



**NATIONAL OCCUPATIONAL STANDARD**

**PROGRAM CO-PRODUCER (TV & RADIO)**

**LEVEL 5**

**REFERENCE CODE / 12UMS0241-5**

**OFFICIAL JOURNAL DATE-ISSUE / 15.09.2012 - 28412 (Repeated)**

<b>Occupation:</b>	<b>PROGRAM CO-PRODUCER (TV &amp; RADIO)</b>
<b>Level:</b>	<b>5<sup>1</sup></b>
<b>Reference Code:</b>	<b>12UMS0241-5</b>
<b>Standard Developed by:</b>	<b>Professional Association of Radio Television Publishers (RATEM)</b>
<b>Standard Verified by:</b>	<b>VQA Media, Communication, and Publication Sector Committee</b>
<b>Approval Date/Issue by VQA Executive Board</b>	<b>Decision Dated 15.08.12 and No. 56</b>
<b>Official Journal Date / Issue:</b>	<b>15/09/2012-28412 Repeated</b>
<b>Revision Number:</b>	<b>00</b>

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<sup>1</sup> Vocational Qualification Level is determined as Level 5 in the octal (8) level matrix

## TERMS, SYMBOLS AND ABBREVIATIONS

**VIDEO TAPE BROADCAST:** Broadcasting a program in the broadcast streaming chart after recording it in any platform,

**LIVE BROADCAST:** Simultaneously broadcasting of a program in the radio broadcasting streaming chart with its production time,

**SHOOTING:** Camera shooting of image recording continuously,

**MULTI PLATFORM:** Aggregation of various information resources such as displaying the texts, images, graphics, drawings, voices, videos and animations in the computer, saving in the files, transmitting from the computer network and processing numerically,

**SETTING:** Accessories which are located in a setting set up for program shooting and which completes shooting design,

**TEST SHOOTING:** Record made for the purpose of observing whether all details belonging to the program, such as place, studio, visual format, etc., were prepared and arranged in accordance with program design and business objectives,

**TEST RECORDING:** Program recording made for purpose of observing that all details pertaining to program are sufficiently arranged and are ready for broadcasting as a whole,

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

**INTERACTIVE MEDIUM:** The products or the services created by the user, real-time responding to the contents like texts, graphics, animations, videos, voices, working on digital, computer based systems that enable duplex communication between the user and the medium,

**INTELLECTUAL PROPERTY:** Intangible assets comprised of knowledge and ideas of human,

**IMAGE MIXER:** A device used to record or display consecutive, simultaneous, fictionalised inputs such as images, pictures, CG outputs collected from various sources,

**IPTV (Internet Protocol Television):** Broadcasting ensuring By using wide band transmission and access technologies of optional broadcast services and radio, television broadcasts and by implementing internet protocol (IP) through a network managed privately and in a certain quality,

**ISCO:** International Standard Classification of Occupations,

**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,

**ISG (WHS):** Occupational Health & Safety,

**EDITING / PRODUCTION:** Selecting from available images and/or voices, lining these up according to scenario and a certain narration one after another within various rules, by taking into consideration the artistic thought, image and voice continuity, changing their sequences in the scenario when necessary, and determination of their length and remaining time on the screen ,

**LICENSE INCOME:** Amount paid for use of intellectual property rights,

**MOBILE DEVICES:** Mobile visual or auditory broadcast receivers,

**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,

**ACTOR/ACTRESS:** An artist acting in an artistic production and performing his/her occupation in cinema, television, theatre or radio,

**PİLOT ÇEKİM:** Program recording made for purpose of observing that all details pertaining to program are sufficiently arranged and are ready for broadcasting as a whole,

**PODCAST:** A series of digital media (audial and/or visual) files that are broadcasted in parts and can be uploaded over several web-sites in general,

**PROGRAM SHOOTING:** Recording of the prepared television program content to be broadcasted,

**PROGRAMME SET:** The visual and artistic components, technical equipment necessary for programme shooting,

**PROGRAMME 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,

**PROGRAM/YAPIM FORMATI:** Programme genre determined and defined previously,

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

**RADIO LISTENING RATE RESEARCH:** Research made for measuring listening rates of radios and demographic characteristics of audience,

**RADIO OTOMATION SOFTWARE:** The software that is continuing the radio broadcasting without any control element, as it is planned before,

**RADIO CHANNEL:** The broadcasting medium that is used for simultaneously transmitting of radio broadcasting content, in accordance with a broadcasting stream, by radio corporation,

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

**ART GROUP:** A team which designs and forms visual structure of a programme,

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

**SCENARIO:** A text which is organized in a manner that it includes format, sequence, content and significant information of a production prepared in accordance with language of cinema and television productions to be used in audio-visual environments, divided into scenes which are the basis of

recording of the production, and written in a special page format in order to transform a thought or an event into an image and sound,

**SOUND RECORDING:** Creating the dialogues and sound effects included in an image recording in a professional studio medium and adding such dialogues and sound effects to the record,

**HOT REHEARSAL:** Preparation record of the content of shooting before recording/broadcasting, in accordance with designed and planned business purposes, with participation of whole team in charge,

**COLD REHEARSAL:** The rehearsal carried out without camera recording for observing that the visual form and key team of program are prepared and arranged according to the program design and business objectives,

**SPONSORSHIP:** Any and all kinds of contributions made by real or legal persons who are not directly related to providing broadcast services or producing visual and / or auditory works, for the purpose of introducing their Titles, brands, logos, images, activities, or products.

