

Guide to JAVADA



JAVADA

JAPAN VOCATIONAL ABILITY DEVELOPMENT ASSOCIATION



To make the best use of each individual's abilities



Japan Vocational Ability Development Association

For all working people.

Greetings

JAVADA contributes to sustainable social progress through vocational ability development.



Today, as structural changes in economies, especially global economic competition, become more intense, the environment surrounding companies is evolving significantly, including the issue of a shrinking society and the problems of how to maintain skills and secure human resources as the baby boomer generation goes into retirement. In the midst of such circumstances, in order to have rich and stable vocational lives, there is a need that each person develop and improve his or her own skills and for creation of an environment where companies and society are in a position to support career development.

If Japan is to enjoy sustainable progress and become a vibrant society, it is also important that workers from all generations fully exert their individual skills. Encouraging women to return to work or find new employment when their children require less attention and promoting hiring of young people and employment of senior citizens after reaching retirement age is taking on importance when it comes to individual-oriented career development.

We at the Japan Vocational Ability Development Association (JAVADA) have been engaged in efforts to firmly respond to changing times and the needs of society ever since our establishment in 1979 based on the Human Resources Development Promotion Act.

As a specialist institution for evaluation of vocational ability, we use various projects related to vocational ability evaluation to ensure suitable evaluation and work to provide career development support for working people through the provision of various information, consultation support, etc. related to vocational ability development. Moreover, because Monozukuri and development of the human resources to support it form the foundations of industry, we engage in various projects related to skill promotion to foster respect for Monozukuri. Starting in 2013, we will be carrying out a Young Skilled Worker Development Support Project as a skill promotion-related project. We will endeavor to contribute to the development of manufacturing, which is a key industry in Japan, through effective passing on of skills and development of successors.

We will contribute to social progress by supporting career development, promoting skills and supporting human resource development at companies and will work to improve our services to tie that in to enriching the vocational lives of working people. Thank you for your continued guidance and cooperation.

Kazuaki Kama

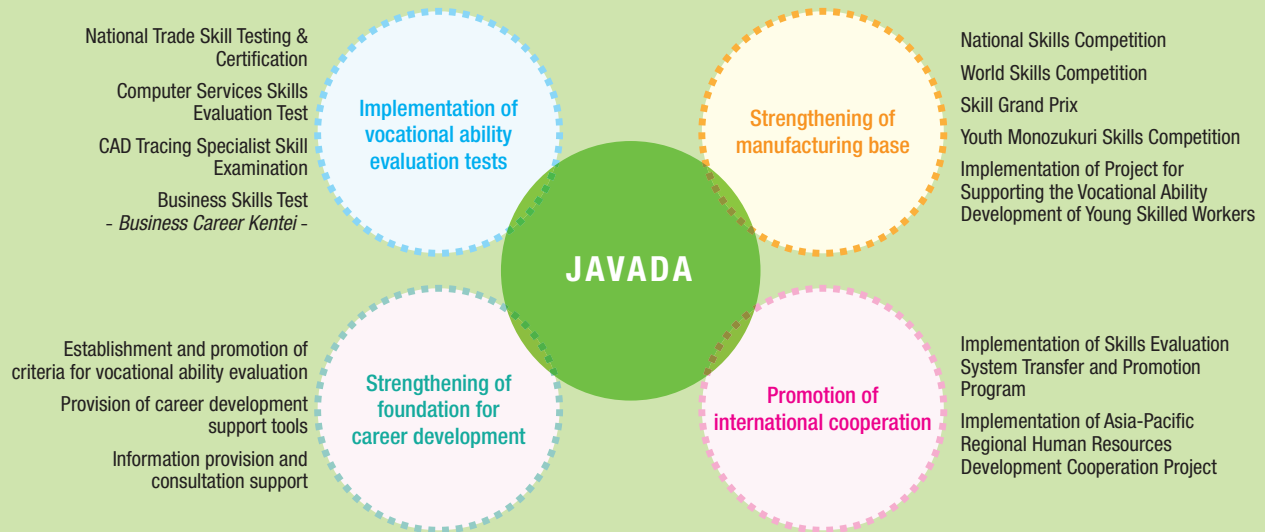
Chairman of the Japan Vocational Ability Development Association



