



NATIONAL OCCUPATIONAL STANDARD

TELEVISION PROGRAMME DIRECTOR

LEVEL 6

REFERENCE CODE / 12UMS0242-6

**OFFICIAL JOURNAL DATE-ISSUE / September 19, 2012-28412
(Duplicated)**

Occupation:	TELEVISION PROGRAMME DIRECTOR
Level:	6¹
Reference Code:	12UMS0242-6
Standard Prepared by:	Professional Union of Broadcasting Organisations
Standard Verified by:	VQA Media, Communication and Broadcasting Sector Committee
Approval Date/Number by VQA Executive Board:	Decision dated August 15, 2012 and No. 58
Official Journal Date/Issue:	September 15, 2012 - 28412 Duplicated
Revision Number:	00

¹ Vocational Qualification Level is determined as Level 6 in the octal (8) level matrix.

TERMS, SYMBOLS AND ABBREVIATIONS

ACTUAL SHOT/IMAGE: A shot recorded generally outside a studio by a camera used without a camera stand or any support or an image recorded in this way.

MASTER/FINAL COPY: A record of any programme ready to be broadcasted.

ARCHIVE: Every kind of image of broadcasted or unbroadcasted programmes or which can be used to produce a programme, recorded by a TV channel or gained from external sources.

RECORDED BROADCAST: Broadcasting a programme (it is within a TV's broadcast stream list) recorded in any setting previously.

BOOM MICROPHONE: A microphone which ensures operation of microphone and operator without getting in camera frame, receives sound in source sound clearly and soundly while being less sensitive to other surrounding sounds, has a special isolation preventing vibrations being transferred to the microphone, and can be operated with a special arm.

LIVE BROADCAST: Broadcasting a programme, (it takes place in a TV's broadcast stream list) while being recorded simultaneously.

SHOOTING/CAMERA ANGLE: Camera position which is identified depending on how to display an object being shot.

SHOOTING: Recording images incessantly.

MULTIPLE PLATFORM: A collection of information sources such as display of texts, images, graphics, drawings, sounds, videos and animations in a computer, their storage in files, transfer through computer network and digital operation.

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

EFFECT: Sounds, images and/or graphics formed artificially or enriched to contribute to or draw attention to content of broadcast.

INTERACTIVE ENVIRONMENT: Products or services which is formed by a user, responds to contents such as text, graphic, animation, video and sound, ensures a two-way communication between user and environment, and operates on digital, computer-based systems.

IMAGE SWITCHING: Switching images by attaching images together provided by different cameras or image sources.

IMAGE MIXER (PICTURE 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 through which broadcast is transmitted to subscribers and/or transmitters via protocols used for internet web connecting computer networks and institutional computer systems with each other.

OHS: Occupational Health and Safety.

CREDIT: Acknowledgement images of names of all production team working in design, production, shooting, editing and broadcast of a programme and of programme title.

ROUGH CUT: Editing stage where images shot and took place in post-production stage are copied, cut and edited; and yet, sound, dialogue and effect parts of these images are not processed.

CG (Character Generator): A device or software which enables to display any kind of static or animated texts or graphics over a frame.

COSTUME: All kinds of clothes and accessories worn by programme crew.

EDITING: A process where available images and/or sounds are selected, they are sorted according to a scenario and a certain narrative by paying attention to continuity of artistic thinking, image and sound within the scope of various rules, their sequence is shifted if necessary, and where their length and screening duration is identified.

BAND: Character generator output displayed over programme image to make notification about programme content.

MAKE-UP: All kinds of application of cosmetics used by people displayed in programme to look fashionable or to cover their skin problems, or by actors to look like characters they are acting.

MOBILE DEVICES: Mobile visual or auditory broadcast receivers.

MOBILE ENVIRONMENT: Transmission environment which enables to access content arbitrarily in any place or time through mobile phones, mobile devices, etc.

MONITOR: An electronic or electromechanical device used to see vision signals or hear sound signals produced.

OBJECTIVE: A device which is composed of a group of multiple lenses and upon being affixed in front of a camera enables to project image over a film or a sensor, which is light sensitive, by gathering and focusing light waves which are reflected from objects recorded.

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

PODCAST: A series of digital file (auditory and/or visual) which is broadcasted in parts and generally can be uploaded from many web sites.

PROGRAMME SHOOTING: Recording TV programme content previously prepared to be broadcasted.

PROGRAMME SET: Technical equipment and visual and artistic elements necessary for programme shooting.

PROGRAMME/PRODUCTION FORMAT: Programme genre determined and defined previously.

PROGRAMME: A visual/auditory element broadcasted in a defined period of time by a radio or TV.

CAMERA SWITCHER: A person who makes a selection among images gathered from various sources such as camera, video recorder, and character generator in a proper, uninterrupted, consistent and suitable manner and presents these images to be broadcasted or recorded through an image mixer.

RISK: A composition of probability of a dangerous incident to occur and its consequences.

SCENE: A unit which displays continuity of time, space and other elements (actors, sequence, light, etc.) and reminds us real time offered by real life.

ART TEAM: A team which designs and forms visual structure of a programme.

DIGITAL EDITING: Editing which is performed by using digital image formats and a computer software.

DIGITAL BROADCAST: Broadcast service offered in cable, satellite, terrestrial environments by using digital coding and modulation.

SEQUENCE: A series of images where each case constituting content of a production is developed and concluded.

SCENARIO: A text which is organised 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 MIXING: Sound arrangement without making any modification in image to change original sound recording or to add new sound recording while protecting the previous one.

SOUND RECORDING (POST-SYNCHRONISATION): Regeneration of dialogues and sound effects that take place in a video record, in a professional studio environment and addition of it into that record.

CAMERA REHEARSAL: A preliminary recording which is performed with the participation of all crew in line with the designed and planned purposes of content before actual recording/broadcasting.

REHEARSAL WITHOUT RECORDING: A rehearsal which is performed without camera recording to observe if visual format and key team of a programme is prepared and organised in line with programme design purposes.

SPONSOR: Natural and legal persons who contribute to a programme in order to promote his/her name, brand, logo, image, activities or products, and who have no connection with provision of a broadcast service or production of visual and/or audio works.

STUDIO: A setting where film, television and video productions are recorded to get non-edited raw images and sounds to be used in live broadcast, recorded broadcast or post-production stage.

PRESENTER: A person who presents content of a programme.

DANGER: A damage potential which may affect employees and workplace and which may exist within a workplace or come from outside.

TELEVISION / BROADCAST CHANNEL: A broadcast environment which is used by a television company to simultaneously transmit television broadcast content in line with a broadcast stream.

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

TELEVISION COMPANY: A legal entity that is under the editorial responsibility of selection of television broadcast content and that decides organisation and broadcasting format of this content.

TELEVISION BROADCAST AUTOMATION SOFTWARE: Software which runs television broadcast without any control element as it was previously planned.

TELEVISION BROADCAST: Encrypted and non-encrypted audio-visual broadcast service provided by a media service provider that enables programs to be watched simultaneously on the basis of a broadcast stream.

COPY RIGHT: Rights concerning use and broadcast of any information or opinion, which are entitled to certain people by laws.