**STUDIO:** The building/structure in which film, television and radio productions are carried out for obtaining non-montaged raw images and/or sounds to be used in the process recording or post-production of live broadcast, recorded broadcasting,

**PRESENTER SUPPORT SCRIPT:** Text including additional information about the subject which presenter will present,

**PRESENTER:** The person presenting the content prepared for the programme,

**DANGER:** Potential of damage that may exist within a workplace or outside, and that may affect employees or workplace,

**TELEVISION RATING RESEARCH:** A research conducted to identify television ratings, demographical properties of audience,

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

**TV / RADIO CORPORATE:** Legal entity that has editorial responsibility for selecting the broadcast content of television and decides the arrangement and broadcasting form of this content,

**TELEVİZYON/RADYO YAYINI:** Cryptical or not encrypted visual-auditory broadcast service presented by a media service provider for the purpose of simultaneously watching the programmes based on a broadcast flowchart,

**TV / RADIO CHANNEL:** Broadcast medium used for simultaneously transmitting the television broadcasting content in accordance with a broadcast flowchart by television corporation,

**COPYRIGHT:** The rights entitled to the particular persons by the law related to using and distribution of any information or product of idea,

**VTR:** Short interviews or fragments which were recorded and edited prior to broadcast for purpose of streaming during program.

**PRODUCTION INSTITUTE:** Institution undertaking all production processes of and marketing a programme to TV/radio institutions,

**POST-PRODUCTION:** The period between the production process and putting the production into

service in the areas of cinema, television and video including areas such as editing, sound recording, montage, titling, printing, duping,

**PRODUCTION MEETING:** The preparation meeting held with the director and the team leaders regarding aesthetic elements, technical requirements and equipment to be used before the shooting according to the scenario/program stream,

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

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

**BROADCASTING/ACCESS TOOLS:** Mobile visual or auditory broadcast receivers,

**BROADCAST TIME:** Each of broadcast parts covering certain time periods of the day,

**BROADCAST MEDIUM:** The cable, satellite, terrestrial and similar broadcast medium where the broadcast is transmitted to subscribers and/or receivers,

**BROADCAST 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,

**NEW MEDIA ENVIRONMENT:** A transmission environment which enables to access content arbitrarily in any time or place, through digital devices, and to create interactive feedback, contribution and community about this content.

**DIRECTOR / PROGRAMME 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,

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## **1. INTRODUCTION**

National occupational standard titled Program Co-Producer (TV & Radio) (Level 5) 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 Program Co-Producer (TV&Radio) (Level 5) 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 TO THE OCCUPATION**

### **2.1. Description of the Occupation**

The Program Co-Producer (Television and Radio) (Level 5) is the qualified person contributing to creation of the program draft by conducting a market research and gathering opinions on the issues related to the producer's responsibilities; reports to the producer regarding organization of a target and application team, determination of the technical requirements; manages the program's income and expenses; manages all the application works with the producer; carrying out the researches and works required for broadcasting of the program via other broadcast medium.

The Program Co-Producer (Television and Radio) (Level 5) carries out such works by taking measures for OHS and environmental protection and within the scope of legal legislation, quality systems and foundation procedures and carries out activities for his/her professional development.

### **2.2. Place of the Occupation in International Classification System**

**ISCO-08:** 3435 (Other auxiliary profession groups relating to art and culture)

### **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**

The Program Co-Producer (Television and Radio) (Level 5) can work freelance or private or public broadcasting organizations. He/she can carry out his/her duties in the office environment or out of the office. 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.).

In case the Program Co-Producer (Television and Radio) (Level 5) works with the program producers, relevant unit employees and managers in house and outside the organization or freelance; he/she is continuously in communication with the relevant institutions and organizations and persons for taking opinion, contributing to the program content, organizing a team and etc.

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 may have to make travel to various places for shootings or in order to establish efficient relations with employees or other people. S/he generally works in a team. S/he may face with the risks such as typical office diseases, or if s/he works out of office, with risks associated to the place where s/he works.

## **2.6. Other Occupation Related Requirements**

There is no other requirement regarding occupation.

**3. OCCUPATIONAL PROFILE**

**3.1. Duties, Tasks and Performance Criteria**

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
A	To take precautions for OHS and environmental protection	A.1	To follow safe work and personal security methods	A.1.1	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	To 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.

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

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	To carry out the works related to the pre-production process (To be continued)«	C.1	To create the program's targets	C.1.1	Investigates the program preference tendencies of the television viewers / radio audiences within the scope of social, economic and cultural characteristics and submits such data to the producer.
				C.1.2	Investigates the surveys related to the preferences regarding via which the television/radio broadcasts are viewed/listened in and submits such data to the producer.
				C.1.3	Reports the surveys investigating the target group's television watching / radio listening habits, watching/listening frequency, times and manners to the producer.
				C.1.4	Assesses the surveys regarding consumption habits of the target viewer/audience group and reports such data to the producer.
		C.2	To gather information on the program market for the producer	C.2.1	Investigates the effective program structure and characteristics of the television/radio broadcasting market and reports such data to the producer.
				C.2.2	Investigates the programs in the other channels compatible with the television/radio broadcast stream and submits such data to the producer.
				C.2.3	Reports the successful productions to the producer by considering the television watching/radio listening surveys.
				C.2.4	Investigates the human resources quality of the program productions in the market and makes suggestions to the producer.
				C.2.5	Reports the findings he/she obtains regarding the program market and submits such data to the producer.