Japan Vocational Ability Development Association Logo

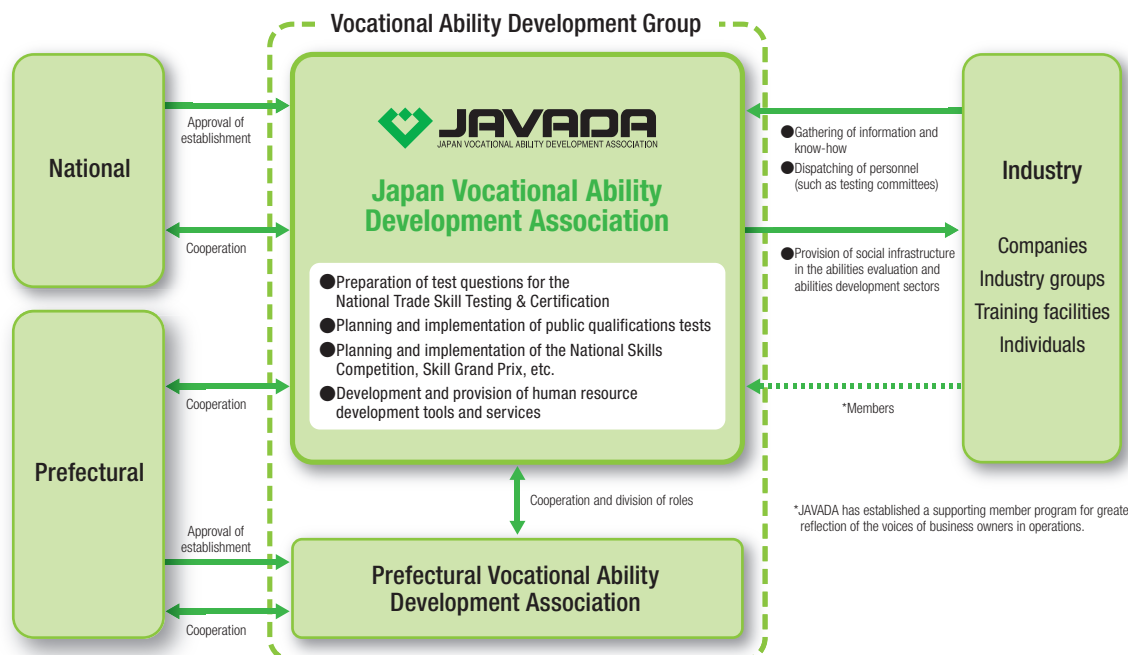
The logo uses the letter "V" doubling as a graphical representation of a right angle square to represent vocational training and a graphical representation of calipers measuring a product to represent skills testing. The overall graphic is a representation of a fist, symbolizing ability.

Framework for JAVADA Projects



Close Cooperation with Industry, and with the National and Prefectural Governments

The Japan Vocational Ability Development Association has created a fair and impartial abilities evaluation system, in close cooperation with industry and with the national and prefectural governments and, as a comprehensive public institution for vocational abilities development, joins the Prefectural Vocational Ability Development Association to provide a nationwide service.



Implementation of vocational ability evaluation tests

A proper evaluation of an individual's vocational abilities allows them to market their abilities and also provides a rough guide to set goals for future career development. For companies, it serves as a guideline for proper personnel evaluation criteria and appropriate human resource allocation.

JAVADA carries out the vocational ability evaluation tests below so that people working in various fields can obtain proper evaluations.



National Trade Skill Testing & Certification

The National Trade Skill Test & Certification (NTSTC) is a national testing system certified by the Japanese government. It tests worker knowledge and skills according to uniform standards. The NTCSTC is carried out based on the Human Resources Development Promotion Act for the purpose of enhancing skill evaluation by society in general and improving the abilities and status of workers.

The content of NTSTC has been steadily expanded since its establishment in 1959, and as of April 2013, it has been implemented for 114 trades*.

Those who pass the NTSTC are awarded a certificate of passing bearing the name of the Minister of Health, Labour and Welfare (Advanced Grade, Grade 1 and Non-classified Grade) or the prefectural governor (Grade 2 and Grade 3) and are given the title of Certified Skilled Worker.

As of FY2012, more than 3.72 million people* have successfully passed NTSTC, an achievement that has been highly lauded in the workplace as a sure certification of skill.

*Implemented by the Japan Vocational Ability Development Association and Prefectural Vocational Ability Development Association

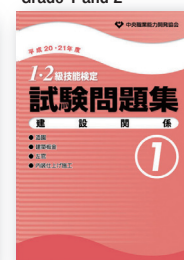


Badge for Advanced Certified Skilled Worker

Advanced Grade



Grade 1 and 2



Construction and carpentry trade



Mechanical and machining trade



Commercial art trade



Japanese-style dressmaking trade

▼NTSTC grade classes

Currently, some skills tests are classified into Advanced, Grade 1, Grade 2 or Grade 3, while others are not classified and are instead categorized as non-classified grades. These test levels are described as follows:

Advanced.....Level of skill that should normally be held by a manager or supervisor

Grade 1 and Non-Classified Grade.....Level of skill that should normally be held by a senior-level skilled worker

Grade 2.....Level of skill that should normally be held by mid-level skilled worker

Grade 3.....Level of skill that should normally be held by starting-level skilled worker

Computer Services Skills Evaluation Test (Public Qualifications Test)

The Computer Services Skills Evaluation Test is for people who have learned computer operation methods or who are engaged in all kinds of services using computers in educational training facilities or business offices. It has been conducted together with the Prefectural Vocational Ability Development Association since 1983 to evaluate those abilities, and as of FY2012, more than 2.3 million people have taken it.

