



NATIONAL OCCUPATIONAL  
STANDARD



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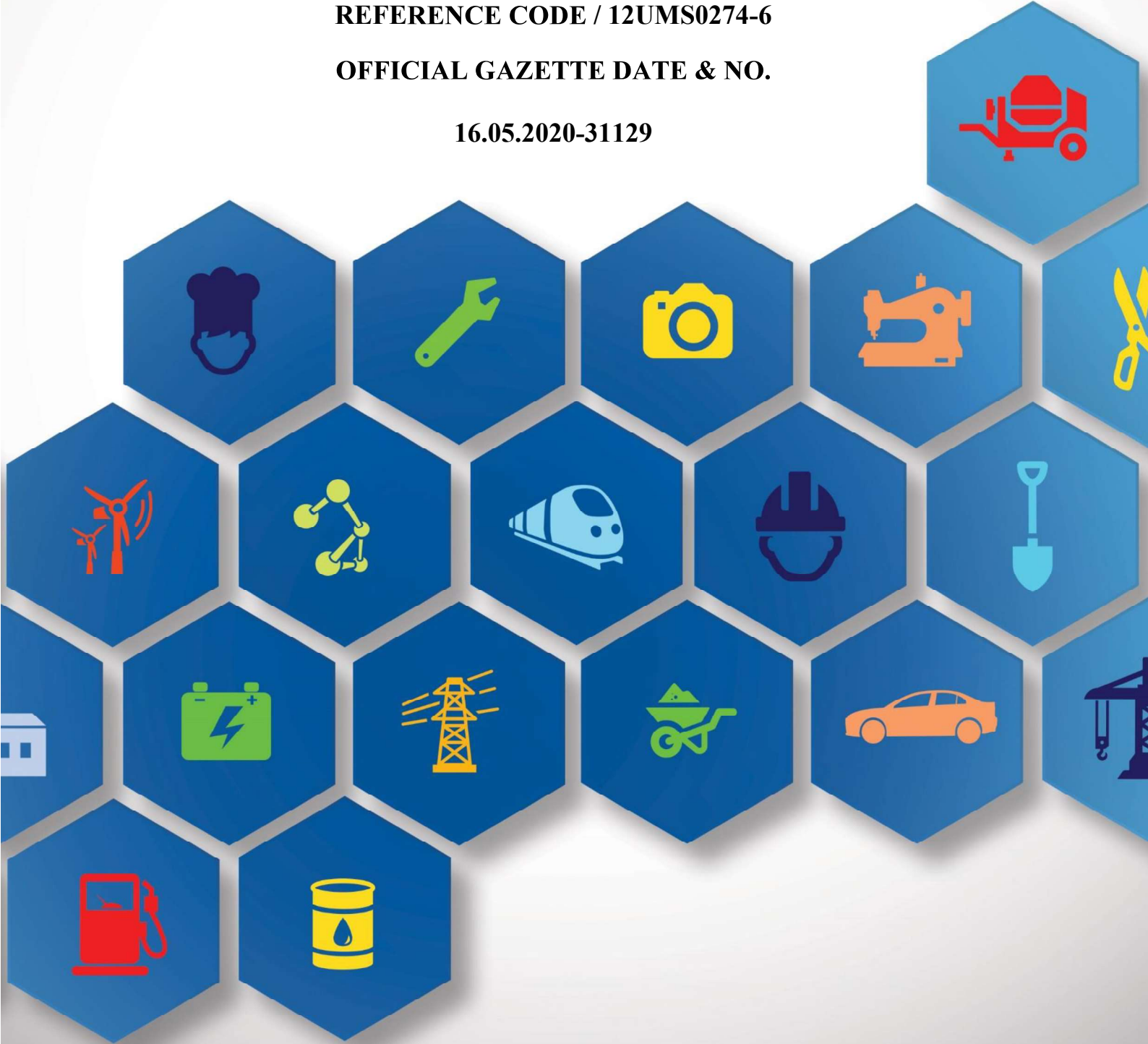
VOCATIONAL QUALIFICATIONS  
AUTHORITY

**TRANSLATOR/INTERPRETER**  
**LEVEL 6**

**REFERENCE CODE / 12UMS0274-6**

**OFFICIAL GAZETTE DATE & NO.**

**16.05.2020-31129**





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16 May 2020**

<b>Occupation:</b>	<b>TRANSLATOR/ INTERPRETER</b>
	<b>6<sup>1</sup></b>
<b>Reference Code:</b>	<b>12UMS0274-6</b>
<b>Institution(s) Issuing the Standard:</b>	<b>Issued by: Vocational Qualifications Authority Revised by: Hacettepe University, Faculty of Letters</b>
<b>Sector Committee Verifying the Standard:</b>	<b>VQA's Media, Communications and Publishing Sector Committee</b>
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<b>Revision No:</b>	<b>01</b>

<sup>1</sup> Competency level of the occupation is set as level (6) within the eight-level matrix of the Turkish Qualifications Framework.

## **TERMS, SYMBOLS AND ABBREVIATIONS**

Definitions of the terms used within the text are as follows:

**A LANGUAGE:** Native language(s) of a(n) translator/interpreter,

**AUDIO DESCRIPTION:** Interpretation or verbal description of the visual code and contents and their signification, to enable the visually impaired to access multimedia texts,

**B LANGUAGE:** Active foreign language/languages which a(n) translator/interpreter translates or interprets both into and from her/his native language,

**CLIENT:** One or more person(s) or institution(s) who serve as a point of contact when setting the commission for a project

**CODE:** The audio and visual contents of transfer in multimedia texts,

**COMMUNITY INTERPRETING:** The type of interpreting that enables communication between the individuals who experience difficulties due to language differences while benefiting from the services offered by public institutions or civil society organizations and service providers in law enforcement judicial processes, educational and medical settings, all governmental institutions and local governments, emergency and disaster situations, conflict zones, migration and refugee settings, sports environments, etc.

