

FY2019 Skills Measurement Test for the Food and Beverage Manufacturing Industry: Specific Skills, Type I

Guidance for the First Domestic Test

Ariake venue (Tokyo) has been added to the test venues.

When you apply for the specific skills measurement test for the food and beverage manufacturing industry sector, please, first of all, check and agree to what is described in this test guide and carefully read “10. How to enter the test application form” before you apply.

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August 2019

The Organization for the Technical skill Assessment of Foreign workers in the Food industry

1. Purpose of the test, eligibility, test language, and method of implementation

1. Purpose of the test

This test is conducted to measure the skills required for carrying out manufacturing and processing operations of food and beverage (excluding alcoholic beverages) in accordance with hygienic management in line with HACCP for the purpose of ensuring the appropriate administration of programs related to the status of residence of specific skills in the food and beverage manufacturing industry sector in accordance with the provisions of Article 2-4 paragraph (1) of the Immigration Control and Refugee Recognition Act.

2. Eligible applicant

A person who satisfies all of the following conditions (a) to (d)

- (a) Must be 17 years of age or above on the day of testing.
- (b) Must have a passport issued by an authorized agency of a foreign government or territory stipulated in a public notice by the Minister of Justice as they have agreed to cooperate in the execution of written deportation order in a smooth manner.
- (c) Must not fall under any of the following:
 - (1) Foreign student who has been expelled or withdrawn from the school (including voluntary withdrawal)
 - (2) Absconded technical intern trainee
 - (3) Person who is residing in Japan under the status of residence of “Designated Activities (refugee application)”
 - (4) Person who is residing in Japan under a status of residence that requires the preparation of a plan in relation to the implementation of relevant activities (hereafter referred to as the “activity plan”), including a technical internship, and is currently engaging in these activities (a person whose status of residence is not expected to change to other categories due to the nature of the activity plan or is expected to change to a specific status of residence or renew his/her period of stay on the basis of the plan). In concrete terms, a person who is engaging in an activity on the basis of the activity plan related to the following statuses of residence:
 - “Technical Intern Training”
 - “Trainee”
 - “Designated activities (Human Resource Development Program to Promote Japanese Cuisine Abroad)”
 - “Designated activities (International Promotion Program of Kyoto’s Traditional Cuisine)”
 - “Designated activities (Foreign Employee Acceptance Program for Manufacturing Industry)”
 - “Designated activities (internship)”
 - “Designated activities (Projects for Encouraging Foreign Entrepreneurs to Start Businesses)”
 - “Business/management (Program to Promote Start-ups by Foreign Nationals)”
- (d) Must be a “mid to long-term resident” (this refers to those who are prescribed in Article 19-3 of the Immigration Control and Refugee Recognition Act, except for those whose period of stay has been decided to be less than “three months,” those whose resident status has been decided to be either “Temporary Visitor,” “Diplomat,” or “Official,” special permanent resident, and those who don’t have a status of residence.) or a person who used to stay in

Japan as a “mid to long-term resident.”

(Note)

- Technical intern trainees who are currently engaging in technical internship training cannot sit for the test because they fall under the “person who is engaging in an activity on the basis of an activity plan related to his/her resident status” category.

3. Test language Japanese
4. Test questions 40 questions
5. Duration of the test 80 minutes
6. Test method
Written test (using computer-scored answer sheet)

