

REGULATION ON PREPARATION OF NATIONAL OCCUPATIONAL STANDARDS

PART ONE

Objective, Scope, Basis and Definitions

Objective and scope

ARTICLE 1 – (1) This Regulation has the objective of determining the principles for preparation and approval of occupational standards including their entry into force as national occupational standards as well as selection of vocations and any bodies and organizations, which will prepare the occupational standards, and their operation.

(2) This Regulation excludes the professions of medical doctors, dentists, nurses, mid-wives, pharmacists, veterinaries, engineers and architects as well as any other vocations requiring education on a graduate level as a minimum, for which conditions for inception of respective vocations are regulated by law.

Basis

ARTICLE 2 – (1) This Regulation has been prepared on the basis of Articles 4, 12 and 21 of Law No 5544 of 21/9/2006 on Vocational Qualifications Authority.

Definitions

ARTICLE 3 – (1) For the purposes of implementing this regulation, the following terms shall have the express meanings assigned to them below:

a) Working Groups: Groups representing vocations and parties involved in the respective sector, which provide opinion, proposals and contributions under the efforts of the Occupational Standards Department for development and updating of the national occupational standards.

b) General Assembly: General Assembly of the Vocational Qualifications Authority

c) Job Analysis: Technical analysis aiming at studying the quantity, quality, requirements, responsibilities and operating conditions of a given job and collecting information on the same through scientific methods for the purpose of assessing it correctly, efficiently and comprehensively.

c) Law: Law No 5544 on the Vocational Qualifications Authority

d) Authority: Vocational Qualifications Authority

e) Occupational Standards Setting Bodies: Bodies and organizations assigned by the Authority to prepare occupational standards for one or several vocations in one or several sectors.

f) Sector Committees: Committees conducting reviews, making recommendations and agreeing on submission to the Executive Board so that any occupational standards prepared by the bodies and organizations, which are appointed by the Authority, may be adopted as national occupational standards.

g) National Occupational Standards: Minimum norms adopted by the Authority, which prescribe possession of necessary knowledge, skills, attitudes and behaviors so that any vocation may be performed successfully.

g) Executive Board: Executive Board of the Vocational Qualifications Authority

PART TWO

Preparation of the Occupational Standards

Identification of the vocations

ARTICLE 4 – (1) The vocations for which standards are to be prepared are identified by the Executive Board by considering the priority requirements of the labor market and educational institutions as well as recommendations of the Sector Committees.

Form and content of occupational standards

ARTICLE 5 – (1) The form and content of the occupational standards must comply with the “Occupational Standards Format” to be prepared by the Executive Board by taking the international practices as a model and having consultation with the Sector Committees. The Occupational Standards Format is updated as per the preparation procedure by duly considering any changes to the international practices.

(2) The levels of qualification concerning a vocation, for which standards are to be determined, must comply with the levels of qualification adopted by the European Union as well as with the European Qualification Framework.

Basic criteria

ARTICLE 6 – (1) The following criteria are taken into consideration for preparation of the occupational standards, their reviews by the Sector Committees, their adoption by the Executive Board as the National Occupational Standards and their entry into force. The occupational standards:

- a) Are based on a Job Analysis.
- b) It is essential that the relevant social partners have an active involvement and submit their opinion and contribution in the preparation process.
- c) They clearly refer to the minimum tasks that must be carried out by a given person in terms of the qualification levels of the respective vocation as well as knowledge, skills and behaviors which must be possessed, also incorporating any aspects which must not be possessed vocationally.
- c) They reflect the respective vocational qualification levels and such levels are determined in accordance with the international qualification levels.
- d) They incorporate the legislation governing health, security and environmental protection as well as administrative and technical requirements related to the vocational fields.

e) They are authored clearly to ensure easy understanding by employers, employees, trainees and students.

f) They also include information and recommendations on how to develop and update the occupational standards.

g) They encourage individuals to develop and have vocational advancement in line with the principle of lifelong learning, incorporating information on vocational advancement.

ğ) They do not incorporate any explicit and implicit elements of discrimination.

PART THREE

Assignment of the Bodies and Organizations

Assignment of the bodies and organizations

ARTICLE 7 – (1) The bodies and organizations, which are assigned by the Authority, prepare the occupational standards. The bodies and organizations to be assigned are identified as per a resolution of the Executive Board.

(2) Any bodies and organizations, which are willing to prepare, develop or update occupational standards without requiring any fees or any other benefits from the Authority and meet the necessary conditions, may be selected and appointed by the Executive Board without subject to the public procurement legislation. Priority is given to those bodies and organizations represented on the General Assembly in this assignment. The Executive Board determines the qualifications of the bodies and organizations as well as the procedures and principles for their assignment.

(3) In case of preparation or development or updating of occupational standards upon service payment by the Authority, the bodies and organizations from which services are to be procured are identified by the Authority according to the provisions of Public Procurement Law No 4734 of 4/1/2002 and Law No 4734 of 5/1/2002 on Public Procurement Contracts as well as the Regulations and Communiqués indicating the implementation of these laws.

Working Groups

ARTICLE 8 – (1) The occupational standards in force are re-assessed by the Authority every five (5) years at the latest for further improvement or updating by taking as a basis the requests of the sector and requirements of the labor market.

(2) The Authority sets up working groups comprising the representatives of the public sector and social parties related to the respective vocations in order to re-assess the occupational standards in force and further develop or update them. The qualification level of the representatives, who will get involved in the working groups, may not be below the level of the vocational qualification for which standards are to be developed further or updated.

(3) Any occupational standards, which are re-assessed, further developed or updated by the working groups, are reviewed by the sector committees, with any of them considered appropriate being submitted to the Executive Board. Approval by the Executive Board and entry into force of any such standards submitted are subject to the provisions stipulated by Article 9 of this Regulation.

Approval and Entry into Force

ARTICLE 9 – (1) The standards approved by the Executive Board and published in the Official Gazette take force as the National Occupational Standards.

(2) Records are completely maintained on the National Occupational Standards as well as on their updating or further development.

PART FOUR

Provisional and Final Provisions

The format of the occupational standards

PROVISIONAL ARTICLE 1 – (1) The format stipulated by Article 5 on the format of the occupational standards is determined by the Authority within 30 days following the convention of the initial sector committee meeting.

Assessment of the present efforts

PROVISIONAL ARTICLE 2 – (1) The Authority assesses any occupational standards prepared by any bodies and organizations through their own means or under projects implemented by them with the support of international organizations before the date of entry into force of this regulation. The Authority may make a request for assessment of any present efforts and also, relevant bodies and organizations may apply to the Authority in this respect.

(2) By having cooperation with any bodies and organizations, which have prepared or caused to have been prepared such present occupational standards, the Authority render these standards appropriate in terms of format and contents, submitting them to the Executive Board for approval.

Entry into force

ARTICLE 10 – (1) This regulation enters into force on the date of publication.

Enforcement

ARTICLE 11 – (1) The President of the Vocational Qualifications Authority enforces the provisions of this regulation.