**COMPUTER ASSISTED TRANSLATION (CAT):** Translating by means of computer software,

**CONSECUTIVE INTERPRETING:** Interpreting a verbal message into the target language in parts after the speaker has spoken (interpreting over the telephone, liaison interpreting, public service interpreting –including health, court, disasters, and emergency settings–, etc.), this may require note-taking,

**COORDINATION GROUP:** The working group responsible for the preparation and establishment of the National Occupational Standard and the Vocational Qualifications,

**DEAF:** A person who is in the audiological condition of not hearing and has cultural affiliation with the ‘Deaf Community’,

**DISCOURSE ANALYSIS:** Analyzing the strategy, wording, stress, tone, body language, language register, explicit and latent contents, and implicatures in a verbal message by the speaker depending on the context and the implicit communication environment,

**DUBBING:** In multimedia texts, presentation of a target language translated replacement for the source audio text, which appears simultaneously with the visual code,

**EMERGENCY SITUATION:** Situations taking place in part of, or in the entirety of, a workplace, which require an immediate response, intervention, first aid or evacuation; these include fires, explosions, the release of hazardous chemicals, and natural disasters,

**GLOSSARY:** List of terms used in texts,

**INTERTEXTUALITY:** References and contextual interactions between different written

sources or works,

**ISCO:** International Standard Classification of Occupations

**LANGUAGE REGISTER:** An accepted variety of language that has been shaped by the context of use and certain social factors,

**LIAISON INTERPRETING:** Interpreting the messages exchanged during verbal communication between two people into target language using consecutive interpreting techniques,

**LIAW:** Law on Intellectual and Artistic Works,

**LITERARY TRANSLATION:** Translation of literary and scientific works,

**LOCALIZATION:** Using information technology, translation of content such as computer software, web pages and computer games, with the aim of adapting them to the target language and culture,

**MACHINE TRANSLATION:** Translating by means of software without any translator input,

**MULTIMEDIA TRANSLATION:** Intralingual, interlingual or intersemiotic translation of texts that include visual and audio content,

**OHS:** Occupational Health and Safety,

**PARALLEL TEXT:** Texts similar to the source and target texts that can be reference sources when examining the source text and producing the target text,

**PERSONAL PROTECTIVE EQUIPMENT:** Any type of clothing, device or equipment designed to be worn or carried that can offer protection from health and safety dangers,

**RECEPTION:** Process of perceiving and comprehending the content depending on the intellectual and cultural background of the recipient,

**RISK ASSESSMENT:** Steps taken to detect hazards in the workplace or emanating from outside the workplace; steps to analyze and assess the factors that may cause hazards to develop into risks, with the aim of determining control measures,

**RISK:** The combination of the probability that a dangerous event will take place and the consequences related to it,

**SIGHT TRANSLATION (TRANSLATION OF A WRITTEN TEXT INTO SIGN LANGUAGE):** The process of interpreting in which the interpreter reads a written message silently in the source language and simultaneously interprets it aloud into the target language or sign language,

**SIGN LANGUAGE FINGER ALPHABET:** The fingerspelling of words using the sign language alphabet,

**SIGN LANGUAGE:** A systematic language where communication is ensured by hand and arm gestures and facial expressions, used by people who are deaf or hard-of-hearing,

**SIGNING SPACE:** Space used by signers in sign language, which extends from the waist to the forehead of the signer, involving the position, movement, direction, and flow of hands and fingers,

**SIMULTANEOUS INTERPRETING:** Interpreting verbal messages into the target language simultaneously with the speaker, using the proper technical equipment (whispered interpreting, sight translation, interpreting on television/radio, remote interpreting, bidule interpreting, conference interpreting, video-conference interpreting, teleconference interpreting, etc.),

**SOURCE LANGUAGE:** The language that constitutes a written or verbal text to be translated into another language,

**SOURCE TEXT:** Original written or verbal text to be translated into another language,

**STATEMENT OF WORK:** Information covering the duration and volume of the work, source and target languages, field of specialization, purpose, format of the translation, where the translation will be used, required technical equipment and environment of the work, and budgeting,

**SUBTITLE TRANSLATION:** Intralingual or interlingual translation of the audio codes in multimedia texts in such a way that they appear on the screen simultaneously with the source language audio,

**SUBTITLING FOR THE DEAF AND HARD-OF-HEARING VIEWERS:** Translation of the whole audio codes in multimedia texts in the form of subtitles on screen for the deaf and hard-of-hearing viewers,

**TARGET AUDIENCE WITH DISABILITIES:** Audience that can access multimedia content by means of translation types used for barrier-free access,

**TARGET LANGUAGE:** The language into which a written or verbal text is translated,

**TARGET TEXT:** Text consisting of the translation of a written or verbal text into another language,

**TRANSLATION FOR BARRIER-FREE ACCESS:** Types of multimedia translation for the visually and hearing-impaired target audience,

**TRANSLATION MEMORY:** Database consisting of matched translation units of target language and source language formed by specific software in electronic media to be used in written translation activities,

**SPECIALISED TRANSLATION:** The translation of written texts requiring specific subject knowledge in a particular field of specialization,

**VISUAL CHARACTERISTICS:** Characteristics of the text such as the page setup and layout, figures, arrangement, graphics, and tables, if any,

**WHISPERED INTERPRETING:** The mode of interpreting whereby the interpreter whispers a target language interpretation of the source language message simultaneously with the speaker, without the use of any technical equipment.