2. Test implementation date, test venue, and capacity

- A: Sapporo venue Friday, October 18
Reception from: 12:30 (Please be seated by 13:10)
Test time: From 13:30 to 14:50
Test venue: TKP White Building Conference Center, Hall 2B
Address: 7-1-5 Kita 4-jonishi, Chuo-ku, Sapporo City, Hokkaido
Capacity: 90 applicants
- B: Sendai venue Wednesday, October 16
Reception from: 12:30 (Please be seated by 13:10)
Test time: From 13:30 to 14:50
Test venue: Heanel Sendai, Zao AB
Address: 2-12-7 Honcho, Aoba-ku, Sendai City, Miyagi Pref.
Capacity: 120 applicants
- C: Tokyo venue Thursday, October 17
Reception from: 9:30 (Please be seated by 10:10)
Test time: From 10:30 to 11:50
Test venue: Otemachi Sunsky Room, Room 27-A
Address: 2-6-1 Ote-machi, Chiyoda-ku, Tokyo
Capacity: 150 applicants
- D: Tokyo venue Thursday, October 17
Reception from: 13:30 (Please be seated by 14:10)
Test time: From 14:30 to 15:50
Test venue: Otemachi Sunsky Room, Room 27-A
Address: 2-6-1 Ote-machi, Chiyoda-ku, Tokyo
Capacity: 150 applicants
- E: Kanazawa venue Wednesday, October 16
Reception from: 12:30 (Please be seated by 13:10)
Test time: From 13:30 to 14:50

Test venue: TKP Conference Center, 7A
Address: APA Kanazawa Bldg., 1-33 Kamitsutsumi-cho, Kanazawa City, Ishikawa Pref.
Capacity: 110 applicants

F: Hamamatsu venue Thursday, October 17
Reception from: 12:30 (Please be seated by 13:10)
Test time: From 13:30 to 14:50
Test venue: TKP Hamamatsu Act Tower, 25F Sky Hall
Address: 111-2 Itaya-machi, Naka-ku, Hamamatsu City, Shizuoka Pref.
Capacity: 90 applicants

G: Osaka venue Friday, October 18
Reception from: 9:30 (Please be seated by 10:10)
Test time: From 10:30 to 11:50
Test venue: Japan Education Center Nagahoribashi, A1/D3
Address: 1-18-11 Minamisenba, Chuo-ku, Osaka City, Osaka Pref.
Capacity: 110 applicants

H: Osaka venue Friday, October 18
Reception from: 13:30 (Please be seated by 14:10)
Test time: From 14:30 to 15:50
Test venue: Japan Education Center Nagahoribashi, A1/D3
Address: 1-18-11 Minamisenba, Chuo-ku, Osaka City, Osaka Pref.
Capacity: 110 applicants

I: Takamatsu venue Wednesday, October 16
Reception from: 12:30 (Please be seated by 13:10)
Test time: From 13:30 to 14:50
Test venue: Sun Eleven Takamatsu, 4F training room, 5F audio-visual room
Address: 2-15-24 Matsuhuku-cho, Takamatsu City, Kagawa Pref.
Capacity: 110 applicants

J: Kagoshima venue Friday, October 18
Reception from: 14:00 (Please be seated by 14:40)
Test time: From 15:00 to 16:20
Test venue: Kagoshima Chamber of Commerce and Industry, Aim Hall
Address: 1-38 Higashisengoku-cho, Kagoshima City, Kagoshima Pref.
Capacity: 120 applicants

K: Ariake venue(Tokyo) Thursday, October 17 (Additional venue)
Reception from: 14:00 (Please be seated by 14:40)
Test time: From 15:00 to 16:20
Test venue: Ariake TIME 24 Building 121
Address: 3-1-1 Ariake, Koto-ku, Tokyo
Capacity: 180 applicants

(Note)

- You are not allowed to change the test venue after you have submitted the application form.
- Applicants are not allowed to make multiple applications in regard to test A to J.
- Parking space will not be provided by our organization at the venue.

3. Test application procedures

1. Application period

Monday, September 2 to Friday, September 6, 2019 (from 10:00 to 17:00)

2. Application method

To apply, please go to the Organization for Technical skill Assessment of Foreign workers in Food industry (hereafter referred to as “OTAFF”) website.

(Note)

- Application will be closed when the venue reaches capacity. This applies even within the application period.
- As you cannot change the details of your application, please enter them in an accurate manner.
- We cannot accept applications outside of the application period for any reason. Please observe the application period strictly.
- Even an applicant makes multiple applications for test venues “A” to “J” as mentioned in “2. Test date, venue, and capacity,” they will only be allowed to take the test at the venue specifically designated by OTAFF; Applicants are not allowed to sit for any test given at a venue that has not been specifically designated to them (hereafter referred to as “undesigned test venue”). Even if you have paid a test fee to sit for the test at an undesigned test venue, you will not be allowed to sit for the test, and the test fee will not be refunded. In addition, the test venue designated by OTAFF cannot be changed, even at the request of the applicant.
- If it is found that you have sat for the test at two or more test venues, all test results will immediately be revoked regardless of score, and it will be considered a “dishonest act.”