Video Tape Recorder (VTR): Short interviews and images recorded, edited and prepared previously to be integrated into a programme during programme and breaks.

POST-PRODUCTION: A process between production stage in cinema, television and video, and presentation of this production, where activities such as editing, sound recording, incorporation, titling, production and reproduction are taking place.

PRODUCTION MEETING: A preliminary meeting where a director discusses aesthetic elements, technical requirements and equipments to be used in line with a scenario/programme stream with team leaders before production starts.

PRODUCER: A person who is responsible for developing, preparing and running a programme project, performing broadcasting activities and managing administrative and financial issues of the whole production.

BROADCAST BAND: An environment where a program is recorded to be ubiquitously broadcasted.

BROADCAST ENVIRONMENT: Cable, satellite, terrestrial and similar broadcast environments where broadcast is transmitted to subscribers and/or receivers.

AIRWAVES: Fixed or mobile television receivers.

BROADCAST PLATFORM: Transmission of multiple encrypted or non-encrypted broadcast services to audience through satellite, cable and similar environments by converting these services into one signal or more.

NEW MEDIA: 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.

TIMECODE: System which enables to calculate duration, start and finish times of broadcasts while being recorded over a band during recording, editing and sound recording to identify number of hours, minutes, seconds and frames.

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1. INTRODUCTION

National occupational standard titled Television Programme Director (Level 6) was issued by the Professional Union of Broadcasting Organisations 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 Television Programme Director (Level 6) was assessed upon receiving the opinions of the related institutions and organisations in the sector, and approved by VQA Board of Directors upon examination of the VQA Media, Communication and Broadcasting Sector Committee.

2. INTRODUCTION TO THE OCCUPATION

2.1. Description of the Occupation

Television Programme Director (Level 6) is the qualified person who composes technical team and art team and administrates the whole team; who carries out every type of preparation phase by fulfilling the technical and artistic needs belonging to the programme; who manages design, planning and implementation of all processes belonging the recording of the programme and post production within the stream and plan providing for by programme producer and who manages the live broadcast process when needed; who does necessary renewal works from the content to editing and shooting for broadcasting of the programme from other broadcast environments.

Television Programme Director (Level 6) carries out these works within the framework of national legislation, quality systems and organisational procedures by taking precautions related with OHS and environment protection and carries out in the activities related with his occupational development.

2.2. Occupational Reference in the International Classification System

ISCO-08: 2654 (Directors and producers of film, stage, etc.)

2.3. Regulations on Health, Safety and Environment

Social Security and General Health Insurance Law No. 5510
Occupational Health & Safety Law No. 6331
Regulation on First Aid

Furthermore, it is essential to obey laws, statutory rules and regulations on occupational health and safety and environment; and to perform risk analysis regarding this issue.

2.4. Other Legislation Related to the Occupation

Trade Unions Law No. 2821
Collective Labour Agreement, Strike and Lockout Law No. 2822
Turkey Radio and Television Law No. 2954
Consumer Protection Law No. 4077
Labour Law No. 4857
Law on Regulation of Broadcasts in Internet Environment and Fight against Crimes Committed through These Broadcasts no. 5651
Electronic Communications Law No. 5809
Intellectual and Artistic Works Law No. 5846
Law on Regulation of Relations between Press Workers and Employers No. 5953
Law on Establishment of Radios and Televisions and Broadcast Services No. 6112

And it is essential to obey other current legislations, laws, statutory rules and by-laws related to occupation.

2.5. Working Environment and Conditions

Television Programme Director (Level 6) may work freelance or in private or public broadcasting organisations. S/he may perform their tasks in the office and studio or out of the office. Their working environment needs to have air conditioning-heating-cooling systems, adequate lighting system, be furnished with ergonomic office equipment, have infrastructure providing necessary means of communications (internet connection, telephone, fax machine, etc.).

Television Programme Director (Level 6) communicates constantly with personnel and managers of related unit of the organisation in which s/he works or if s/he works freelance s/he communicates constantly with related institutions, organisations and persons in order to receive opinion, contribute to content of programme, form a team, etc.

The working days and hours are variable according to programme types. S/he may need to work in weekly rest days or during bank holidays and night-time or in a shift pattern. S/he may need to travel due to programme productions or in order to communicate actively with the personnel. The general type of working is to work as a team. S/he may be faced with typical office discomforts in working conditions; if s/he works out of the office, s/he may be faced with risks of workplace.

2.6. Other Occupation Related Requirements

There are no other requirements regarding the occupation.