Divisions and grades are established for every level from beginner to expert to certify readiness to work in actual society. Additionally, the topics covered are centered on practical skills so that it provides an accurate evaluation of individual skill. Moreover, those who pass the test are given the title of Specialist.



Proper utilization of information

Basic utilization of PCs

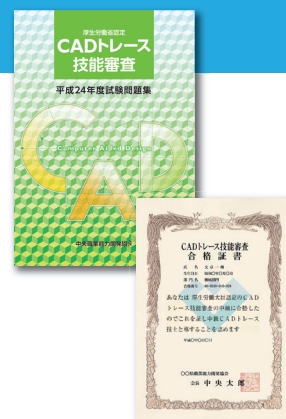
Functional utilization of application software

- Word processor division
- Spreadsheet division
- Database division
- Office document division
- PC driving division
- Information security division

CAD Tracing Specialist Skill Examination (certified by the Minister of Health, Labour and Welfare)

This test, for people engaged in drafting operations using CAD in educational training facilities or business offices, was started in 1997 when it received certification from the Minister of Health, Labour and Welfare. To date, as many as 59,000 people have taken the test.

Skills required in drafting operations that use CAD are divided into two divisions, namely Machinery and Construction, with three grades in each division. The test consists of a Practical Skills Test for drafting operations centered on actual tracing, and a Written Test covering knowledge related to drafting operations, to enable comprehensive and accurate evaluation of individual skills. Furthermore, those who pass the test are awarded the title of Specialist.



Business Skills Test - Business Career Kentei - (Public Qualifications Test)

The Business Skills Test covers 14 divisions in eight fields and is for people engaged in personnel, labor management, general administration, legal affairs, accounting, sales, and other so-called office administration work as well as production management, logistics, and other on-site support. It is a public qualifications test in conformance with the Vocational Ability Evaluation Standards set by the national government, with beginnings that can be traced as far back as FY1994. To date more than 380,000 people have taken the test. People that have passed the test now work in various different settings.

At corporations, the Business Career Test is utilized as a requirement for promotions and advancements, and many individuals use it as a means of personal development.



Strengthening of the manufacturing base

“Monozukuri” has supported the development of Japan’s economy and industry. With the aging of the baby boomer generation and the drifting of younger people away from manufacturing, this foundation is beginning to weaken. JAVADA is using the following skills competitions to improve the level of skilled workers and to contribute to society by spreading the appeal and importance of “monozukuri” skills.



National Skills Competition

The National Skills Competition is a competition in which young skilled workers age 23 or under (except for a few job trades) pit their skills against each other. It is held for the purpose of encouraging the development of skilled workers of the next generation, and for having participants experience the importance and wonder of “monozukuri”. Spectators have the opportunity to view the monozukuri process up close, something normally not possible, and be amazed and inspired. The National Skills Competition also serves as a qualifying event for the World Skills Competition.

Event	Year	Host prefecture	Number of competitors
50	2012	Nagano	1097
49	2011	Shizuoka	1066
48	2010	Kanagawa	1028
47	2009	Ibaraki	983
46	2008	Chiba	953
45	2007	Chiba	980
44	2006	Kagawa	1158
43	2005	Yamaguchi	1094
42	2004	Iwate	1068
41	2003	Niigata	974
40	2002	Kumamoto	781



Youth Monozukuri Skills Competition

Targeting youth under 20 years old who are currently learning skills at vocational abilities development institutions, technical high schools or other such institutes of learning, this competition was launched in FY2005 for the purpose of providing them with goals and widening the horizons of young skilled workers.

Event	Year	Host prefecture	Number of competitors
7	2012	Iwate	290
6	2011	Hyogo	258
5	2010	Kanagawa	263
4	2009	Kanagawa	271
3	2008	Kanagawa	208
2	2006	Kanagawa	224
1	2005	Chiba	203



World Skills Competition

The World Skills Competition is a competition between young skilled workers 22 years of age or younger (except for a few job trades) selected from countries all over the world and is held once every two years. Japan has achieved excellent results in these competitions ever since joining the 11th competition in 1962. The competition has been held three times in Japan, including the 19th competition in 1970 (Tokyo, Chiba), the 28th competition in 1985 (Osaka), and the 39th competition in 2007 (Shizuoka). The 39th competition was called the “International Skills Festival for All, Japan 2007.”

JAVADA serves as the Japan representative member of World Skills International (WSI), the organizing committee for this global competition and, in addition to sending Japanese teams to the competition, plays an important role in the competition operations.



