



NATIONAL OCCUPATIONAL STANDARD

DIRECTOR OF EDITING

LEVEL 6

REFERENCE CODE / 12UMS0239-6

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¹ Vocational Qualification Level is determined as Level 5 in the octal (8) level matrix.

TERMS, SYMBOLS AND ABBREVIATIONS

SLOW MOTION: The effect acquired by showing the image in a lower speed than of the picture recording which creates a feeling time is passing slower than normal,

ACTUALITY: Non-fictional record, where the images of real events and places are used,

ANALOGOUS: Saving or transmission of the information by a sustained, variable signal,

ANIMATION: Motion video that is acquired by showing a few pictures successively and rapidly,

VIDEO TAPE BROADCAST: After for a length of delay, broadcasting a program in the broadcast streaming chart by recording it in any platform,

DOCUMENTARY: Generally speaking, the records prepared for the purpose of education, enlightenment or offering a historical record, in which the results of the researches about certain subjects take place,

LIVE BROADCAST: Simultaneously broadcasting of a program in the radio broadcasting streaming chart with it's production time,

SHOOTING: Recording of content of program prepared before and/or recording of images/voices in natural period,

OFFLINE: The system or device that is disconnected with any system or device or not under direct control of them, out of use,

ONLINE: The system or device that is connected with a system or device or under direct control of them, available,

RESOLUTION: The detail value or rate of an image or signal,

DISTRIBUTION MEDIUM: The analogous, numerical, mobile, internet, etc transmission medium where the content is offered to utilization of the subscriber and/or receivers,

VERTICAL INTERVAL TIMECODE, VITC: Time code type of SMPTE embedded in track of the image,

DIRECT TO TV: The program content shot and fictionalized for the purpose of being in television broadcast streaming,

LINEAR EDITING: The editing process after the production of the program, which includes selection, changing and arrangement of the images and voices, in a predetermined sequential order,

NON-LINEAR EQUIPMENT: The computer based numerical equipment that allows of non-linear fictionalize,

NON-LINEAR EDITING: It means editing through the equipments providing direct accession to the required image on the digital recording,

LINEAR VIDEO CASSETTE EQUIPMENT: The magnetic recording environment onto which the images and voices are recorded and is compulsory to forward or play the tape for obtaining the required image or voice, and the device playing this,

LINEAR TIMECODE, LTC: The SMPTE time code information that provides video frame focused accession to its separate channel, in VTR or other video storage,

EFFECT: The voices, images and/or graphics created for contributing to content of the production or drawing attention artificially,

FORMAT: Recording and storage medium of image and/or voice,

IMAGE MIXER: The device that is used for changing the inputs like the images, pictures, KJ output coming from various resources by using different effects in inner graphic system or for displaying one on the top of the other,

ASPECT RATIO: The number of pixel that could be displayed by the imaging device in both planes,

VISION SIGNAL: The form of any vision that is transformed into electromagnetic energy for the purpose of transmitting or saving,

CONTROL TRACK LONGITUDINAL TIMECODE, CTL TIMECODE: The reference added to control trace area of the image recording,

NEWSROOM: The place used by the journalists, reporters, editors, producers and other relevant personnel for collecting news from various resources for broadcasting,

RAW MATERIAL: Recording medium includes the position of shot images without any fiction,

HANDLE: Any labels used by software for accessing an object such as a window, a file, a dialogue box,

IMPORT: Bringing the files of images and voices that are created in another application into the worked application by turning them into the required format,

INGEST: Transmitting the content to digital fiction or storage systems,

ISCO: International Standard Classification of Occupations,

COMMUNICATION CIRCUIT: Any lines, conductors or channels providing transmission of the information,

INTERNET ENVIRONMENT: The environment where broadcasting is transmitted to subscribers and/or receivers through protocols used for internet network that interconnects the worldwide computer networks and corporate computer systems,

OHS: Occupational Health & Safety,

MONITORING PLATFORM: Directly transmitting several broadcast services to listeners or audiences encrypted and/or not encrypted over satellite, cable and similar medium by transforming them into one or more than one signals,

CALIBRATION: An adjustment transaction of a measuring device or mechanism, by comparing it with a standard reference unit of which results of measurements are known to be true,

CHARACTER GENERATOR (KJ): The device or software that allows for displaying any fixed or moving texts or shapes on the image,

RECORDING MEDIUM: The material saving the data by using any record format,

PICTURE LOCK: Editing phase prepared by director of editing and the program director with cooperation for approval of the producer,

CLAPPER: The device used for synchronization between voice and image, in production of film and video, as

well as signaling of certain scenes and shooting during production,

Compressor/Decompressor, CODEC: The device consists of a software, hardware or a combination of both which used for reducing the size of a numerical file,

CONTROL TRACK: The track that is taking place in periphery of a standard analogous video-tape, containing a signal code displaying the start of each picture (video) track,

FICTION DECISION LIST: In a fiction process, the list of starting point and end point of all selected images,

MOBILE MEDIA: Transmission medium that provides optional accession to the content in any place and time via mobile devices like mobile phone, portable appliances, etc.,

MONITOR: Electronic or electro-mechanic device used for seeing or listening to produced voice and/or image signal,

FINAL TAPE: The record containing the ready form of the program for broadcasting,

OPTIC: The physic branch about the behaviors and properties of the light,

ORIGINAL VOICE: Voice record that is prepared together with the image during the program of film shooting,

PIXEL (PICTURE ELEMENT): The smallest screen component whose coordinates can be determined in an imaging device,

PLAYOUT: The system that transmits the content of the program to the audience, viewers or subscribers through a broadcast medium,

PORT: The physical or virtual interface that provides data transfer in devices,

POST PRODUCTION: The period between production process in the fields of cinema, television and video and bringing the production into use, in which the fiction, sound recording, integration, titling, printing, reproduction take place,

PRODUCTION: Transformation process of visual/audio contents produced for broadcasting and/or other medium into end product,

PROGRAM: Each visual/audio component broadcasted by radio or television corporation within defined periods of time,

COLOR BARS: Television test template consisting of colorful vertical band, used for calibration of display equipment,

PICTURE SIZE: In two dimensional imaging devices the actual domain amount that could be displayed by the picture or image,

FRAME RATE: Image production speed of imaging device, one after another,

BURNT-IN TIMECODE, BITC: Time code information placed on imaged, readable on screen,

RISK: Means probability of occurrence of a hazardous event and combination of results.

SCREEN: Shooting that forms a certain part of the program, and realized in a certain time and place,

DIGITAL BROADCAST: Broadcasting service provided by using digital coding and modulation technique over cable, satellite, terrestrial and similar environments,

DIGITAL: Saving or transmitting of the information through discontinuous values,

SEQUENCE: A range of scenes aggregated, discontinuous but closely related with each other,

SYNCHRONIZATION: Matching the timing of fragmental systems operating coordinately (e.g. image and voice in film production)

SOUND FORMAT: Storage medium of sound and music,

VOICE MIXING: Adding voice into image record for changing the original voice record or adding new voice record by preserving it, without making any changes in the picture,

AUDIO TRACK: A short part taken from a voice record, containing speech or music,

AUDIOSIGNAL: Electromagnetic energy form of any voice transformed for the purpose of transmitting or keeping,

LOGGING: Making the material to be transferred to fiction system ready to transfer to the system by entering data in a certain order,

SMPTE (SOCIETY of MOTION PICTURE and TELEVISION ENGINEERS): The international union publishing many standards regarding image,

STUDIO: The structure where film, television or radio productions are prepared for obtaining not fictionalized raw images and/or voices to be used in live broadcast, nonbroadcast video tape recording or post-production process,

DANGER: Damaging and harming potentiality existing in workplace or may come from outside, may affect the employees or workplace,

TELEVISION BROADCAST AUTOMATION SOFTWARE: The software that continues the television broadcast, without any control element, as it is planned before,

TELEVISION BROADCAST: Sound and data broadcasting over terrestrial, cable, satellite and other broadcast medium, not containing individual communication services,

TONE LEVEL: Level of test audio signal composed for arranging various signal levels, testing their quality, describing their ways, etc.,

REMOTE BROADCAST: Broadcasting from outside of the main broadcast studio,

VIDEO FRAME: Each of fixed images that forms the moving image,

VIDEO SERVER: Computer based device sending the images to broadcast medium,

VTR (VIDEO RECORDING DEVICE): Having panels on it the electronic recording and reading device that enables the user easily working on the frames that are not existing in the video systems used by amateur users,

CAPTURE: Transformation of analogous image signal produced by camera, DVD player etc. into digital image,

PRODUCTION: Overall works commencing from idea stage to containing the broadcast and some post-broadcast processes,

PRODUCER: A person who is undertaking all manufacturing processes of a programme,

BROADCAST STREAM: A flowchart that shows in which time zone which programs would be broadcasted,

BROADCAST BAND: The medium where the programme is recorded in ready form for broadcasting,

NON-BROADCAST FORMAT: The medium where the content is stored for non-broadcasting purposes such as fiction, storage, etc,

BROADCASTING FORMAT: The medium where the content is recorded in a way that will be broadcasted,

BROADCASTING CORPORATION: The legal entity that has editorial responsibility in selecting of broadcasting content and decides the arrangement and broadcasting form of this content,

REPLAY: Showing again image capture of an activity or event immediately afterwards it happened,

DIRECTOR: The person who is responsible for whole process from preparing the program to present the audiences, managing the program for the purpose of broadcasting the image and voice materials according to plan, in live broadcast, non-broadcast video tape recording or film form, as well as the team and program participants,

TIME CODE: It means the marking system that assign a time value to each independent image frame.

