



NATIONAL VOCATIONAL STANDARD

FIGURANT

LEVEL 3

REFERENCE CODE / 13UMS0369-3

OFFICIAL GAZETTE DATE-ISSUE / 26.12.2013 - 28863 (Repeated)

Occupation: **FIGURANT**

Level: **3r**

Reference Code: **13UMS0369-3**

Prepared by: **Union of Actresses and Actors**

Verified by: **VQA Culture & Art Sector Committee**

**VQA Board of Directors Approval
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Occupational Qualification Level is determined as Level Three (3) in the octal (8) level matrix.

TERMS, SYMBOLS AND ABBREVIATIONS

FIGURE: A person or a symbol in fictional texts.

BIT PART: Job done by a Figurant.

EMPLOYER AGENCY AND ORGANIZATION: Real or legal entities, agencies or organizations providing all of the required facilities, human resources and financing, signing employment contracts with a Figurant and employing such persons against certain amount of wages with the purpose of realizing a business/ project.

CAST AGENCY: Agencies preparing, presenting introduction files and having financial and legal procedures of a project carried out with the purpose of introducing performers and/ or Figurants to persons appointed by employer agencies/ organizations upon request of such agencies/ organizations for television, cinema, theatre, etc. projects.

PERFORMANCE: Play performed by a performer based on a predetermined fiction or extemporarily or within the framework of an artistic goal with the purpose of showing his/ her skills in a certain field.

PROJECT: A piece of work with an estimated budget that is included in a plan or a program in various fields such as cinema, theatre, television and media, etc., approved by management bodies of agencies and organizations and accepted for implementation on behalf of a private or public enterprise in the long-term or short-term.

SCRIPS: A phrase or a word voiced by a role player.

STATIC ELECTRICITY: Possibility of loss, injury or other unfavourable consequences that may occur due to dangers,

SCREEN: A space designated for presentation of each part of display scripts and/ or the performance.

SET: Real or fictional area where story of cinema or television movie, series, advertisements, etc. occur.

DIRECTOR (STAGE MANAGER): A person who distributes roles of performers, organizes the play, creating the integrity between elements such as script, interpretation, decoration, costumes, music, etc. and implementing the current project in productions requiring performance such as theatre, television, cinema, etc.

CO-DIRECTOR: Person who is responsible for providing assistance to the director in all kinds of matters in a set/ stage.

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1. INTRODUCTION

Figurant (Level 3) national occupational standard has been prepared by Union of Performers appointed by Vocational Qualification Authority in accordance with the provisions of Regulations on Organization, Responsibilities, Operating Procedures and Principles of Sectorial Committees under Vocational Qualification Authority published in Official Gazette No 26713 on 27/11/2007 and Regulations on Preparation of National Occupational Standards introduced in accordance with the Law referred to as Vocational Qualification Law (VQL) and published in Official Gazette No 26664 on 5/10/2007.

National Occupational Standard for Figurant (Level 3) has been considered upon obtaining opinions of the relevant agencies and organizations in the sector and it has been approved by VQL Board of Directors upon review by Sectorial Committee for Arts.

2. INTRODUCTION OF THE OCCUPATION

2.1. Definition of the Occupation

Figurant (Level 3); is a person playing bit parts in accordance with the instructions of a director or co-director and attending to occupational development activities by following occupational health and safety and environmental protection rules and carrying out occupational task organization.

2.2. Mesleğin Uluslararası Sınıflandırma Sistemlerindeki Yeri

ISCO 08: 3435 (Other assisting professionals related to art and culture)

2.3. Regulations on Health, Safety and Environment

Environmental Law No. 2872

Labor Law No. 4857

Social Security and General Health Insurance Law No.5510

Law No. 6331 on Occupational Health and Security

By Law on the Principles and Procedures of Occupational Health and Safety Trainings of Employees

By Law on the Health and Safety Conditions when Working with Business Equipment

Bylaw on Occupational Health and Safety

Bylaw on Occupational Health and Safety Risk Assessment

Bylaw on Emergencies in Workplace

Regulation on Social Insurance Health Transactions

By Law on the Safety and Health Markings

Bylaw on Social Insurance Transactions

Furthermore, it is essential to obey Labor Law, Social Insurances and General Health Insurance Law, Occupational Health and Security- and Environmental-related applicable laws, regulations, bylaws, and other legislation.