While the emerging nations of Asia are rising fast, resulting in ever stiffer competitions, the young expert craftsmen representing Japan, the founder of Monozukuri, always accomplish exceptional results that leave everyone else greatly impressed.



● World Skills Competition
Number of medals taken by Japan in recent competitions

Year	Host country (city)	Gold	Silver	Bronze
2013	Germany (Leipzig)	5	4	3
2011	United Kingdom (London)	11	4	3
2009	Canada (Calgary)	6	3	5
2007	Japan (Shizuoka)	16	5	3
2005	Finland (Helsinki)	5	1	2
2003	Switzerland (St. Gallen)	6	2	4
2001	Korea (Seoul)	4	2	4
1999	Canada (Montreal)	6	3	2
1997	Switzerland (St. Gallen)	2	0	4
1995	France (Lyons)	4	3	1
1993	Chinese Taipei (Taipei)	2	6	5

Skill Grand Prix

Worker skills have produced various tangible ideas and research results, supporting industry and enriching people's lives. At the same time, the question of how to pass on to the next generation the precious skills of seasoned skilled workers that have supported our country is an important challenge for the nation as a whole, going beyond industrial and regional frameworks.

Skills Grand Prix is a competition held every two years and brings together experienced skilled workers from all over Japan possessing Advanced, Grade1 and Non-classified certifications.

This competition of highly skilled workers can serve to persuade young skilled workers and others of the importance of these skills and contributes to the development of the younger generation.



Implementation of Project for Supporting the Vocational Ability Development of Young Skilled Workers

As young people continue to drift away from Monozukuri and skills, preparing an environment in which young people can actively aspire to become skilled workers and training and equipping skilled workers with the advanced skills that will serve as the foundation for industry have become challenges.

For that reason, we are implementing the Project for Supporting the Vocational Ability Development of Young Skilled Workers, and in addition to providing support for training young skilled workers and passing on skills through the Monozukuri Master Craftsman Program, we are helping to foster respect for skills like operating web portals that disseminate information on things like improving the qualifications of skilled workers and the NTSTC system.

Monozukuri Master Craftsman Program

Monozukuri master craftsmen possessing advanced skills utilize challenges from skills competitions, the NTSTC, etc. to provide practical skill instruction to many young skilled workers and engage in effective transfer of skills and successor development.



Strengthening of foundations for career development

The next generation has reached the point where each individual working person selects their workplace and way of working based on their vocational life design. To do this, it is important for people to understand their own vocational ability level and situation in order to determine goals and continue with career development. JAVADA prepares vocational ability evaluation standards and provides career development support tools and information to support the career development of individual working people.



Preparation and Dissemination of Vocational Ability Evaluation Standards

In order to clarify the human resources sought after by corporations as well as secure and train them, it is necessary to prepare a fair and highly transparent system for properly evaluating the vocational ability of employees. This will allow employees to objectively grasp their own abilities and also leads to them being able to set goals for career advancement.

We have adopted “Vocational Ability Evaluation Standards” applicable across various industries as “measure for practical vocational abilities” based on cooperative links with industrial groups, etc., to promote social foundations enabling suitable evaluations of the vocational abilities of working people.

The Vocational Ability Evaluation Standards developed by JAVADA are broken down into a number of tasks (units) by work content and use the presenting of specific work action examples by level to clarify the abilities expected to be demonstrated by the people in charge of the work.

We have prepared evaluation standards by industry for 50 industries and 248 occupations as well as standards for administrative occupations spanning different industries.

These can be customized to match the needs in specific companies for more effective utilization.



Provision of career development support tools (CADS 2.1 & CADI 2.1)

CADS 2.1 (Career Development Sheet) is a tool designed to promote objective self-understanding and formulate a career plan for the future through the entry of information on a worksheet, while CADI 2.1 (Challenge and Discovery Inventory) measures the attitude and skills said to be essential for career development as well as the personality traits necessary for it. Both tools were developed by JAVADA over a period of two years starting in 1999 and have since that time undergone revisions as they have been utilized in courses and lectures.



CADS
(Career Development Sheet)



CADI
(Challenge and Discovery Inventory)

Vocational Ability Development Service Center

Vocational ability development service centers have been established in each region to provide business owners and employees with expert consultation and information regarding vocational ability development. Career development advisors and human resource development consultants with expertise in vocational ability development are stationed here to provide all kinds of consultation assistance regarding vocational ability development. In addition, a career development supporter position was introduced in FY2013, and activities related to career consulting, including the "Career Diagnosis Service," will be expanded.

Seminars and Lectures

JAVADA holds advanced practical seminars and lectures, given by lecturers with rich practical experience, on the theme of career development support for corporate vocational ability development promoters and people in charge of human resource development. JAVADA also offers an information exchange plaza on the theme of on-site examples offered with the cooperation of participating corporate human resource officers.