3. OCCUPATIONAL PROFILE

3.1. Duties, Tasks and Performance Criteria

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
A	To take measures related with OHS and environment protection	A.1	To follow up safe working and personal safety methods	A.1.1	Uses tools and equipments in accordance with instructions, workplace and safety application procedures.
				A.1.2	Uses first aid knowledge for incidents such as accidents, injuries, etc. occurring in the workplace.
				A.1.3	Contributes to keeping workplace away from danger.
				A.1.4	Ensures that necessary measures are taken according to relevant legislation and standards against conditions arising from workplace activities and which might endanger the occupational health.
		A.2	To assess the risks	A.2.1	To follow up workplace procedures to control the risks.
				A.2.2	Determines risk factors s/he is faced with or potential risks s/he may be possibly faced with and prepares reports to relevant person/unit.
		A.3	To apply first aid procedures	A.3.1	Acts in accordance with exit or escape procedures in case of emergency.
				A.3.2	Contributes to periodic trainings, works and drills related with emergency exit or escape.
		A.4	To apply environmental protection standards and methods	A.4.1	Uses resources such as energy, consumables, etc. efficiently.
				A.4.2	Ensures that environmental wastes and recyclable materials in work area to be forwarded to the right place.
				A.4.3	Contributes to trainings and works for protection and improvement of environmental quality.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
B	To ensure conformity of the processes with national legislation, quality systems and organisation procedures	B.1	To follow up the national legislation related with processes	B.1.1	Controls the conformity of the processes in his/her responsibility with national legislation, quality systems and organisation procedures.
				B.1.2	Follows up laws, regulations and instructions related with the processes in his/her responsibility published by relative public institutions and organisations and implements necessary updates.
				B.1.3	Informs relative employees about legislation/procedure amendments.
		B.2	To carry out activities related with quality management system	B.2.1	Assists his/her superior in drafting the regulations in accordance with service quality standards of the organisation.
				B.2.2	Participates in training activities of the organisation on quality management and service requirements.
				B.2.3	Updates his/her knowledge and skills according to the knowledge and skills s/he obtained from the trainings and apply the innovations.
		B.3	To inspect quality of the works	B.3.1	Inspects the conformity of the tools and equipment with the standards.
				B.3.2	Applies quality requirements according to instructions and plans written in the operation format.
				B.3.3	Informs the authorised personnel about the errors detected in his/her area of responsibility and ensures that they are eliminated.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	To make programme preparations (to be continued)	C.1	To deliver opinion to the producer by researching the applicability of the programme ideas	C.1.1	Analyses the conformity of the programme ideas obtained from programme market or proposed by the producer with the broadcast channel.
				C.1.2	Scans the existing researches related with tv audience habits in the research market.
				C.1.3	Does preliminary research technical and artistic applicability of the production idea.
				C.1.4	Analyses the watching preferences of target audience of the programme.
				C.1.5	Makes human resource research appropriate for the programme idea.
				C.1.6	Analyses the applicability of the programme idea or project with regard to rights of broadcasting and copyrights.
				C.1.7	Controls whether production budget of the programme project meets the technical and artistic requirements of the production and exchanges ideas with the producer.
				C.1.8	Evaluates cooperation relations with the producer in terms of programme idea or project are a sustainable application.
				C.1.9	Evaluates the applicability of the programme idea or project before the shooting preparations with the producer concerned with the creation of the programme, board of the broadcast channel, technical and artistic team.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	To make programme preparations (to be continued)	C.2	To organise the technical and artistic teams of the programme	C.2.1	Ensures that composing a team which can work compatibly regarding administrative relations.
				C.2.2	Performs interviews, selections and trials of the determined creative and technical teams with producer.
				C.2.3	Determines the form of the authorisation and responsibility relations with the producer in order to selection of the artistic and technical teams according to the type of the programme.
				C.2.4	Evaluates skills and performances of the key contributors working in the production accordingly with the type of the production.
				C.2.5	Takes the features for production design determined by him/her with producer and other members of the team organised by the producer into consideration in the selection of the technical and artistic teams.
				C.2.6	Ensures that the potential programme team to be fully familiar with objectives of the production and content of the programme.
				C.2.7	Selects the team editing during post-production and proposes them to the producer.
				C.2.8	Takes budget constraints into consideration in recruitment of the programme team.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	To make programme preparations (to be continued)	C.3	To deliver opinions to the producer by evaluating the places and studios appropriate for the design requirements of the programme	C.3.1	Determines the places and studios appropriate for type and format of the programme by providing multiple options.
				C.3.2	Evaluates places and studios with their positive and negative aspects taking into account the factors such as transport, technical infrastructure, logistic and human resources expenses.
				C.3.3	Visits appropriate places and studios with producer and decision makers from technical and art teams and receive their opinions.
				C.3.4	Examines the features of the studios and places in terms of sound, acoustics, lighting, size, etc. before shooting regarding their compatibility with programme quality and objectives of the content.
				C.3.5	Examines the availability of decor and setting applications required by the programme.
				C.3.6	Pays regard to availability of the programme for shooting applications for the different broadcast platforms and interactive environments.
				C.3.7	Examines qualifications of the places and studios in terms of health and security.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	To make programme preparations (to be continued)	C.4	To inspect programme design	C.4.1	Examines visual format; key shooting concepts; decor and ambiance; lighting, colours and effects; potential technical details and design factors for creative team members.
				C.4.2	Determines design editing of shooting angles, scenes, scene stream and scene shifts so as the programme is final product.
				C.4.3	Receives opinions and explanation from the production group in the event that design planning related with the production is insufficient, ambiguous or contains partial information.
				C.4.4	Determines functional elements such as stage equipment, stage design and expert equipment for television programmes with script and adds them to his/her working inventory.
				C.4.5	Discusses potential effects with other members of the team when the design priorities are changed and makes new decisions.
				C.4.6	Receives confirmation on which visual elements and resources are needed from the decision makers of the programme production team in the artistic application and design phases and notifies responsible individuals.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	To make programme preparations	C.5	To complete preliminary preparations for the production of the programme	C.5.1	Shares programme design in a summarised and comprehensible way with the members of the production team.
				C.5.2	Draws up time schedule related with the production of the programme and informs team members about it.
				C.5.3	Ensures that the programme production team is informed about priorities and ordering while working and shooting schedule.
				C.5.4	Gives enough time and opportunities to the production team so they provide production requirements and suggestions for improvement.
				C.5.5	Controls the set construction, establishment and installation phases on the basis of quality by taking into consideration the requirements of the production, period and ending date.
				C.5.6	Detects technical and artistic materials which may affect the quality of the programme and which remain below the determined standards and ensures that they are repaired.
				C.5.7	Controls arrangements for removing, transporting and storing of the design materials of the studio or the set organised for the programme are compatible with the work schedule, are safe and budget and examines their conformity with the production plans.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	To manage the works of the television programme unit (to be continued)	D.1	To manage the production team	D.1.1	Informs the team about distribution of duties, authorisation and responsibility relations in the manner that it promotes good work relations.
				D.1.2	Explains working method and expectations clearly to the art and technical teams before shooting.
				D.1.3	Discusses their artistic interpretation, their roles and implementations in the programme with the key human resource such as presenter, actor, voice actor.
				D.1.4	Carries out risk assessment concerning the work of the team, ensures them to work in accordance with the related health and safety regulations.
				D.1.5	Informs the team about designed and projected shooting sequences necessary for the programme.
				D.1.6	Gives opportunities to the team members to support their personal development.
				D.1.7	Develops solution procedures for problems of the team throughout the production and informs the team about who they contact with for the solution of the problems.
				D.1.8	Gives feedback to whole team on overall production and progress of the production.
				D.1.9	Negotiates with the relative individuals in the events that team members don't fulfil the requirements of the production summary, and finds solution.
				D.1.10	Informs television programme producer regularly about developments taking place in the course of team management.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	To manage the works of the television programme unit (to be continued)	D.2	To manage technical and artistic needs of the programme	D.2.1	Determines the technical requirements of the programme with the technical director and the team.
				D.2.2	Conducts negotiations with the producer and the television channel management on supplying the needs of technical software and hardware and studio technique.
				D.2.3	Pays attention for the technical solutions to be budget.
				D.2.4	Carries out the evaluation with the arts management for the determination of the design based appliances in the production of the programme.
				D.2.5	Carries out the evaluation with the relative members of the team for the completion of design elements affecting the content of the programme directly such as costume, decor, make-up.
				D.2.6	Analyses technical and artistic conditions of each place and studio when shooting of the programme in other places and studios is in question.
				D.2.7	Gets ideas from the decision makers of the programme about the needs met from the outsources related to technical and artistic applications and ensures that they are supplied.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	To manage the works of the television programme unit (to be continued)	D.3	Manage the post-production phase	D.3.1	Makes planning for completion of post-production implementations within the determined budget and time schedule.
				D.3.2	Determines the decision makers and responsables regarding post-production implementations.
				D.3.3	Exchanges opinions with the producer about final processes of the programme or the production with script and prepares reports on them.
				D.3.4	Ensures that the rough cut is done within the edit plan by watching to the shootings.
				D.3.5	Selects music, sound, effect and recorded scenes used for the programme with the post-production implementation team.
				D.3.6	Manages implementations related with copyrights of the content used for post-production.
				D.3.7	Manages looping/post synching, music record and sound mixing with the appropriate individuals and inspects with the producer.
				D.3.8	Ensures that the master band has consistent and acceptable standards and ensures that next bands are close to agreed content of the programme.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	To manage the works of the television programme unit (to be continued)	D.4	To do the time management	D.4.1	Arranges time schedule of the production phase and activities of each team member in the production phase by taking into consideration the shooting processes of the programme.
				D.4.2	Receives opinions from production team in order to determine the completion time of the each episode for the serial programmes and makes the decision.
				D.4.3	Arranges time schedule for delivering the programme to the broadcast based upon the total number and duration agreed with the television channel and for phases to start the broadcast if it is live and manages conformity of the team with these processes.
				D.4.4	Prepares and shares time schedule of the teams in order to production and post-production implementations follow each other.
				D.4.5	Calculates potential losses in time and takes necessary measures for the programme to be aired in time.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	To manage the works of the television programme unit (to be continued)	D.5	To manage the preparations of studios and places	D.5.1	Inspects technical and artistic infrastructural qualifications of the studios and places where programme is shot before shooting in line with the programme text.
				D.5.2	Assesses the studios and places with regards to shooting angles, guest, presenter and actors positions in productions with script.
				D.5.3	Determines the technical needs of the studio and place for the production of the programme by setting production meeting with the technical team and remedies the deficiencies.
				D.5.4	Determines the positions of the technical team in the studio and place during the shooting implementations.
				D.5.5	Inspects the studio and shooting place qualifications regarding sound and image quality.
				D.5.6	Controls if there is any malfunction in the cleaning of the stage, welcoming the guests and security discussing with the authorised personnel of the studio before starting shooting.
				D.5.7	Controls the qualification of the studio and shooting places regarding health and security issues.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	To manage the works of the television programme unit	D.6	To manage live broadcast programme	D.6.1	Plans live broadcast stream for transmitting of the programme to the audience simultaneously.
				D.6.2	Ensures that predetermined technical equipment to be completed and prepared for the broadcast by negotiating with the technical director.
				D.6.3	Ensures that a live broadcast programme to start and end in accordance with the predetermined broadcast time and duration.
				D.6.4	Controls availability of the studio and place for the live broadcast shooting.
				D.6.5	Ensures that the live broadcast team have ideas about content and objectives of the broadcast.
				D.6.6	Ensures that contents used in the live broadcast within the framework of programme content such as VTR, special effect, character generator output, graphics, etc. to be prepared and to be broadcasted on time.
				D.6.7	Steers editorial director in order to ensure the integrity of the promotions and advertisements, implementations at the beginning and at the end of the programme with the broadcast.
				D.6.8	Ensures that scenes appropriate for programme content are on air by managing the scene selector.
				D.6.9	Controls workability of live broadcast environment regarding safety and health.

