



# **Cee Bee Center & Move To Learn Global School**

**Communication, Emotions, Exercise, Behaviour and Effective Education**  
Bilingual English & Japanese Support Center & School for Special Needs Children

## **SEN SCHOOL International Internship Program**

### **WHO IS THIS PROGRAM FOR?**

This program has been specifically designed and is being offered as a professional development program for...

- Students from Universities and Colleges who are pursuing a career or profession in Special Needs Education Teaching and need to have practical experience either during their study period as part of their graduation requirement and prior to their graduation.

### **WHO THIS PROGRAM IS NOT FOR?**

This program is NOT being offered to individuals or suitable for those individuals who are already professionally working with or providing various services for SEN students and children, including doctors, psychiatrists, psychologists, physiotherapists, SEN teachers, school teaching staff, etc. For individuals in these categories, we offer a different kind of learning and training program titled MTL-JTP, and you can check for details of this on our Cee Bee Center website or ask us directly.

### **PROGRAM OVERVIEW**

Collaborate & work together hands-on with our seasoned School Director and staff to craft & deliver unique teaching methods & lessons, early interventions programs, therapy, & activities to SEN students as well as mainstream students. Learn how to ignite positive interventions & transformations in the lives of SEN children, and to help build a better & brighter future and foundation for them.

Looking for a fulfilling journey where you can truly impact & improve the lives of special needs children facing diverse developmental challenges? Look no further than our Special Education Internship. Partnering with our reputable school that offers specialized & individualized education & therapy; & addressing varying developmental levels in SEN children, you'll have the unique opportunity to provide close hands-on individual & group support to children navigating conditions such as ASD, ADHD/ADD, Aspergers, Down Syndrome, mental retardation, behavioral issues, speech delays, & physical & intellectual disabilities. Working as a dedicated SEN teaching intern/assistant, you'll learn how to offer invaluable guidance to students in both a one-on-one and group setting, enriching their educational & life journey by actively participating in & contributing to personalized learning & early interventions plans tailored to each child's specific needs.



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As an integral part of our mall and specialized school team, you'll collaborate and work with our experienced Director of School & the School Administrator and get insights on effective teaching methodologies. You'll also get a chance to engage with parents, facilitating discussion about their children's conditions & exploring collaborative strategies for further improvement. This internship experience is optimal for students, and individuals pursuing careers in teaching and supporting SEN, social work, psychology, and occupational and speech therapy, to SEN children. It provides hands-on learning opportunities & the chance to foster profound positive change in the lives of these exceptional children, leaving a distinct & lasting impact on both you and the community.

## OUR ORGANIZATION

**PLEASE NOTE:** Move To Learn Global School and Cee Bee Center is a dedicated, small, and independently financed and operated school and center with small student numbers and small staff numbers. We however offer the very best specialized and unique education system and operation including a wide range of Early Intervention support programs and therapies for special needs children, SEN workshops and training programs for professionals and for parents. Through the cultivation of vibrant partnerships with the very few open minded local entities and governmental agencies, we not only embrace but champion a different and unique approach to the education and support of SEN children in Japan. Our mission goes beyond mere service provision; encompassing a commitment to delivering a comprehensive array of services for teachers and parents too. From consulting, counselling, Early Intervention Programs, speech therapy, behavior modification, hand and finger training, parents and teachers support, learning and training programs, initiatives to the promotion of children's healthcare and the facilitation of education and opportunities for growth, etc. We strive to address the multifaceted challenges faced by the SEN communities in Japan, in our goal which is offer the best help, support and solutions for SEN children, their parents and teachers facing multiple challenges and adversity, all under one roof.

By nurturing a culture of collaboration and empathy, we try to foster meaningful connections between all we serve, creating pathways for positive change for a brighter and better future for SEN children and their families. Our policy of accepting only students whose parents are open-minded and willing to listen and accept our advice and most importantly accept their part of responsibility in also working together with us in making efforts to support their child at home too. When everyone is on the same page the growth and development in a SEN child is a win for all concerned.