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1. INTRODUCTION

National occupational standard titled Director of Editing (Level 6) was issued by Radio TV Broadcasters Professional Association (RATEM) assigned as per the provisions of Vocational Qualifications Authority (VQA) Law No.5544 and “Bylaw on Drawing up National Occupational Standards” and “Regulation on the Establishment, Duties and Operation Procedures and Principles of the Sector Committees of Vocational Qualification Authority” introduced pursuant to the aforementioned Law

National occupational standard titled Director of Editing (Level 6) was assessed upon receiving the opinions of the related institutions and organizations in the sector, and approved by VQA Board of Directors upon examination of the VQA Media, Communication, and Publication Sector Committee.

2. INTRODUCTION OF THE OCCUPATION

2.1. Definition of the Occupation

Director of Editing (Level 6) is the qualified person who determines editing targets, ensures transfer of shooting materials into relevant formats and preparation for editing, integration of images and / or sounds within scope of a script or scenario and in line with the aims of production, manages all editing preparation and application processes and coordinates all of these processes, plans resources and tasks for the purpose of meeting production targets, makes evaluations regarding productivity, makes program ready for broadcasting under supervision of director.

Director of Editing (Level 6) executes aforementioned tasks by taking OHS- and environmental protection-related measures within applicable legislation, quality systems, and establishment procedures and performs activities relating to her / his occupational development.

2.2. Place of the Occupation in International Classification System

ISCO-08: 2654 (Movie, scene, etc directors and producers)

2.3. Regulations on Health, Safety and Environment

Social Security and General Health Insurance Law No.5510
Law No. 6331 on Occupational Health and Security
By Law on the First Aid

Besides, it is essential to obey other current legislations, laws, statutory rules and by-laws on OHS and environment and performing risk analysis on the subject.

2.4. Other Legislation Related to the Occupation

Law No. 2821 on Trade Unions
Law No. 2822 on Collective Bargaining Agreement, Strike, and Lockout
Law No. 2954 on Turkish Radio and Television
Law No. 4077 on Protection of Consumers
Labor Law No. 4857
Law No. 5651 on Arrangement of Publications over Internet and Combating the Crimes Committed by means of such Publications
Law no. 5809 on Electronic Communication
Law no. 5846 on Intellectual and Artistic Works
Law no. 5953 on Arrangement of Relations between Employers and Employees in Press and Media Professions
Law no. 6112 on Establishment and Services of Radio and Television Enterprises and Broadcast Services

Furthermore, it is essential to obey other legislation regarding the occupation.

2.5. Working Environment and Conditions

Director of Editing (Level 6) may work at private or public broadcast institutions or independently. S/he may carry out her/his tasks in office or studio environment or outside. Working environment should include aeration-cooling-heating systems, have sufficient illumination system, be equipped with ergonomic office equipment and tools and necessary communication facilities (internet connection, phone, fax, etc.).

Director of Editing (Level 6) is continuously in communication with producer and assistants, director and assistant, technical director, relevant unit personnel, and unit managers.

Work days and hours are flexible, depending on production schedule. S/he may have to work at weekends, official holidays, nighttime, or in shifts. S/he generally works in a team. S/he may suffer from stress-related disorders and risks arising from the space where s/he works since s/he may have to work under pressure of time and with long times.

Environment where s/he works poses risks of accidents, injury, and occupational diseases which require OHS measures due to intense use of electro-magnetic devices in the workplace.

2.6. Other Requirements Regarding the Occupation

There is no other requirement regarding occupation.

3. OCCUPATIONAL PROFILE

3.1. Duties, Tasks and Performance Criteria

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
A	Take precautions for OHS and environmental protection	A.1	To follow safe work and personal security methods	A1.1	Uses the tools, supplies and equipment in accordance with the instructions, workplace procedures and safety practices.
				A.1.2	Refers to first aid knowledge in case of workplace accidents, injuries or such negative cases.
				A.1.3	Contributes to keeping away the workplace from any danger.
				A.1.4	Provides necessary precautions to be taken according to the relevant legislation and standards for the cases arising from workplace activities and the cases that may endanger occupational health.
		A.2	To assess the risks	A.2.1	Follows the workplace procedures to assess the risks.
				A.2.2	Determines the risk factors s/he faced or the possible risks s/he may face and reports to the person/unit in concern.
		A.3	To implement emergency procedures	A.3.1	Acts properly according to the exit or escape procedures in case of emergency.
				A.3.2	Contributes to the periodical trainings, practices and implementations about emergency exit or escape.
		A.4	Enforce environmental protection standards and methods	A.4.1	Uses energy, supplies, and other resources efficiently and economically.
				A.4.2	Provides the environmental wastes and recyclable materials occurred in the workplace to be transferred to the right place.
				A.4.3	Contributes to the trainings or activities performed for the protection and improvement of environmental quality.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
B	To ensure the processes to be in compliance with the legal legislation, quality systems and organization procedures	B.1	To follow the relevant legislation about the processes	B.1.1	Checks the processes in his/her responsibility to be in compliance with the legal legislation, quality systems and organization procedures.
				B.1.2	Follows the laws, regulations and instructions which formal institutions and organizations publish related to the processes in his/her responsibility and makes the necessary updates.
				B.1.3	Informs the staff about the legislation/procedure changes.
		B.2	To run the activities about the quality management system	B.2.1	Helps his/her superior in forming regulations in accordance with the organization's service quality standards.
				B.2.2	Participates in the organization's training activities related to the quality management and service requirements.
				B.2.3	According to the knowledge and skills s/he acquired at the trainings updates his/her own knowledge and skills and applies innovations.
		B.3	To control the quality of the work	B.3.1	Controls the tools-supplies and materials to be in compliance with the standards.
				B.3.2	Applies quality requirements according to the instructions and plans written in procedure format.
				B.3.3	Informs the mistakes determined in the responsibility areas to the person in concern and ensures it to be resolved.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	Managing the process before fiction (to be continued)	C.1	To make suggestions in the production phase	C.1.1	Shares ideas with the program producer or with the director about the fiction approach before the program shooting implementations
				C.1.2	Assesses the viability and cost of the fiction expectations or needs.
				C.1.3	Determines how the light, shooting and voice record will be in order to realize the planned fiction process and shares these with the director and the producer.
				C.1.4	Shares the creative solutions of the fiction which may contribute to the program with the director and the producer before the production work.
				C.1.5	Determines the contributions that will provide technical and commercial feasibility of the program and shares these with the director and the producer.
				C.1.6	With the fiction implementations, s/he assesses the contributions that will be provided to the visual quality of the program and shares these with the director and the producer.
		C.2	Resolves the applications related to the fiction process (to be continued)	C.2.1	Clarifies the needs about the fiction technique, effects, music and image that will be used by making preview before the fiction.
				C.2.2	Gets information from the person and the resources in concern related to the necessary technical standards and the format, content, style and duration of the production.
				C.2.3	To provide the requirements s/he determines the image rates or other format/Standard changes and shares these with the director of the program.
				C.2.4	Determines the production's extraordinary or innovative sides and before the fiction shares views about the fiction approaches and methods with the decision makers related with the program production.
				C.2.5	Examines the written and oral information about the production and determines the influence of this information to the fiction process and potentially suitable fiction setting and process correctly.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	Managing the process before fiction (to be continued)	C.2	Resolves the applications related to the fiction process (to be continued)	C.2.6	Offers suggestions to the decision makers about the program production related to the changes and about the time that these changes will be realized.
				C.2.7	Chooses the fiction set, method and processes that will support different data forms to be used in the program and that will enable special effect possibilities and which are qualified enough to meet the esthetic, artistic and technical requirements within the present time and budget limit and makes suggestions in this direction.
				C.2.8	Explains the necessary image rate or other format/Standard changes to the staff working in the post production process such as, graphics, subtitles, effects experts.
				C.2.9	Determines the requirements correctly for changing the sound and image of the fiction into different formats.
				C.2.10	Prepares the necessary workflow for the fiction applications and determines the team members' responsibilities and roles.
				C.2.11	Determines the risks about the standards and formats continuation related to the program production and how to reduce these risks.
		C.3	To ensure the materials required for the fiction to be transferred to the non- broadcast formats (to be continued)	C.3.1	Determines the source materials correctly, confirms that they are in the right format for the equipments.
				C.3.2	Controls that the desired image ratio or other formats/standards are selected.
				C.3.3	In case of the source materials not being in the right format for the equipment to be used, s/he informs the appropriate person and suggests alternative solutions.
				C.3.4	Correctly learns the requirements about transmission and/or file conversion from written and verbal information resources.
				C.3.5	Controls that they have enough record materials in the desired format and capacity and that the materials are ready to be used.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	Managing the process before fiction (to be continued)	C.3	To ensure the materials required for the fiction to be transferred to the non- broadcast formats	C.3.6	Controls that the equipments are fine and running well and the settings are turned back the default current location.
				C.3.7	Within the direction of the director's views record machine selects the most suitable view source to its input.
				C.3.8	Selects the time record correctly to the input of the record machine, if required, a copy of the file on the tape or image (CTL), longitudinal (LTC), vertical interval (VITC) or super imposed image (BITC).
				C.3.9	According to the correct audio track input selects sound source.
				C.3.10	Loads the source materials correctly and when required controls and calibrates the parameters.
				C.3.11	By evaluating the completed records, determines the mistakes and corrects them.
				C.3.12	Within specified period of time, duplicates in required format and in necessary number
				C.3.13	Reports the phases concerning the activities and arising problems to relevant persons.
		C.4	Allowing for transmitting the materials to broadcasting formats (to be continued)	C.4.1	By determining and finding out the resource materials, confirms the accuracy of their formats.
				C.4.2	Protects all formatted materials, against possible damages.
				C.4.3	For composing the determined format, s/he uses the picture ratio or another format/standard transformer and pays attention to be provided of voice and time record synchronization during process.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	Managing the process before fiction (to be continued)	C.4	Allowing for transmitting the materials to broadcasting formats	C.4.4	In case of resource materials are not in right format for the equipment to be used, s/he informs appropriate person and offers alternative solutions.
				C.4.5	Correctly learns the requirements about transmission and/or file conversion from written and verbal information resources.
				C.4.6	Makes clear that sufficient record material is available in required format and capacity and if the materials are ready for use.
				C.4.7	S/he tests the image and voice parameters by resource material voice signal and adjusts correctly that gives the required signal levels.
				C.4.8	Orientates the appropriate image and voice resources to right targets.
				C.4.9	Provides transmitting the materials by recording right.
				C.4.10	Uses and operates the equipment and materials properly and without damaging them.
				C.4.11	By following-up technical qualities of resource materials and evaluates them and when a problem or an error occurs, takes the necessary steps for maximizing the technical quality.
				C.4.12	Carries out transmission of true resource materials in specified order and within specified period.
				C.4.13	S/he processes the determined time recording on the completed materials in a way that to fulfill the conditions of broadcast corporations related to format.
C.4.14	Reports the work and technical quality of the materials to relevant decision makers about program production fully, accurately and in detail.				