3. Special measures for the people with disabilities (*you must apply for such measures at the time of your initial test application)

We provide special measures (consideration will be given to the venue facilities and test method as much as possible) for those applicants with disabilities. As we must ask you to provide some relevant documentation during the test application period, please be aware that you must apply for special measures at the time of your initial test application.

(Note)

- An application for special measures is required if you are a person with hearing impairment, such as if you use a hearing aid, or if you wish to bring in writing utensils other than those already prepared at the venue.
- Please be aware that, depending on the nature of the disability, there may be cases where we cannot provide adequate accommodations.
- If your application is not approved by OTAFF, we will not be able to provide any special measures in regard to the test.

4. Test fee

8,000 yen

5. Test fee payment method

After reception of the test application as mentioned in 2 above, if there are no problems with the

details of your application, OTAFF will send a payment form to the address that you registered at the time of application. Please be sure to transfer the test fee at the designated convenience store mentioned in the payment form by Monday, September 30.

For your information, please note that the payment form cannot be used after Monday, September 30.

(Note)

- Your test application will be considered complete once you have completed the transfer of the test fee within the set period. If you have not transferred the test fee within the set period, you will not receive an admission ticket and thus will not be allowed to sit for the test.
- The test fee will not be refunded except for the following occasions:
 - When it is not possible to conduct the test for reasons attributable to OTAFF
 - When OTAFF has decided that the test could not be implemented due to a natural disaster (except for cases where an alternative test is provided).

Please check the OTAFF website to confirm that the test will be conducted.

6. Handling of personal information

All personal information that we obtained in relation to the test will be handled in an appropriate manner in accordance with the Act on the Protection of Personal Information (Act No. 57 of 2003).

4. Reception of admission ticket

With regard to the admission ticket for the test, as we send the “Notification of admission ticket” to the first e-mail address (including the second e-mail address if you entered a second e-mail address) registered at the time of application upon confirming the transfer of test fee as mentioned in 5 above, please download the admission ticket in accordance with the procedure indicated. When downloading, you will need to enter the receipt number mentioned in the e-mail as well as the resident card or passport number that you entered at the time of registration.

In addition, when you sit for the test, please print out the admission ticket and bring it to the test venue with you.

(Note)

- As soon as you have received the admission ticket, please confirm that your name and other personal information are displayed correctly. If there is an error in what is written on the admission ticket, please contact OTAFF immediately.
- The admission ticket cannot be reissued. Please keep it carefully until you receive the notification of result; and, be careful not to lose it.

5. Things to be noted on the test day

1. Things to be noted at the reception

- Please be sure to bring the ID (“resident card” or “passport”) that you used during your initial test application along with your admission ticket. If you have renewed your resident card, be sure to bring the new one. If you are currently in the process of renewing the procedure of the

resident card and do not have it with you, make sure to bring a copy of your resident card and passport (original copies are not accepted). If you do not have the necessary ID with you at the test venue, we will not be able to identify you and you will not be able to sit for the test.

- As the public transport system could be delayed due to bad weather on the day of test, please try to arrive at the test venue well ahead of the scheduled time.
- Entry into the room after the commencement of the test will not be allowed for any reason.

2. Things to be noted at the test venue

- Please sit in the seat number designated on your admission ticket by 20 minutes prior to the commencement of the test.
- In the test venue, please follow the instructions given by the test supervisor. If you do not follow his/her instructions, it may be considered a dishonest act and dealt with accordingly.
- The use of an electronic calculator will not be allowed.
- There will be a clock installed at the test venue.
- Writing utensils (black pencil or mechanical pencil and rubber eraser) will be provided at the test venue. Please do not use any writing utensils other than those provided. If you need to make any corrections, please use a rubber eraser to erase the error cleanly. Please do not smear or fold the answer sheet as this may render it unreadable to the machine. If it is not properly readable it cannot be scored. Further, please do not take any writing utensils with you.