## CONTENTS

<b>1. INTRODUCTION .....</b>	<b>9</b>
<b>2. DEFINITION OF THE OCCUPATION .....</b>	<b>10</b>
<b>2.1. Definition of the Occupation .....</b>	<b>10</b>
<b>2.2. Placement of the Occupation in the International Classification Systems .....</b>	<b>10</b>
<b>2.3. Special Legislation Concerning the Occupation.....</b>	<b>10</b>
<b>2.4. Work Environment and Conditions .....</b>	<b>10</b>
<b>3. PROFILE OF THE OCCUPATION .....</b>	<b>12</b>
<b>3.1. Duties, Tasks, Performance Criteria, Professional Knowledge and Skills.....</b>	<b>12</b>
<b>3.2. Instruments and Equipment to be Used .....</b>	<b>27</b>
<b>3.3. Attitudes and Behaviours .....</b>	<b>27</b>
<b>Annex: Contributors to the Preparation and Approval Process of the Occupational Standard</b>	

## **1. INTRODUCTION**

Translator/Interpreter (Level 6) National Occupational Standard has been developed by the Coordination Group created by VQA in accordance with the provisions of Article 21 of the Vocational Qualifications Authority (VQA) Law no 5544 (Amended: 11/10/2011 - Decree Law – Article665/38). The Standard was evaluated considering the opinions of relevant agencies and institutions in the sector, and it was approved by VQA Board of Directors following examination by VQA Media, Communications and Publishing Sector Committee.

The 01-numbered revision of Translator/Interpreter (Level 6) National Occupational Standard has been prepared by Hacettepe University, Faculty of Letters and approved by VQA Media, Communications and Publishing Sector Committee.

## **2. DEFINITION OF THE OCCUPATION**

### **2.1. Definition of the Occupation**

Translator/Interpreter (Level 6) is a qualified person who performs the work organization and initial preparation activities of the translation/interpreting process within the framework of relevant regulations and/or service agreements, OHS measures, quality standards and service procedures; and who performs interpreting, sign language interpreting and/or translation activities including multi-media translation while sustaining her/his individual professional development.

Translator/Interpreter (Level 6), on receiving a translation assignment, performs the translation of various types of documents, intellectual and artistic works, of both the visual and audio code content of varied types of media and multimedia materials into the target language and related localization activities; or on receiving an interpreting assignment, carries out both consecutive and simultaneous interpreting of verbal messages into the target language(s) between the speakers and participants during interviews and/or occasions such as meetings and conferences where attendees speak different languages; or on receiving the sign language assignment, interprets the messages conveyed in sign language into a spoken language or another sign language when the content is expressed in a spoken or written language.

The Translator/Interpreter (Level 6) is responsible for implementing and managing the task that s/he has taken on during the translation process. To this end, s/he may also work as an active team member depending on the type of the work.

### **2.2. Placement of the Occupation in the International Classification Systems**

**ISCO 08:** 2643 (Translators, Interpreters and Other Linguists)

### **2.3. Special Legislation Concerning the Occupation**

There is no special legislation concerning the occupation.

*\* It is essential that the regulations concerning OHS, environment protection and other related codes and laws be respected.*

### **2.4. Work Environment and Conditions**

Translator/Interpreter (Level 6) works either individually or in companies, state institutions or organizations where translation/interpreting service is provided and requested. Work environment usually encompasses the offices of these institutions/organizations and companies, meeting rooms, congress halls, sites or the personal workplaces of translators/interpreters.

The translator's workplace should have ventilation-heating-air conditioning systems, sufficient lighting systems, be furnished with ergonomic office equipment and the infrastructure providing necessary communication means (internet connection, telephone, fax, etc.). The interpreter performing consecutive interpreting should be positioned in a proper place where

s/he can hear the speaker properly in the work environment; as for simultaneous interpreting, the work environment should conform to the relevant TSI (Turkish Standard Institution) standards.

There is a risk of occupational accident, occupational disease, injury, and health problems during the execution of the profession. The employer should take all necessary measures to eliminate and prevent those risks. In cases where the risks cannot be eliminated, the translator/interpreter works using appropriate personal protective equipment provided by the employer. The translator/interpreter in emergency and disaster situations and conflict zones should wear clothing (e.g., a vest with the label ‘translator/interpreter’ on it, etc.) that will make her/him easy to be spotted among other professionals or provided with accessories (such as armbands, hats, etc. with the label ‘translator/interpreter’ on them). Since such working environments involve risks and dangers, it is necessary that the translator/interpreter be insured.

Translation and interpreting usually involves activities based on analytical reviews, concentration, searching for and acquisition of knowledge, and communication. Depending on the working style, information and communication technology means are intensely used. Management of the translation/interpreting process requires flexible working hours regarding the workload and the solutions for the problems that occur during this period. For all instances of translation and interpreting, it is essential that the relevant ISO/TSI standards and maximum working hours and conditions defined in European Union norms be respected.