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	Managing the process before fiction (to be continued)	C.5	Capture for non-linear fiction or import (to be continued)	C.5.1	Obtains the necessary information concerning resource materials and required outputs.
				C.5.2	Correctly learns the requirements about transmission and/or file conversion from written and verbal information resources.
				C.5.3	By determining all format changes that may be required logs and uses the picture ratio or other format/standard transformer for offering solution to potential problems.
				C.5.4	Provides supplying of working materials sufficiently and operating them.
				C.5.5	Makes necessary arrangements for transmitting the resource materials that are not suitable to operate in existing equipments to right format.
				C.5.6	Evaluates technical characteristics of resource materials, takes necessary steps for optimizing and transmits the encountered problems to relevant person without any delay.
				C.5.7	By selecting an appropriate resolution and storage place, s/he provides sufficient space for required resolution storage.
				C.5.8	Provides that logging shall be right and in required technical standards.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	Managing the process before fiction (to be continued)	C.5	Capture for non-linear fiction or import (to be continued)	C.5.9	Controls the picture and sound levels and voice format each time when resource cassette changes and aligns them.
				C.5.10	During capture or import, provides entering exact information related to resource materials.
				C.5.11	During capture or import, provides selecting the resource of record of right time.
				C.5.12	Captures or imports the certain parts to be used by correctly selecting from resource materials.
				C.5.13	Monitors the technical quality for describing the problems that occur during capture or import process adequately.
				C.5.14	Provides naming captured or imported materials clearly and transparently and accurately as well as keeping them.
				C.5.15	Places the work done and finished product in determined form and format on record accurately and in detail.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	Managing the process before fiction	C.6	Preparing the production materials to fiction	C.6.1	Confirms the materials to be matched up by comparing them with relevant documents.
				C.6.2	By determining deficient materials accurately, takes necessary steps in cooperation with other team members for supplying those materials without any delay.
				C.6.3	By determining the place of picture and clapper signs accurately and properly, marks and aligns them.
				C.6.4	When encountered a problem in determining and marking the synchronization points, the appropriate alternatives and methods are used for aligning the picture and voice.
				C.6.5	Adequately follows the process for determining the problems or faults that may occur in synchronization.
				C.6.6	During shooting process reviews the changes made on program text and makes them clearer.
				C.6.1	Keeps daily records related to all materials that are used fully, accurately and in detail. Places the materials by filing properly.
				C.6.8	Accurately and appropriately records input/output of the materials to fiction room.
				C.6.9	Lists the picture and voice materials, including the main and fictionalized materials, properly and in required level.
				C.6.10	Files the materials under suitable storage conditions safely and in a way that be easily accessed during fiction.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.1	Materyallerin doğrusal video kaset ekipmanları kullanarak kurgulanmasını sağlamak (devamı var)	D.1.1	By using appropriate information resources, determines the necessities related to equipments to be used during fiction process.
				D.1.2	Controls availability of necessary equipments, if there is missing, then reports and eliminates.
				D.1.3	Confirms that the fiction equipments and controls is operating properly.
				D.1.4	Before enumeration operation, s/he controls and confirms that monitoring equipments operating properly, the adjustments of the monitor calibration is made properly.
				D.1.5	Selects right picture ratio or other format/standard adjustments in machine and equipments.
				D.1.6	While using picture ratio or other format/standard transformers, preserves the voice and time record synchronization.
				D.1.7	Confirms that any signal received from each voice and image resource is in standard parameters and if it is determined that is not in Standard parameters, then makes necessary adjustments for required signaling.
				D.1.8	Correctly determines the mistakes in resource cassette and takes the necessary steps for minimizing the effects on end product.
				D.1.9	Controls the installations of equipments and user settings for fiction session and confirms it's accuracy.
				D.1.10	Transmits the failures and problems that occur and remain unresolved, to relevant persons without any delay and in full and receives advice and support concerning solution.
				D.1.11	At the beginning of final tape or digital project, enters right colour bars and tone levels.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications yönetmek (To be continued)	D.1	Providing being fictionalized of the materials by using linear video tape equipments (to be continued)	D.1.12	At the beginning of final tape or digital project and in addition, at the beginning of every part in case of being advert break, puts a timer where cookies related to project, and time are marked.
				D.1.13	By properly operating and controlling the fiction equipments, slects the required sequence of voice and image materials, places them and fictionalizes.
				D.1.14	Creates faultless passes in terms of picture and correct passes form technical aspect.
				D.1.15	Follows the voice and image signals and enables to remain within determined parameters and in the levels suitable to nature of the scene.
				D.1.16	After cassette changes, follows picture and sound levels and sound format.
				D.1.17	Provides using and saving of raw materials safely and properly.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications yönetmek (To be continued)	D.2	Supporting complex editing sessions	D.2.1	Determines source materials accurately for editing session and holds ready these materials at predetermined place and time
				D.2.2	Prepares all necessary equipment for desired aspect ratio or other formats/standards
				D.2.3	In case, that necessary aspect ratio is not found or not obtained, informs the related person before starting of editing session.
				D.2.4	Makes ready to be transferred of the source materials, which are not compatible with the equipment, to be used later.
				D.2.5	Makes necessary arrangements for materials during editing, of which the time record has not been made.
				D.2.6	Controls and sets parameters of all picture and sound materials in order to meet necessary standards.
				D.2.7	Keeps materials in the proper format and place, in the right way to be used later.
				D.2.8	In case of establishing problem in the source material or equipment, informs the related person immediately.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications yönetmek (To be continued)	D.3	Providing editing of materials using non-linear equipment.	D.3.1	Makes ready to be transferred of the source materials, which are not compatible with the equipment, to be used later.
				D.3.2	Selects the correct aspect ratio or other format/standard settings in the editing device and equipment.
				D.3.3	Evaluates the technical quality of all materials correctly, by determining of a problem, takes necessary precautions in order to increase the quality and to reach the desired technical standards.
				D.3.4	Notes the information relating to source materials correctly and with necessary details and files the records during editing.
				D.3.5	Takes necessary steps in order to troubleshoot failures of equipment during editing or to solve the problems encountered, in cases of not solving the failures, informs the related person and takes support.
				D.3.6	Provides storage in desired resolution to the degree to cover the necessities of editing
				D.3.7	Aligns the equipment according to the technical standards, operates correct and efficiently.
				D.3.8	Establishes the editing points precisely, determines their places correctly, marks clearly
				D.3.9	Enters the color bars and shade grades towards the beginning of the completed digital project.
				D.3.10	Sets a clock in the beginning of the completed project and in case of advertisements in the beginning of each section, in which information of identification and time will be marked.
				D.3.11	Produces correct editing decision lists in the proper format.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.4	Providing editing of materials, using non-linear equipment, associated with an editing system of newsroom. (to be continued)	D.4.1	Makes ready to be transferred of the source materials, which are not compatible with the equipment, to be used later
				D.4.2	Selects correct aspect ratio or other format/standard settings in the machines and equipment.
				D.4.3	Evaluates the technical quality of all materials correctly, by determining of a problem, takes necessary precautions in order to increase the quality and to reach the desired technical standards.
				D.4.4	Notes the information relating to source materials correctly and with necessary details and files the records during editing.
				D.4.5	Takes necessary steps in order to troubleshoot failures of equipment during editing or to solve the problems encountered, in cases of not solving the failures, informs the related person and takes support.
				D.4.6	Provides storage in desired resolution to the degree to cover the necessities of editing
				D.4.7	Aligns the equipment according to the technical standards, operates correct and efficiently.
				D.4.8	Designates the additional materials correctly and clearly and stores appropriately.
				D.4.9	Establishes the editing points precisely, determines places transients correctly.
				D.4.10	Enters the color bars and shade grades towards the beginning of the completed digital project.
				D.4.11	Sets a clock in the beginning of the completed project and in case of advertisements in the beginning of each section, in which information of identification and time will be marked.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.4	Providing editing of materials, using non-linear equipment, associated with an editing system of newsroom.	D.4.12	Provides correctness of the achieved output for the next stage of the process.
				D.4.13	Provides connection of the sequence, of which the editing will be made to the correct production piece within the news room editing system.
				D.4.14	Reviews the technical quality of the completed editing and if necessary adjusts sound and image levels.
				D.4.15	Reviews the completed editing with a member of the production and transfers to the proper playout server from the editing terminal.
				D.4.16	Informs the production team about the total time, subtitle producer and the related times according to the information from related persons before editing.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.5	Editing the sound and image according to the desired features	D.5.1	Clarifies the limits relating to the creative decisions together with other decision makers.
				D.5.2	Clarifies the content and sequence of the material to be edited together with other decision makers.
				D.5.3	Evaluates the speed of the pieces, belonging to the production as a whole and corrects as necessary.
				D.5.4	Makes realistic and constructive proposals to develop the end product.
				D.5.5	Edits the established materials according to the narration or makes proposals relating to the appropriate alternatives.
				D.5.6	Edits the materials according to the necessary technical standards, applies the changes which have been decided and completes the work before the last delivery date.
				D.5.7	Informs the related person about the proposals, which are arisen at establishing the place or editing of the materials and solutions to remove them timely and wholly.
				D.5.8	Submits the edited materials and other desired supporting information at the established time and in desired format to other decision makers
				D.5.9	Establishes the deviations correctly, if exist from the pre-determined instruction and explains the reasons of deviations clearly.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.6	Providing production of rough cut	D.6.1	Establishes the content of the image materials, plans editing works by consulting information sources regarding the production.
				D.6.2	Evaluates the scenes and frames regarding to the contribution and effects to the message, which is intended to be given.
				D.6.3	Establishes the necessary additional materials, if exist clearly and informs other decision makers immediately.
				D.6.4	In case of changing the continuing shooting or recording techniques or procedures, established during watching, informs the related person immediately.
				D.6.5	Evaluates by establishing potential image or sound sequences and selects the files to cover best of the production needs.
				D.6.6	Applies the editing arrangements according to the type of production and reflecting the desired artistic influence