Cee Bee Center

Address: Kajihara 1 chome 8-5, Takatsuki Shi, Osaka Japan 569-0091

Email: [theceebeecenter@gmail.com](mailto:theceebeecenter@gmail.com)

Homepage: <http://www.theceebeecenter.com>

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## **TASKS & REQUIREMENTS**

- a. This program is being offered free of charge for one person at a time i.e. you will not have to pay for the learning and training in this internship program.
- b. However, the intern will be required to either stay in the home/school premises with the Director and his wife who will be your host family or at accommodation within walking distance to the school that will be arranged by the Director (host family). Accommodation, meals and services will be provided to you BUT these will all be charged and need to be paid for by the intern.
- c. Interns will gain invaluable knowledge and skills through active engagement with educators, hands-on experiences, and close collaboration with professionals, students, parents and other teachers. During this internship, you'll be involved in a variety of learning and teaching activities, tasks and movements focused on learning how to support and address students with diverse SEN conditions and needs, in various ways and forms.

## **RESPONSIBILITIES**

- Teaching (Depending on the placement test and understanding and level of competence in the English language structures and functions)
- Assisting in creating personalized learning plans tailored to each child's specific needs
- Engaging with the School Director and staff in discussions with parents about their children's conditions and explore collaborative strategies for improvement
- Collaborating with experienced educators and the School Director, to exchange insights on effective teaching methods and materials
- Offering individualized and group support to students as instructed and through guidance given to you, by the School Director
- The Director of the School also conducts Early Intervention programs for SEN children at other establishments. You will also be able to and expected to accompany him to a local Japanese Kindergarten for two mornings on two days in the week and the Saturday School at the Deutsche Schule Kobe International on most Saturdays to participate and learn through these programs at these two establishments.
- The Director of the School also sometimes supports individual families on weekends with private therapy and Early Intervention training for both the child and parents, and if you like you could also participate and learn more techniques on addressing behavior, retained reflexes, etc. from this. (Optional!)

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## **REQUIREMENTS**

- Proficient in English reading, writing and speaking
- Skilled in computer usage and use of social media an advantage
- Collaborative team player but able to make decisions individually too
- Dependable, reliable and ready to offer practical assistance as required
- Empathetic and aware of the intricacies, and difficulties of working with SEN children with diverse needs
- Diligent and committed to supporting SEN children's needs while working alongside a diverse team

## **MAP OF THE SCHOOL**

### Location details

Nestled in the central region of Kansai in Japan, Takatsuki city is a laid back and attractive city to live in. Located in Osaka Prefecture it is midway between Osaka city and Kyoto city making it easy to access both cities by local trains in under 30 minutes. With such ease of access, you could visit the surrounding areas of Osaka, Kyoto, and other areas like Kobe and Nara, which have very rich history, tradition, and culture. These cities offer a wealth of attractions and activities to explore, from temples and shrines, castles and museums for history buffs to serene vistas such as sprawling terraced tea gardens and Nara Deer Park for nature lovers and to seaside towns and beaches for water lovers. Dive into local life at the bustling markets, and diverse restaurants cuisines or venture to Hiroshima, Tokyo, local islands, etc. where there are plenty of opportunities to spend your holidays and weekends.

## **WHERE YOU'LL STAY**

1. You could choose to reside with our school Director and his wife (Japanese) who will be your host family and who will graciously open our home to you or we can arrange independent single room accommodation nearby to our school. Our school and home, is combined in one big Japanese style house with a beautiful Japanese garden and ample parking space with a Japanese style tatami guest room for the intern to stay in.

We (husband and wife only, no kids) embrace volunteers as cherished family members, eager to learn about SEN children and share Japanese culture and we include them in daily routines and special festivities. Shared meals provide an opportunity to enjoy authentic local family cuisine while respecting dietary

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preferences. All 3 meals a day will be provided i.e. breakfast, lunch and dinner with varied cuisine including Japanese cuisine. Our accommodation provides a private Japanese style tatami room with access to free electricity and running water. Basic furniture of a double air bed mattress or Japanese futon (mattress), space for hanging and storing clothes, air conditioning and heating and free Wi-Fi will be provided. Bathroom and toilet facilities are shared among family members, with basic amenities such as hot and cold running water, electricity also included. Laundry and ironing facilities are also offered twice a week, should you wish to avail of them. own cooking at any time you are welcome to do so. You can expect a safe, clean, comfortable and supportive environment throughout your stay and avail of all the above amenities and services if you stay with the host family or independently near to our school. In this case charges will apply.

