



Japanese Teachers' Association of NSW (JTAN) Inc.

ABN 94 045 344 808
PO Box 6453, North Sydney 2060
<http://www.jtan.org.au>

January 2015

明けましておめでとうございます。
今年は一ひつじ年ですね。羊のように優しい年になりますように願っています。本年もどうぞよろしくお願ひします。

Welcome to the year of the Sheep!

I hope that everyone has had a peaceful and restorative holiday period and are re-energised for the year ahead! The JTAN Committee wishes everyone the very best for the year ahead.

This year we will NOT send out a hard copy of this document so PLEASE PRINT and KEEP RELEVANT INFORMATION regarding:

- ❖ **NEW System for some DEC schools for Applications for JTAN membership, workshops, resources and exam orders. The online system will be ready on the JTAN website for everyone from Monday Week 2 February 2nd 2015. This newsletter will also be on the Website for your convenience.**

Please note that deadlines for exams and workshops will be strictly adhered to. The deadline date is the date by which your application and payment must reach JTAN, so please make note of the dates for exam orders and workshops and check with your School Office to make sure that payment has been sent to the correct PO Box or electronically by the deadline date. The deadline for exam orders and payment is **8th May 2015**. Deadlines for workshops will be on the website and reminders will be in the Newsletters.

All general enquires should be directed to enquire@jtan.org.au and all financial enquiries to pobox6453@jtan.org.au

Emails will continue to give you more details about workshops, exams and events but Application Forms will no longer be attached.

Included in this document are the:

1. 2015 JTAN Membership Rules
2. Payment Methods
3. 2015 JTAN Exam Information



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4. 2015 Workshops Information (where available)
5. Other Professional Development
6. JTAN Exam Declaration Form
7. Survey regarding Japanese Beginners textbooks
8. 2015 Stage 4 Japanese Resource Sharing Workshop
 - ❖ In 2014 we ran another successful Exam Writing Workshop, thanks to the dedication and work of the teachers present and the Exam Directors. Teachers who participated on the day enjoyed a Japanese dinner and will receive extra resources when available. We really encourage members to take part in this day for cross-pollination of ideas and increased creativity!
 - ❖ Thank you to all Workshop Organisers in 2014. お疲れ様でした!
The Year 12 Continuers Speaking Day had a simplified format in 2014 and Mr Shoji Matsuura will continue in 2015 as the Co-ordinator. Ms Diana La will again run the Year 12 Beginners Day after last year's successful day, and the Year 10 Cultural Day will be run by Ms Cathy Winston and Ms Tsukasa Ishida. Thank you to those teachers!
 - ❖ Thank you to The Japan Foundation for their assistance and support in 2014 – it is always much appreciated.
 - ❖ Thank you to all the generous sponsors who donated prizes for the 2014 AGM: JNTO Australia, jnto.org.au; JTB Australia www.japantravel.com.au; Azuma Restaurant www.azuma.com.au; Hana Jurin Restaurant, Culinary Studio Dekura www.culinariesdekura.com; Madden Educational <http://www.maddeneducational.com/>
 - ❖ A big thank you to the teachers who attended workshops and contributed in other ways in 2014. Hope to see many members at events and workshops this year!

We thank you for all your support in 2014 and we look forward to a fulfilling and successful year in 2015.

Sally Mizoshiri (President JTAN)



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1) **2015 JTAN Membership**

Thank you for your interest in the Japanese Teachers' Association of NSW. Before you apply for membership and pay the fee, please read the membership rules below.

Applications for membership are to be done following the same process for Exam ordering (on p 4).