				D.6.10	Ensures that rebroadcast and “broadcast copy” necessary due to legal obligations are created.
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Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
E	To get programme shooting implementations done (to be continued)	E.1	To make the shooting design	E.1.1	Determines the topics mentioned in the programme and guests, speakers, telephone calls and studio audience if available by receiving the opinions of the production team.
				E.1.2	Determines shooting order by designing the positions of the design elements belonging to the set established in the studio or place, movements and traffics of the participants, what and how to show to the audience.
				E.1.3	Determines scene resources affecting the content of the programme (interviews, images, credits, sponsor captions, bands, etc.) in the course of programme shooting or broadcast and all kind of needs such as technical demands and accessories.
				E.1.4	Determines the cameras, shooting angles, types of camera and objective, number and type of microphone and number of studio screens by setting a production meeting with the participation of technical director and lighting, decor, scene selectors, cameraman, make up and costume responsables if required.
				E.1.5	Designs sequences of the programme and the scenario to be shot and ensures that shooting script is created.
				E.1.6	Tests shooting plans according to the tape recording or live broadcast within the scope of camera rehearsal and rehearsal without recording implementations.

				E.1.7	Controls all the shootings in the script one by one before the camera rehearsal.
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Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
E	To get programme shooting implementations done (to be continued)	E.2	To make shooting planning	E.2.1	Gathers shooting team before the shooting with the participation of the producer and makes shooting planning.
				E.2.2	Plans the duration of the shooting and working hours of the shooting team.
				E.2.3	Plans the preparation of the actual and studio shootings and places used for shootings according to the shooting order.
				E.2.4	Ensures that the studio plan is created for the studio shootings.
				E.2.5	Plans the conditions and positions of the cameras, boom microphones or other microphones in order to obtain quality sooting and to adjust the best sound level.
				E.2.6	Ensures the control of the time codes of the VTRs to be aired just in case of any disorder and get the script prepared for the VTR operator.
				E.2.7	Ensures the planning of the camera cards displaying camera angles and positions, types and details of the camera.

				E.2.8	Ensures that subtitles, bands and credits to be prepared in advance and ensures that their colours, size, flow rate and plans about how they are seen on the screen are prepared by CG operator.
				E.2.9	Does plannings on works related to the post-production.
				E.2.10	Develops plans for the negative and critical situations that may occur during the shooting the programme or live broadcast.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
E	To get programme shooting implementations done	E.3	To shoot the programme	E.3.1	Ensures that the whole shooting team is in their duty positions on time for the shooting.
				E.3.2	Does the final checks of the shooting studio and place, technical team and equipment.
				E.3.3	Ensures that enough shooting is performed that programme sequences may be edited.
				E.3.4	Steers cameraman, image selector, lighting, sound, VTR, stage management personnel and set directors in order to implement the programme shooting.
				E.3.5	Pays attention to the timing of the commands for implementation of the VTRs, archive images, graphics, CG outputs, effects, sound, music, etc.
				E.3.6	Determines the correct video recording technique according to the type and format of the programme or broadcasting simultaneously or later.

				E.3.7	Gets scenes shot in a way that effects and graphics can be added later.
				E.3.8	Ensures that special effect records for the programmes to be broadcasted on the digital and multi platforms are taken and ensures that shooting implementations are carried out.
				E.3.9	Controls shootings regarding their technical and artistic qualifications together with the producer and team managers.
				E.3.10	Gets the record controlled after the shooting under the supervision of the technical coordinator and carries out implementations if re-shootings or intercuts are required.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
F	To get post-production implementations carried out (to be continued)	F.1	To get post-production edit works done	F.1.1	Determines the time and work plans within the budget for the edit.
				F.1.2	Determines the edit order containing preferred shootings and dialogs and shares it to the editing team.
				F.1.3	Shares editing implementations of the programme or the scenario with script with the producer.
				F.1.4	Selects and uses musics, sounds and effects used in the editing phase for the production with the editing team.
				F.1.5	Ensures that editing operations appropriate for the programme design are carried out.
				F.1.6	Ensures that programme production copies are prepared for all individuals and organisations in the requested format as band, film, disc or file.

				F.1.7	Ensures that the content integrated in the editing conforms with the requested digital broadcast environments and platforms.
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Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
F	To get post-production implementations carried out	F.2	To create master band of the programme and its copy	F.2.1	Ensures that shootings are recorded in the appropriate media and are transmitted to the broadcast.
				F.2.2	Ensures that necessary operations are carried out for recording and archiving of the broadcast bands in the course of live broadcast.
				F.2.3	Ensures that archive images are created in the scope of the programme is recorded as live broadcast or series according to the type and format of the programme and preferences of the broadcast channel.
				F.2.4	Ensures that the programme is delivered completely and on time by watching to the broadcast band.
				F.2.5	Ensures that the master band has acceptable standards and is close to the determined programme design as possible.