## **SAFETY AND SUPPORT**

Prior to starting your internship, it's essential to schedule a check-up with both your doctor and dentist. During these appointments, ensure you receive all recommended vaccines and medications necessary to enter Japan and to maintain your health throughout your stay. The homes and surroundings around your homestay home have a vibrant sense of communal spirit and is maintained and organized well, reflecting the neighborhood's pride and cohesion. The school and center staff, will provide any support necessary to make you feel safe and comfortable both at our school and at our home.

## **COMMUNICATION**

MTLGS has Wi-Fi in school which interns can use free of charge. It is however also recommended that you purchase a SMART SIM card upon arrival in Japan or later on in town to be able to access the internet and mobile network during your internship and travel around Japan on holidays and stay connected with family and friends while you are out of the school. Before traveling to Japan, ensure your phone has been unlocked for international SIM cards.

## **MEALS**

We (your host) offer you full board i.e. three daily meals (breakfast, lunch & dinner), consisting of a variety of cuisine including Japanese cuisine. It may be difficult to accommodate individuals with special dietary restrictions; however, we kindly request prior notification at the time of your application to ensure and let you know if we can meet your needs accordingly. Additional charges might apply for special dietary restrictions and any specific meals required.

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## DATES

Start and end dates for the internship with our school are flexible and will be discussed during the application process. Note: placements are unavailable usually from around June 20<sup>th</sup> to August 20<sup>th</sup> and from December 20<sup>th</sup> to January 7<sup>th</sup> due to summer and winter vacations every school year.

## INTERNSHIP FEES

The internship learning and training program will be free of charge for the intern.

## WHERE YOU'LL STAY – ACCOMMODATION FEES

Accommodation provided will be charged as follows.

4 weeks JP¥ 400,400

12 weeks JP¥ 1,108,800

20 weeks JP¥ 1,694,000

\*Japanese government taxes of 10% are included, in the above charges.

*Please note that if you want to come for anywhere between 4-12 weeks or 12-20 weeks then please let us know the duration i.e. (from what date - to what date) and we will send you a quotation separately for that.*

## What is included in the Fees

- Careful matchmaking. We only accept 1 student at a time for our internship program. It takes time to find the right internship for each person, and we take this process very seriously.
- Initial online video interview with our Director of School to gauge your skills, interests, and desired learning outcomes.
- An academic internship eligible for university credit. Check with your university to confirm if this internship qualifies for credit.
- Accommodation with the host family in a private Japanese style tatami room, or independent single room accommodation at a local accommodation nearby to our school.
- Daily breakfast, lunch, and dinner (various meals including traditional Japanese meals) except if you wish travel around Japan on holidays then we do not provide you with meals and no refunds are given in this case.
- Supervision, advice and support during your stay
- Troubleshooting if needed
- Assistance with your visa arrangement and other preparations
- An orientation program with your supervisor
- Regular online video check-ins during your internship with your supervisor

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- A reference letter and certificate of attendance at the end of your internship
- Facilities available at the host family home for your use include....
  - free Wi-Fi on school premises, free electricity and water
  - use of a separate small refrigerator
  - an electric fan
  - an air-conditioner with hot and cold air for summer/winter usage
  - storage boxes and hanging space for clothes, and hangars for your clothes
  - a double air bed mattress or Japanese futon (mattress), pillow(s), bed covers, blanket, etc.
  - use of the host family's laundry machine to do your own laundry (interns need to buy their own laundry detergent) once or twice a week,
  - use of the host family's kitchen facilities to do your own cooking if you want.
  - Bedsheets, pillow cases, bath and face towels will be provided to you and will be changed on a weekly basis.
  - Use of toilet and shower facilities at the home or independent temple accommodation. You need to purchase your own soap, shampoo, etc. for your personal needs.
  - Free Japanese lessons including Japanese culture, once a week for 30 minutes at a time, can be provided to you if you would like to learn some Japanese.