2.4. Other Legislation Related to the Occupation

Law No. 4077 on Protection of Consumers

Press Law No. 5187

Law no. 5846 on Intellectual and Artistic Works

Bylaw on Sub-contracting

By Law on the Principles and Procedures of Employing Children and Young Workers

By Law on the Occupational Health and Safety in Temporary or Certain Period Works

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

2.5. Working Environment and Conditions

Figurant (Level 3) usually works in indoor and outdoor areas in theatre, opera, ballet projects and in general in indoor projects such cinema and media projects. A Figurant moves while working based on the characteristics of the task and may be affected by climatic conditions such as cold, rain, snow, heat and wind. A Figurant`s working hours may be flexible and sometimes he/she is required to work at night based on certain aspects of the task.

There are risks of work accidents, injuries, health problems and physical and psychological fatigue during the performance of the job based on characteristics of their tasks. Actions required for eliminating and preventing all of such risks are taken by employer. In case such risks cannot be eliminated fully, he/ she works by using suitable personal protection equipment provided by employer.

2.6. Other Requirements Regarding the Occupation

The Figurant (Level 3) is subject to health surveillance as per Article 15 of OHS Law Nr. 6331.

3. OCCUPATIONAL PROFILE**3.1. Duties, Tasks and Performance Criteria**

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
A	Complying with occupational health and safety and environmental protection precautions	A.1	Following occupational health and safety measures	A.1.1	Attends training programs organized by employer for occupational health and safety
				A.1.2	Uses tools, materials and equipment in accordance with the instructions.
				A.1.3	Performs his/ her job without causing any risk in the working environment and against other employees
				A.1.4	Works by using PPE provided by employees in case risks cannot be eliminated fully.
				A.1.5	Shares risks he/ she encounters or potential risks with the relevant persons
				A.1.6	Acts in accordance with the evacuation and escape plan in case of emergencies.
				A.1.7	Contributes to the periodical trainings, practices and implementations about emergency exit or escape.
		A.2	Providing support to practices for environmental protection	A.2.1	Implements environmental protection and waste disposal procedures of the set/ stage in disposal of occupational equipment and materials,

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
B	Organizing the work	B.1	Job follow-up	B.1.1	Collects information on new jobs through cast agency and other communication channels
				B.1.2	Submits applications to agencies searching for Figurants
		B.2	Implementing the work plan	B.2.1	Obtains activity and time schedules of assigned tasks from the relevant persons.
				B.2.2	Informs employer agency/ organizations about the situations that may affect the work and schedule in timely manner.
		B.3	Keeping work records	B.3.1	Keeps and organizes financial and occupational documents related with his/ her occupational activities
				B.3.2	Keeps occupational documents and records in files.
				B.3.3	Carries out procedures in connection with the performance of employment contracts in accordance with personal rights and the law.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
C	Acting as a Figurant	C.1	Making preparations	C.1.1	Obtains information on figure to be performed from the relevant person and reviews them.
				C.1.2	Memorizes the script/ scripts, if any.
				C.1.3	Deals with the hair, make-up, accessories, clothing of the figure to be performed in case it is required.
				C.1.4	Receives instructions from the director or co-director about the figure to be performed in connection with how, when to do certain moves and the relevant synchronization.
		C.2	Attending rehearsals	C.2.1	Practices the moves together with performers/ dancers/ opera singers and other Figurants in accordance with the instructions of the director or co-director.
				C.2.2	Makes the required corrections about his/ her moves in accordance with the outcomes of the rehearsal and instructions of the director.
		C.3	Performing the assigned figure	C.3.1	Follow the order of moves until the moment that move starts and she/ he enters the stage/ set.
				C.3.2	Moves in accordance with the instructions of the director or co-director.
				C.3.3	During the performance, repeats the scripts, if any, determined during rehearsals.
				C.3.4	Adjusts the flow of his/ her own moves such that the performances of performers/ dancers/ opera singers and other Figurants are not disrupted.