				F.2.6	Ensures that appropriate copy of the programme is created in terms of technical features for the broadcast of the programme on the digital, mobile and internet environments.
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Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
G	To manage programme shooting implementations for the new media environments	G.1	To prepare appropriate programme content for the internet environment	G.1.1	Ensures that additional and special shootings are carried out for the broadcast of the programme on the internet environment.
				G.1.2	Ensures that image and sound editing of the content to be broadcasted on the internet according to the habits of the internet audiences.
				G.1.3	Ensures that short promotional videos to attract more audience on the internet are created.
				G.1.4	Manages special effect works specific to the internet broadcast.
				G.1.5	Re-arranges the order of the sequence and edit of the programme taking into consideration the design of the programme to be watched on the internet.

		G.2	To manage the editing phase	G.1.6	Forms the content of the programme taking into consideration the feature that the internet is open to mutual interaction.
				G.2.1	Makes new plannings for all phases related with shooting, editing and content in the event that the programme is transmitted via different digital broadcast environments and instruments and shares the plans with the producer.
				G.2.2	Manage the process in order visual and artistic dimension of the programme content to be more active in the event that the programme can be accessed from mobile devices, web, podcast, etc.
				G.2.3	Tracks audience data of the programme taking into consideration the technical features of the various digital access devices and manages audience relations.
				G.2.4	Ensures that available images for various access devices such as web, mobile, IPTV and enough images are shot in the course of shooting phases.
				G.2.5	Uses digital sound, music and effects by benefitting from the opportunities provided by digital editing technology.
				G.2.6	Supports the interactive content features of the programme enhancing the commercial communication power of the programme and ensures that edit work is done.

Duties		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
H	To carry out activities related with occupational development	H.1	To perform education planning and organising works	H.1.1	Participates in the meetings, seminars, trainings, etc. related with the occupation if required.
				H.1.2	Determines the periodic or one-time training needs of his/hers or others' and assesses them in terms of time planning.
		H.2	To do works about individual occupational	H.2.1	Conducts necessary research activities for occupational and personal development.

			development	H.2.2	Follows new technologies/publications and developments in television broadcasting and digital broadcasting.
		H.3	To provide his/her junior co-workers and other employees with occupational trainings	H.3.1	Transfers his/her knowledge and experience to co-worker or other related people when required.
				H.3.2	Carries out information and training activities when required in terms of television broadcasting and digital broadcasting.

3.2. Tools, Appliances and Equipment Used

1. Computer and related hardware (printer, scanner, external memory, etc.)
2. Decor
3. Image mixer
4. Means of communication (telephone, tele-conference systems, fax machine, cable/wireless internet, etc.)
5. Stationary supplies (paper, pen, perforator, stapler, calender, notepad, etc.)
6. Headphones
7. Place and studio lights
8. Microphone
9. Office tools (photocopier, projector, calculator, etc.)
10. Optical/digital recording and displaying devices (camera, video camera, CD, VCD, DVD, Blu-ray CD-rom, etc.)
11. Sound and image recorder
12. Audio and video editing software
13. Television broadcast automation software
14. Production mixer
15. Post-production software and hardware

3.3. Knowledge and Skills

1. Good knowledge and skills of mother tongue
2. Knowledge and skills of researching and reporting
3. Knowledge of live broadcast
4. Knowledge of working legislation
5. Skills of keeping in mind a large number of images
6. Skills of team organising and coordinating
7. Effective communication skills
8. Knowledge of images and graphics
9. Advanced content development skills
10. Knowledge of advanced programme making processes
11. Business development skills
12. Knowledge of occupational health and safety
13. Auditory skills
14. Knowledge of quality management
15. Knowledge of television market according to types of channel and programme and audience structure
16. Skills of planning and managing resources
17. Crisis management skills
18. Culture and art knowledge
19. Leadership skills
20. Knowledge of media marketing
21. Knowledge of legal regulations related with the occupation
22. Professional ethics knowledge
23. Knowledge of advanced conceptual framework regarding the programme production
24. Knowledge of programme management

25. Knowledge of risk management
26. Knowledge of digital television broadcasting
27. Sound and effect knowledge
28. Contract law knowledge
29. Knowledge of technical equipment and hardware
30. Knowledge of television management
31. Knowledge of television programme production cost analysis
32. Skills of writing technique and expression skills necessary for the production of the television programme
33. Good command of language specific to the television
34. Knowledge of implementations in the field of copyrights and legal content
35. Knowledge of basic budgeting
36. Knowledge of basic music
37. Knowledge of basic television audience research
38. Knowledge of consumer rights and competition legislation
39. Knowledge of advanced legal legislation related with the broadcasting
40. Time management skills

3.4. Attitudes and Behaviors

1. To be a researcher
2. To be able to think interrelatingly
3. To take care of working discipline and workplace tidiness
4. To take care of occupational health and safety at the workplace
5. To use working time effectively and efficiently
6. To be sensitive to the environment protection
7. To obey environment, quality, occupational health and safety rules
8. To be open to change and to adapt to the changing conditions
9. To be careful and patient
10. To conform with team work
11. To be open to criticism
12. To be open to cooperation
13. To be participative
14. To be sceptic
15. To behave accordingly to the occupational ethics and rules
16. To be negotiator
17. To be unprejudiced
18. To be sharing
19. To take care of quality of the process
20. To make process developer and improver suggestions
21. To be consistent
22. To be compromising

4. TESTING, ASSESSMENT AND CERTIFICATION

Testing and assessment for certification with respect to national qualifications based on Television Programme Director (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 be published in the Official Journal. To be published in the web site of the VQA.

Annex: Institutions that participated in the Occupational Standard Preparation Process

1. Professional Standards Team of Institution Preparing Professional Standard

Yusuf GÜRSOY, Professional Union of Broadcasting Organisations – Member of the Board of Directors; Head of the Steering Committee of the Project

Savaş Yılmaz, Professional Union of Broadcasting Organisations – Project Coordinator

Cihan Başar SAMANCI, Professional Union of Broadcasting Organisations – Project Assistant

Pelin EMEKSİZ, Professional Union of Broadcasting Organisations – Project Secretariat Officer

Assoc. Prof. Dr. Can BİLGİLİ, Yeditepe University – Faculty of Communication; Professional Union of Broadcasting Organisations - Occupational Standards Consultant

S. Koray HATİPOĞLU, Professional Union of Broadcasting Organisations – Occupational Standards Consultant

2. Technical Work Group Members

2.1. Members of the Occupational Standards Commission

Nursel BOLAT, Arel University – Lecturer

Alp Mustafa BİROL, Galatasaray University – Lecturer

A. Acar FİLİZ, Kanal A (Adana)

Ali DÖNMEZ, Kordon TV (İzmir)

Mustafa Kara, Maltepe University – Lecturer

2.2. Those Contributed To Preparation of the Occupational Standard

Peyami ÇELİKCAN, Marmara University – Lecturer

Ozan ANTAY, ATV

Faruk ÇELEBİ, ATV

Burhan KANDEMİR, ATV

Akın ATLAY, Başarı Elektronik

Yakup BAKIR, Kanal 54 (Sakarya)

İsmail TÜRKMEN, Kanal 7

Ogün YILDIZ, Kanal 7

Selahattin YÜKSEL, Kanal 7

İsmet ERGİN, Karesi TV (Balıkesir)