				D.6.7	Takes into consideration the contribution of the possible effect of whole audio tape of the production or if a part does not exist of the whole sound to the materials
				D.6.8	Evaluates the editing continuously and makes appropriate changes and arrangements in order to increase the quality.
				D.6.9	Evaluates the decisions, ideas arisen during evaluation of the materials, does detailed research regarding works towards final editing.
				D.6.10	Establishes that editing decision list and all materials belonging to the rough cut are correct, complete and actual and kept safely in order to use if necessary.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.7	Kaba kurguların değerlendirmesini yapmak	D.7.1	Evaluates the main features of the production according to the original plan, establishes the differences.
				D.7.2	Evaluates the technical standards of the material.
				D.7.3	Resolves the established problems properly.
		D.8	Providing approval of the change of rough cuts	D.8.1	Notes artistic or technical problems correctly and cautiously, which are not solved in order to discuss with decision makers.
				D.8.2	Make decisions on clearly defined creative, technical and ethical options by discussing with decision makers.
				D.8.3	Submits clear and correct information to the decision makers regarding effects of proposed changes for the production.
				D.8.4	Establishes the level, extent of necessary changes and approves these changes by discussing with decision makers about the necessary time limit in order to complete these changes.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.9	Ensuring production of fine edited/closed materials for the post-production	D.9.1	Selects the established aspect ratio or other format/standard.
				D.9.2	Evaluates the need of alternative and additional materials correctly and establishes clearly.
				D.9.3	Reviews the materials and completes them within decided time and budget limits.
				D.9.4	Investigates and develops new effects if necessary.
				D.9.5	Establishes visual or optic effects, of which production are likely to be developed mostly within the given budget and time limit, selects and submits them to other decision makers.
				D.9.6	Evaluates, selects additional source materials to be added to the effects and makes them ready in appropriate format.
				D.9.7	Explains the type and features of necessary effects, the persons responsible for their realization clearly.
				D.9.8	Makes constructive proposals during realizing of the effects, in order to change or develop at proper stages.
				D.9.9	Establishes directives regarding the content, aspect ratio, sequence and time of scenes and frames to be edited correctly and completely and in the desired format.
				D.9.10	Provides provision of special necessities regarding picture and sound by determining them correctly and detailed.
				D.9.11	Copies the materials for the post-production.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.10	Ensuring change of the materials into the digital format (ingest) for quick tour editing	D.10.1	Selects the ingest material to be loaded to the video server in digital format by using the proper video cassette section.
				D.10.2	Does effective communication with the operator, feeding remotely the material and makes suggestion in case of adjustment.
				D.10.3	Controls the incoming materials randomly in order to be sure whether the sound and image levels are generated correctly.
				D.10.4	Provides the correct connection of sound pieces.
				D.10.5	Ensures proper adjustment of aspect ratio or format/standard converter in order to adjust the material correctly.
				D.10.6	Uses proper file designation at the beginning of changing the material, in order to designate the material correctly.
				D.10.7	Notes the change of sequence occurring when changing the material into digital format in order to accelerate the editing process.
				D.10.8	Adjust the correct record time for daily records by setting up the record function of the timer.
				D.10.9	Uses ingest maintaining means in order to review the system and remaining storage area and deletes the material if necessary.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.11	Doing preparation for quick tour editing (to be continued)	D.11.1	Describes the necessities of communication circuit correctly.
				D.11.2	Sets up the necessary circuits correctly and test via voice and describes correctly.
				D.11.3	Establishes failures and errors in the communication circuits immediately and correctly, monitors and takes necessary precautions with the related person.
				D.11.4	Gathers sufficient information about number, type and place of image and sound sources, including remote broadcasting units and studios, provides determining and use immediately.
				D.11.5	Uses aspect ratio or other formats/standards in order to correct original materials or archive materials.
				D.11.6	Ensures reaching the sources to the optimum technical quality within the time allowed for preview or view.
				D.11.7	As decided with the production team, selects and records the source materials correctly.
				D.11.8	Responds to the changes and additional record necessities in the directives as proper and timely.
				D.11.9	Establishes failures and errors in the record devices and takes necessary steps for troubleshooting.
				D.11.10	Ensure sufficient capacity of cassettes or digital-based storage to take all materials to be recorded.
				D.11.11	Evaluates necessary preparations for each material section with the related team members.
				D.11.12	Takes the prepared material by establishing correctly.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.11	Doing preparation for quick tour editing	D.11.13	Prepares the material within the demanded time and according to the required standards.
				D.11.14	Informs related person about problems encountered during preparation of the materials immediately and submits possible solutions.
				D.11.15	Records the materials in the desired format.
				D.11.16	Etiquettes the recorded materials, to contain necessary information, winds them back and transfers into the proper storage in order to be used in the editing works.
				D.11.17	Notes the information on recorded materials correctly and properly and ensures reaching of reated persons to these notes.
				D.11.18	Informs related persons, when the material is ready for transfer.
				D.11.19	Finds the first frame of the desired segment correctly and prepares to play.
				D.11.20	Plays the materials at desired speed, real speed and/or slow motion, immediately after instruction.
				D.11.21	Realizes the requested changes stage by stage with the play speed during the playback, without being noticed by the audience.
				D.11.22	Will be in communication with related persons, as to meet program necessities effectively and efficiently.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.12	Editing the reshot materials for direct television broadcasting (Direct-to TV) (to be continued)	D.12.1	Controls image and sound materials in detail on basis of production necessities of the content and quantity, in order to make possible of the evaluation realistically.
				D.12.2	Uses aspect ratio or other format/standard converters in order to match materials shot in different formats.
				D.12.3	Controls the technical quality to the required standards.
				D.12.4	Submits practical solutions as to replace deficiencies in materials.
				D.12.5	Establishes and scales material parts, which can be related with the production.
				D.12.6	Notes the content and place of potentially useful parts clearly and correctly, taking future use into consideration.
				D.12.7	In consideration of possible limiting factors, evaluates and decides the applicability to change of materials into a different format for communication with other transmitters.
				D.12.8	Takes the immediacy of the communication and appropriateness of other decision makers into consideration and realizes all activities on the same basis.
				D.12.9	Establishes and scales factors, which can affect the selection of image and sound materials.
				D.12.10	Selects the related parts of proper materials; suggests relating parts having potential to cover best the aesthetic and technical needs within given time.
				D.12.11	During selection and putting side by side of materials in feature of documentary or actuality, protects the expected meaning of words and images.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.12	Editing the reshot materials for direct television broadcasting (Direct-to TV) (to be continued)	D.12.12	In order to increase the understanding or the effect of the production or segments, establishes and decides necessary additional materials or sources with cooperation of decision makers and gets within the required time.
				D.12.13	Follows up the content and row of the image and sound materials continuously and evaluates.
				D.12.14	Edits the materials as to get coherent sound and images.
				D.12.15	Edits sound and image materials as to meet the production requirements according to accepted technical standards for communication.
				D.12.16	Before completing the final version, submits sound and image materials to the information of other decision makers and takes their opinions for appropriateness.
				D.12.17	Informs the related person immediately about problems for completing of editing in accepted standards and within required time and suggests possible solutions.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.13	Selection and editing sound materials to support of visual images	D.13.1	Evaluates to which level the original sound can be used according to decided technical and aesthetic criteria.
				D.13.2	Uses the original sound on which it is decided to meet the accepted criteria.
				D.13.3	Establishes each sound item at proper level of detail.
				D.13.4	Establishes necessary sources and methods in order to get additional sound, evaluates them and decides together with other decision makers according to needs and limitations of the production.
				D.13.5	Evaluates alternative sound items and selects the items responding best to the production needs.
				D.13.6	Places and positions the sound pieces as to support and increase the effect of images.
				D.13.7	The transitions will position the sounds in a technical correct and aesthetic efficient manner.
				D.13.8	If necessary, provides the synchronization correctly between the sound and image.
				D.13.9	Places the sound pieces as to facilitate the next stages of sound mixing process.
				D.13.10	Records the position of each sound pieces and transitions clearly and correctly into the diary.
				D.13.11	Transfers the sounds into the files or other devices for advanced post production works.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.14	Matching the images (to be continued)	D.14.1	Gets information from proper sources regarding end product needs.
				D.14.2	Clarifies unclear or nebulous information immediately by using appropriate sources.
				D.14.3	Establishes materials to make compliant and reaches these materials.
				D.14.4	Makes necessary arrangements of source materials, which are not compliant with existing equipment to transfer in order to use later.
				D.14.5	Sets all equipment correctly according to required aspect ratio or other formats/standards.
				D.14.6	Ensures good and working situation of equipment before using.
				D.14.7	In case of problems with materials or equipment, informs related person immediately and take necessary precautions.
				D.14.8	Pays attention to sound levels of record and play devices and compatibility with required technical standards.
				D.14.9	Prepares properly formatted cassette or record medium if necessary.
				D.14.10	Checks the editing decision list according to required purpose, arranges, changes as to be compatible with manual and automatic matching devices.
				D.14.11	Loads source materials, in order to process in a correct way and in correct row.
				D.14.12	Takes the output in the desired format and correctly.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.14	Matching the images	D.14.13	On each change of analog source material, controls image levels and aligns correctly.
				D.14.14	Matches the materials as necessary in order to reach required image content and sequence.
				D.14.15	Follows up the technical level sufficiently in order to establish problems during matching process or errors in the source materials.
				D.14.16	Controls matched mages by using closed offline playout, in order to ensure correct shooting.
				D.14.17	Ensures matching with handles in order to make possible of online settings.
				D.14.18	Enters the color bars and shade grades towards the beginning of the completed digital project.
				D.14.19	Sets a clock in the beginning of the completed cassette or digital project and in case of advertisements in the beginning of each section, in which information of identification and time will be marked.
				D.14.20	Etiquettes the recorded materials, to contain necessary information, winds them back and transfers into the proper storage in order to be used in the editing works.
				D.14.21	Notes the details of performed work and completed product, correctly and completely.
				D.14.22	Ensures transfer of editing to the proper medium and preparation of broadcast band.
				D.14.23	Rewinds the cassettes and returns all source materials to their place, where they belong to.
D.14.24	Ensures compatibility of the assembled material with the target medium and watching platforms.				