Custom training to suit the needs of individual companies is also available.

●Lecture examples

- ▶ Vocational ability development promoter training seminar
- ▶ Career development support dissemination and promotion seminar: "Practice! Career Design"
- ▶ Career development support practice seminar: "Practice! Career Coaching"
- ▶ Human resource development exchange plaza
- ▶ Student and youth career development officer support seminar

Provision of support for course designation under Training and Education Benefits System and information on designated courses

The Training and Education Benefits System is run as one of the benefit programs of the employment insurance scheme to support the efforts of working people to engage in independent ability development and promote employment stability and re-employment. We provide support to education and training institutions wishing to receive course designations under the system and supply information on education and training courses that have received Minister of Health, Labour and Welfare designation.

JAVADA Information Magazine

Every month, we distribute an e-mail magazine providing useful information broadly related to ability development to human resources development promoters, people involved in vocational ability development at companies, people engaged in self-improvement, people thinking about taking ability evaluation tests, and other adults and students with an interest in careers. It is available free of charge to all who wish to subscribe.

●Key content

- ▶ Topics related to ability development
- ▶ Business Skills Test information
- ▶ Information about the National Trade Skill Test & Certification
- ▶ Articles from researchers regarding careers
- ▶ Reports from practitioners regarding career development
- ▶ Information related to the National Skills Competition, and other skills promotion
- ▶ Information about various events and seminars
- ▶ News about JAVADA and the Prefectural Vocational Ability Development Association

▼ Visit the URL below to subscribe.

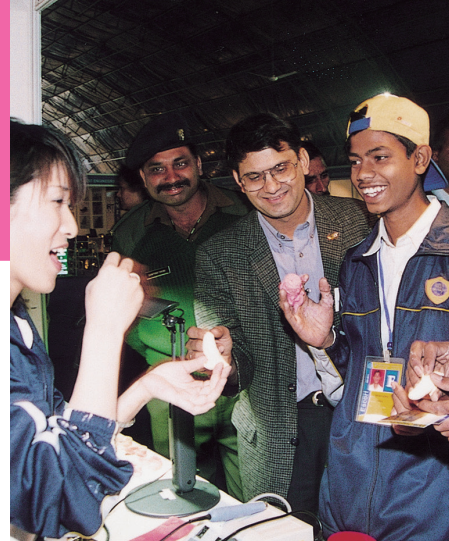
<http://www.javada.or.jp/magazine/>

The screenshot shows a web form for subscribing to the JAVADA Information Magazine. At the top, it says "読者申込み登録" (Reader Registration) and "JAVADA情報マガジン". Below this, there are two numbered sections of terms and conditions. The first section states that the magazine is distributed to members of the Japan Vocational Ability Development Association. The second section states that the magazine is distributed to members of the association who have registered their email addresses. There is a "同意します" (I agree) checkbox. Below the terms, there are fields for "E-mailアドレス" (Email address) and "所属先所在地" (Affiliation/Location). The "E-mailアドレス" field has a note: "※メールアドレスは、必ず入力してください。" (Please enter your email address). The "所属先所在地" field has a note: "※選択された所在地の郵便用紙から配付されます。" (Distribution will be made from the postal paper of the selected location). There are also checkboxes for "職業・所属等" (Occupation/Affiliation) with options: (1) 職業能力開発推進 (Career Development Promotion), (2) 人事、労務、能力開発部門 (HR, Labor, Ability Development Dept), (3) 前項(2)以外の部門 (Other than item 2), (4) 会社経営、役員 (Company Management, Executive), (5) 労働組合関係 (Labor Union Related), (6) キャリア・コンサルタント等 (Career/Consultant etc.), (7) 学校教員関係者及び学生等 (School Teachers and Students etc.), (8) その他 (Others). At the bottom, there are buttons for "確認画面を表示する" (Show Confirmation Screen) and "入力情報のクリア" (Clear Input Information).

Promotion of international cooperation

Implementation of Skills Evaluation System Transfer and Promotion Program

This program promotes development of skill evaluators in Asian countries and the dissemination of skills tests and skills competitions to contribute to the development of skilled workers and improvement of productivity in the industrial sectors of these countries. We also support the building of national certification systems and the development of the human resources necessary for their establishment and expansion.



Asia-Pacific Region Human Resources Development Cooperation Program

The Project for Cooperation in Human Resources Development to Unify ASEAN and the Project for Cooperation in APEC Human Resources Development are carried out as international cooperation projects in the field of human resource development in the Asia-Pacific region in close collaboration with persons in charge of vocational ability development in the countries of ASEAN and APEC. The purpose of these projects includes building and improving vocational ability development systems in the participating countries, promoting self-sufficiency of aid receiving countries, promoting public-private cooperation and strengthening Japan's communication of information.