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	To carry out the works related to the pre-production process (To be continued)«	C.3	To investigate and report the program ideas, completed program texts for the producer	C.3.1	Develops a relationship and negotiates with the persons who create potential ideas, scenario and can make suggestions in the program market in accordance with the type and format of program produced by the producer.
				C.3.2	Investigates the compatibility of ideas and program content, scenario if any with the created broadcasting strategy.
				C.3.3	Investigates the compatibility of ideas with the legal rights and copyrights limitations and codes of practice regarding television/radio broadcasting.
				C.3.4	Reports on the obtained program idea, text and scenarios and submits his/her ideas to the producer.
		C.4	To report research results	C.4.1	Investigates the strategy of television/radio channel on the broadcast stream and reports such data to the producer.
				C.4.2	Develops alternatives for time intervals in which the program may be broadcasted within the broadcast stream by considering the type and format of production and submits such data to the producer.
				C.4.3	Plans the optimum locations within the broadcast stream according to the program broadcasting as live or package recorded and reports such data to the producer.
				C.4.4	Reports the program's compatibility with the broadcast stream by considering the limitations, production rate and stock working conditions related to the program production.
				C.4.5	Determines the optimum and manageable broadcast time zone by considering the requirements during the broadcast such as technical, human resources, transportation, guest and etc. and submits such data to the producer.
				C.4.6	Creates alternatives for the effect of the broadcast bands and different time zones of the television/radio channel on the cost and reports such data to the producer.

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	To carry out the works related to the pre-production process	C.5	To report the surveys on type and format of production to the producer	C.5.1	Investigates the production types and program formats developed in the television/radio market in accordance with the producer’s request.
				C.5.2	Investigates the program formats succeeded in the foreign television/radio market and expresses his/her opinion to the producer when required.
				C.5.3	Analyzes the contents available in different broadcast platforms and interactive medium and submits such data to the producer’s opinion.
				C.5.4	Investigates the tendencies for the types and formats of program in the television/radio market and reports such data to the producer.
		C.6	To carry out creative team research related to the production	C.6.1	Investigates the key contributors or and capabilities compatible with the type of production.
				C.6.2	Develops alternatives for the key personnel to be employed in the field of program regulations,studio technique, editing, effect, music during and after the production.
				C.6.3	Investigates the compatibility of the candidates who may be included in the creative team with the type and format of program, producer’s request.
				C.6.4	Submits the information and results he/she obtains to the producer.

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
<b>D</b>	To manage the program's expenses and income	<b>D.1</b>	To manage program's expenses	<b>D.1.1</b>	Plans the artistic, technical and administrative cost items of the program and reports such data to the producer.
				<b>D.1.2</b>	Carries out a research for the compatibility of program expenses with the program cost targets.
				<b>D.1.3</b>	Carries out negotiations with the production team regarding the expenses under the producer's control.
				<b>D.1.4</b>	Carries out risk planning for cost changes to be developed during the creation of production and reports such data to the producer.
				<b>D.1.5</b>	Incurs the program expenses approved by the producer.
		<b>D.2</b>	To develop program's income	<b>D.2.1</b>	Creates sponsorship ideas compatible with the program targets and submits such data to the producer.
				<b>D.2.2</b>	Develops the sponsorship relations and submits such data to the producer.
				<b>D.2.3</b>	Investigates the production's sales, license and copyright revenues and submits such data to the producer.
				<b>D.2.4</b>	Investigates the income models to arise from broadcasting of digital multi platform and mobile environments of the program and submits such data to the producer.



Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
E	To carry out the preparation process works related to the production (To be continued)«	E.1	To investigate the studios and locations compatible with the program design	E.1.1	Investigates the shooting locations and studios upon the producer’s request, in accordance with the opinions of the director and design team.
				E.1.2	Carries out alternative cost research of the location and studio. .
				E.1.3	Investigates the technical equipment and artistic competence of the location and studio and reports such data to the producer.
				E.1.4	Investigates the competence of location and studio in terms of characteristics for transportation and program live stage and reports such data to the producer.
				E.1.5	Investigates the competence of location and studio in terms of health and safety conditions.
		E.2	To assist the producer in organizing the program application team	E.2.1	Creates alternatives for the artistic, technical and administrative human resources compatible with the works for program content.
				E.2.2	Investigates the past experiences, education and personal skills of the candidates of application team in terms of competence with the program production and reports such data to the producer.
				E.2.3	Defines the qualifications of the team members in terms of job description, work time and place and submits such data to the producer.
				E.2.4	Investigates the skill, attitude, behaviour characteristics of the program team members in terms of work harmony and reports such data to the producer.