JTAN membership rules

(Payment of membership fees constitutes agreement to these rules)

- JTAN membership for 2015 is \$65.00
- Membership is open to any individual who is engaged in the teaching of Japanese in Primary or Secondary schools, Universities and TAFE in NSW. Membership is not transferable to another person.
- Annual membership starts from 1 January 2015 and ends 31 December 2015. (Memberships received after 1 October 2015 will be held over until 2016). There is no discount on membership fees. Student teachers registered at Universities will receive complimentary membership for 2015 and can attend some workshops free of charge too (where there is availability).
- The membership fee is not refundable once banked.
- Members will receive information and resources, mainly through electronic mail. However, you are not permitted to share your PIN and password or any resources with people who do not pay membership fees to JTAN (this includes students).
- Members will occasionally be asked to contribute their time and/or share their knowledge and experience with other members. On such an occasion, JTAN asks that you contribute as much as you are able.
- Some information may not be sent to members who do not provide an email address.
- JTAN Mailing List facilities used by the JTAN Committee will disclose your name, email address, school/institution name and current courses taught.



2) **Methods of Ordering and Payment:**

* There are two types of payment methods:

a) DEC schools who use Finance Shared Service Centre

(Please check with your school administrative officer or see our list in the online Exam Order section)

Advice from SSC:

1. Obtain a **PURCHASE ORDER NUMBER** from your school administrative officer and ask for **PRE-PAYMENT** to be organised through SSC.
2. Complete the JTAN online [Membership Application form](#) online, remembering to enter the Purchase Order Number. You will receive **automatically generated application confirmation**, which you need to pass to your school administrative officer who should send it to SSC with the purchase order number and prepayment request.
3. Once payment is received the receipt will be sent to ssc.sharedservicecentre@det.nsw.edu.au
4. We have asked that DEC SSC inform schools of Invoices and Receipts sent to them on behalf of the school

b) PRIVATE schools and DEC schools who do not use the Finance Shared Service Centre

1. Please complete the JTAN online [Membership Application form](#).
2. Print the Invoice (take it for payment to your school office manager asap)
3. You will be sent a receipt when your payment is received.

Cheque

- Please make payable to: Japanese Teachers' Association of NSW and post it.

Cheques to: **Japanese Teachers' Association of NSW PO Box 6453 North Sydney 2060**

Electronic Transfer

Please make sure that you identify the transfer with your name and purpose of payment and transfer to



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Bank: Westpac Banking Corporation 23-25 Broughton Street, Milson's Point Branch
BSB: 032-195
Account No.: 17-4882
Account Name: Japanese Teachers' Association of NSW

Our ABN is: 94 045 344 808.

Please note that Japanese Teachers' Association of NSW is **NOT** registered for GST.

3) **Exam Information & some resources**

**2015 JTAN Exam Kits
(SOLD ONLY TO JTAN MEMBERS)**

JTAN will publish the following kits in 2015. Each exam kit (Written Paper, Listening, Marking Guidelines and Mapping Grid) will be on a CD. The audio section can be played both on a computer and on a CD player.

- Beginners - Year 11 Preliminary Yearly Examination Paper \$98
- Beginners - Year 12 Trial HSC Examination Paper \$98
- Continuers - Year 11 Preliminary Yearly Examination Paper \$98
- Continuers - Year 12 Trial HSC Examination Paper \$98
- Extension - Year 12 Trial HSC Examination Paper (No Listening) \$65

If you don't have following JTAN RESOURCES, they are still available to order:

- Stage 5 - Listening (71 Listening items) \$80
- Beginners - 2008 Year 11 Semester 1 Assessment Kit \$80

JTAN has COPYRIGHT on all JTAN Exams and they are only to be used / amended by JTAN members in the course of their teaching. JTAN Exams are not to be used by other organizations or non-purchasers. Failure to adhere to this will result in legal action by JTAN.

The DEADLINE for Exam Orders is Friday 8th May 2015.

PLEASE NOTE:

1. All **Exam Payments** must be accompanied by the Original Signed (by HOD)



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2. We require the **ORIGINAL signed declaration from the Head of Languages Department** at your school acknowledging the embargo dates: Without an ORIGINAL signed declaration form, the Exam Order **will not be processed**.
3. **Exams will be delivered to schools by** 22nd June 2015
 - BUT Trial HSC Examination papers are embargoed until **31st August 2015**.
 - Preliminary Yearly Examination papers are embargoed until **16th September 2015**.
 - JTAN Exam embargoes are to be strictly adhered to. Failure to do so will result in cancellation of membership.
 - If the ordered CDs do not arrive by 22nd June 2015, the teacher who orders the exams is responsible for advising JTAN. Please note that JTAN will not dispatch CDs during the school holidays.