Duties Tasks		Tasks		Performance Criteria	
Code	Title	Code	Title	Code	Description
D	Carrying out professional development activities	D.1	To perform studies on personal occupational development	D.1.1	Observes exemplary persons, situations, places and materials related with works.
				D.1.2	Follows and participates in training aimed at improvement of his/ her occupational skills.
				D.1.3	Keeps the documents and papers related with his/ her qualifications and occupational activities and uses them in the relevant activities.

3.2. Tools, Appliances and Equipment Used

1. Communication equipment (telephone, devices for internet access, etc.)
2. Personal protection equipment (various protection equipment such as undergarment, helmet, etc. as per requirements of the work)
3. Costumes and accessories (clothing, wig, fake beard, etc. materials as per requirements of the work)
4. Make-up and cosmetic materials
5. Other tools, material and equipment required for work.

3.3. Knowledge & Skills

1. Skill of using the body language
2. Skill of working in a team
3. Empathy skill
4. Memorizing skill
5. Observation skill
6. Knowledge on Occupational Health and Safety Precautions
7. Basic knowledge on working procedures in the workplace
8. Basic knowledge and skill for keeping records
9. Basic knowledge and skill on how to use make-up materials
10. Knowledge of occupational procedures
11. Knowledge of occupational terminology
12. Learning skill
13. Knowledge on health and safety signs
14. Basic sectorial knowledge
15. Knowledge and skill for verbal and written communication
16. Basic skill in following the process and planning his/her own tasks
17. Basic knowledge for emergency situations
18. Knowledge on basic labor legislation
19. Basic knowledge on protecting the environment

20. Basic skill for physical and mental coordination

3.4. Attitudes and Behaviors

1. Avoids behaviours causing risks in the working environment and against other employees
2. Goes to work on time and uses time efficiently
3. Acts responsible for protection of the environment.
4. Displays positive attitude in his/her relationships with other team members
5. Implements rules provided under occupational health and safety regulations
6. Follows rules and principles of the workplace
7. Is open to warnings and criticism
8. Is open to understanding and implementing instructions of the director.

4. TESTING, ASSESSMENT AND CERTIFICATION

Testing and assessment for certification with respect to national qualifications based on Figurant (Level 3) 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. Processes regarding assessment shall be carried out in frame of Bylaw on Vocational Qualification, Examination, and Certification published in Official Gazette dd. 3.12.2008 and Nr. 27096.

ANNEX: Institutions participated in the Occupational Standard Preparation Process**1. Professional Standards Team of Institution Preparing Professional Standard**

Memet Ali ALABORA, Actor, President, Trade Union of Performers

Tevhide Şebnem SÖNMEZ, Actress, General Secretary, Trade Union of Performers

Ayşe Tuba KALKAN, Actress, BoD Member, Trade Union of Performers

Janset PAÇAL, Actress, BoD Member, Trade Union of Performers

Hakan BİLGİN, Actor, BoD Member, Trade Union of Performers

Rahşan Çiğdem İNAN, Actress, Training & Research Unit Coordinator, Trade Union of Performers

Yeşim GİRGIN, Organizing Unit Coordinator, Trade Union of Performers

Hayrünisa SALDIROĞLU, Vocational Standard Preparation Worksop Moderator, Consultant

2. Technical Work Group Members

Kadri AKARSLAN, Figurant (Istanbul State Opera and Ballet)

Metin BAYTAŞ, Figurant

Hakan CEYHAN, Figurant (Istanbul State Opera and Ballet)

Ali GÜLKANAT, Figurant

Senar DİKMEN, Figurant

3. People, Institutions, and Organizations Asked for Opinion,

- Ministry of Labor & Social Security, General Directorate of Occupational Health and Safety
- MoE Occupational and Technical Education Directorate General
- MoE Life-Time Learning Directorate General
- MoE Innovation and Education Technologies Directorate General
- Turkish labor Authority (Department of Work and Profession Consultancy)
- Turkish Statistical Institute (TUIK)
- Board of Higher Education (YOK)
- State Personnel Administration
- Small and Medium Industry Development and Supporting Administration (KOSGEB)
- Turkish Exporters Assembly (TIM)
- Turkish Union of Chambers and Exchange Commodities (TOBB)
- Confederation of Turkish Tradesmen and Craftsmen (TESK)
- Confederation of Revolutionary Trade Unions of Turkey (DISK)
- HAK-IS Trade Union Confederation
- Confederation of Turkish Trade Unions (TURK-IS)
- Turkish Confederation of Employer Associations (TİSK)
- Istanbul Chamber of Commerce (ITO)
- Association of Consumers' Rights
- Association of Researches in Favor of Consumers (TUYADER)