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
E	To carry out the preparation process works related to the production (To be continued)«	E.3	To report the technical requirements related to the production	E.3.1	Investigates the nature of the technical support to be required in the program in accordance with the producer’s request.
				E.3.2	Creates the technical human reseources required by creating alternatives and reports such data to the producer.
				E.3.3	Investigates the opportunities of optimum fulfillment of the technical requirements by the broadcast channel or outsourcing.
				E.3.4	Makes schedule and cost plan for fulfillment of the technical requirements and reports such data to the producer.
				E.3.5	Creates the market information regarding the technical requirements of the program by investigating the digital broadcasting technology and new media tools and submits such data to the producer.
		E.4	To investigate the requirements related to the content compatible with the type and format of production	E.4.1	Assists the director in carrying out research for fulfillment of written, visual-audio records, music, effect, guest and etc. requirements compatible with the type of program.
				E.4.2	Investigates the data and information resources such as universities, trade associations and chambders of commerce, research companies and etc. and reports such data to the producer.
				E.4.3	Investigates the periodical and non-periodical broadcasts compatible with the program content and submits such data to the producer.
				E.4.4	Assists the producer by investigating the current archive and content sources of the television/radio channel or production organizations.
				E.4.5	Carries out expert research compatible with the program targets and submits such data to the producer.

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
E	To carry out the preparation process works related to the production	E.5	To carry out the contract processes required by the productions	E.5.1	Investigates the compatibility of the human resources and suppliers related to the production for production and the terms for its relation with the production.
				E.5.2	Assists the producer in the negotiation processes with the supplier and potential production team for obtaining the best result for production.
				E.5.3	Takes role in determination of the content of the contracts for a high quality television production.
				E.5.4	Draws up the contracts related to the intellectual property, license and co-production.
				E.5.5	Ensures that the suppliers fulfill the contract requirements and informs the problems to the producer.
				E.5.6	Draws up the contracts for sponsorship, advertisement and other financing procedures required for production.
				E.5.7	Ensures the physical distribution of the production by DVD, CD and similar medium and that the contracts for broadcasting and distribution via internet and mobile medium are drawn up.
				E.5.8	Prepares the contracts for production purchase and sale.

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
F	To carry out the application process for television program production (To be continued)«	F.1	To ensure that the program stream text is prepared	F.1.1	Carries out works with creative team for creation of program stream text compatible with the type and format of program in accordance with the producer’s request.
				F.1.2	Assists the producer for ensuring that the program stream text is created to comply with the broadcast stream..
				F.1.3	Assists the producer for ensuring that the program stream text is compatible with audience targets of the television channel and program.
				F.1.4	Ensures that the program stream text is compatible with the program integrity.
				F.1.5	Ensures that the frontman support text is prepared for the programs with frontman .
		F.2	To investigate the program design requirements	F.2.1	Investigates the artistic human resources required for the program.
				F.2.2	Carries out the negotiations for content planning with the program team before program shooting in accordance with the producer’s requests.
				F.2.3	Investigates the program adaptation compatible with different broadcast platforms and interactive new media environments.
				F.2.4	Carries out the music, effect and soud research compatible with the program stream for editing works and submits such data to the producer.
				F.2.5	Carries out outsourcing research for fulfillment of requirements compatible with the program design, when required and submits such data to the producer.

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
F	To carry out the application process for television program production (To be continued)«	F.3	To assist the producer in creating the production’s visual format	F.3.1	Obtains the opinions of the director, co-director, frontman with the program or key personnel such as actor in the programs with scenario regarding the program’s visual design and submits such data to the producer.
				F.3.2	Investigates the technical hardware, equipment and locations in terms of compatibility with the program’s visual format and reports such data to the producer.
				F.3.3	Shares the production requirements for visual format with the art group under the supervision of the producer.
		F.4	To make preparations for the test shot	F.4.1	Prepares the technical and artistic infrastructures required for the test shot and submits them to the producer.
				F.4.2	Investigates the compatibility of shooting locations and studios with the test shot and creates alternatives.
				F.4.3	Conducts a market research for developing the human resources such as the frontman, actor and etc. related to the program content carried out by the test shot and submits such data to the producer.
				F.4.4	Makes the preparations for the pilot shooting to be used for the program promotion in accordance with the producer’s request.
				F.4.5	Conducts a market research regarding the expenses of test shot and informs the producer, accordingly.
		F.5	To manage schedule	F.5.1	Ensures that the production team works according to the schedule of program production.
				F.5.2	Applies the daily, weekly and monthly schedule for preparation of the production content on time.
				F.5.3	Applies different schedules specific for crisis and emergency cases.

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
<b>F</b>	To carry out the application process for television program production (To be continued)«	<b>F.6</b>	To coordinate program production works	<b>F.6.1</b>	Manages the program production preparations for assisting the producer in accordance with the program producer’s request.
				<b>F.6.2</b>	Makes the preparations including technical requests such as studio, camera, light, editing, monitor determined by the director and producer and required forshootings and informs the technical management, accordingly.
				<b>F.6.3</b>	Prepares the work schedule of the team according to the programs to be broadcasted as live or recorded and submits it to the producer and director.
				<b>F.6.4</b>	Ensures that the producer, director and team carry out content planning works before the program shootings.
				<b>F.6.5</b>	Makes the organizations for the guests and speakers to participate in the programs.
				<b>F.6.6</b>	Works and controls with the director in the preliminaries for the selection of VTRs to be used in the program and broadcast.
				<b>F.6.7</b>	Creates the optimum planning for the cold and hot rehearsal shootings in accordance with the director’s suggestions and obtains the producer’s approval.
				<b>F.6.8</b>	Ensures that the production meeting is held for the harmony between the director and technical team.
				<b>F.6.9</b>	Ensures that broadcast tape is prepared and a copy of the tape is produced.