## What is not included...

- Flights to and from Osaka city from your country, and transport to our school.
- Visa and medical/travel insurance costs for the duration of your internship placement – your insurance must include coverage of local medical services, hospitalization and flight insurance coverage for repatriation in case of illness, serious illness or death. You would however need to pay any and for all medical services in full here in Japan that you avail of by yourself and then later on deal with your own medical insurance company for reimbursement of the same.
- Drinks, snacks, and items of a personal nature (e.g. cosmetics, toiletries, laundry detergent, curios, gifts, clothing, etc.)
- Costs for additional personal local travel and transport, excursions and activities
- Airport transfers on arrival and departures. Requests to us to arrange airport transfers on your arrival and departure can be made subject to additional charges.
- Any other costs not mentioned under the 'What is included' section.



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## GETTING STARTED

### HOW TO APPLY

If you're ready to apply for this internship, here's what to do:

### APPLY

Fill in the MTLGS Internship Application Form via the address given below or go to our Cee Bee Center website and look for the form link there.

<https://forms.gle/32a1rnCVgc6xnZ8X9>

Please share and send us your photograph and CV too when filling in the form or in a separate email to us.

[theceebeecenter@gmail.com](mailto:theceebeecenter@gmail.com)

### SPEAK WITH AN ADVISOR

We'll set up an online video call with you to go through your application and you will talk to the Director of School.

### INTERNSHIP MATCHING

If we feel it's a good match, we'll set up a call for this internship between you, the supervisor at your school, or organization (if there is one) and our Director of School.

### CONFIRMATION AND PAYMENT

If everyone's happy, we'll provisionally decide on the dates and tentatively confirm your placement! We'll then send you a letter of acceptance and an invoice for the deposit which is 50% of the whole total by due date as mentioned on the invoice. Once we have received the payment of your deposit we will confirm your placement and get started with the booking process and all the info you need to proceed with your arrival into Japan. If you cancel your internship placement with us after your initial deposit payment regardless of the reason, then no refund will be made for the same. Payment of the balance 50% must be made at least 31 days in advance, and prior to the date of your arrival. After the full payment has been received by us, we will apply the following for any cancellation made, regardless of the reason:

- a. 30 days prior to your arrival date a deduction of 50% of your payment will be applied and the remainder will be refunded to you less bank transfer charges.
- b. 15 to 29 days prior to your arrival date a deduction of 75% of your payment will be applied and the remainder will be refunded to you less bank transfer charges.
- c. 0 to 14 days prior to your arrival date a deduction of 100% of your payment will be

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applied and no refund will be made to you.

If due to reasons such as self-illness, any unforeseen circumstances or acts of God, you cannot attend on the dates agreed upon, then you can make a request to us for postponement of the internship dates, or refund of the payment. However, in such cases, the final decision of your request will be totally up to our school Director's discretion and his decision cannot be challenged under any circumstances.

## **VISA INFORMATION**

Please note that you will need to apply for and come on a visiting tourist visa which is valid for a maximum of 30-90 days depending on the type of your passport/nationality and your country and Japan's visa rules and guidelines with your country. Certain countries only get visit visas for 15-30-day periods and others get up to 90-day period visit visas at one time, so please check your eligibility of the period of stay for visit visas to Japan, based on your passport/nationality, BEFORE you contact us or apply for this internship. We are not responsible or to be held liable in any way if you cannot get a visa issued to you or if your visa application is rejected by the Embassy or Consulate from where you apply, and you need to cancel your trip.

## **NEED TO MAKE AN ENQUIRY FIRST?**

Or if you'd just like to ask us some questions about this internship first, just send us an email at the address given below. We'll be happy to assist!