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### 3. PROFILE OF THE OCCUPATION

#### 3.1. Duties, Tasks, Performance Criteria, Professional Knowledge and Applied Skills

Duties		A. Taking measures for OHS and environmental protection		
Tasks		Performance Criteria		Professional Knowledge and Applied Skills
Code	Description	Code	Description	
A.1	Following work safety measures	A.1.1	Uses instruments and equipment in accordance with the instructions and work procedures.	<ol style="list-style-type: none"> <li>1. Procedures to be applied in case of adverse conditions such as accidents, injuries, etc.</li> <li>2. Danger and risk factors in the work environment</li> <li>3. Methods and techniques used to identify risks and dangers in the work environment</li> <li>4. Instructions and procedures about the safe use of instruments and equipment and application of those in the work processes</li> <li>5. Types of personal protective equipment, features of use and care</li> <li>6. Selecting, using, and maintaining the personal protective equipment correctly</li> <li>7. Recognizing and following health and safety signs</li> <li>8. Identifying the risk factors encountered or possible risks that may be encountered</li> <li>9. Acting in accordance with emergency types and procedures</li> </ol>
		A.1.2	Implements the necessary procedures in case of adverse conditions such as accidents, injuries occurred at work.	
		A.1.3	Contributes to the protection of work environment from dangers.	
		A.1.4	Ensures that the necessary measures are taken (according to relevant legislation and standards) for cases arising from activities that may endanger occupational health.	
		A.1.5	Takes precautions against physical or psychological health problems that may occur in the performance of the profession or ensures that the necessary precautions are taken.	
		A.1.6	Follows workplace procedures in order to monitor risks.	
		A.1.7	Identifies and reports the risk factors encountered or the possible risks that may be encountered.	
		A.1.8	Acts in accordance with the exit or escape procedures in emergency cases.	

Duties		A. Taking measures for OHS and environmental protection			
Tasks		Performance Criteria		Professional Knowledge and Applied Skills	
Code	Description	Code	Description		
A.2	Applying the environmental protection standards and methods	A.2.1	Uses resources such as energy, consumables, etc. economically and efficiently.	10. Using resources such as energy, consumables, etc. economically and efficiently 11. Basic methods of waste management	
		A.2.2	Ensures that the environmental wastes and recyclable materials in the work environment are transferred to the right places.		

Duties		B. Carrying out work organization		
Tasks		Performance Criteria		Professional Knowledge and Applied Skills
Code	Description	Code	Description	
B.1	Performing promotional activities	B.1.1	Prepares promotional documents (CV, information file, etc.) which show occupational qualifications and services.	<ol style="list-style-type: none"> <li>1. Documents that should be included in the promotional file</li> <li>2. Analyzing translation requests</li> <li>3. Legal and ethical restrictions in translation/interpreting requests</li> <li>4. Determining statements of work and service conditions in requests for translation/interpreting</li> </ol>
		B.1.2	Makes promotional documents visible through information and communication technologies <sup>2</sup> .	
B.2	Establishing the translation/interpreting request	B.2.1	Receives from the client a written version of the statement of work, together with information related to the process, purpose, delivery date and content to be translated.	
		B.2.2	Decides whether s/he can accept the work due to the ethical, legal, or personal occupational qualifications justifying herself/himself	
		B.2.3	In collaboration with the client, forms the initial statement of the work in accordance with the given requests and conditions.	
B.3	Preparing the translation/interpreting price offer <sup>3</sup>	B.3.1	Sets out the detailed statement of work and service conditions in oral/written ways in accordance with the client's request (price, duration, purpose, payment conditions, legal issues, nature of the work, etc.).	
		B.3.2	Using a suitable format, prepares the price offer document/file with regards to the service s/he offers and the given statement of work and conditions.	

<sup>2</sup> It applies for freelancers.

<sup>3</sup> It applies for freelancers.

Duties		B. Carrying out work organization		
Tasks		Performance Criteria		Professional Knowledge and Applied Skills
Code	Description	Code	Description	
B.4	Signing the translation/interpreting service agreement <sup>4</sup>	B.4.1	Determines the extra conditions such as special conditions, legal rights, functions, quality standards, delivery/service time and delivery form concerning the translation service of the client as well as additional conditions needed for securing the service quality.	5. Technical and legal requirements in translation/interpreting service agreements 6. Source text and reference materials used in translation/interpreting services 7. Preparing the work program in translation/interpreting services
		B.4.2	Arrives at a written agreement with the client on the defined conditions for translation service.	
		B.4.3	Prepares translation service agreement in its suitable legal form including defined service terms and legal conditions and completes the signing and approval process.	
B.5	Obtaining the source text and reference materials	B.5.1	Obtains the source text and materials related to translation and interpreting (audiovisual, written, recorded, etc.) and/or the material supporting the translation service (parallel texts, specific field glossaries, memories, etc.) from relevant sources.	
		B.5.2	Prepares the obtained documents and materials for the translation process.	
B.6	Preparing the work program	B.6.1	Evaluates the scope and conditions of the translation/interpreting assignment.	
		B.6.2	On the basis of his/her evaluation, prepares the plan of the assignment in terms of duration, steps and materials.	
		B.6.3	Organizes the accommodation, transfers, etc. according to her/his planning and necessities.	

<sup>4</sup> It applies for freelancers.