Sending payment and Declaration form: All **Exam Payments** must be accompanied by the Original Signed (by HOD) Exam Declaration Form which is on the website (also on page 9). See 2) above.



4) **Workshop Information**

All Workshop applications are to be made through the JTAN website and follow the systems as for Exam orders

*****Please Note : For student workshops in 2015, payments must be received by the due dates so the number of students must be finalized prior to organizing payment.**

Sat. March 28th 2015
Info TBA

Term 1 Cultural Event TBA

Free for all members

Sat. 6th June 2015
Sessions TBA

North Sydney Boys High School

Application Due Date : 18th May 2015

Year 12 Continuers Day for Students

\$15 per student

※ Speaking Practice
(no student teacher availability)

Thurs. 16th July 2015
8:45 am – 2:45pm
Sydney University

Application Due Date : 15th June 2015

Year 10 Cultural Day for Students

\$15 per student

※ Various cultural activities
(student teachers welcome)

Sat. 18th July 2015 (first Sat of Term 3)
AM or PM TBA

Venue : SHORE School

Application Due Date : 15th June 2015

Year 12 Beginners Day for Students

\$15 per student

※ Speaking Practice
(no student teacher availability)

Sat. 17th October 2015
Venue: North Sydney Girls High School
(workshop focus to be confirmed)

Application Due Date : 14th September 2015

AGM Workshop

Sat. 28th November 2014
9.45 am – 3.30 pm
(venue TBA)

Application Due Date : 13th November 2015

Exam Writing Workshop

Free for attendee members
(no student teacher availability)

Workshop Dinner at night for attendees



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For country members:

JTAN provides our eligible country members with transportation and/or accommodation costs for one trip to a Teacher workshop per year per member. It will cover your air or rail trip, but not taxi, bus and petrol costs. Should you wish to apply for this allowance, please contact the Workshop Co-ordinator at (enquire@jtan.org.au) with your travel details after you apply for the workshop online.

5) **PROFESSIONAL DEVELOPMENT (Other than JTAN)**

At the AGM we foreshadowed a system whereby members could apply to attend other conferences etc. and receive some support from JTAN. This could be in the form of the costs of registration depending upon the number of applicants.

The following conditions will apply :

- Registration fees will be paid in full for teacher members whose school does not offer to pay
- Reimbursement will be paid upon presentation to JTAN of the original registration receipt
- Evidence must be received by JTAN that related conference membership fees, accommodation, and travel costs are borne by the member personally
- A report must be submitted for the following JTAN Newsletter
- A member can successfully apply for ONE Conference per calendar year
- There may be a limit on the number of attendees at each Conference.
- These conditions will not apply to a JTAN Committee member who represents JTAN at a conference/meeting
- Apply to enquire@jtan.org.au stating name, school, conference details and payment details as above



6) **2015 JTAN EXAM DECLARATION FORM**

DECLARATION

I,....., being the Head of Department for Languages
at..... understand and accept the conditions of
purchase of the JTAN Exam kits listed below.

CONDITIONS

- JTAN retains the COPYRIGHT on all JTAN Exams and they are only to be used / amended by JTAN members within purchasing institutions in the course of their teaching at those institutions.
- JTAN Exams are not to be used by JTAN members within non-purchasing institutions and are not to be passed onto non-members for their use.
Failure to adhere to these conditions of purchase will result in legal action by JTAN.
- The embargo dates for each exam must be adhered to. The exam papers are not to be returned to students for them to take home before the embargo dates.

I understand and support all of the above conditions.

Signed..... Date.....



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7) **JTAN Online Survey on the Stage 6 Japanese Beginners Course**

We request JTAN Members take 3 minutes to fill in this survey – all responses are anonymous and data will be available later in the year.