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
<b>F</b>	To carry out the application process for television program production	<b>F.7</b>	To assist the producer in the coordination of program production team	<b>F.7.1</b>	Creates the work plan and schedule of the production team and submits them to the producer.
				<b>F.7.2</b>	Assists the producer for the team’s coordination during the program shootings and out of the shooting.
				<b>F.7.3</b>	Detects the problems in the authority and responsibility relations within the production team and reports such data to the producer.
				<b>F.7.4</b>	Determines the requirements for the team to work harmoniously during and after shootings and submits such data to the producer.
				<b>F.7.5</b>	Ensures that the production team members fulfill their duties completely.

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
<b>G</b>	To carry out the application process for radio program production (To be continued)	<b>G.1</b>	To prepare the radio program text	<b>G.1.1</b>	Prepares a text for the program compatible with the radio language.
				<b>G.1.2</b>	Takes care of the formal characteristics related to the program text.
				<b>G.1.3</b>	Ensures that a fluent and comprehensible language is used in the text.
				<b>G.1.4</b>	Edits the text as to be sufficient for the program airtime.
				<b>G.1.5</b>	Takes care of the program text’s compatibility with the audience targets of the radio channel and program.
				<b>G.1.6</b>	Ensures that the presenter’s support text is prepared for the programs with presenter.



Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
G	To carry out the application process for radio program production (To be continued)	G.2	To carry out the sound recording, music, effect works	G.2.1	Determines the human resources required for sound recording of the program text.
				G.2.2	Ensures that rehearsal is carried out before sound recording of the text.
				G.2.3	Ensures that sound recording applications compatible with different broadcast platforms are carried out.
				G.2.4	Selects the music compatible with the program content within the types of music.
				G.2.5	Takes care of the program’s musical language and integrity.
				G.2.6	Selects the optimum effect required for the program.
				G.2.7	Investigates outsourcing for the music and effect.
		G.3	To ensure that editing works are performed	G.3.1	Informs the person or persons to carry out the editing works regarding the program.
				G.3.2	Manages the technical applications for the program’s editing.
				G.3.3	Adjusts the program air time to be compatible with the radio broadcast stream during the editing.
				G.3.4	Takes care of the integrity between the parts and sections of the program for editing.

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
<b>G</b>	To carry out the application process for radio program production	<b>G.4</b>	To create test record	<b>G.4.1</b>	Prepares the technical infrastructure required for recording.
				<b>G.4.2</b>	Supervises the final state of the production and makes it ready for the recording stage.
				<b>G.4.3</b>	Prepares the test records by considering the alternatives.
		<b>G.5</b>	To manage schedule	<b>G.5.1</b>	Ensures that the production team works according to the schedule related to the program production.
				<b>G.5.2</b>	Applies the daily, weekly and monthly schedule for preparation of the production content on time.
				<b>G.5.3</b>	Applies different schedules specific for crisis and emergency cases.
		<b>G.6</b>	To assist the producer in the coordination of production team	<b>G.6.1</b>	Creates the work plan and schedule of the production team and submits such data to the producer.
				<b>G.6.2</b>	Assists the producer for the coordination of team.
				<b>G.6.3</b>	Detects the problems in the authority and responsibility relations within the production team and reports such data to the producer.
				<b>G.6.4</b>	Determines the requirements for the team to work harmoniously during the production and submits such data to the producer.
<b>G.6.5</b>	Ensures that the production team members fulfill their duties completely.				

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
<b>H</b>	To carry out the works related to the post-production process	<b>H.1</b>	To assist the producer in the coordination of post-production team	<b>H.1.1</b>	Creates the alternatives of optimum post-production team composed of experts in the fields of editing, visual effect, music and etc.
				<b>H.1.2</b>	Reports the works related to the post-production process and creates their records.
				<b>H.1.3</b>	Determines the requirements for the post-production team to work harmoniously and submits such data to the producer.
				<b>H.1.4</b>	Ensures that the team fulfills their duties completely.
		<b>H.2</b>	To carry out post-production applications	<b>H.2.1</b>	Takes care of the compatibility of all applications carried out at the post-production stage such as editing, sound recording, music, effect and etc. with the program's work plan and air time schedule.
				<b>H.2.2</b>	Ensures the compatibility of the technical material and application choices for the program editing with the program's content targets.
				<b>H.2.3</b>	Investigates the post-production technical adaptatiions for preparation of the broadcast to be aired in the interactive and digital media environments and reports such data to the producer.

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
<b>I</b>	To carry out a research for broadcasting via new media environments	<b>I.1</b>	To report the research for broadcast content compatible with the internet environment to the producer	<b>I.1.1</b>	Investigates for broadcast adaptation of the program in the internet environment and reports such data to the producer.
				<b>I.1.2</b>	Conducts the online content market research and reports the alternative content applications to the producer.
				<b>I.1.3</b>	Investigates the technical equipment and software related to the broadcast to be aired via internet environment and submits such data to the producer.
		<b>I.2</b>	To report the research results regarding the format and content of program compatible with the digital broadcasting technology and access tools to the producer	<b>I.2.1</b>	Investigates the digital access environments compatible with the type and format of program by the opinions he/she receives from the channel's technical department.
				<b>I.2.2</b>	Investigates for transferring of the program content via different mobile tools, web, podcast and etc. medium.
				<b>I.2.3</b>	Reports the program viewer/audience target group data by considering the technical specifications of different digital access tools.
				<b>I.2.4</b>	Develops ideas regarding the procedures for utilization of interactivity characteristics of the tools.