Duties		B. Carrying out work organization		Professional Knowledge and Applied Skills
Tasks		Performance Criteria		
Code	Description	Code	Description	
B.7	Performing archive operations and ensuring information security	B.7.1	Creates the archiving system of her/his translations and related content or ensures that it is created.	7. Basic archive management 8. Basic legal requirements regarding information security and protection of personal data 9. Basic procedures for invoicing service charges and tracking them in accounting records 10. Creating and using translation memory
		B.7.2	Records her/his translations and related content according to the created or existing system.	
		B.7.3	Backs up her/his translation records.	
		B.7.4	Applies the measures for information security and rights and confidentiality of the client in translation process doing so in accordance with the relevant legislation.	
B.8	Carrying out financial procedures <sup>5</sup>	B.8.1	Ensures that her/his work is invoiced and taxed in accordance with relevant legislation provisions.	
		B.8.2	Issues the documents for price collection of her/his works in accordance with relevant legislation provisions.	
		B.8.3	Ensures that accounting records of her/his works are kept and protected in accordance with relevant legislation provisions.	
B.9	Performing the maintenance of translation memory	B.9.1	Backs up and archives the latest version of the repeated records in translation memory.	
		B.9.2	Carries out updates and improvements aimed at neatening the memory taking account of terminological changes and contextual likeness.	
		B.9.3	Ensures a large space is available for usage of the translation memory by utilizing import and export operations.	
		B.9.4	Uses the translation memory properly in accordance with the confidentiality agreement, if the memory is owned by the clients.	

<sup>5</sup> It applies for freelancers.

Duties		C. Making preparations before translation/interpreting			
Tasks		Performance Criteria		Professional Knowledge and Applied Skills	
Code	Description	Code	Description		
C.1	Analyzing the source text <sup>6</sup>	C.1.1	Evaluates the text to be translated in view of the request, type of the text, and contextual, structural, and visual features.	<ol style="list-style-type: none"> <li>1. Evaluating the type of the source text and its contextual, structural, visual features, etc.</li> <li>2. Determining and removing linguistic and contextual insufficiencies of the source text</li> <li>3. Evaluating the source language and content</li> <li>4. Evaluating the source language and culture</li> <li>5. Evaluating multimedia texts in terms of signification</li> <li>6. Evaluating the source content information concerning the translation purpose, etc.</li> <li>7. Research methods</li> <li>8. Searching for terminology</li> </ol>	
		C.1.2	Evaluates the text in terms of language use (terms, expression, register, etc.).		
		C.1.3	Evaluates the suitability of the source text in terms of translatability and language register.		
		C.1.4	Removes the insufficiencies related to language register considering the textuality criteria in the text.		
		C.1.5	Contacts the author of the source text for the incoherent points in the source text, if necessary.		
		C.1.6	In the case of multimedia texts, examines the signification produced by the combination of visual and audio codes.		

<sup>6</sup> It applies for written translation.

Duties		C. Making preparations before translation/interpreting		
Tasks		Performance Criteria		Professional Knowledge and Applied Skills
Code	Description	Code	Description	
C.2	Researching for the translation/interpreting task	C.2.1	Meets the need for information concerning the field of specialization, glossary of the source content, and background details.	9. Examination and evaluation of literary translation 10. Examining and evaluating the subject field and background information in interpreting 11. Evaluating the language and culture of the deaf people 12. Examining the parallel texts and their contribution to the translation 13. Selecting the proper language form for the target audience 14. Determining and recognizing the sign language usages and the contexts that need to be expressed with fingerspelling 15. Determining what sign(s) to use to express the terms and concepts that are not used in deaf culture 16. The standards of the booth and audio equipment of simultaneous interpreting 17. For interpreting, determining the proper communication position with respect to the speaker 18. Ensuring coordination with the relevant actors when interpreting 19. Ensuring coordination with the interpreting team and coordinator in simultaneous interpreting
		C.2.2	Examines the subject, field, and background of the source content in view of the purpose of the translation.	
		C.2.3	Determines the equivalent target language terms to the terms in the source content.	
		C.2.4	For literary translation, examines the author and their work in terms of intertextuality and style.	
		C.2.5	For interpreting, examines the subject, field, and background of the meeting in view of the purpose of interpreting.	
		C.2.6	For interpreting, does research about the cultural, social, political, etc. characteristics of the speaker(s).	
		C.2.7	For sign language interpreting, does research about the translation/interpreting techniques that can be used for translating those terms, expressions, etc. which are absent from deaf culture.	
		C.2.8	Examines similar translations to decide on how to solve translation problems.	
C.3	Setting the translation strategy/Identifying linguistic and interpreting skills required for the interpreting assignment	C.3.1	Sets the function of the translation and method for the target text considering the relation of the content with the linguistic and extra-linguistic factors, discourse functions and the characteristics of the target text.	
		C.3.2	Drawing on general knowledge, within the scope of her/his working languages (including sign language), selects the proper language form for the target audience.	
		C.3.3	Determines the use of proper sign language for the target audience, the contexts that need to be expressed in finger alphabet (fingerspelling), and how to express the terms and concepts that are not used in deaf culture in sign language interpreting.	

Duties		C. Making preparations before translation/interpreting		
Tasks		Performance Criteria		Professional Knowledge and Applied Skills
Code	Description	Code	Description	
C.4	Preparing the work environment and conditions	C.4.1	In a simultaneous interpreting setting, checks the conformity of booth and audio equipment with the standards.	20. Using technical hardware and software for translation/interpreting purposes 21. Using information and communication technology tools 22. Access to information and use of resources 23. Determining and providing sources for translation/interpreting purposes.
		C.4.2	In interpreting (simultaneous interpreting, consecutive interpreting, bilateral interpreting, whispered interpreting, etc.), checks if the position of the interpreter is suitable for proper communication with the speaker and enables her/him to hear and see the speaker clearly.	
		C.4.3	In interpreting, ensures coordination with the speaker and meeting coordinator in terms of preferences related to the process, interpreting and the flow rate of speech.	
		C.4.4	In sign language interpreting, ensures coordination with the receiver and sender of the communication and meeting coordinator in terms of positioning, translation method, and the flow rate of speech.	
		C.4.5	Ensures coordination with the interpreting team and coordinator regarding the texts of the speeches, duration and language of interpreting (direction of language pairs), organization of turn-taking for the languages to be used in the booths, communication and arrangement of the environment in simultaneous interpreting.	
		C.4.6	Checks the functionality of the technical hardware and software (including translation programs and software used in subtitle translation, audio description and other audio-visual translation types) to be used for translation and ensures that they are operative for the translation process.	
		C.4.7	Ensures coordination with the person(s) responsible for requesting the translation assignment.	
		C.4.8	Checks if the reference sources to be used in translation are accessible in the work environment.	