Murat GEDİKTAŞ, Show TV

Hidayet KARAKUŞ, Show TV

Aydın ÖZDEMİR, Show TV

Cengiz ŞAHİN, Show TV

Hakan UZMAN, Show TV

Ahmet Turan GÜRKAN, SKY Türk

Zafer BÜYÜ, SRT (Sakarya)

Cemil ER, STV

Zafer KAYA, STV

Melih SEZGİN, STV

İdris TAŞ, VTV (Antalya)

3. People, Institutions, and Organisations Asked for Opinion

A.Acar FİLİZ, Kanal A

Abdullah ÇEBİ, Deputy Programme Director

Abdülhamit BİLİCİ, Director General of Cihan News Agency

Abiş HOPIKOĞLU, TV 8 Director General/ Chief Editor

Abiş HOPIKOĞLU, Tv8 Director General

Acun ILICALI, SHOW TV Programmes

Adalet Sertan AYHAN, Chairman of the Executive Board of Luxury Lounge FM

Adem GÜRSES, ATV Director General

Adil Birol GİRAY, FG FM 93.7 Company Partner

Adnan SÜER , TRT AVAZ Channel Coordinator

Ahmet ATILMIŞ, Radyo Şirinnar

Ahmet KOYUNCU, Executive Board Member of TRT

Akif ÖZCAN, Chief Editor Radyo Ekin

Alaaddin ERDAL, Lüleburgaz FM

Ali ABHARY, CEO of Spectrum Medya Coordinator

Ali ADALIOĞLU, SUN RTV

Ali Ahmet BÖKEN, TRT HABER Deputy Channel Coordinator

Ali DOĞAN, Director of the Department of Education of TRT

Ali DÖNMEZ, İmbat FM

Ali ERCAN, Deputy Production Resources Coordinator

Ali İlhan ATILGAN, Radyo Mega

Ali Rıza ERKAN, Barış Radyo

Ali SORAR, Kalp FM

Alper TAN, Kanal A

Anadolu University Deanery of the Faculty of Communication Sciences

Anadolu University Faculty of Communication Sciences Department of Communication

Anadolu Üniversitesi Faculty of Communication Sciences Department of Cinema TV

Ankara Chamber of Commerce

Ankara University Deanery of the Faculty of Communications

Ankara University Faculty of Communication Department of Radio, Television, Cinema

Arslan Narin Vice President of Radio and Television Supreme Council

Atilla ARIMAN, Radyo Planet Company Manager

Avni SARIHAN, KANAL 7 Director of Programmes

Ayhan OKATALI, Deputy Head of the Department of Education of TRT

Ayhan YALÇINKAYA, Programme Director

Ayla KARLI, Tezgören Programme Director

Aytaç ÖZTÜRK, Gözde FM

Aytekin YÜKSEL, TV24 HR

Turkish Phonographic Industry Society

Barış TÜNAY, Director General of CNN Türk

Başak İKİZ, Cem Radyo

Battal AKSOYEK, Radyo Net

Bedrettin UĞUR, Director General of Kanal A İstanbul Representative/Chief Editor

Bedrettin UĞUR, Kanal A İstanbul Representative

Bekir YILDIZCI, TRT ÇOCUK Deputy Channel Coordinator

Belgin ULUÇAY, Serhat FM

Belkıs GÜLCAN, Metro FM

Berna NEMLİ, Programme Director

Bilal BAL, Vatan TV Media Group Chairman

Burak CAN, Super FM Radio Director

Burhan KILIÇ, Technical Director

Bülent ATA, TRT- 1 Channel Coordinator

Bülent ÖZGÜR, Çorlu FM

Can SOYSAL, TRT ÇOCUK Channel Coordinator

Canan ÇETİNSÖZ, Kayseri FM

Cansu KARADAĞ, Samanyolu TV HR (Yumurcak TV)

Cantekin CANTEZ, Director of Editing

Cebrail İLDEŞ, Technical Coordinator

Cem AYDIN, General Director of Doğuş Broadcasting Group

Cem PEHLİVAN, Radyo Hatmar

Cengiz ÜNSAL, Radyo Maydonose and Metro FM Radio Director

Cihat ÖZKAN, Line TV

Coşkun ATAMAN, Radyo Klup

Çukurova University Deanery of the Faculty of Communication

Çukurova University Faculty of Communication Department of Communication Sciences

Çukurova University Faculty of Communication Department of Radio, Television, Cinema

Derya İZBUL, TV 8 Productions

State Personnel Department

Dilek DAĞCIOĞLU, Kanal D Programme Director

Assoc. Prof. Melek Ayşe İNAL, İstanbul Arel University Head of Radio, TV and Cinema
Department

Doğan DENİZ, Radyo Frekans

Doğan SÖNMEZ, Venüs FM

Dr. A. Vahap DARENDELİ, Member of Radio and Television Supreme Council

Dr. Hamit ERSOY, Member of Radio and Television Supreme Council

Dr. Hidayet KARACA, Head of Samanyolu Broadcasting Group

Dr. Mesut ERTANHAN, Head of the Department of Education of TRT

Dr. Nimet ERSİN, Head of the Department of Television of TRT

Dr. Tayfun Acarer, Chairman of Information and Communication Technologies Authority

Dr. Zeynel KOÇ, TRT Executive Board Member

Dr. Nimet ERSİN, TRT Channel Coordinator (Education)

Eda ATEŞ, Show TV HR (SKYTÜRK)

Ege University Deanery of the Faculty of Communication

Ege University Faculty of Communication Radio, Television and Cinema

Emin BARINER, Art TV

Emrah HATTAT, Best FM Chairman of the Executive Board

Ergün YILDIRIM, General Director of RADIO LIGHT

Erkan KOCABAŞ, EGE TV

Esat ÇIPLAK, Member of Radio and Television Supreme Council

Esra HARMANDA, Kanal A İstanbul Representative Programmes (Internal Productions)

Esra KIRALI, Programme Director

Evren KARA, Technical Director of Akıllı TV (Productions)

Eyüp Ahmet ESKİOĞLU, Kanal A İstanbul

Faruk DEMİREL, Radyo Akdeniz

Faruk TAK, ÇRT

Faruk TANDOĞAN, Radyo Aktif

Fatih KARACA, Head of İpek Media Group

Fatih KESKİNCİ, Kanal T Executive Board Member

Ferid ŞAHİN, HRT

Ferman KARAÇAM, Chief Editor Kanal 7

Fethi ŞİMŞEK, Burdur FM

Fethullah KIRŞAN, TRT - 6 Channel Coordinator

Fidan GULİYEVA, Director General of PAL FM

Film Producers' Professional Association

Istanbul Branch of Film Producers' Professional Association

Galatasaray University, Deanery of the Faculty of Communication

Gazi University, Deanery of the Faculty of Communication

Gazi University, Faculty of Communications Department of Radio, Television, Cinema