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications (To be continued)	D.15	Realizing advanced effect applications (to be continued)	D.15.1	Gets opinions from related sources in order to increase the aesthetic quality of the production by using advanced image effect applications.
				D.15.2	Evaluates and selects best matching ideas with the type and values of the production
				D.15.3	Makes realistic evaluation of required techniques and sources in order to reach the effects within the existing limitations of the production by detailing and developing the selected ideas sufficiently.
				D.15.4	Sets the equipment and/or software according to required aspect ratio, file type, codec, image size, image speed and broadcasting standard.
				D.15.5	In case of not realizing the effects with existing sources, evaluates alternative selections and suggests the solution having the biggest potential within the existing limitations in the production.
				D.15.6	Decides effects and general color design to be applied.
				D.15.7	Examines the effect to be used, establishes the components forming it.
				D.15.8	Establishes size and position of each component in the final composition.
				D.15.9	Evaluates each output of the effect, establishes needs regarding the material and stets correctly.
				D.15.10	Establishes potentially proper materials, evaluates and selects one, which meets best the requirements.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Managing of Editing Applications	D.15	İleri düzey efekt uygulamaları gerçekleştirmek	D.15.11	Establishes the place of necessary source materials, determined by persons, responsible for the production, director and editor.
				D.15.12	Provides all required materials in time.
				D.15.13	Analysis image source and components, determines their correctness, verifies whether there is a need for intermediary steps
				D.15.14	Ensures the desired control level on intermediary steps and their rows, separate components and sources.
				D.15.15	Records intermediary steps and prepares them to use if necessary.
				D.15.16	Programs equipment and/or software correctly, runs them, controls; activates at proper time and place.
				D.15.17	RUses proper ways and methods to merge the image sources.
				D.15.18	Records and keeps the effect and/or animation at appropriate format and resolution, by using correct codec.
				D.15.19	Instructs the editing team and coworkers clearly at correct time.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
E	Providing of editing applications coordination	E.I	Providing coordination regarding source and task requirements (to be continued)	E.1.1	Gets information from existing sources about the production calendar.
				E.1.2	Develops estimations, suggestions and proposals timely and submits them by justifying.
				E.1.3	Establishes expert needs correctly and makes suggestions to the decision makers and explains how to meet these needs.
				E.1.4	Develops net budget suggestions, reflecting the source requirements for the production.
				E.1.5	Realizes necessary regulations for decision of the budget management before starting of the work.
				E.1.6	Records the decisions taken correctly and informs the persons, having the right of information regarding the decisions.
				E.1.7	Forms charts describing the needs of the task clearly.
				E.1.8	Ensures, that person understand their own roles and roles and tasks associated with this role.
				E.1.9	Makes realistic estimations regarding the time needed for tasks, as stated in the charts in order to meet the requirements of production.
				E.1.10	Organizes the works between the skills and needs of persons as to meet best of the production requirements.
				E.1.2	In cases of changes in the charts or calendars, informs persons, who are affected and gives them necessary time to adapt their works to the changes.
				E.1.12	Evaluates and reports the development of the work correctly in order to meet the production requirements.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
E	Providing of editing applications coordination	E.1	Providing coordination regarding source and task requirements	E.1.13	In case of personnel change in a project, ensures, that the new personnel is informed about works to be done and related standards and formats.
				E.1.14	Promotes team personnel to change opinions and cooperation in the creative processes in different parts of work process.
				E.1.15	Follows up continuing works, redefines standards and formats if necessary in order to get required outputs.
		E.2	Supporting the production stage in the sense of quality and productivity (to be continued)	E.2.1	Establishes required materials correctly.
				E.2.2	Makes cost analysis for non-returning materials and informs the director and/or producer of the effect within the budget.
				E.2.3	In order to meet the creative needs of the production, on condition that it remains within the accepted expense budget, selects materials, equipment and processes as to give the best value against the price.
				E.2.4	Follows up the performance of the material in the sense of cost-efficiency and evaluates.
				E.2.5	Regarding materials, not having performance as to the instructions, informs appropriate persons immediately.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
E	Providing of editing applications coordination	E.2	Supporting the production stage in the sense of quality and productivity	E.2.6	Controls and approves, which type of quality assurance and control regulations are needed for the production.
				E.2.7	Uses methods and procedures towards tracking of efficiency of working equipment, providing the quality requirements and needs of working calendar.
				E.2.8	Plans spare equipment, material and/or facility needs.
				E.2.9	Ensures, that equipment are kept in clean and working condition.
				E.2.10	Keeps the equipment and materials safely and submit to use of only related persons.
				E.2.11	Keeps the work environment clean, tidy and safe from danger.
				E.2.12	Ensures to minimize the risk or remove the hindrance of production process.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
F	Conducting professional development activities	F0.1	Realizing training, planning and organization works	F.1.1	Ensures participation if needed to meetings, seminars, trainings relating to the profession.
				F.1.2	Establishes periodic or one time training requirements of himself or others and evaluates with regard to time planning.
		F0.2	Doing works on individual professional development	F.2.1	Realizes necessary studies for professional or individual development.
				F.2.2	Follows up new technologies/publications regarding television broadcasting and digital broadcasting.
		F.3	Giving professional training to subordinates and other employees	F.3.1	If necessary transfers his knowledge and experience to persons, he works together.
				F.3.2	If necessary, realizes information and training activities relating television broadcasting and digital broadcasting.