Available Publications in the JAVADA Library

The JAVADA library contains a wide selection of workbooks and texts serving as test preparation and study materials for the ability evaluation tests developed at JAVADA. Additionally, we have developed CADS (Career Development Sheet), CADI (Challenge and Discovery Inventory), and other easy-to-use tools in support of career development, and have made them available for sale. You can order library publications from the JAVADA website.

<http://www.javada.or.jp/> → **図書のお申し込み**
(Order information)

- 技能検定試験問題集 特級 (Skill Test Workbook, Advanced)
- 技能検定試験問題集 1・2級 (Skill Test Workbook, Grades 1 and 2)
- 技能検定試験問題集 3級 (Skill Test Workbook, Grade 3)
- コンピュータサービス技能評価試験練習問題集
(Computer Services Skills Evaluation Test Study Workbook)
- コンピュータサービス技能評価試験 (PCドライビング部門) 本番試験体験用CD
(Computer Services Skills Evaluation Test (PC driving division) CD for simulation test)
- CADトレース技能審査試験問題集 (CAD Tracing Skill Test Workbook)
- CADS (キャリア開発シート) & CADI (環境変化自己診断ツール)
(CADS (Career Development Sheet) and CADI (Challenge and Discovery Inventory))
- ビジネス・キャリア検定試験標準テキスト (Business Skills Test Standard Textbook)