Giray GÜNGÖR, Director General of ALEM FM Radio Group

Gökhan ÇINAR, Director of JOY TÜRK Radyo

Güler CANER, Radyo Halikarnas

Gülnur ÖZER, Programme Director

Gürsel AKSUN, Programme Director

Gürsel SELÇUK, Programme Director

Hakan KAYACAN, Radyo Vize / Radyo Net

HAK-İŞ Confederation

Hakkı SEZEN, Gençlik FM

Halil TUTKAL, Chief Editor Vatan TV

Haluk İMAMOĞLU, Director General of Moral FM

Haluk ÖNEN, Programme Producer

Haluk ŞİRİN, Chief Editor of SHOW TV

Handan KARAMAN, Programme Producer

Harun HACIOĞLU, Director General of Kanal T

Hasan ŞAHİN, Akdeniz FM

Hatice TANRIÖĞEN, TRT Belgesel Deputy Channel Coordinator

Hayri ADIYAMAN, Radyo Galaksi

Haytem DAĞİSTANLI, Director General of Best FM

Hüdayi YILMAZKAN, TRT Belgesel Channel Coordinator

Hülya ALP, Member of Radio and Television Supreme Council

Hüseyin İŞLER, TRT Head of Human Resources Department

Hüseyin SÜMER, Directorate General of Melodi FM

Hüseyin TERZİOĞLU, Vatan TV News Director

İ. Ömer MADRA, Chief Editor of Açık Radyo

İbrahim BAYRAKTAR, Regional Director of Information and Communication Technologies Authority

İbrahim Gürkan SARI, TRT AVAZ Deputy Channel Coordinator

İbrahim ŞAHİN, Director General of TRT

İdris TAŞ, VTV

İlhan ÇALCI, RADYO 2000 Chairman of the Executive Board

İlhan UZUNDURUKAN, Radyo Tatlıses

İlhan UZUNDURUKAN, Saran Radio Groups Director General in Charge

İlker KARACA, Chief Editor of Kanal T

İlker YILMAZ, Kanal 7 HR

İlyas ŞİŞİK, Chief Editor of Lalegül FM

İrfan AKÇAKAYA, TRT MÜZİK Channel Manager

İrfan SAYAR, Banaz Dost FM

İrfan ŞAHİN, Directorate General of Doğan TV

İsmet ERGİN, Yeni Karesi TV

Istanbul Chamber of Commerce

İstanbul University Deanery of the Faculty of Communication

İstanbul University Department of Radio Television and Cinema

Izmir Chamber of Commerce

Kadir Tolga SOYLU, Soylu FM

Carrier Consultancy and Human Resources Development Association

Kemal ŞAHİN, Radyo Hedef

Kenan ÖZBAKIR, Özlem Radyo Chairman of the Executive Board

Small and Medium Enterprises Development Organisation

Kürşat ÖZKÖK, TRT HD Channel Coordinator

M.Aydın ŞERBETÇİOĞLU, Kolej FM

Marmara University Deanery of the Faculty of Communication

Marmara University Department of Radio, Television and Cinema

Mehmet Akif BEKİ, Chief Editor of Kanal 24

Mehmet AYLIDERE, Samanyolu Productions Coordinator

Mehmet CANPOLAT, Deputy Director General of TRT

MEHMET KUMAŞ, Television Technical Director

Mehmet YAŞAR, Chief Editor of Bizim Radyo

MELİH BAYRAM, Editing Director

Meltem ULUYAVUZ, ATV HR

Foundation for the Promotion of Vocational Training and Small Industry

Mesut KESKİN, ART TV

Mete TAVUKÇUOĞLU, Dinamo 103.8 Chairman of the Executive Board

Metin DUMAN, RADIO FM

Metin YIKAR, Chief Editor of Samanyolu

Mine KARACA, Kanal T Productions

MUALLA KARABULUT, Programme Director

Muhsin KILIÇ, Head of the Department of Permits and Allocations of Radio and Television
Supreme Council

Murat GÜR, RADYO AKTİF

Murat GÜRBÜZ, Business Manager of Radyo Onbeş

Murat KESKİN, Samanyolu Programmes Coordinator

Mustafa ALTINEL, Kanal A HR

Mustafa EFE, Director General of Müjde FM

MUSTAFA ERKMEN, Editing Director

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

Mustafa Öztürk İŞLER, RADYO NET

MUSTAFA SAİD ÇELİK, Programme Director

Müşerref SEÇKİN, Halk TV

N.NİHAN ÜNAY, Deputy Production Resources Coordinator

Naim GÜLEÇ, General Director of AKRA FM

Necati GÖKSEL, TRT MÜZİK Kanal Koordinatörlüğü

Necmi AYDIN, Radyo Metropol

NUR CEREN GÜNER, Programme Production Assistant

Nurullah ÖZTÜRK, Head of the Monitoring and Evaluating Department of Radio and
Television Supreme Council

Oğuzhan AKOSMAN, Vice Chairman of Executive Board of Vatan TV

Olcay AKAY, Radyo Mydonose

ORHAN DURNA, Television Technical Director

Osman GÖKMEN, TRT- 5 (ANADOLU) Channel Coordinator

Oya TÜRKÜCÜ, TV8 HR

Lecturer Tülay GÜNAL, İstanbul Arel University Head of the Programme of Radio and
Television Programming

Ömer ELÇİ, RADYO 03

Ömer ERİŞMEN, Chief Editor of Radyo Viva

ÖZGÜL APAÇE, SKYTÜRK Programme Manager

ÖZLEM Birecik TURKANT, Editing Director

Özlem GÖKSAN, Manager of JOY FM Radyo

Pelin Diştaş YAŞAROĞLU, Chief Editor of Kanal D

Prof. Dr. Atilla YAYLA, Manager of Plato College of Higher Education

Prof. Dr. Aydemir OKAY, İstanbul University Dean of the Faculty of Communication

Prof. Dr. Davut DURSUN, Chairman of Radio and Television Supreme Council

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

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

Prof. Dr. Haluk Gürgen, Bahçeşehir University Dean of the Faculty of Communication

Prof. Dr. Hasan Tahsin FENDOĞLU, Member of Radio and Television Supreme Council

Prof. Dr. Hülya YENGİN, İstanbul Aydın University Dean of the Faculty of Communication

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

Prof. Dr. Nazife GÜNGÖR, İstanbul Arel University Dean of the Faculty of Communication

Prof. Dr. Ömer Cüneyt BİNATLI, İstanbul Ticaret University Dean of the Faculty of
Communication

Prof. Dr. Peyami ÇELİKCAN, Marmara University Lecturer of the Faculty of
Communication

Prof. Dr. Selahattin YILDIZ, Maltepe University Dean of the Faculty of Communication

Prof. Dr. Yusuf DEVRAN, Marmara University Dean of the Faculty of Communication

Prof.Dr. Halil NALÇAOĞLU, İstanbul Bilgi University Dean of the Faculty of
Communication

Prof. Dr. Mahmut MUTMAN, İstanbul Şehir University Head of the Department of Cinema
and Television