- Social Security Institution (SSI)
- Republic of Turkey Ministry of Culture and Tourism
 - Directorate General of Movie
 - Directorate General of Copyrights
- Supreme Board of Radio and Television (RTÜK)
- Turkish Labor Institution, Definitions Branch
- International Labor Organization (ILO)
- Directorate General of Turkish Radio & Television Corporate
- Sinan the Architect Fine Arts University, State Conservatory, Theater Department
- Istanbul University State Conservatory, Theater Department
- Hacettepe University Ankara State Conservatory, Theater Department
- Bilkent University School of Music and Performing Arts, Theater Department
- Ankara University, school of Language History & Geography, Department of Theater
- Izmir September 9th University school of Fine Arts, Theater Department
- Anatolian University State Conservatory – Department of Performing Arts, Theater Program
- Kadir Has University, School of Art and Design, Department of Theater
- Haliç University Conservatory, Department of Theater
- Yeditepe University, School of Fine Arts, Department of Theater
- Müjdat Gezen Art Center Conservatory, Department of Theater
- Çukurova University State Conservatory, Theater and Performing Department
- Selçuk University Dilek Sabancı Conservatory Performing Arts Department Theater Program
- Çanakkale March 18th University, School of Fine Arts, Department of performing Arts, Performing Department
- Beykent University School of Fine Arts, Department of Performing Arts, Performing Department
- Süleyman Demirel University School of Fine Arts, Theater Department
- Maltepe University School of Fine Arts, Department of performing Arts, Performing Department
- Erzurum Atatürk University, School of Fine Arts, Department of Performing
- Yüzüncü Yıl University, School of Fine Arts, Department of Performing
- Beykent University School of Fine Arts, Department of Performing Arts, Performing Department
- Beykent University School of Fine Arts, Department of Performing Arts, Performing Department
- Sinan the Architect Fine Arts High School
- Private Ataşehir Adıgüzel Fine Arts High School
- Ministry of Education Private Opera Fine Arts High School, Theater Department
- Ministry of Education, Ekol Drama Arthouse
- Antalya Metropolitan Municipality Theater
- Bakırköy Municipality Theater
- Directorate General of State Theaters
- Directorate General of State Opera and Ballet
- Eskişehir Municipality Theater
- Istanbul Metropolitan Municipality Theaters

- Kocaeli Municipality Theater
- Ankara Metropolitan Municipality Capital City Theaters
- Bursa Metropolitan Municipality Theater
- Diyarbakır Metropolitan Municipality Theater
- Bornova Municipality City Theater
- Gaziantep Metropolitan Municipality Theater
- Aydın Municipality City Theaters
- Theater Performers' Association (TODER)
- State Theaters Opera and Ballet Employees' Foundation (TOBAV)
- Theater performers Professional Association (TOMEB)
- Theater Performers Professional Association (TOMEB Istanbul)
- State Theater Artists Association (DETIS Istanbul Branch and Ankara Central)
- Istanbul Metropolitan Municipality Theaters Association (İştisan)
- Culture & Art Trade Union (Ankara Central)
- Culture & Art Trade Union (Marmara Region Istanbul Branch)
- Script Writers and Translators Association (OYCED)
- Social Contemporary Performing Arts Entrepreneur (ÇSG)
- Researches for Culture & Art Foundation (TAKSAV)
- Puppet Karagöz Association (Ku-ka)
- Theater Critics Union (TEB)
- Movie Reviewers Association (SİYAD)
- Istanbul Culture & Art Foundation (İKSAV)
- Turkish Movie Foundation (TÜRSAV)
- Turkey Movie & Audio-visual Foundation (TÜRSAK)
- Türker İnanoğlu Foundation (Türvak)
- Movie Importers & Operators Association (Fiid)
- Movie Industry and Artists Empowerment Foundation (Film-San)
- Cinema Employees Trade Union (Sine-Sen)
- Istanbul Short Film Association (İKFD)
- Script Writers Association (Sender)
- Movie Producers Association (Fiyap)
- Movie Performers Association (Soder)
- Movie Directors Association (Filmyön)
- TV & Cinema Film Producers Professional Association (Tesiyp)
- Movie Producers Professional Association (Fiyab)
- Turkey Cinema Work Owners Professional Association (Sesam)
- Antalya Culture & Art Foundation (Aksav)
- Ankara Movie Association (ASD)
- united performers Professional Association (Biroy)
- Documentary Movie Union (BSB)
- Radio & TV Publishers Professional Association (RATEM)
- Advertisement Producers Association
- Producers Association
- Contemporary Movie Performers Association (ÇASOD)
- International Movie and Film Producers Association (Siyder)
- Creative Industries Council Association (YEKON)
- Association of Advertisers