[theceebeecenter@gmail.com](mailto:theceebeecenter@gmail.com)

## **MISCELLANEOUS INFORMATION**

### **How to fund a nonprofit internship**

We think it's hugely valuable to do a nonprofit internship. Even though we operate on a non-profit basis and offer the internship free of charge, there are obviously costs involved in doing this; you'll need to get to your destination, there are living, meal and ADL costs that need to be covered, and you might want to do a bit of traveling while you have the opportunity. But there are ways to raise funds for your experience, and we're happy to help you explore them!

Here are a few ideas on how to fund a nonprofit internship to help you get started.  
how to fund a nonprofit internship

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## **University funding**

Some universities offer funding for international exchange programs and internships, which you might be able to apply for. Check in with the international office or career services at your college or university to find out whether there are any options available. If you require information from us for an application, we'll be happy to assist.

## **Funding a nonprofit internship**

### **Grants and scholarships**

There's a range of grant and scholarship programs out there for volunteer, research, and internship programs abroad. Depending on the focus of your internship, you might be able to find a program that you're eligible for. Have a look at this guide to internships abroad scholarships from Go Abroad to help you get on the way with your search.

[GoAbroad.com](http://GoAbroad.com): [The #1 Search Engine for Travel Experiences](http://GoAbroad.com)

### **Crowdfunding**

Crowdfunding campaigns are a common – and often very successful – way to fundraise for a volunteer program or nonprofit internship. If people in your environment learn about the good cause you're going to be part of, they might be happy to support you in making it all happen. Make sure to make it personal, set a realistic target, and find creative ways to bring it to people's attention. You can for example create your own campaign on various platforms, such as Go Fund Me.

### **Fundraising challenge**

Or how about setting yourself a fundraising challenge, and getting friends and family involved for sponsorship? You could create a fundraising event (like a nice dinner, or a quiz night), run a sponsored marathon (if you're the active type), or get creative with some of your specific talents. You might also ask for donations instead of birthday or Christmas presents.

### **What can I expect from an internship in Japan?**

During your internship, you can expect to get a glimpse into what it's like to live and work in Japan. You'll step out of your comfort zone, gain practical work experience, explore a new culture and environment, contribute to the UN SDGs, and learn valuable skills to apply in your personal life and professional career. If you want to extend your stay in Japan after the internship and have the time and your visa is still valid then you can choose to go on your own and explore some of the beautiful nature, temples, castles, food, history and culture found in Japan. But most of all, you will develop professionally

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and learn how you can help, support and educate SEN children, and contribute something good back to society. For more reasons to intern in Japan, check out various social media articles and posts on Japan.

## **Will I be able to travel around the country during my internship?**

We believe an internship is more than just about your school work – it's also about discovering and experiencing a new culture. So, you'll be able to travel on your own and independently during your internship in Japan on public holidays, etc.! Each city in Japan is unique, so hop on a bus, train, boat or quick flight to get exploring. Be sure to ask your host for recommendations and must-sees. However please note that we take and bear no responsibility legal or otherwise for you, should you decide to travel around to other places in Japan before, after or during your internship period.

## **Does my internship in Japan qualify for university credits?**

It should! However, you'll want to double check with your supervisor that your university approves our program.

## **Will I receive compensation during my internship abroad?**

Unfortunately, no, not from us. When interning for our school that runs on a nonprofit basis, the placement will be unpaid, but there are different ways to fund your internship as given above.

Look forward to hearing back from you for and don't forget by joining our SEN Internship Program, the wealth of knowledge and opportunities for both your professional and personal growth will be invaluable as you move forward in your life path and career!

**Cecil Burton**

**Director - Move To Learn Global School and Cee Bee Center.**

## **Please check out the links below for more information about our school and what we do!**

Website: <http://www.theceebeecenter.com> (SEN Support and Therapy Center)

Website: <https://www.mtlgs.org/> (International School, Alternative school, SEN bilingual school, and Free school in the Japanese system)

Website: [Saturday School | German School Kobe International](#)

LinkedIn: <https://www.linkedin.com/in/cecil-burton-72786823/>

Elite Education article: Digital Link: [Click Here](#)

Sen Magazine UK: Digital Link SEN Magazine Issue 128 [SEN128 Jan/Feb 2024](#)

"If children cannot learn the way we teach them, then we should teach them the way they learn."

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