3.2. Tools, Appliances and Equipment Used

1. Computer and hardware (printer, scanner, external memory, etc.)
2. Mixer
3. Communication devices (phone, tele-conference systems, fax, cable / wireless internet, etc.)
4. Character generator
5. Stationary materials (paper, pen, puncher, etc.)
6. Earphone
7. Microphone
8. Office appliances and tools (photocopier, projection device, calculator, etc.)
9. Optical / digital recording and shooting devices (camera, video camera, CD, DVD, VCD, Blue-ray disc readers, etc.)
10. Playout system
11. Voice and video recorder
12. Voice and video editing software
13. TV broadcast automation software
14. Video monitor
15. Production mixer
16. Post-production software and hardware

3.3. Knowledge & Skills

1. Knowledge on emergency case
2. Ability of analytical thinking
3. Knowledge and ability of using native language well
4. Knowledge and ability of researching and reporting
5. Knowledge and ability of using tools, appliances, and equipment
6. Knowledge of archiving
7. Knowledge of using and managing computer, computer-based systems, and data network
8. Knowledge of live broadcast
9. Knowledge of labor legislation
10. Skill of memorizing lot of images
11. Ability of working in variable conditions
12. Ability of working in and managing the team
13. Knowledge of equipment and hardware
14. Knowledge of interactive media
15. Knowledge of video and graphic
16. Ability of making quick decisions
17. Ability of developing content
18. Ability of work development
19. Knowledge on Occupational Health and Safety Precautions
20. Aural skills
21. Knowledge of quality management
22. Ability of planning and managing resources
23. Crisis management skills
24. Knowledge and ability of writing and expression as required for editing
25. Knowledge of conceptual frame in relation with editing management
26. Knowledge of editing management cost analysis
27. Knowledge of culture and art
28. Knowledge of leadership
29. Knowledge on legal regulations regarding the occupation
30. Knowledge of professional ethics
31. Knowledge of music
32. Planning and coordination skills

33. Knowledge of program production processes
34. Knowledge of program directing
35. Knowledge of color and brightness
36. Knowledge of risk management
37. Knowledge of digital publishing
38. Knowledge of sound and effect
39. Knowledge of contract law
40. Ability of working under stress
41. Knowledge of studio
42. Ability of using TV-specific language and explicandum
43. Knowledge of applications and legal aspects in area of copyrights
44. Knowledge of basic budgeting
45. Knowledge of consumer rights and competition legislation
46. Knowledge of publishing legislation
47. Ability of oral and writing communication
48. Skills of time management

3.4. Attitudes and Behaviors

1. To pay attention to use of appliances and consumables
2. To be researcher
3. To be able to think associatively
4. To take care of cleanness, tidiness, and order of workplace
5. To take care of occupational health and safety in workplace
6. To use effective and efficient work hours
7. To be sensitive to protection of environment
8. To comply with environmental, quality, occupational health and safety rules
9. To be open to change and to adapt to changing conditions
10. To be careful and rigorous
11. To be in harmony with the team
12. To be open to criticism
13. To be open to cooperation
14. To be participative
15. To be skeptical
16. To comply with professional ethics and rules
17. To be negotiant
18. To be unprejudiced
19. To be sharer
20. To take care of process quality
21. To make recommendations to develop and improve processes
22. To be consistent
23. To be agreeable

4. TESTING, ASSESSMENT AND CERTIFICATION

Testing and assessment for certification with respect to national qualifications based on Director of Editing (Level 6) Occupational Standard shall be held in written and/or oral forms, theoretically and practically, in testing and assessment centers where required conditions are met.

Testing and assessment method and practice principles shall be detailed with national qualifications to be drawn up pursuant to this occupational standard. Activities regarding testing, assessment and certification shall be conducted within the framework of Vocational Qualification Authority, Testing and Certification Regulation.

Note: This part shall not be published in the Official Gazette. It will be published in VQA website only.

ANNEX: Institutions participated in the Occupational Standard Preparation Process

5. Professional Standards Team of Institution Preparing Professional Standard

Yusuf GÜRSOY, RATEM	Member of BoD; President of Project Steering Committee	
Savaş Yılmaz, RATEM	Project Coordinator	
Cihan Başar SAMANCI, RATEM	Project Assistant	
Pelin EMEKSİZ, RATEM	Project Secretariat Responsible	
Doç. Dr. Can BİLGİLİ,	Yeditepe University – School of Business Administration;	RATEM –
Counsel of Professional Standards		
S. Koray HATİPOĞLU, RATEM	Council of Professional Standards	

6. Technical Work Group Members

6.1. Vocational Standards Committee Members

Hüseyin Levent KATRAN, Akra FM
Yekta TOK, Akra FM
Güzel AKA, ART News
Mehmet YAŞAR, Radio Bizim (İstanbul)
Yakup BAKIR, Channel 54 (Sakarya)
M. Aydın ŞERBETÇİOĞLU, Kolej FM (Kayseri)
Necmi AYDIN, Metropol FM (Mersin)
Mehmet İhsan ERCAN, Radio 7
Ahmet ATILMIŞ, Radio Şirinnar
Kadir ÇETİN, Radio Tatlıses
Tolga YİĞİT, Radio Tatlıses
Gökay BAYLAN, Radio Therapy (Tekirdağ)
Hakan UZMAN, Show TV
Zafer BÜYÜ, SRT (Sakarya)
Melih SEZGİN, STV
İdris TAŞ, VTV (Antalya)

6.2. Those Contributing to Preparation of Occupational Standard

Aysel AZİZ, İstanbul Aydın University – Academic
Tülay ARSAL, Akra FM
Nursel BOLAT, Arel University – Academic
Ozan ANTAY, ATV
Faruk ÇELEBİ, ATV
Burhan KANDEMİR, ATV
Akın ATLAY, Başarı Electronics
Burak HOŞLAR, Best FM
Zafer BEYAZ, Dost FM (Bursa)
Alp Mustafa BİROL, Galatasaray University – Academic
A. Acar FİLİZ, Channel A (Adana)
İsmail TÜRKMEN, Channel 7
Ogün YILDIZ, Channel 7
Selahattin YÜKSEL, Channel 7
Ali DÖNMEZ, Kordon TV (İzmir)
Mustafa Kara, Maltepe University – Academic

Oğuz SİVRİ, Radio 7
Abdullah ERDOĞAN, Radio Terapi (Tekirdağ)
Murat GEDİKTAŞ, Show TV
Hidayet KARAKUŞ, Show TV
Aydın ÖZDEMİR, Show TV
Cengiz ŞAHİN, Show TV
Ahmet Turan GÜRKAN, SKY Türk
Cemil ER, STV
Zafer KAYA, STV
Semih TÜCCAR, STV