Duties		D. Interpreting		
Tasks		Performance Criteria		Professional Knowledge and Applied Skills
Code	Description	Code	Description	
D.1	Consecutive interpreting	D.1.1	Coordinates with the speaker regarding the scope and segmentation of consecutive interpreting.	<ol style="list-style-type: none"> <li>1. The protocol rules that are necessary for interpreting</li> <li>2. Ethic codes of interpreting</li> <li>3. Being competent in terms of speaking, diction, discourse functions and rhetoric in interpreting.</li> <li>4. Determining the translation/interpreting problems</li> <li>5. Creating possible solutions to the translation/interpreting problems</li> <li>6. Using the reasoning skills on her/his choices regarding the translation/interpreting problems arising in the existing environment</li> <li>7. Applying consecutive interpreting techniques</li> <li>8. Ensuring coordination with the speaker in terms of scope and segmentation during consecutive interpreting</li> <li>9. Evaluating consecutive interpreting environment and conditions</li> <li>10. Taking notes suitable for consecutive interpreting</li> </ol>
		D.1.2	Checks the suitability of environment and conditions for consecutive interpreting.	
		D.1.3	Listens to the speaker, taking notes when necessary.	
		D.1.4	Interprets the content of the speech consecutively, making use of the notes taken.	
		D.1.5	Ensures the accuracy of the interpretation.	
		D.1.6	Ensures that the interpretation is fluent, intelligible, and communicative.	
		D.1.7	Ensures that the language, register and terminology used when interpreting are appropriate for the field involved.	
		D.1.8	Contributes to communication by controlling own body language.	

Duties		D. Interpreting		
Tasks		Performance Criteria		Professional Knowledge and Applied Skills
Code	Description	Code	Description	
D.2	Simultaneous interpreting	D.2.1	Checks the conformity of the environment and conditions with simultaneous interpreting.	11. Interpreting with the support of consecutive notetaking 12. Ensuring accurate, fluent, and intelligible transfer of messages in consecutive interpreting 13. Making the right decision in terms of language, register, and terminology used in the related field. 14. Using body language in consecutive interpreting 15. Determining the suitability of the environment and conditions for simultaneous interpreting 16. Coordinating with the technical team and coordinator of simultaneous interpreting. 17. Ensuring fluent and understandable transfer of messages in simultaneous interpreting 18. Making the right decisions in terms of language, register, and terminology used in simultaneous interpreting 19. Maintaining the right positioning for sign language interpreting
		D.2.2	Does the sound check together with the technical team to see if the system works properly.	
		D.2.3	Coordinates with the coordinator and interpreting team regarding the scope of the interpretation.	
		D.2.4	Interprets the content of the speech simultaneously, by means of the technical equipment.	
		D.2.5	Ensures the accuracy and reliability of the interpretation.	
		D.2.6	Ensures that the interpretation is fluent, understandable, and communicative.	
		D.2.7	Ensures that the language, register, and terminology used when interpreting are suitable for the related field.	
		D.2.8	When doing sign language interpreting, the interpreter ensures that their signing space is positioned in such a way as to enable the visual materials of the speaker to be visible.	

Duties		E. Translating		
Tasks		Performance Criteria		Professional Knowledge and Applied Skills
Code	Description	Code	Description	
E.1	Translating specialized texts	E.1.1	Translates the source text into the target language with due regard to the translation request, features of the text, reception conditions, and terminology and field language.	<ol style="list-style-type: none"> <li>1. Translation problems</li> <li>2. Determining translation problems</li> <li>3. Creating solutions to translation problems</li> <li>4. Justifying translation choices regarding translation problems and context</li> <li>5. Translating source text into target language properly in specialized translation</li> <li>6. The process of checking the translation of specialized text</li> <li>7. Software for translation of specialized texts</li> <li>8. Translating source text into target language in literary translation</li> <li>9. The process of checking the translation of a literary text</li> <li>10. Publishing processes of literary translation</li> <li>11. Copyright processes in literary translation</li> </ol>
		E.1.2	Checks the language use in the target text independent of what is written in the source text.	
		E.1.3	Cooperates with a field expert while checking the translation of a specialized text in terms of the use of language and terminology.	
		E.1.4	Uses translation software.	
E.2	Translating literary texts	E.2.1	Translates the source text into the target language with due regard to its textual features and the reception conditions of the target reader.	
		E.2.2	Checks that the translated text conforms with the usage norms of the target language.	
		E.2.3	In collaboration with the editors, ensures the conformity of the translation with its sub-genre and tradition.	
		E.2.4	During the publishing process, ensures coordination with other actors involved in the work such as editors and revisers, doing so in accordance with the provisions of LIAW and the copyright agreement.	
		E.2.5	Evaluates the client's requests for corrections to the translation, justifying translation decisions when s/he does not accept the corrections.	