3. Things to be noted before the commencement of the test

- Please place the admission ticket beside the number on the desk.
- With regard to communication devices and electronic devices such as mobile phones, please turn the power off, store them in a bag, and close the opening. With regard to communication devices such as mobile phones, please make sure in advance that you know how to turn the power off.
- With regard to watches, please also set the alarm off, store them in a bag, and close the opening. You are not allowed to sit for the test with your watch either placed on the desk or while wearing it. In addition, you are also not allowed to use a mobile phone as a time device. If an alarm from any of your communication or electronic devices should sound during the duration of the test, it may be considered a dishonest act and dealt with accordingly.
- You are not allowed to place anything on the desk except for your admission ticket and writing utensils. Please store all other objects in a bag, close the opening, and place it close to your feet.
- You are not allowed to touch the sheet given to you until the test supervisor gives the signal to proceed.

4. Things to be noted during the test hours

- You are not allowed to leave the room during either the initial 30 minute period after the commencement of the test, or the 5 minute period before the completion of the test.
- As leaving the room during the test to go to the toilet is considered to be a completion of the test, please be sure to go to the toilet before the commencement of the test.
- We are not allowed to answer any questions related to the content of any given question.
- If you should have to leave your seat during the test period for a compelling reason such as illness, please be sure to talk to the test supervisor beforehand and follow his/her instruction.
- When any dishonest act was found, you will be ordered to leave the room immediately.

- If you should leave the room in the middle of the test, please be sure to return the handout regarding the things to be noted in relation to the test, explanatory notes regarding how to mark the computer-scored answer sheet, the question sheet, the answer sheet, and writing utensils to the test supervisor and get his/her approval. You will not be allowed to take the question sheet and other handouts with you.
- Please do not leave your seat until the test supervisor finishes collecting the handouts regarding the things to be noted in relation to the test, explanatory notes regarding how to mark the computer-scored answer sheet, the question sheet, the answer sheet, and writing utensils and gives you an instruction to do so.
- You are not allowed to wear a hat or sunglasses in the test venue as it makes difficult to identify the applicant. In addition, the use of earplugs is also not allowed.
- Although it is possible to wear a mask if you have a cold, please remove it when the test supervisor needs to identify you or if you are requested by him/her to do so.
- If you should leave the room in the middle of the test, you will not be allowed to re-enter. In addition, after leaving the room, please do not engage in a chat in the corridor near the test venue.
- You are not allowed to write any letters or numbers on the admission ticket, the handout regarding the things to be noted in relation to the test, or explanatory notes regarding how to mark the computer-scored answer sheet, regardless of before or during the test.

5. Things to be noted at the test venue

- You are not allowed to take photographs or videos at the test venue.
- Smoking is only allowed in designated places.
- Please do not enter any area of the test venue where entry is strictly prohibited. In addition, please do not touch any equipment at the test venue.
- In the test venue, there are no waiting rooms for attendants or children. No one is allowed to enter the test venue except for the applicants.
- On the test day, we cannot call or take a message to applicants.
- Please take your admission ticket with you after the completion of the test and keep it carefully until you receive the result notification.

6. Dishonest act

- (1) If you should engage in any of the following conduct, it is possible that we may order you to stop taking the test and leave the room. In such a case, your answer sheet will not be scored.
 - Opening the question sheet or giving answers before the commencement of the test.
 - Talking without permission.
 - Engaging in such acts as “giving people test answers,” “sending signals,” “receiving test answers from others,” and “peeping at the answer sheet of other people.”
 - Marking answers on other people’s answer sheet or exchanging your question sheet or answer sheet with that of other people.
 - Engaging in such acts as glancing at a cheat sheet or reference books and using a mobile phone or smartphone.
 - Writing figures and letters on your clothing or body.
 - Writing letters or figures on the admission ticket, handout regarding the things to be noted in relation to the test, and explanatory notes regarding how to mark the computer-scored answer sheet.
 - Taking question sheets or answer sheets outside of the room.