Prefectural Vocational Ability Development Association Addresses

Association name	Postal No.	Address	Telephone No.	Service Center Telephone No.	Skill promotion corner Telephone No.	Home Page address
Hokkaido Vocational Ability Development Association	003-0005	Hokkaido Vocational Ability Development Support Center 1-1-2 Higashi-sapporo 5-jo, Shiroishi-ku, Sapporo City	011-825-2385	011-825-2388	011-825-2387	http://www.h-syokunou.or.jp/
Aomori Vocational Ability Development Association	030-0122	Aomori Vocational Training School 43-1 Aza-Imata, Oaza-Nojiri, Aomori City, Aomori	017-738-5561	017-738-6464	017-738-5561	http://www.a-noukaikyo.com/
Iwate Vocational Ability Development Association	028-3615	Iwate Industrial Technology Junior College 10-3-1 Minami Yahaba, Yahaba-cho, Shiba-gun	019-613-4620	019-613-4621	019-613-4622	http://www.noukai.com/
Miyagi Vocational Ability Development Association	981-0916	16-1 Aoba-machi, Aoba-ku, Sendai City	022-271-9260	022-271-9223	022-727-5380	http://www.miyagi-syokunou-kyoukai.com/
Akita Vocational Ability Development Association	010-1601	Akita Prefectural General Vocational Training Center 1-2-1 Mukohama, Akita City	018-862-3510	018-823-0370	018-874-7135	http://www.akita-shokunou.org/
Yamagata Vocational Ability Development Association	990-2473	2-2-1 Shoei, Yamagata City	023-644-8562	023-644-4250	023-645-3131	http://www.y-kaihatu.jp/
Fukushima Vocational Ability Development Association	960-8043	5F Fukushima Prefectural Self-Government Hall, 8-2 Naka-machi, Fukushima City	024-525-8681	024-525-8680	024-525-8681	http://business2.plala.or.jp/fuvada/
Ibaraki Vocational Ability Development Association	310-0005	Ibaraki Prefecture Human Resource Development Center 864-4 Suifu-cho, Mito City	029-221-8647	029-221-0639	029-221-8647	http://www.ib-syokkyo.com/
Tochigi Vocational Ability Development Association	320-0032	Tochigi Prefecture North Office, 2-2-5 Syowa, Utsunomiya City	028-643-7002	028-643-0023	028-612-3830	http://www.tochi-vada.or.jp/
Gunma Vocational Ability Development Association	372-0801	1211-1 Miyako-machi, Isezaki City	0270-23-7761	0270-23-7761	0270-23-7761	http://www2.gunmanet.ne.jp/g-vada/
Saitama Vocational Ability Development Association	330-0074	5F Saitama Prefectural Urawa Regional Building 5-6-5 Kitaurawa, Urawa-ku, Saitama City	048-829-2801	048-827-0075	048-829-2803	http://www.saitama-vada.or.jp/
Chiba Vocational Ability Development Association	261-0026	4-1-10 Makuhari Nishi, Mihama-ku, Chiba City	043-296-1150	043-296-1120	043-296-7860	http://www.chivada.or.jp/
Tokyo Vocational Ability Development Association	102-0072	7F Tokyo Job Center 3-10-3 Iidabashi, Chiyoda-ku, Tokyo	03-5211-2350	03-5211-2355	03-5211-2357	http://www.tokyo-nokaikyo.or.jp/
Kanagawa Vocational Ability Development Association	231-0026	6F Kanagawa Labor Plaza 1-4 Kotobuki-cho, Naka-ku, Yokohama City	045-633-5420	045-633-5423	045-633-5403	http://www.kan-nokaikyo.or.jp/
Niigata Vocational Ability Development Association	950-0965	4F Niigata Kosha Sogo Bldg. 15-2 Shinko-cho, Chuo-ku, Niigata City	025-283-2155	025-283-2144	025-283-2155	http://www.nvada.com/main.html
Toyama Vocational Ability Development Association	930-0094	2F Azumi-cho Daichi Seimei Bldg., 7-18 Azumi-cho, Toyama City	076-432-9883	076-433-2578	076-432-8870	http://www.toyama-noukai.or.jp/
Ishikawa Vocational Ability Development Association	920-0862	3F Ishikawa Prefectural Vocational Ability Development Plaza 1-15-15 Hosai, Kanazawa City	076-262-9020	076-262-9027	076-254-6487	http://www.ishivada.com/
Fukui Vocational Ability Development Association	910-0003	4F Fukui-ken Shokuin Kaikan Bldg. 3-16-10 Matsumoto, Fukui City, Fukui	0776-27-6360	0776-26-8839	0776-27-6360	http://www.fukui-shokunou.jp/
Yamanashi Vocational Ability Development Association	400-0055	2130-2 Otsu-machi, Kofu City	055-243-4916	055-243-4916	055-243-4916	http://www.yavada.jp/
Nagano Vocational Ability Development Association	380-0836	3F Nagano Prefectural Ladies' Hall 688-2 Minamiagata-machi, Minami Nagano, Nagano City	026-234-9050	026-234-9080	026-234-9050	http://www.navada.or.jp/
Gifu Vocational Ability Development Association	502-0841	Gifu Prefectural Human Resources Development Center 2-33 Gakuen-cho, Gifu City	058-233-4777	-	058-210-1066	http://www.gifu-shokunou.or.jp/
Shizuoka Vocational Ability Development Association	424-0881	160 Kusunoki, Shimizu-ku, Shizuoka City	054-345-9377	054-347-4703	054-344-0202	http://shivada.com/
Aichi Vocational Ability Development Association	451-0035	2-3-14 Sengen, Nishi-ku, Nagoya City	052-524-2031	052-524-2035	052-524-2075	http://www.avada.or.jp/
Mie Vocational Ability Development Association	514-0004	4F Mie Prefectural Resident Service Center, 1-954 Sakae-machi, Tsu City	059-228-2732	-	059-228-2732	http://www.mivada.or.jp/
Shiga Vocational Ability Development Association	520-0865	5-2-14 Nango, Otsu City	077-533-0850	077-537-6868	077-533-0850	http://www.shiga-nokaikyo.or.jp/
Kyoto Vocational Ability Development Association	612-8416	Kyoto Prefectural Kyoto Vocational Training School 121-3 Takedaryuchi-cho, Fushimi-ku, Kyoto City	075-642-5075	075-642-5071	075-642-5075	http://www.kyo-noukai.com/
Osaka Vocational Ability Development Association	550-0011	6F Osaka Hon-cho Nishi Daiichi Bldg. 2-1-1 Awaza, Nishi-ku, Osaka City	06-6534-7510	06-6534-7512	06-6534-7510	http://www.osaka-noukai.jp/
Hyogo Vocational Ability Development Association	650-0011	1F Hyogo Labor Welfare Center 6-3-30 Shimoyamate-dori, Chuo-ku, Kobe City	078-371-2091	078-371-2094	078-371-2047	http://www.noukai-hyogo.jp/index.html
Nara Vocational Ability Development Association	630-8213	2F Nara Prefectural Small/Medium-Sized Enterprise Hall 38-1 Nobori Oji-cho, Nara City	0742-24-4127	0742-24-4127	0742-24-4127	http://www.aaa.nara.nara.jp/
Wakayama Vocational Ability Development Association	640-8272	Wakayama Skill Center 3-3-38 Sunayama Minami, Wakayama City	073-425-4555	073-425-5455	073-425-4555	http://w-syokunou.com/
Tottori Vocational Ability Development Association	680-0845	5F Hisamoto Bldg., 2-159 Tomiyasu, Tottori City	0857-22-3494	0857-21-1626	0857-30-0708	http://www.hal.ne.jp/syokunou/
Shimane Vocational Ability Development Association	690-0048	2F SP Bldg., 1-4-5 Nishiyomeshima, Matsue City	0852-23-1755	0852-26-9331	0852-61-0051	http://www.noukai-shimane.or.jp/
Okayama Vocational Ability Development Association	700-0824	3F Amano Bldg., 2-3-10 Uchisange, Kita-ku, Okayama City	086-225-1546	086-223-3441	086-225-1580	http://www.okayama-syokunou.or.jp/
Hiroshima Vocational Ability Development Association	730-0052	5F Hiroshima Prefectural Information Plaza 3-7-47 Senda-machi, Naka-ku, Hiroshima City	082-245-4020	082-245-4294	082-245-4020	http://www.hirovada.or.jp/
Yamaguchi Vocational Ability Development Association	753-0074	4-3-6 Chuo, Yamaguchi City	083-922-8646	083-932-2335	083-922-8646	http://www2.ocn.ne.jp/syokunou/
Tokushima Vocational Ability Development Association	770-8006	1-1-7 Shinhana-cho, Tokushima City	088-662-5366	088-662-0303	088-662-1974	http://www.tokunoukai.jp/
Kagawa Vocational Ability Development Association	761-8031	Kagawa Prefectural Local Vocational Training Center 587-1 Goto-cho, Takamatsu City	087-882-2854	087-882-6993	087-882-2910	http://www.noukai-kagawa.or.jp/
Ehime Vocational Ability Development Association	791-1101	2F Ehime Institute of Industrial Technology Administration Bldg, 487-2 Kumekubota-machi, Matsuyama City	089-993-7301	089-993-7336	089-993-7301	http://nokai.bp-ehime.or.jp/
Kochi Vocational Ability Development Association	781-5101	Kochi Vocational Training Center 3992-4 Nunoshida, Kochi City	088-846-2300	088-846-2305	088-846-2300	http://www.kovada.or.jp/
Fukuoka Vocational Ability Development Association	813-0044	2F Fukuoka Prefectural Human Resources Development Center 5-3-1 Chihaya, Higashi-ku, Fukuoka City	092-671-1238	092-671-5918	092-681-2110	http://www.fukuoka-noukai.or.jp/
Saga Vocational Ability Development Association	840-0814	1-15 Seisho-machi, Saga City	0952-24-6408	0952-24-6408	0952-24-6667	http://www.saga-noukai.or.jp/
Nagasaki Vocational Ability Development Association	851-2127	Nagasaki Vocational Training School 547-21 Kodago, Nagayo-cho, Nishisonogi-gun	095-894-9971	095-894-9971	095-883-1671	http://www.nagasaki-noukai.or.jp/
Kumamoto Vocational Ability Development Association	861-2202	Applied Electronics Research Center 2081-10 Tabaru, Mashiki-machi, Kamimashiki-gun	096-285-5818	096-285-5618	096-289-5015	http://www.noukai.or.jp/
Oita Vocational Ability Development Association	870-1141	Oita Prefectural Local Vocational Training Center 1035-1 Furukawa, Shimo Munakata, Oita City	097-542-3651	097-542-0163	097-542-6441	http://www.noukai-oita.com/
Miyazaki Vocational Ability Development Association	889-2155	2-4-3 Gakuen Kihanadai Nishi, Miyazaki City	0985-58-1570	0985-58-1570	0985-55-3535	http://www.syokuno.or.jp/
Kagoshima Vocational Ability Development Association	892-0836	9-14 Kinko-cho, Kagoshima City	099-226-3240	099-226-3240	099-226-3240	http://www.syokunou.or.jp/
Okinawa Vocational Ability Development Association	900-0036	3-14-1 Nishi, Naha City	098-862-4278	098-894-3230	098-894-3231	http://www.oki-vada.or.jp/