Duties		E. Translating		
Tasks		Performance Criteria		Professional Knowledge and Applied Skills
Code	Description	Code	Description	
E.3	Translating multimedia texts	E.3.1	Analyzes and translates the source content into target language (applying translation programs and software used in subtitle translation, audio description and the other audiovisual translation types when necessary) with due regard to the request, visual, audio and contextual features of the text, reception conditions of the target audience, terminology, and field language.	12. Multimedia translation techniques 13. Transcribing and transferring the source content into target language in multimedia translation 14. Ensuring the internal coherence of the target text in multimedia translation 15. The constraints and requirements of different types of multimedia translation 16. Evaluating the constraints and requirements of different types of multimedia translation 17. Ensuring the transfer of the content into the target language or target code in multimedia translation 18. Evaluating the needs and characteristics of the target audience within the context of barrier-free access 19. Coordination with the editor in multimedia translation 20. Following the publishing traditions in multimedia translation 21. Translating the source content into target language in localization 22. Checking the content in terms of functionality for textual integrity in localization 23. Removing the problems of tested content in localization
		E.3.2	Ensures the internal coherence of the target text with the codes in terms of linguistic and semantic features and text-type conventions.	
		E.3.3	Ensures the transfer of audio-visual codes into target language or target codes taking into consideration the constraints and requirements of different types of multimedia translation.	
		E.3.4	Evaluates the needs and characteristics of the target audience in subtitle translation, audio-visual translation, sign language interpreting, and audio description with respect to barrier-free access and justifies the translation/interpreting decisions.	
		E.3.5	Cooperates with an expert on the specialized field, the text of which is to be translated, or with the target audience to check the target text in terms of terminological and linguistic aspects.	
		E.3.6	Ensures the conformity of the translation with its sub-genre and tradition together with the editor(s) in charge.	
E.4	Localizing	E.4.1	Translates the source content into target language with due regard to the request, features of the text, the reception conditions, terminology, and field language in compliance with the local usage (considering the software codes and variants, if any). Uses relevant software.	
		E.4.2	In testing phase of the software translation, checks the content in terms of functionality for textual integrity and visuality.	
		E.4.3	Removes the problems that exist in the tested content in terms of functionality of textual integrity and visuality.	

Duties		F. Performing quality assurance activities for translation/interpreting service		Professional Knowledge and Applied Skills
Tasks		Performance Criteria		
Code	Description	Code	Description	
F.1	Managing relationships with the client (person or institution)	F.1.1	Compiles the information pertaining to possible or existing customers and creates a customer portfolio.	<ol style="list-style-type: none"> <li>1. Creating customer portfolio</li> <li>2. Planning the translation process</li> <li>3. Performing evaluation for identifying the satisfaction and expectation of the client</li> <li>4. Informing the client about the scope, content, and method of the service to be provided in simultaneous and consecutive interpreting</li> <li>5. Preparing the workflow of the translation/interpreting work processes</li> <li>6. Recording and reporting the translation/interpreting service processes</li> <li>7. Checking the quality of the translation</li> <li>8. Receiving feedback from the colleagues for her/his simultaneous and consecutive interpreting performance</li> <li>9. Receiving feedback in multimedia translation for barrier-free access</li> <li>10. Receiving feedback in translation</li> <li>11. Keeping abreast of the up-to-date translation types and contexts of transfer in multimedia translation</li> </ol>
		F.1.2	Plans the duration of the relationship with the client in a way that this process shall involve pre-production, production, and post-production phases.	
		F.1.3	Maintains the relationships with the client within the framework of her/his portfolios and planned phases.	
		F.1.4	Performs evaluation and examination studies to identify expectation levels of the client.	
		F.1.5	Informs the client about the scope, content, and method of the service to be provided during simultaneous interpreting (including sign language interpreting) and consecutive interpreting.	
F.2	Managing the translation/interpreting work process	F.2.1	Prepares the workflow of the translation service in terms of pre-production, production, and post-production phases, which allow the monitoring and evaluation of the process.	
		F.2.2	Records the translation service processes taking the planned workflow into consideration.	
		F.2.3	Checks the quality of the translation in terms of the type and method of the translation as well as the workflow and translation service agreement.	
		F.2.4	Receives feedback from colleagues regarding her/his simultaneous and consecutive interpreting performance.	
		F.2.5	In types of multimedia translation to enable barrier-free access, receives feedback from the target audience with disabilities.	
		F.2.6	In translation tasks, receives feedback from the client.	
		F.2.7	Keeps abreast of the up-to-date types and contexts of transfer in multimedia translation (including subtitling, audio description and other translation programs and software used in multimedia	

			translation types).	
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Duties		G. Engaging in professional development activities		
Tasks		Performance Criteria		Professional Knowledge and Applied Skills
Code	Description	Code	Description	
G.1	Ensuring individual professional development	G.1.1	Gathers information about training activities on professional issues organized by relevant institutions and identifies personal training needs.	<ol style="list-style-type: none"> <li>1. Gathering information about training activities on professional issues</li> <li>2. Identifying her/his personal training needs</li> <li>3. Following the latest occupational and sectoral developments</li> <li>4. Reflecting the latest occupational developments in professional practice</li> <li>5. Incorporating into professional practice changes in the legislation and norms concerning occupational duties</li> <li>6. Planning her/his short and long-term professional development</li> <li>7. Exchanging information with colleagues</li> <li>8. Giving feedback, if requested by colleagues.</li> </ol>
		G.1.2	Follows the latest occupational and sectoral developments and reflects them in professional practice.	
		G.1.3	Drawing on relevant reference sources, follows the amendments in the legislation and norms concerning the duties to be fulfilled and reflects them in professional practice.	
		G.1.4	Plans and applies her/his short and long-term professional development in accordance with her/his personal career objectives.	
G.2	Contributing to vocational training	G.2.1	Exchanges information with colleagues on her/his working methods and experiences.	
		G.2.2	If requested by colleagues, gives analytical feedback on their translation/interpreting performance(s) concerning professional principles and issues.	