Please complete via this link:

<https://docs.google.com/a/sazae.com.au/forms/d/1PiPzOJTQXXgsZkzISeUvIRaPTIZEphI5CrRV7IUeLOE/viewform>

The purpose of this survey is to see what resources JTAN teachers are using for the Stage 6 Beginners Preliminary and HSC Course and to gain comments and feedback about their usefulness.

Japanese Beginners HSC candidate numbers have overtaken Japanese Continuers candidate numbers in 2014 and we would like to find out what members think of the current resources available.

The survey will take 3-5 minutes and is anonymous so please provide your honest feedback.

Closing date: 1st March 2015

JTAN Committee



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8)

Applications Open
JTAN 2015 Stage 4 Japanese Resource Sharing Workshop
February 26th -27th 2015

Proposal

A group of 8 dedicated and keen JTAN teachers to come together for 2 school days (approx. 12 hours) to work together to share dynamic, engaging and exciting activities/materials/resources for Stage 4 Japanese.

JTAN members Mrs Naoko Henschke and Mrs Liz Sugimoto to lead the Workshop.

All JTAN Members will have to apply by submitting an EOI (expression of interest - half a page maximum) as to why they wish to contribute to the resource sharing team.

Please email your EOI directly to the President – email: Sally.heighway@det.nsw.edu.au

This is a great professional development for JTAN members who wish to gain experience and or are interested in curriculum development and support.

Applications close Friday 6th February 2015.

Successful applicants to be notified following week via email on their appointment.

Main activities

2 days – full relief provided to 6 JTAN Members (venue *tba*) and 2 Leader Teachers

Group shares and collates series of activities/materials/resources for Stage 4 Japanese Yr7-8

Members will be entitled to 2 full days of relief from school where applicable, morning tea/lunch/drinks

Term 1 Workshop Resource Makers Honorarium : \$100 (Day Rate \$70 + Day Travel Allowance \$30) per teacher per day

Outcome

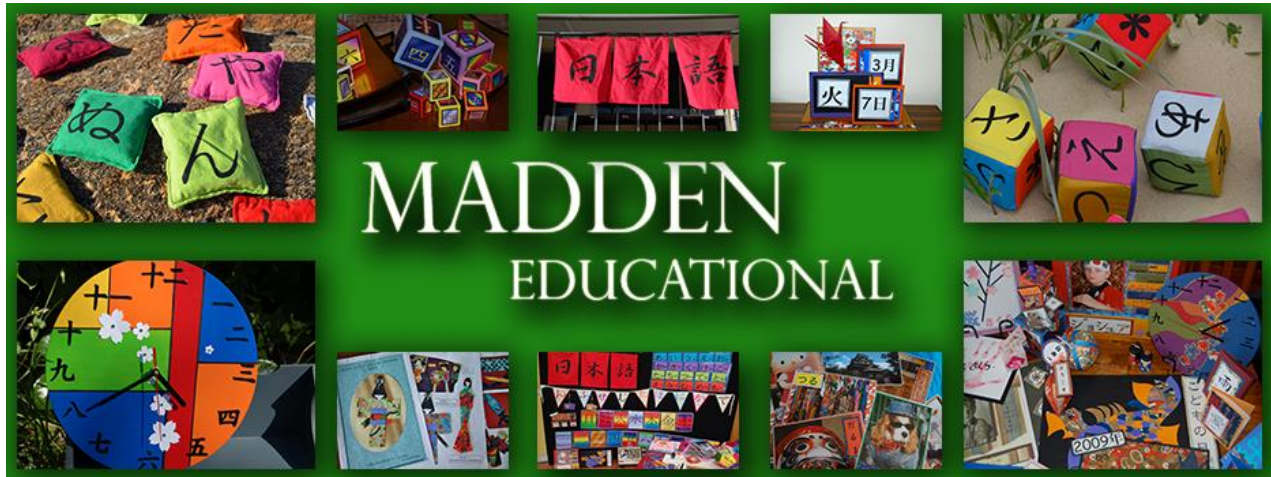
-resources compiled and presented to members via the JTAN Website



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JNTO Japan National Tourist Organization

<http://jnto.org.au/>