



## **SENSEI AGREEMENT ( ONLINE CLASS )**

This agreement is entered into by and between:

**MICHI GLOBAL RESOURCES  
(CAKAP JEPUN)**

and

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The specific terms of this agreement are as follows:

1. **PAYMENT** for every new teacher:
  - RM 30/class for a month
  - Increase to RM 40/class after a month
2. Handle Zoom Class once a week (1 hour per session)
3. Must **PARTICIPATE** in any event or meeting organized by **CAKAP JEPUN**, at least 80% from total activities
4. Every sensei must apply **HORENSO** (HOKOKU, RENRAKU, AND SOUDAN) system in conducting the class at Cakap Jepun.
5. If sensei cannot handle the class due to certain personal matter / circumstances , sensei will need to **ASK ANOTHER SENSEI** to replace her/his class. Then, **INFORM** the Education Coordinator at least 2 weeks before the class.
6. Sensei can only ask for replacement **MAXIMUM** for **5X** (per course). If there is no sensei who is available to replace, sensei can postpone the class maximum for 2x (per course).
7. Sensei need to provide **PROPER** setting for **ONLINE** class such as
  - i) Good Webcam
  - ii) Good Microphone
  - iii) Good Background
  - iv) Stable Internet Connection
8. USE the **TELEGRAM GROUP** to keep in touch with the students.
9. Follow the provided **CLASS FLOW** for handling the class.
10. Any **CHANGES** for classes (schedule, venue etc) must get the approval from the Education Coordinator.



11. Setup Zoom Meeting at least **10 MINUTES EARLIER** before class start.
12. Take **PHOTO/VIDEO** during classes ( students, activity , etc ) and send to the Telegram group.
13. Follow **ALL** the Standard Operation Procedure given.

**\*\*\*PLEASE TAKE NOTE \*\*\***

**Cakap Jepun can amend the rules and regulations anytime when needed.**

**If any sensei failed to follow the rules stated, Cakap Jepun will send a warning letter twice. As for the third time, we have the right to**

- a) Cut 20% from the salary
- or
- b) Discharged you as Cakap Jepun sensei
- or
- c) Both

This agreement shall begin on \_\_\_\_\_ and terminate  
once you decided to leave this team

**EMPLOYER**



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CAKAP JEPUN

**EMPLOYEE**

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