Prof. Dr. Oğuz MAKAL, Beykent University Dean of the Faculty of Communication

Prof. Dr. Suat ANAR, Yeditepe University Dean of the Faculty of Communication

Professional Consultants Association

Radio and Television Supreme Council

Recep BULUT, KAY RADYO

Advertisers Association

Advertisement Producers Association

Association of Advertising Agencies

Resul RAUF, Delta FM Chairman of the Executive Board

Revnak TARHAN, Director General of Power Group

Sabit ÇAKAR, Samanyolu TV

Sabri DEMİRDÖĞEN, İstanbul FM Chairman of the Executive Board

Seçil Çeker, CNNTÜRK HR

Sedat DALDA, TRT-6 Deputy Channel Coordinator

Sefer TURAN, TRT ARAPÇA Deputy Channel Coordinator

Selahattin YAY, KÖRFEZ FM

Selçuk DEMİR, RADYO K (Karadenizin Sesi)

Selim BEKTAŞ, 91.8 Chief Editor of Radio İstanbul Sesi

Selim PEKSARI, Deputy Productions Channel Coordinator

Selim SARAÇ, Deputy Director General Radyo 1

Semih ÖZAYTEKİN, Director General and Chief Editor of Akıllı TV

Sena YİĞİTER, Deputy Programme Director

SENEM ÖZBİR, Programme Producer

Serdar BALCI, Manager of Department of Education of TRT

Serdar SARI, KANAL D

Sevain TUNALI, Chairman of Executive Board of Akıllı TV

SEZAI KARATAŞ, Deputy Production Channel Coordinator

Sezgin ONAT, RADYO D Head of Doğan Radio Group

Sibel KOCA, Kanal Türk HR

SİNAN YAKA, Programme Producer

Film Producers' Association of Turkey

Cinema and Television Works Owners Association

Songül Özbakır ORMAN, Broadcast Coordinator Özgür Radyo

Songül ÖZBAKIR ORMAN, Özgür Radyo

Suat ÇETİNER, TRT Deputy Channel (Education) Coordinator

SULTAN ÖNEN, Programme Producer

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Şaban KARDEŞ, Radyo Haber

Şafak KARAMAN, Chief Editor of Radyo Tatlıses and Slow Time Radyo

Şahin ÖZER, Chairman of Executive Board of Radyo Şahin

Şebnem DEMİRTAŞ, Kanal 24 Programme Coordinator

Şenay ŞENOL, Chief Editor of Flash TV

ŞERİFENUR BAKIRCI, Programme Producer

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Ministry of Science, Industry and Technology; Department of Personnel

Ministry of Labour and Social Security, Centre for Labour and Social Security Training and Research

Ministry of Labour and Social Security, Directorate General of Occupational Health and Safety

Ministry of Customs and Trade, Department of Personnel

Ministry of National Education, Board of Education

Ministry of National Education, Directorate General for Lifelong Learning

Ministry of National Education, Directorate General for Vocational and Technical Education

Ministry of National Education, Directorate General for Innovation and Education
Technologies

Taha YÜCEL, Deputy Chairman of the Radio and Television Supreme Council

Taner AKSOY, RADYO 52

Taşkın ŞENOL, TRT TÜRK News Director

Television and Cinema Film Producers Professional Association

Television Broadcasters Association

Tevhid KARAKAYA, Director General of Kanal 24

Tolga ALİŞOĞLU, General Director of SKYTÜRK

Tuğba ZEYBEK, DOĞAN TV HR (Star, Kanal D)

Turan CANİK, Chairman of Executive Board of Medya FM

Turgut İNAL, BRT

Turkish Accreditation Agency

Confederation of Progressive Trade Unions of Turkey

Confederation of Turkish Tradesmen and Craftsmen

News Cameramen Association of Turkey

Turkish Statistical Institute

Turkish Employment Agency, Department of Workforce Accordance

Confederation of Turkish Trade Unions

Turkish Confederation of Employer Associations

Turkish Quality Association

The Union of Chambers and Commodity Exchanges of Turkey

Turkish Radio and Television Corporation

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Ulaş CAN, Director General of Radyo Kuzey

Ümit SEZGİN, TRT TÜRK Chief Editor

Volkan ÖZTÜRK, Deputy Chairman of Radio and Television Supreme Council

Yağız SÖNMEZER, Channel Manager of TRT MÜZİK

Yahya BAKIR, EYLÜL RADYO

Yalçın BÜYÜKDAĞLI, Chairman of Executive Board of Ulusal Kanal

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

Yavuz ERDEM, Member of Executive Board of Radyo Mega

Yavuz KESKİN, Director General of Dolunay FM

Yavuz ÖZÇELİK, Chief Editor of SKYTÜRK

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Yeditepe University Department of Radio Television and Cinema

Yılmaz KESMECİ, Head of the Department of Information Technologies of Radio and
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Assistant Prof. Dr. Uğur Başer, İstanbul Bilgi University Manager of Radio and Television
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Assistant Prof. Dr. Fahrettin Altun, İstanbul Şehir University Dean of the Faculty of
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Assistant Prof. Dr. Müge DEMİR, Beykent University Head of the Department of Television
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Assistant Prof. Dr. Nazan Haydari PAKKAN, Maltepe University Head of the Department of
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Yusuf ÖCEL, Radyo Çukurova

Yusuf Üzümcü, Member of Executive Board of Özel FM

Council of Higher Education

Yüksel ELÇİ, Armoni FM

Yüksel ESER, Radyo 2000

Yüksel Mansur KILINÇ, Chairman of Executive Board of Yön Radyo

Zafer BEYAZ, DOST FM

Zafer BÜYÜ, RADYO MEGA

Zakir MEMİŞOĞLU, TRT-1 Deputy Channel Coordinator

Zekeriya KARAMAN, Director General of KANAL 7

Zeliha AYDIN, Deputy Programme Producer

4. VQA Sector Committee Members and Experts

Asuman DOĞAN	Deputy Chairman (Ministry of National Education)
F. Özden KUTLU	Member (Ministry of Labour and Social Security)
Erol ERGİNAY	Member (Ministry of Science, Industry and Technology)
Prof. Dr. Mehmet OKTAV	Member (Council of Higher Education)
Doğan SATMIŞ	Member (The Union of Chambers and Commodity Exchanges of Turkey)
Nilgün AYDOĞAN	Üye (Turkish Radio and Television Corporation)
Ahmet OKUMUŞ	Member (Confederation of Turkish Tradesmen and Craftsmen)
Assoc.Prof. Dr. Cengiz ANIK	Member (HAK-İŞ Confederation)
Ercan Sadık İPEKÇİ	Member (Confederation of Turkish Trade Unions)
Aylin RAMANLI	Member (Vocational Qualifications Authority)
Süleyman ARIKBOĞA	Sector Specialist (Vocational Qualifications Authority)
Firuzan SİLAHŞÖR	Head of Department (Vocational Qualifications Authority)
Sinan GERGİN	Sector Committee Representative (Ministry of Family Social Policies)

5. Executive Board

Bayram AKBAŞ	President (Representative of Ministry of Labor and Social Security)
Prof. Dr. Oğuz BORAT	Deputy President (Representative of Ministry of National Education)
Assoc.Prof. Dr. Ömer AÇIKGÖZ	Member (Representative of Council of Higher Education)
Prof. Dr. Yücel ALTUNBAŞAK	Member (Representative of Professional Organisations)
Dr. Osman YILDIZ	Member (Representative of Confederation of Trade Unions)
Celal KOLOĞLU	Member (Representative of Confederation of Employer Associations)