（別紙様式）

令和　　年　　月　　日

茨城県産業戦略部産業人材育成課長　殿

認定職業訓練実施団体又は事務所

所在地

名　称

代表者職氏名

**令和７年度認定職業訓練事業計画書の提出について**

このことについて、下記のとおり提出いたします。

記

**1　認定職業訓練の現況**

(1) 団体又は単独事業所の概要

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| 団　　　体 | 構成  事業主数 |  | 単独事業所 | 資本金又は  出資の額 |  |
| 訓練生派遣  事業主数 |  | 常用  労働者数 |  |
| 主たる  生産品目 |  | 主たる  生産品目 |  |

(2) 訓練開始年月日等

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| --- | --- | --- | --- |
| 訓練開始  年 月 日 | （昭和・平成・令和）  年　　月　　日 | 訓練休止  期　　間 | 年度～　　　年度  　　年間 |

(3) 職業能力開発校の概要

イ　名称、所在地、校長名等

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| 名　　　称 | 所　在　地 | 校　長　名 |
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ロ　訓練施設

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| 用　途 | 構　　　　造 | 規　模 | 所有区分 |
|  |  |  | 自己所有  借　用 |
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|  |  |  | 自己所有  借　用 |
|  |  |  | 自己所有  借　用 |
| 合計 | |  |  |

（注）「所有区分」は、該当する方を○で囲むこと。

ハ　事務担当者

|  |  |  |  |
| --- | --- | --- | --- |
| 訓練担当者  (所属・職氏名) |  | 経理担当者  (所属・職氏名) |  |
| 電話番号 |  | ＦＡＸ番号 |  |
| Ｅメールアドレス |  | | |

**2　認定職業訓練事業計画書**

(1) 普通・専門課程の訓練実施計画

イ　全体計画

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| --- | --- | --- | --- | --- | --- | --- |
| 訓練課程 | 訓練系・専攻科 | 対象となる  訓練生 | 1年  (人) | 2年  (人) | 3年  (人) | 計  (人) |
| 普通・専門 |  | 中卒・高卒 |  |  |  |  |
| 普通・専門 |  | 中卒・高卒 |  |  |  |  |
| 普通・専門 |  | 中卒・高卒 |  |  |  |  |
| 普通・専門 |  | 中卒・高卒 |  |  |  |  |
| 普通・専門 |  | 中卒・高卒 |  |  |  |  |
| 普通・専門 |  | 中卒・高卒 |  |  |  |  |
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| 普通・専門 |  | 中卒・高卒 |  |  |  |  |
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| 普通・専門 |  | 中卒・高卒 |  |  |  |  |
| 普通・専門 |  | 中卒・高卒 |  |  |  |  |
| 普通・専門 |  | 中卒・高卒 |  |  |  |  |
| 合　　計 | | |  |  |  |  |

（注）「訓練課程」「対象となる訓練生」は、該当する方を○で囲むこと。

　ロ　実施計画

　　訓練系・専攻科名

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| 区分 | 教　　　科　　　名 | 学年別訓練時間 | | | |
| 1年 | 2年 | 3年 | 計 |
| 普  通  学  科 |  |  |  |  |  |
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| 小　　　計 |  |  |  |  |
| 系  基  礎  学  科 |  |  |  |  |  |
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| 小　　　計 |  |  |  |  |
| 専  攻  学  科 |  |  |  |  |  |
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| 小　　　計 |  |  |  |  |

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| 区分 | 教　　　科　　　名 | 学年別訓練時間 | | | |
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| 系  基  礎  実  技 |  |  |  |  |  |
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| 小　　　計 |  |  |  |  |
| 学科時間数　計 | |  |  |  |  |
| 実技時間数　計 | |  |  |  |  |
| 総訓練時間数 | |  |  |  |  |

　　（注）「基準外訓練」の欄には、学科・実技の別を「教科名」に（　）書きで明記すること。

(2) 短期・専門短期課程の訓練実施計画

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| 訓練課程 | | 訓　　練　　科  （コース名） | 訓練  時間 | 年間実施  回数(A) | 1回定員  (B) | 延べ定員  (A×B) | 実施時期 | 備考 |
| 認定職業訓練 | 短期・専門短期 |  |  |  |  |  |  |  |
| 短期・専門短期 |  |  |  |  |  |  |  |
| 短期・専門短期 |  |  |  |  |  |  |  |
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| 短期・専門短期 |  |  |  |  |  |  |  |
| 短期・専門短期 |  |  |  |  |  |  |  |
| 短期・専門短期 |  |  |  |  |  |  |  |
| 短期・専門短期 |  |  |  |  |  |  |  |
| 計 | コース |  | | |  |  | |
| **以外**の訓練  認定職業訓練 |  |  |  |  |  |  |  |  |
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| 計 | コース |  | | |  |  | |

（注）「認定職業訓練以外の訓練」の欄には、認定訓練**以外**で、訓練校の施設を利用して実施する訓練・研修等を記載すること。

(3) 年間訓練予定表（上期）　　　　　　　　　　　　訓練系・専攻科名　　　　　　　　　　　　　　　　　　　　第　　年次

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 区分 | 教科名 | 担当者 | 時間 | 月 | 4月 | | | | | 5月 | | | | | 6月 | | | | | 7月 | | | | | 8月 | | | | | 9月 | | | | |
| 週 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| 日 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 普通学科 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 系基礎学科 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 専攻学科 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 系基礎実技 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 専攻実技 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 実　技　　　計 | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 基準外訓練 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 基準外訓練　計 | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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(3) 年間訓練予定表（下期）　　　　　　　　　　　　訓練系・専攻科名　　　　　　　　　　　　　　　　　　　　第　　年次

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| 区分 | 教科名 | 担当者 | 時間 | 月 | 10月 | | | | | 11月 | | | | | 12月 | | | | | 1月 | | | | | 2月 | | | | | 3月 | | | | |
| 週 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
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| 普通学科 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 系基礎学科 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 専攻学科 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 専攻実技 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 実　技　　　計 | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 基準外訓練 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 基準外訓練　計 | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 合　　　　　計 | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

(4) 普通・専門課程の訓練生調

イ　学歴及び年齢構成

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 訓練科・専攻科 | 年次 | 学歴構成　（人） | | | | | | 年齢構成　（歳） | | | | | |
| 中卒 | 学院修 | 高卒 | 短大卒 | 大卒 | 計 | ～16 | 17 | 18 | 19～22 | 23～ | 計 |
|  | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 合　　　計 |  |  |  |  |  |  |  |  |  |  |  |  |  |

（注）イ　学歴構成の「学院修」欄には、県立産業技術専門学院の修了者数を記入すること。

　　　ロ　年齢構成の欄には、当該年度当初（4月1日時点）の年齢を記入すること。

　ロ　訓練生名簿

　　訓練系・専攻科名

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 番号 | 年次 | 氏　名 | 生年月日 | 学　歴 | 現　住　所 | 所　属 | 備考 |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |

(5) 訓練担当指導員・講師名簿

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 番  号 | 担当する  訓練科・教科 | 指導員・  講師の別 | 担当時間数 | | | | 氏　名 | 年齢 | 最終学歴 | 現職  （所属） | 指導員免許 | | | 備考 |
| 1年 | 2年 | 3年 | 計 | 職種 | 番号 | 取得日 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

（注）イ　「年齢」欄には、当該年度当初（4月1日時点）の年齢を記入すること。

　　　ロ　「最終学歴」欄は、「講師」の場合は省略可とする。