7. People, Institutions, and Organizations Asked for Opinion:

A.Acar FİLİZ, Channel A
Abdullah ÇEBİ, Program Director Assistant
Abdülhamit BİLİCİ, Cihan News Agency, General Manager
Abiş HOPIKOĞLU, TV 8, General Manager / Executive Editor
Abiş HOPIKOĞLU, Tv8, General Manager
Acun ILICALI, SHOW TV, Programs
Adalet Sertan AYHAN, Luxury Lounge FM, President of BoD
Adem GÜRSES, ATV, General Manager
Adil Birol GİRAY, FG FM 93.7, Partner
Adnan SÜER, TRT AVAZ, Channel Coordinator
Ahmet ATILMIŞ, Radio Şirinnar
Ahmet KOYUNCU, Turkish Radio and Television Corporation, Member of BoD
Akif ÖZCAN, Radio Ekin, Executive Editor
Alaaddin ERDAL, Lüleburgaz FM
Ali ABHARY, Spectrum Media Coordinator, CEO
Ali ADALIOĞLU, SUN RTV
Ali Ahmet BÖKEN, TRT NEWS Channel Vice Coordinator
Ali DOĞAN, TRT, Manager of Training Department
Ali DÖNMEZ, İmbat FM
Ali ERCAN, Vice Coordinator of Production Resources
Ali İlhan ATILGAN, Radio Mega
Ali Rıza ERKAN, Barış Radio
Ali SORAR, Kalp FM
Alper TAN, Channel A
Anatolian University School of Communication Science
Anatolian University School of Communication Department of Communication
Anatolian University School of Communication Department of Movie & TV
Ankara Chamber of Commerce
Ankara University School of Communication
Ankara University School of Communication Department of Radio Television and Movie
Arslan Narin, Vice President of Higher Board of Radio & Television
Atilla ARIMAN, Radio Planet, Manager
Avni SARIHAN, CHANNEL 7, Programs Director
Ayhan OKATALI, TRT, Vice President of Training Department
Ayhan YALÇINKAYA, Program Director
Ayla KARLI, Tezgören Program Director
Aytaç ÖZTÜRK, Gözde FM
Aytekin YÜKSEL, TV24 HR
Associated Right Owner, Professional Association of Phonogram Producers
Barış TÜNAY, CNN Türk General Manager
Başak İKİZ, Cem Radio
Battal AKSOYEK, Radio Net

Bedrettin UĞUR, Channel A, Istanbul Branch manager / Executive Editor
Bedrettin UĞUR, Channel A Istanbul Representative
Bekir YILDIZCI, TRT Kid Channel Vice Coordinator
Belgin ULUÇAY, Serhat FM
Belkıs GÜLCAN, Metro FM
Berna NEMLİ, Program Director
Bilal BAL, Vatan TV Media Group President
Burak CAN, Super FM Radio Manager
Burhan KILIÇ, Technical Director
Bülent ATA, TRT- 1 Channel Coordinator
Bülent ÖZGÜR, Çorlu FM
Can SOYSAL, TRT Kids Channel Coordinator
Canan ÇETİNSÖZ, Kayseri FM
Cansu KARADAĞ, Samanyolu TV HR (Yumurcak TV)
Cantekin CANTEZ, Director of Editing
Cebrail İLDEŞ, Technical Coordinator
Cem AYDIN, Doğu Publishing Group, General Manager
Cem PEHLİVAN, Radio Hatmar
Cengiz ÜNSAL, Radio Mydonose and Metro FM Radio Manager
Cihat ÖZKAN, Line TV
Coşkun ATAMAN, Radio Klup
Çukurova University School of Communication
Çukurova University School of Communication Department of Communication
Çukurova University School of Communication Department of Radio Television and Movie
Derya İZBUL, TV 8 Yapımlar
State Personnel Administration
Dilek DAĞCIOĞLU, Channel D Program Direktörü
Doç. Dr. Melek Ayşe İNAL, İstanbul Arel University Department of Radio & Television Cinema
Doğan DENİZ, Radio Frekans
Doğan SÖNMEZ, Venüs FM
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Dr. Hamit ERSOY, Member of Supreme Board of Radio & Television (RTÜK)
Dr. Hidayet KARACA, President of Samanyolu Publishing Group
Dr. Mesut ERTANHAN, TRT, Head of Training Department
Dr. Nimet ERSİN, Turkish Radio & Television Corporation Head of TV Department
Dr. Tayfun Acarer, Head of Information Technologies and Communication Institution
Dr. Zeynel KOÇ, Turkish Radio and Television Corporation, Member of BoD
Dr. Nimet ERSİN, TRT, Deputy Channel Coordinator (Training)
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Aegean University School of Communication
Aegean University School of Communication, Radio-Television, Cinema
Emin BARINER, Art TV
Emrah HATTAT, Best FM, President of BoD
Ergün YILDIRIM, RADIO LIGHT, General Manager
Erkan KOCABAŞ, EGE TV
Esat ÇIPLAK, Member of Supreme Board of Radio & Television (RTÜK)
Esra HARMANDA, Channel A Istanbul Representation Office, Programs (Internal Productions)
Esra KIRALI, Program Director
Evren KARA, Akıllı TV Technical Manager (Productions)
Eyüp Ahmet ESKİOĞLU, Channel A İstanbul
Faruk DEMİREL, Radio Akdeniz
Faruk TAK, ÇRT
Faruk TANDOĞAN, Radio Aktif
Fatih KARACA, President of İpek Media Group
Fatih KESKİNCİ, Channel T , Member of BoD

Ferid ŞAHİN, HRT
Ferman KARAÇAM, Channel 7, Executive Editor
Fethi ŞİMŞEK, Burdur FM
Fethullah KIRŞAN, TRT - 6 Channel Coordinator
Fidan GULİYEVA, PAL FM General Manager
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Professional Association of Movie Producers, Istanbul Branch
Galatasaray University, School of Communication
Gazi University, School of Communication
Gazi University School of Communication Department of Radio Television and Movie
Giray GÜNGÖR, ALEM FM Radio Group, Executive Director
Gökhan ÇINAR, JOY TÜRK Radio Manager
Güler CANER, Radio Halikarnas
Gülnur ÖZER, Program Director
Gürsel AKSUN, Program Director
Gürsel SELÇUK, Program Director
Hakan KAYACAN, Radio Vize / Radio Net
HAK-IS Trade Union Confederation
Hakkı SEZEN, Gençlik FM
Halil TUTKAL, Vatan TV, Executive Editor
Haluk İMAMOĞLU, Moral FM, General Manager
Haluk ÖNEN, Program Producer
Haluk ŞİRİN, SHOW TV, Executive Editor
Handan KARAMAN, Program Producer
Harun HACIOĞLU, Channel T, General Manager
Hasan ŞAHİN, Akdeniz FM
Hatice TANRIÖĞEN, TRT Documentaries Channel, Vice Coordinator
Hayri ADIYAMAN, Radio Galaksi
Haytem DAĞIŞTANLI, Best FM, General Manager
Hüdaî YILMAZKAN, TRT Documentary Channel, Coordinator
Hülya ALP, Member of Supreme Board of Radio & Television (RTÜK)
Hüseyin İŞLER, TRT, President of Human Resources Department
Hüseyin SÜMER, Melodi FM, General Manager
Hüseyin TERZİOĞLU, Vatan TV, News Editor
İ. Ömer MADRA, Açık Radio, Executive Director
İbrahim BAYRAKTAR, District Director of Information Technologies and Communication Institution
İbrahim Gürkan SARI, TRT AVAZ, Deputy Channel Coordinator
İbrahim ŞAHİN, TRT, General Manager
İdris TAŞ, VTV
İlhan ÇALCI, RADIO 2000, President of BoD
İlhan UZUNDURUKAN, Radio Tatlıses
İlhan UZUNDURUKAN, Saran Radio Groups, Responsible general Manager
İlker KARACA, Channel T, Executive Editor
İlker YILMAZ, Channel 7 HR
İlyas ŞİŞİK, Lalegül FM, Executive Editor
İrfan AKÇAKAYA, TRT Music, Channel Manager
İrfan SAYAR, Banaz Dost FM
İrfan ŞAHİN, Doğan TV, General Manager
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Kadir Tolga SOYLU, Soylu FM
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Mehmet AYLIDERE, Samanyolu, Productions Coordinator
Mehmet CANPOLAT, Vice General Manager of TRT
MEHMET KUMAŞ, Television Technical Director
Mehmet YAŞAR, Bizim Radio, Executive Editor
MELİH BAYRAM, Director of Editing
Meltem ULUYAVUZ, ATV HR
Professional Education and Small Industry Supporting Foundation
Mesut KESKİN, ART TV
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Metin YIKAR, Samanyolu, Executive Editor
Mine KARACA, Channel T, Productions
MUALLA KARABULUT, Program Director
Muhsin KILIÇ, RTÜK, Department of Permits and Allocations, Head
Murat GÜR, RADIO AKTİF
Murat GÜRBÜZ, Radio Fifteen, Operating Manager
Murat KESKİN, Samanyolu, Programs Coordinator
Mustafa ALTINEL, Channel A HR
Mustafa EFE, Müjde FM, General Manager
MUSTAFA ERKMEN, Director of Editing
Mustafa KARACA, TRT- 5 (ANADOLU), Deputy Channel Coordinator
Mustafa Öztürk İŞLER, RADIO NET
MUSTAFA SAİD ÇELİK, Program Yönetmeni
Müşerref SEÇKİN, Halk TV
N.NİHAN ÜNAY, Deputy Coordinator of Production Resources
Naim GÜLEÇ, AKRA FM, General Manager
Necati GÖKSEL, TRT Music, Channel Coordinator
Necmi AYDIN, Radio Metropol
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ORHAN DURNA, Television Technical Director
Osman GÖKMEN, TRT- 5 (ANADOLU), Channel Coordinator
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Tülay GÜNAL, İstanbul Arel University, Radio and Television Programming, Program Head
Ömer ELÇİ, RADIO 03
Ömer ERİŞMEN, Radio Viva, Executive Editor
ÖZGÜL APAÇE, SKYTÜRK, Program Manager
ÖZLEM Birecik TURKANT, Director of Editing
Özlem GÖKSAN, JOY FM, Radio Manager
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Prof. Dr. Atilla YAYLA, Plato Higher School, Manager
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Prof. Dr. Haluk Gürgen, Bahçeşehir University, School of Communication, Dean
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Prof. Dr. Ömer Cüneyt BİNATLI, İstanbul University of Commerce, School of Communication, Dean
Prof. Dr. Peyami ÇELİKCAN, Marmara University, School of Communication, Academic
Prof. Dr. Selahattin YILDIZ, Maltepe University, School of Communication, Dean
Prof. Dr. Yusuf DEVRAN, Marmara University, School of Communication, Dean
Prof. Dr. Halil NALÇAOĞLU, İstanbul Bilgi University, School of Communication, Dean
Prof. Dr. Mahmut MUTMAN, İstanbul City University, School of Communication, Dean
Prof. Dr. Oğuz MAKAL, Beykent University, School of Communication, Dean
Prof. Dr. Suat ANAR, Yeditepe University, School of Communication, Dean
Associations of Professional Consultants
Supreme Board of Radio and Television (RTÜK)
Recep BULUT, KAY RADIO
Association of Advertisers
Association of Advertisement Employers
Association of Advertisers
Resul RAUF, Delta FM, President of BoD
Revnak TARHAN, Power Group, General Manager
Sabit ÇAKAR, Samanyolu TV
Sabri DEMİRDÖĞEN, İstanbul FM, President of BoD
Seçil Çeker, CNNTÜRK HR
Sedat DALDA, TRT-6, Deputy Channel Coordinator
Sefer TURAN, TRT Arabic, Deputy Channel Coordinator
Selahattin YAY, KÖRFEZ FM
Selçuk DEMİR, RADIO K (Voice of Black Sea)
Selim BEKTAŞ, 91.8 Voice of İstanbul, Executive Editor
Selim PEKSARI, Production, Deputy Channel Coordinator
Selim SARAÇ, Radio 1, Vice General Manager
Semih ÖZAYTEKİN, Akıllı TV, General Manager / Executive Editor
Sena YİĞİTER, Vice Program Director
SENEM ÖZBİR, Producer
Serdar BALCI, TRT, Training Department, Manager
Serdar SARI, CHANNEL D
Sevain TUNALI, Akıllı TV, President
SEZAI KARATAŞ, Production, Deputy Channel Coordinator
Sezgin ONAT, RADIO D, Doğan Radio Group Manager
Sibel KOCA, Channel Türk HR
SİNAN YAKA, Producer
Professional Union of Cinema Producers
Professional Union of Cinema and Television Work Owners
Songül Özbakır ORMAN, Özgür Radio, Editor
Songül ÖZBAKIR ORMAN, Özgür Radio
Suat ÇETİNER, TRT, Deputy Channel Coordinator (Training)
SULTAN ÖNEN, Producer
Süleyman DEMİRKAN, Member of Supreme Board of Radio Television (RTÜK)
Şaban KARDEŞ, Radio News
Şafak KARAMAN, Radio Tatlıses & Slow Time Radio, Executive Editor
Şahin ÖZER, Radio Şahin, President
Şebnem DEMİRTAŞ, Channel 24, Program Coordinator
Şenay ŞENOL, Flash TV, Executive Editor
ŞERİFENUR BAKIRCI, Producer
Ministry of Family and Social Policies, Directorate General of Handicapped and Elderly Services