- Engaging in acts that might disturb other applicants and not heeding warnings given by the supervisor.
 - Continuing to answer test questions after being directed by the supervisor to stop. In addition, not turning in your answer sheet when the supervisor was collecting them.
 - Leaving the test venue before being allowed to do so by the test supervisor.
- (2) With regard to a person who sat or tried to sit for the test using dishonest means, we may prohibit that person from sitting for the test, cancel the result regardless of the score, or bar that person from sitting for the test for a period of five years or less, as we decide.
- (3) In relation to whatever disadvantage or inconvenience caused to the applicant resulting from the fact that he/she has engaged in a dishonest act, OTAFF will not be held accountable or liable for anything.

6. Criteria for passing/Announcement of successful applicant

1. Criteria for passing

Criteria for passing is 65% or above of the full score.

2. Announcement of successful applicants

We will announce the application numbers of all successful applicants on the OTAFF website at the beginning of October 2019. In addition, we will give notification of the result to all applicants by e-mail, which will be sent to the first e-mail address (including the second e-mail address if you entered a second e-mail address) registered at the initial application.

(Note)

- In case a successful applicant has not received the certificate of passing, the applicant himself/herself should contact OTAFF by e-mail.
- We will not be able to answer any enquiries in relation to passing/not passing and scoring, the content of the test questions, correct answers, the allocation of points, and so on.

7. Certificate of passing

1. Sending the certificate of passing

We will send a certificate of passing to all successful applicants at the address registered at the time of application for the test in the middle of November 2019.

2. Term of validity of the certificate of passing

The term of validity of the certificate of passing is 10 years from the date of issue.

(Note)

- The certificate of passing is required when you apply to change your status of residence in Japan or when you apply for the certificate of status of residence. Please keep it carefully so that you don't lose it.

- As we will send the certificate of passing to the address registered at the time of application, please enter a Japanese address where you can receive the correspondence without fail. It could be the address of your agent, school, or company, but please enter an address in Japan where you can receive the mail without fail. For further information, please carefully read “5. Address” of “10. How to enter information into the test application form.”
- If there is any change to the address that you registered at the time of your initial application, please contact OTAFF by e-mail.
- It will take 3 weeks to 1 month for us to resend the certificate of passing which was returned to OTAFF for such reasons as a change of address or absence at the registered address, and so on. In addition, postage will be borne by the relevant successful applicant.
- We will reissue the certificate of passing, but only once. However, only when the application was made within the term of validity of the certificate of passing. If you must have the certificate of passing reissued, the successful applicant himself/herself should contact the contact point as mentioned below by e-mail. We will send the reissued certificate of passing to the registered address. Postage will be borne by the relevant successful applicant.

8. Cancellation of passing

When the following dishonest act in relation to the test is discovered after the delivery of the certificate of passing, OTAFF will issue a notification of cancellation of passing to the person who engaged in the said dishonest act and ask the person to return the certificate of passing that they have been issued.

- (1) When the applicant requested a person involved in the test to provide information about confidential matters such as test questions and received it.
- (2) When what was written in the test application form was false.
- (3) When there were other dishonest acts in relation to the application for the test.

9. How to prepare for the test

The study textbook will soon be made available to test applicants on the Japan Food Industry Association website (<https://www.shokusan.or.jp>).

< Contact >

The Organization for Technical skill Assessment of Foreign workers in Food industry
 1st Floor, Kojimachi Silk Bldg., 3-5 Koji-machi, Chiyoda-ku, Tokyo
 TEL: 03-6272-6135
 URL: <https://otaff.or.jp>
 E-mail: tokutei@otaff.or.jp

Innovative Organization for Human Resource Cultivation and Encouragement
 5th Floor, Hosaka Kosan Bldg., 2-17-13 Shibaura, Minato-ku, Tokyo
 TEL: 03-6275-1063 (contact point for consultation)

10. How to enter the test application form

1. Entry of the name

Please enter it in English (in alphabet) in an accurate manner.

(Note)

- Please enter the name exactly as it is displayed on the “resident card.” Please place spaces in the same manner. Please insert a space between the “surname,” “middle name,” and “given name.”
- For applicants who stayed in Japan previously as mid to long-term residents, please enter your name exactly as it is displayed on the “resident card” or “passport” that you held during the time of your stay.