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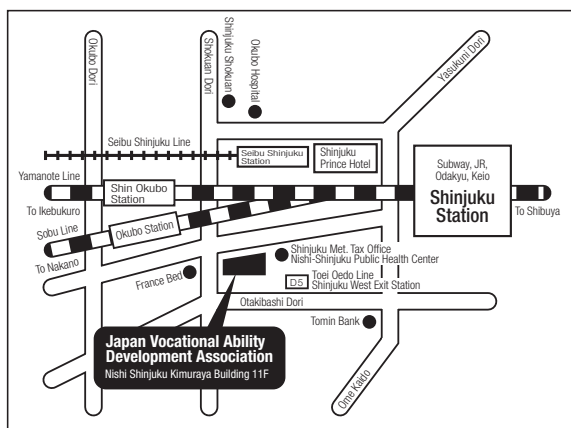
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<Transportation Guide>

About 8 minutes walk from West Exit, Shinjuku Station of JR Line, Odakyu Line, Keio Line

About 7 minutes walk from Exit B15, Shinjuku Station of Tokyo Metro Marunouchi Line

About 3 minutes walk from North Exit, Seibu Shinjuku Station of Seibu Shinjuku Line

About 3 minutes walk from Okubo Station of JR Sobu, Chuo Line

About 7 minutes walk from South Exit, Shin-Okubo Station of JR Yamanote Line

About 5 minutes walk from Exit D5, Shinjuku West Exit Station of Toei Oedo Line