Tasks		Actions		Performance Criteria	
Code	Title	Code	Title	Code	Description
<b>J</b>	To conduct professional development activities	<b>J.1</b>	To conduct training, planning and organization works	<b>J.1.1</b>	Ensures participation if needed to meetings, seminars, trainings relating to the profession.
				<b>J.1.2</b>	Establishes periodic or one time training requirements of himself or others and evaluates with regard to time planning.
		<b>J.2</b>	To do works on individual professional development	<b>J.2.1</b>	Realizes necessary studies for professional or individual development.
				<b>J.2.2</b>	Follows up new technologies/publications regarding television broadcasting and digital broadcasting.
		<b>J.3</b>	To give professional training to subordinates and	<b>J.3.1</b>	If necessary transfers his knowledge and experience to persons, he works together.
				<b>J.3.2</b>	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. Setting
3. Image mixer
4. Communication devices (phone, tele-conference systems, fax, cable / wireless internet, etc.)
5. Stationary materials (paper, pen, puncher, etc.)
6. Earphone
7. Environment or studio light
8. Microphone
9. Music planning software
10. Office appliances and tools (photocopier, projection device, calculator, etc.)
11. Optical / digital recording and shooting devices (camera, video camera, CD, DVD, VCD, Blue-ray disc readers, etc.)
12. Voice effect / processing device
13. Voice and video recorder
14. Voice and video editing software
15. TV / radio broadcast automation software
16. Production mixer
17. Post-production software and hardware
18. Production mixer

### 3.3. Knowledge & Skills

1. Knowledge on emergency case
2. Knowledge and ability of using native language well
3. Knowledge and ability of researching and reporting
4. Knowledge of labor legislation
5. Skill of memorizing lot of images
6. Ability of organizing and coordinating the team
7. Knowledge of video and graphic
8. Ability of developing content
9. Ability of work development
10. Knowledge on Occupational Health and Safety Precautions
11. Aural skills
12. Knowledge of quality management
13. Kanal ve program türleri ile izleyici yapısına göre televizyon/radyo pazarı bilgisi
14. Ability of planning and managing resources
15. Crisis management skills
16. Knowledge of culture and art
17. Knowledge of leadership
18. Knowledge of professional ethics
19. Knowledge on legal regulations regarding the occupation
20. Basic knowledge on computer programs relating to the occupation
21. Knowledge of music
22. Knowledge of conceptual frame in relation with program production

## Program Co-Producer (TV &amp; Radio) (Level 5)

23. Television program production writing technique and narration skills
24. Knowledge of risk management
25. Knowledge of digital publishing
26. Knowledge of sound and effect
27. Knowledge of technical equipment and hardware
28. Knowledge on TV/radio program production processes
29. Knowledge on TV/radio program production processes
30. Knowledge on TV/radio program production processes
31. Writing technique and narrative skills needed for TV / radio program production
32. Ability of using well TV/radio-specific narrative skills
33. Knowledge of applications and legal aspects in area of copyrights
34. Knowledge of basic budgeting
35. Basic knowledge of media marketing knowledge
36. Basic knowledge on television rating / radio listening researches
37. Advance knowledge and ability of TV / radio management
38. Knowledge of consumer rights and competition legislation
39. Production directing knowledge
40. Knowledge of publishing legislation
41. Ability of oral and writing communication
42. Skills of time management

**3.4. Attitudes and Behaviours**

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 Program Co-Producer (TV & Radio) (Level 5) 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 that participated in the Occupational Standard Preparation Process

## **5. Occupational Standard Team of the Institution Developing the Occupational 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

Asst. Prof. Can BİLGİLİ, Yeditepe University School of Communication; RATEM – Consultant of Vocational Standards

S. Koray HATİPOĞLU, RATEM – Consultant of Vocational Standards

## **6. Technical Work Group Members**

### **6.1. Occupational Standard 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 Tatlises

Tolga YİĞİT, Radio Tatlises

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

Program Co-Producer (TV & Radio) (Level 5)

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, Radyo 7

Abdullah ERDOĞAN, Radyo 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, Vice Program Director

Abdülhamit BİLİCİ, Cihan News Agency, General Director

Abiş HOPIKOĞLU, TV8 General Director / Executive Editor

Abiş HOPIKOĞLU, TV8, General Director

Acun ILICALI, SHOW TV, Programs

Program Co-Producer (TV & Radio) (Level 5)

Adalet Sertan AYHAN, Luxury Lounge FM, President of the BoD

Adem GÜRSES, ATV, General Director

Adil Birol GİRAY, FG FM 93.7, Partner

Adnan SÜER, TRT AVAZ, Channel Coordinator

Ahmet ATILMIŞ, Radio Şirinnar

Ahmet KOYUNCU, TRT, BoD Member

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, Training Department, Director

Ali DÖNMEZ, İmbat FM

Ali ERCAN, Deputy Production Resources Coordinator

Ali İlhan ATILGAN, Radio Mega

Ali Rıza ERKAN, Radio Barış

Ali SORAR, Kalp FM

Alper TAN, Channel A

Anatolian University School of Communication Sciences

Anatolian University School of Communication Sciences Department of Communication

Anatolian University School of Communication Sciences 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, Director

Avni SARIHAN, Channel 7, Programs Director

Ayhan OKATALI, TRT Training Department

Ayhan YALÇINKAYA, Program Director

Ayla KARLI, Tezgören Program Director

Program Co-Producer (TV & Radio) (Level 5)