2. Date of birth

Please enter it in western calendar year, year first followed by month and day. Please use Arabic numbers.

(Note)

- Example of entry using numeric characters (the case of 1st of July 2019)

2	0	1	9	0	7	0	1
---	---	---	---	---	---	---	---

3. Gender

Please check () the appropriate gender.

4. Nationality

Please select your nationality from pull-down list.

5. Address

Please enter a Japanese address at where you can receive postal correspondence without fail. It can be the address of your agent, school, or company, but please enter an address in Japan where you can receive the mail without fail. If it is the address of your agent, school, or company, please enter the name of the agent, school, or company as well.

(Note)

- When entering the address, please enter, in an accurate manner, the block and sub-block number, the name of the apartment, and room number.
- If your name is not printed on the letter box or door plate, it is possible that the test fee payment form or certificate of passing may not be delivered as your address may not be confirmed.
- If you live in another person’s house, please enter “care of Mr./Mrs. XXX” in addition to the address of the house. In case of a school or company, please enter the “name of the school/company” in addition to the address of the school or company.
- If you should move, please make arrangements so that mail will be re-directed to you at your new address. In addition, please inform OTAFF of the change of address by e-mail.
- In case the certificate of passing has not been delivered for the reasons mentioned above, you will have to pay an extra fee to get it re-issued. Please double check the address again before sending

your test application form.

6. Telephone number

Please enter the number using numeric characters only (no hyphen). Please justify to the left.

<Example>

In the case of 090-1111-2222

0	9	0	1	1	1	1	2	2	2	2
---	---	---	---	---	---	---	---	---	---	---

7. Email address

- (1) The first e-mail address is for OTAFF to communicate with the test applicant directly, for example, when sending the admission ticket, notification of test result, and payment form. The applicant himself/herself must enter an e-mail address which they can access freely. You must enter this e-mail address with no mistakes.
- (2) With regard to the second e-mail address, when the test applicant has decided to have someone else receive correspondence from OTAFF such as in regard to the admission ticket, notification of test result, and communication regarding payment (hereafter referred to as “agent”), please enter the e-mail address of the agent. If the test applicant has no agent, please do not enter the second e-mail address. When you enter a second e-mail address, you are deemed to have approved the following dealings:
 - When you enter a second e-mail address, the admission ticket, notification of test result, and communication regarding payment from OTAFF will be also sent to the second e-mail address.
 - When you enter a second e-mail address, even if there was an inadequacy or error in relation to receiving or handling received information by the agent, you cannot dispute the existence or validity of the admission ticket, notification of test result and communication regarding payment from OTAFF on the basis of such inadequacy or error.

(Note)

- Email address could be an address from either a computer or a mobile phone.
- Please enter it accurately.
- Please justify to the left when entering.

<Example>

In the case of taro@otaff.or.jp

t	a	r	o	@	o	t	a	f	f	.	o	r	.	j	p		
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--

8. Confirmation of eligibility for the test

A person who satisfies all of the following conditions (a) to (d)

- (a) Must be 17 years of age or above on the day of testing.
- (b) Must have a passport issued by an authorized agency of a foreign government or territory stipulated in a public notice by the Minister of Justice as they have agreed to cooperate in the execution of written deportation order in a smooth manner.
- (c) Must not fall under any of the following:

- (1) Foreign student who has been expelled or withdrawn from the school (including voluntary withdrawal)
- (2) Absconded technical intern trainee
- (3) Person who is residing in Japan under the status of residence of “Designated Activities (refugee application)”
- (4) Person who is residing in Japan under a status of residence that requires the preparation of a plan in relation to the implementation of relevant activities (hereafter referred to as the “activity plan”), including a technical internship, and is currently engaging in these activities (a person whose status of residence is not expected to change to other categories due to the nature of the activity plan or is expected to change to a specific status of residence or renew his/her period of stay on the basis of the plan). In concrete terms, a person who is engaging in an activity on the basis of the activity plan related to the following statuses of residence:
 - “Technical Intern Training”
 - “Trainee”
 - “Designated activities (Human Resource Development Program to Promote Japanese Cuisine Abroad)”
 - “Designated activities (International Promotion Program of Kyoto’s Traditional Cuisine)”
 - “Designated activities (Foreign Employee Acceptance Program for Manufacturing Industry)”
 - “Designated activities (internship)”
 - “Designated activities (Projects for Encouraging Foreign Entrepreneurs to Start Businesses)”
 - “Business/management (Program to Promote Start-ups by Foreign Nationals)”
- (d) Must be a “mid to long-term resident” (this refers to those who are prescribed in Article 19-3 of the Immigration Control and Refugee Recognition Act, except for those whose period of stay has been decided to be less than “three months,” those whose resident status has been decided to be either “Temporary Visitor,” “Diplomat,” or “Official,” special permanent resident, and those who don’t have a status of residence.) or a person who used to stay in Japan as a “mid to long-term resident.”

(Note)

- Technical intern trainees who are currently engaging in technical internship training cannot sit for the test because they are considered to be a “person who is engaging in an activity on the basis of an activity plan related to his/her resident status.”

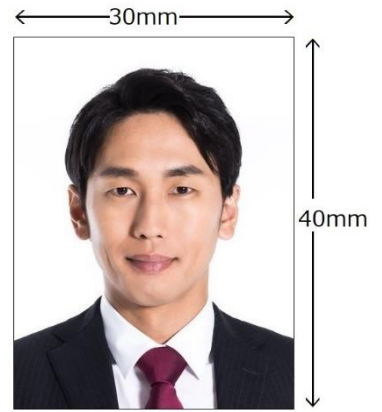
9. Selection of the test venue

Please read “2. Test date, test venue, and capacity” of the test guide carefully, and pick just one venue of your choice.

10. Facial photograph

Please post a photograph in JPEG format (1 MB or less) which satisfies the following requirements. If it does not satisfy these requirements, your application might not be accepted.

- (1) Size: 40 mm long x 30 mm wide
- (2) Must be taken within 6 months
- (3) Frontal shot wearing no hat
(If you are going to wear glasses at the time of actual test, please use the photo with your glasses)
- (4) The background of the photo must be plain/solid color
- (5) The photo must be clear, not blurred



(Note)

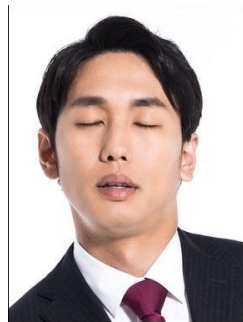
- The following photos cannot be used
 - ✗ Photos smaller than 40 mm x 30 mm and with an unbalanced aspect ratio
(For example: The width is too narrow, and is therefore vertically long and thin; or the length is too short, and it is too wide horizontally)
 - ✗ The background is not plain/solid
 - ✗ Unclear (too dark)
 - ✗ Eyes are closed or they are not focused
 - ✗ Wearing a hat/cap
 - ✗ Wearing sunglasses
 - ✗ Someone else is in the photo
 - ✗ The face is too small or too big
 - ✗ A part of the face is missing
 - ✗ The photo is a photo of another photo



✗ Aspect ratio is out of proportion



✗ Background is not solid



✗ Eyes are closed



✗ Looking at somewhere else



✗ Dark and unclear



✗ Wearing sunglasses



✗ Someone else is in the photo



✗ A part of the face is missing



✗ A photo of another photo

12. Number of ID cards

Please enter your “resident card” or “passport” number in an accurate manner (please justify to the left). As we check the “resident card” or “passport” that you used for your initial application at the reception desk at the test venue, please be sure to bring it with you on the test day.

13. Handling of personal information

If you agree to the manner in which we handle personal information as stipulated in “6. Handling of personal information” of “3. Test application procedures” of the FY2019 Skills Measurement Test for Food and Beverage Manufacturing Industry: Specific Skills, Type I, Guidance for the First Domestic Test, please check () the check box .

14. Whether or not you require special measures in relation to the test (if “Yes,” please specify the details of special measures).