Ministry of Science Industry and Technology Personnel Department
Ministry of Labor and Social Security, Labor and Social Security Training and Research Center
Ministry of Labor and Social Security, Directorate General of Occupational Health and Security
Ministry of Industry and Trade, Personnel Department
Ministry of National Education, Head Council of Education and Morality
Ministry of National Education, Life-Time Learning Directorate General
Ministry of National Education, Occupational and Technical Education Directorate General
Ministry of National Education, Innovation and Education Technologies Directorate General
Taha YÜCEL, Deputy Head of RTUK
Taner AKSOY, RADIO 52
Taşkın ŞENOL, TRT TÜRK, News Editor
Professional Association of Television and Motion Picture Producers
Association of Television Broadcasters
Tevhid KARAKAYA, Channel 24, General Manager
Tolga ALİŞOĞLU, SKYTÜRK, General Manager
Tuğba ZEYBEK, DOĞAN TV HR (Star, Channel D)
Turan CANİK, Media FM, President
Turgut İNAL, BRT
Turkish Accreditation Institute
Turkish Confederation of Revolutionary Trade Unions
Confederation of Turkish Tradesmen and Craftsmen - TESK
Association of News Photographers of Turkey
Turkish Statistics Institution
Turkish Labor Institution, Department of Labor Orientation
Turkish Confederation of Trade Unions
Turkish Confederation of Employer Associations
Turkish Quality Association
Turkish Union of Chambers and Exchange Commodities -TOBB
Turkish Radio Television Corporation
Uğur CEBECİ, Doğan News Agency, General Manager
Ulaş CAN, Radio North, General Manager
Ümit SEZGİN, TRT TÜRK, Executive Editor
Volkan ÖZTÜRK, Vice President of RTÜK
Yağız SÖNMEZER, TRT Music, Channer Manager
Yahya BAKIR, EYLÜL RADIO
Yalçın BÜYÜKDAĞLI, Ulusal Channel, President
Yasemin ERTEM, Doğuş Publishing Group HR (NTV, CNBC-E, KRAL TV)
Yavuz ERDEM, Radio Mega, President
Yavuz KESKİN, Dolunay FM, General Manager
Yavuz ÖZÇELİK, SKYTÜRK, Executive Editor
Yavuz YILMAZ, FLASH TV HR
Yeditepe University, School of Communication
Yeditepe University, Department of Radio Television Motion Picture
Yılmaz KESMECİ, Head of RTUK Information Technologies Department
Association of Management Consultants
Assistant Prof. Kaya ÖZKARACALAR, Bahçeşehir University, Department of Motion Picture and Television,
Head
Assistant Prof. Korkmaz ULUÇAY, Beykent university, Department of Radio and Television, Head
Assistant Prof. Nur Polat DEDE, İstanbul Aydın University Department of Aural Visual Techniques and Media
Production, Head
Assistant Prof. Uğur Başer, İstanbul Bilgi University Departmant of Radio and Television, Manager
Assistant Prof. Fahrettin Altun, İstanbul City University, School of Communication, Dean
Assistant Prof. Müge DEMİR, Beykent University Department of TV Journalism and Programming, Head
Assistant Prof. Nazan Haydari PAKKAN, Maltepe University Department of Radio Television and Motion
Picture, Head

Yusuf ÖCEL, Radio Çukurova
Yusuf Üzümcü, Özel FM, President
Board of Higher Education (YOK)
Yüksel ELÇİ, Armoni FM
Yüksel ESER, Radio 2000
Yüksel Mansur KILINÇ, Yön Radio, President
Zafer BEYAZ, DOST FM
Zafer BÜYÜ, RADIO MEGA
Zakir MEMİŞOĞLU, TRT-1, Deputy Channel Coordinator
Zekeriya KARAMAN, Channel 7, General Manager
Zeliha AYDIN, Deputy Programmer

8. Sector Committee Members and Experts

Asuman DOĞAN	Vice President (Ministry of Education)
F. Özden KUTLU	Member (Ministry of Labor and Social Security)
Erol ERGİNAY	Member (Ministry of Science Industry and Technology)
Prof. Dr. Mehmet OKTAV	Member (Board of Higher Education)
Doğan SATMIŞ	Member (Turkish Union of Chambers and Exchange Commodities -TOBB)
Nilgün AYDOĞAN	Member (Turkish Radio Television Corporation)
Ahmet OKUMUŞ	Member (Confederation of Turkish Tradesmen and Craftsmen - TESK)
Doç. Dr. Cengiz ANIK	Member (HAK Trade Unions Confederation)
Ercan Sadık İPEKÇİ	Member (Turkish Trade Unions Confederation)
Aylin RAMANLI	Member (Occupational Qualification Authority)
Süleyman ARIKBOĞA	Sector Representative (Vocational Qualification Authority)
Firuzan SİLAHŞÖR	Department Head (Vocational Qualification Authority)
Sinan GERGİN	Sector Committee Representative (Ministry of Family and Social Policies)

9. Executive Board

Bayram AKBAŞ	President (Repr. Of Ministry of Labor and social Security)
Prof. Dr. Oğuz BORAT	Vice President (Ministry of Education)
Doç. Dr. Ömer AÇIKGÖZ	Member (Board of Higher Education)
Prof. Dr. Yücel ALTUNBAŞAK	Member (Professional Associations)
Dr. Osman YILDIZ	Member (Trade Unions Confederations)
Celal KOLOĞLU	Member (Employer Unions Confederations)