Aytaç ÖZTÜRK, Gözde FM

Aytekin YÜKSEL, TV24 HR

Associated Right Owner, Professional Association of Phonogram Producers

Barış TÜNAY, CNN Türk, General Director

Başak İKİZ, Radio Cem

Battal AKSOYEK, Radio Net

Bedrettin UĞUR, Channel A, Istanbul Branch Director / Executive Editor

Bekir YILDIZCI, TRT-KIDS, Deputy Channel Coordinator

Belgin ULUÇAY, Serhat FM

Belkıs GÜLCAN, Metro FM

Berna NEMLİ, Program Director

Bilal BAL, Vatan TV, President of Media Group

Burak CAN, Super FM Radio Director

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 Media Group, GM

Cem PEHLİVAN, Radio Hatmar

Cengiz ÜNSAL, Radio Mydonose and Metro FM Radio Director

Cihat ÖZKAN, Line TV

Coşkun ATAMAN, Radio Club

Çukurova University School of Communication

Çukurova University School of Communication Sciences Department of Communication

Çukurova University School of Communication Department of Radio Television and Movie

Derya İZBUL, TV 8, Productions

Program Co-Producer (TV & Radio) (Level 5)

State Personnel Administration

Dilek DAĞCIOĞLU, Channel D, Program Director

Asc. Prof. Melek Ayşe İNAL, İstanbul Arel University Department of Radio & Television Cinema

Doğan DENİZ, Radio Frekans

Doğan SÖNMEZ, Venüs FM

Dr. Vahap DARENDELİ, Member of Supreme Board of Radio & Television (RTÜK)

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)

Eda ATEŞ, Show TV HR (SKYTÜRK)

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 Director

Erkan KOCABAŞ, EGE TV

Esat ÇIPLAK, Member of Supreme Board of Radio & Television (RTÜK)

Esra HARMANDA, Channel A İstanbul Representation Office, Programs (Internal Productions)

Esra KIRALI, Program Director

Evren KARA, Akıllı TV Technical Director (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

Program Co-Producer (TV & Radio) (Level 5)

Ferid ŞAHİN, HRT

Ferman KARAÇAM, Channel 7, Executive Editor

Fethi ŞİMŞEK, Burdur FM

Fethullah KIRŞAN, TRT – 6, Channel Coordinator

Fidan GULİYEVA, PAL FM General Director

Professional Association of Movie Producers

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 Director

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 Director

Haluk ÖNEN, Program Producer

Haluk ŞİRİN, SHOW TV, Executive Editor

Handan KARAMAN, Program Producer

Harun HACIOĞLU, Channel T, General Director

Hasan ŞAHİN, Akdeniz FM

Hatice TANRIÖĞEN, TRT Documentaries Channel, Vice Coordinator

Hayri ADIYAMAN, Radio Galaksi

Haytem DAĞİSTANLI, Best FM, General Director

Hüdaı YILMAZKAN, TRT Documentary Channel, Coordinator

Program Co-Producer (TV & Radio) (Level 5)

Hülya ALP, Member of Supreme Board of Radio & Television (RTÜK)

Hüseyin İŞLER, TRT, President of Human Resources Department

Hüseyin SÜMER, Melodi FM, General Director

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 Director

İdris TAŞ, VTV

İlhan ÇALCI, RADIO 2000, President of BoD

İlhan UZUNDURUKAN, Radio Tatlıses

İlhan UZUNDURUKAN, Saran Radio Groups, Responsible general Director

İlker KARACA, Channel T, Executive Editor

İlker YILMAZ, Channel 7 HR

İlyas ŞİŞİK, Lalegül FM, Executive Editor

İrfan AKÇAKAYA, TRT Music, Channel Director

İrfan SAYAR, Banaz Dost FM

İrfan ŞAHİN, Doğan TV, General Director

İsmet ERGİN, New Karesi TV

İstanbul Chamber of Commerce

İstanbul University School of Communication

İstanbul University Department of Radio Television and Cinema

İzmir Chamber of Commerce

Kadir Tolga SOYLU, Soylu FM

Career Consultancy and Human Resources Development Association

Kemal ŞAHİN, Radio Hedef

Kenan ÖZBAKIR, Özlem Radio, President of BoD

Small and Medium Industry Development and Supporting Administration (KOSGEB)

Kürşat ÖZKÖK, TRT HD, Channel Coordinator

M. Aydın ŞERBETÇİOĞLU, Kolej FM

Program Co-Producer (TV & Radio) (Level 5)

Marmara University School of Communication

Marmara University Department of Radio Television and Cinema

Mehmet Akif BEKİ, Channel 24, Executive Editor

Mehmet AYLIDERE, Samanyolu, Productions Coordinator

Mehmet CANPOLAT, Vice General Director 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

Mete TAVUKÇUOĞLU, Dinamo 103.8, President of BoD

Metin DUMAN, RADIO FM

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 Director

Murat KESKİN, Samanyolu, Programs Coordinator

Mustafa ALTINEL, Channel A HR

Mustafa EFE, Müjde FM, General Director

MUSTAFA ERKMEN, Director of Editing

Mustafa KARACA, TRT- 5 (ANADOLU), Deputy Channel Coordinator

Mustafa Öztürk İŞLER, RADIO NET

MUSTAFA SAİD ÇELİK, Program Director

Müşerref SEÇKİN, Halk TV

N.NİHAN ÜNAY, Deputy Coordinator of Production Resources

Naim GÜLEÇ, AKRA FM, General Director



Program Co-Producer (TV & Radio) (Level 5)