- Cast Agencies Association (KASTDER)
- Aksanat Production Theater
- Ankara Art Theater
- Post-six Theater
- Aysa Production Theater
- Ali Poyrazođlu Theater
- Abdullah Őahin (Nokta) Theater
- Asuman Dabak Theater
- BeŐiktaŐ Art Center (BKM)
- Bizim Theater
- Bi Theater
- Craft Theater
- Dot
- Dostlar Theater
- Duru Theater
- E.S.E.K
- Garaj İstanbul
- İstanbul Kraliyet Theater
- İstanbul Halk Theater
- Kartal Sanat Theater
- Kent Oyuncuları
- Müjdat Gezen Theater
- Masal Gerçek Theater
- MahŐer-İ Cümbüş
- Ortaoyuncular
- Oyun Atölyesi
- Maskkara Theater
- Semaver Kumpanya
- Sadri AlıŐık Kültür Merkezi (Sakm)
- Stüdyo Oyuncuları
- Seyyare Sahne
- Talimhane Theater
- Theater Fora
- Theater Gerçek
- Theater Kedi
- Theater Oyunbaz
- Theater Ti
- Theater İstanbul
- Theater Stüdyosu
- Theater Bođaziçi
- Theater AlkıŐ
- Theater BoyalıkuŐ
- Bulunmaz Theater
- Theater Oyunevi
- Theater Kare
- Theater Açıkça
- Theater Pera

- Theater Kılçık
- Theater Krek
- Theater Gerekli
- Ve Diğer Şeyler Theater
- Yeditepe Oyuncuları
- Yersiz Oyuncular
- Bab Theater
- Leven Kırca Theater
- Smile Agency
- Mayadrom Agency
- Slayt Agency
- Batum Agency
- Toraman Agency
- Cast 34
- Best Model Agency

4. Sector Committee Members and Experts

Prof.Dr.Yalçın KARAYAĞIZ,	President, Council of Higher Education
Ali ATLIHAN,	Vice President, Ministry of Culture & Tourism
Hande Seray TUNCAY,	Member, Ministry of Labor and Social Security
Bülent KAYGUSUZ,	Member, Ministry of National Education
Hasan ERKAN,	Member (Confederation of Turkish Tradesmen and Craftsmen
- TESK)	
Haydar Barış AYBAKIR,	Hak-İş Trade Union Confederation
Dr.Oğuz TOPAK,	Member, Turkish Confederation of Trade Unions
Aylin RAMANLI,	Member, Vocational Qualification Authority
Firuzan SİLAHŞÖR,	Acting Vice President, Vocational Qualifications Authority
Duygu ERGİN,	Assistant Specialist, Vocational Qualification Authority
Fatma GÖKMEN,	Representative of Sector Committee (General Directorate of the Services for Disabled and Elderly)

5. VQA Executive Board

Bayram AKBAŞ,	President (Repr. Of Ministry of Labor and social Security)
	Vice President (Ministry of Education)
Prof. Dr. Mahmut ÖZER,	Member (Board of Higher Education)
Bendevi PALANDÖKEN,	Member (Professional Associations)
Dr. Osman YILDIZ,	Member (Trade Unions Confederations)
Mustafa DEMİR,	Member (Employer Unions Confederations)