skills offered by one of the courses below.

**Sales and distribution work course**
Trainees are to acquire knowledge and skills on operations at retail stores, including product packing and bagging, display and serving customers as well as operations at distribution centers including picking from storage areas, product inspection and conveyance.

**Office work course**
After learning basic operation of personal computers, trainees are to acquire knowledge and skills as to data entry, slip sorting, mail sorting and preparation for delivery at various workplaces.

**Hotel & amenity service work course**
Trainees are to acquire knowledge and skills as to preparation and cleaning of guest rooms at hotels, as well as customer services, assistance to cooking, and cleaning of dishware and cooking utensils at restaurants.
What are the prospects of employment?

The employment rate of trainees exceeds 80%. Trainees actively look for jobs even during training periods in parallel with vocational training, supported by vocational guidance counselors and other staff. There have been many trainees who found jobs during training periods and stopped training before the date of completion.

We welcome visits and questions from prospective applicants and employers interested in hiring disabled individuals. Please make an appointment with the appropriate department.

For inquiries from overseas: Start with +81-4-2995 (common area code)
How to Get There

By Train
If you use the Seibu Shinjuku Line

- Seibu Shinjuku Station
  - 45 minutes by Express
  - 15 minutes by Jump
  - 5 minutes by Taxi

If you use the Seibu Ikebukuro Line, switch to Seibu Shinjuku Line at Tokorozawa Station.

If you use the Seibu Shinjuku Line from Hon-Kawagoe, the closest station is Shin-Tokorozawa (15 minutes by foot or 5 minutes by taxi from the station to NVRCD).

Both Koukukoen and Shin-Tokorozawa Stations have elevators. There is also a guide path of Braille blocks from both stations to NVRCD.

By Car
Kanetsu Expressway

- Tokorozawa Interchange
  - Exit to Tokorozawa
  - Approx. 30 minutes to NVRCD

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