Necati GÖKSEL, TRT Music, Channel Coordinator

Necmi AYDIN, Radio Metropol

NUR CEREN GÜNER, Program Production Assistant

Nurullah ÖZTÜRK, RTÜK, Department of Monitoring and Evaluation, Head

Oğuzhan AKOSMAN, Vatan TV, Vice President

Olca AKAY, Radio Mydonose

ORHAN DURNA, Television Technical Director

Osman GÖKMEN, TRT- 5 (ANADOLU), Channel Coordinator

Oya TÜRKÜCÜ, TV8 HR

Academician 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 Director

ÖZLEM Birecik TURKANT, Director of Editing

Özlem GÖKSAN, JOY FM, Radio Director

Pelin Diştaş YAŞAROĞLU, Channel D, Executive Editor

Prof. Dr. Atilla YAYLA, Plato Higher School, Director

Prof. Dr. Aydemir OKAY, İstanbul University, School of Communication, Dean

Prof. Dr. Davut DURSUN, RTÜK, President

Prof. Dr. Dilruba Çatalbaş ÜRPER, Galatasaray University, School of Communication, Dean

Prof. Dr. G. Deniz Bayrakdar, Kadir Has University, School of Communication, Dean

Prof. Dr. Haluk Gürgen, Bahçeşehir University, School of Communication, Dean

Prof. Dr. Hasan Tahsin FENDOĞLU, RTÜK, Member

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Prof. Dr. Işık ÖZKAN, Yeditepe University, Department of Radio Television Cinema, Head

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Prof. Dr. Ömer Cüneyt BİNATLI, İstanbul University of Commerce, School of Communication, Dean

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Sabri DEMİRDÖĞEN, İstanbul FM Turkey, President of BoD

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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 Istanbul, Executive Editor

Selim PEKSARI, Production, Deputy Channel Coordinator

Selim SARAÇ, Radio 1, Vice General Director

Semih ÖZAYTEKİN, Akıllı TV, General Director / Executive Editor

Sena YİĞİTER, Program Assistant Director

SENEM ÖZBİR, Program Producer

Serdar BALCI, TRT, Director of Training Department

Serdar SARI, CHANNEL D

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Professional Union of Cinema and Television Work Owners

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Songül ÖZBAKIR ORMAN, Özgür Radio

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Sultan ÖNEN, Program Producer

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Şafak KARAMAN, Radio Tatlıses & Slow Time Radio, Executive Editor

Şahin ÖZER, Radio Şahin, President of BoD

Şebnem DEMİRTAŞ, Channel 24, Program Coordinator

Şenay ŞENOL, Flash TV, Executive Editor

ŞERİFENUR BAKIRCI, Program Producer

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Ministry of Science Industry and Technology, Department of Personnel

Ministry of Labor & Social Security, Center For Labor & Social Security Training and Research, ÇASGEM

Ministry of Labor & Social Security, General Directorate of Occupational Health and Safety

Ministry of Customs and Trade, Personnel Department

Ministry of Education, Presidency of Education and Morality Board

Ministry of National Education, General Directorate of Technical Education for Boys

Ministry of National Education, General Directorate of Apprenticeship and Non-Formal Education

Ministry of National Education, General Directorate of Innovations and Education Technologies

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Taner AKSOY, RADIO 52

Taşkın ŞENOL, TRT TÜRK News Editor

Professional Association of Television and Motion Picture Producers

Program Co-Producer (TV & Radio) (Level 5)

Association of Television Broadcasters

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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

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Ulaş CAN, Radio North, General Director

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Yasemin ERTEM, Doğuş Publishing Group HR (NTV, CNBC-E, KRAL TV)

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Yavuz KESKİN, Dolunay FM, Executive Director

Yavuz ÖZÇELİK, SKYTÜRK, Executive Editor

Yavuz YILMAZ, FLASH TV HR

Yeditepe University, School of Communication

Program Co-Producer (TV & Radio) (Level 5)

Yeditepe University, Department of Radio Television Motion Picture

Yılmaz KESMECİ, Head of RTUK Information Technologies Department

Association of Management Consultants

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Asc. Prof. Korkmaz ULUÇAY, Beykent University, Head of Radio & TV Programming Department

Yrd. Doç. Dr. Nur Polat DEDE, İstanbul Aydın University Department of Aural Visual Techniques and Media Production, Head

Asc. Prof. Uğur Başer, İstanbul Bilgi University, Manager of Radio & TV Programming Department

Asc. Prof. Fahrettin Altun, İstanbul City University, School of Communication, Dean

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Yusuf ÖCEL, Radio Çukurova

Yusuf Üzümcü, Özel FM, BoD Member

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Yüksel Mansur KILINÇ, Yön Radio, President

Zafer BEYAZ, Dost FM (Bursa)

Zafer BÜYÜ, RADIO MEGA

Zakir MEMİŞOĞLU, TRT-1, Deputy Channel Coordinator

Zekeriya KARAMAN, CHANNEL 7, General Manager

Zeliha AYDIN, Program Assistant Producer

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Süleyman ARIKBOĞA	sector Representative (Vocational Qualification Authority)
Firuzan SİLAHŞÖR	Department Head (Vocational Qualification Authority)
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