### **3.2.Instruments, Tools, and Equipment Used**

1. Microphone and notepad for consecutive interpreting
2. Translation programs and software used in subtitle translation
3. Computer-assisted translation tools
4. Computer and its hardware (printer, scanner, external memory, etc.)
5. Electronic and/or printed dictionary
6. Audiovisual text processing and processing programs and software
7. Communication devices (telephone, video phone, tele-conference systems, private mobile audio, fax, telex, wireless internet access devices, etc.)
8. Source and application documents (general forms, procedures, operating instructions, etc.)
9. Stationary supplies (paper, pencil, paper puncher, stapler, etc.)
10. Personal protective equipment
11. Office equipment (photo copier, projector, paper shredder, calculator, paper cabinet with a lock, etc.) Optic/digital recorders and display devices (web cam, camera, video camera, CD, VCD, DVD, Blu-ray disc readers, etc.)
12. Applications for generating audio description texts and quality control programs for audio description.
13. Simultaneous interpreting devices and equipment

### **3.3.Attitudes and Behaviors**

1. Being tidy in the work environment
2. Considering the application of OHS and environmental protection rules in work environment
3. Using working hours effectively and efficiently according to the nature of the work
4. Being planned and organized at work
5. Performing attentive observations and analysis during translation/interpreting process
6. Working in accordance with the requests of the client and focusing on the technical process, and quality during the translation/interpreting process
7. Foreseeing risks and being prepared for risks in the translation/interpreting process
8. Being open to warnings and criticism in the translation/interpreting process
9. Being fast and practical in managing the translation/interpreting process
10. Paying attention to the technical, financial, and legal details and rules in managing the translation/interpreting process
11. Taking effective and fast initiatives in managing the translation/interpreting process within the limits of her/his authority
12. Being sensitive to the requirements of disabled members of the target audience in various types of multimedia translation enabling barrier-free access.
13. Working in line with the relevant legislation, international norms and end user's requests in translation/interpreting types enabling barrier-free access (multimedia translation, sign language interpreting, etc.)
14. Being mindful of her/his rights as a translator, in published translations which are intellectual properties (including printed texts obtained from interpreting) and of making her/his name visible on these materials
15. Respecting the working discipline and working principles of the workplace
16. Receiving the right information from the right persons necessary for the work in time and using this information in the work

17. Complying with the expected dress code policy to create the signing space in sign language interpreting
18. Being conscious about the effective use of resources
19. Working in line with the relevant EU norms and international norms in conference interpreting
20. Respecting the confidentiality principle concerning the profession
21. Pursuing lifelong learning related to the professional issues
22. Being open to innovations and new ideas regarding the profession
23. Acting properly in line with the manners and ethics of the profession
24. Taking OHS measures in site activities (disaster, emergency area, etc.)
25. In audio description, avoiding translation attempts that would disrupt the coherence of the source code
26. Following national and international developments
27. Working in line with national and international quality standards, legislation, and norms





**Annex: Contributors to the Preparation and Approval Process of the Occupational Standard**

**1. Members of the Occupational Standard Coordination Group and Technical Working Group**

Number	Name Surname	Educational Background	Experience (Date-Institution-Title)
1.	Prof. Dr. A. Turgay KURULTAY	1989-İstanbul University/ Department of German Language and Literature	Translation and Interpreting Association-Turkey, Chairperson, Academic Member
2.	Assoc. Prof. Dr. Aymil DOĞAN	1981-Hacettepe University/ Department of Educational Sciences	Translation and Interpreting Association-Turkey, Academic Member
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14.	Yiğit BENER	1982-Universite Libre de Bruxelles/ School of Medicine	The Conference Interpreters Association of Turkey (TKTD), Chairman of Ethics Committee, Author, Interpreter
15.	Assist. Prof. Dr. Betül PARLAK	2000-İstanbul University/ Department of Italian Language and Literature	İstanbul University- Faculty of Letters, Academic Member
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6.	Bahar ÇOTUR	2007-University of Geneva/ Department of Translation and Interpreting Studies	The Conference Interpreters Association of Turkey (TKTD), Chairperson
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*\*Only information on education and experience related to the profession has been included.*

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Association of All Translation Companies

Association of Translation Companies

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Bilkent University, the School of Applied Foreign Languages

Board of Higher Education

Boğaziçi University, Faculty of Arts and Sciences, Department of Translation and Interpreting Studies

Certified Translation Federation-Turkey

Confederation of Turkish Tradesman and Craftsmen

Confederation of Progressive Trade Unions of Turkey

Council of Higher Education

Çukurova University, the School of Foreign Languages

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Federation of the Hearing Impaired (İEF)

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Republic of Turkey Ministry of Customs and Trade, General Directorate of EU and Foreign Affairs

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Republic of Turkey Ministry of Justice, General Directorate of European Union Affairs

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State Personnel Presidency

The Notaries Union of Turkey

The Union of Chambers and Commodity Exchanges of Turkey

Translators' Association of Turkey

Translation and Interpreting Association- Turkey

Turkish Accreditation Agency

Turkish Confederation of Employer Associations

The Conference Interpreters Association of Turkey

Turkish Employment Agency Department of Active Labour Services

Turkish Confederation of Labor Unions

Turkish Exporters Assembly

Turkish Standards Institution

Turkish Statistical Institution

Turkish Union of Chambers and Commodity Exchanges

Union of Turkish Public Notaries

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