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**OCCUPATIONAL STANDARDS IN HRM AND THE REQUIREMENTS FOR
THEIR PREPARATION**

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Abstract

Occupational Standards in HRM and the Requirements for Their Preparation

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INTRODUCTION

Role of occupational standards in human resources management are very important in terms of both employee and employer. Therefore, the application of occupational standards at the international level and also in our country assumes peculiar importance. In recent years the number of enterprises which use occupational standards continues to grow daybyday. Generally, Standardization is determining of the rules of realizing a certain job in order to execute this job with the help of cooperation of all counterparts, on the other hand process of adhering to the determined rules during the execution. Preparation of occupational standards at the international level is done by ILO (International Labor Organization). ILO has created ISCO (International Standard Classification of Occupational) which is under the responsibility of ILO and other organization for preparation of occupational standards. As a result of all this standardization process, international standards are established and these standards are considered to be the main documents protecting workers' rights internationally. Another predominance of the standards is that they are constantly open to change and improvement by reacting to changes. Obviously, each country has its own local standards in addition to international standards, and the national occupational standards in Azerbaijan are being implemented by the Ministry of Labor and Social Protection of Population of the Republic of Azerbaijan. National occupational standards are being prepared according to ISSCO 88/08 in accordance with international practice. The fundamental purpose behind the establishment of national professional standards is to classify the standards in accordance with the local labor market. Occupational standard is an important factor that helps the employee determine his / her role in the work, evaluate his / her activities, and define and prepare ways for career advancement. The main components of the occupational standards are labor conditions, responsibilities and independence levels, employment

requirements, a short description of the profession, a list of key positions and activities, brief description of competencies, subordination, career promotion and free employment opportunities. The main purpose of the professional standards development is to create a secure and comfortable working environment for people, to clarify the responsibilities of the job, to determine right and fair wages, to create gender equality in the work environment, to eliminate gender discrimination, to avoid diminution of age problems and so on. Since each country has its particular issues, an exceptional educational system and a workforce, many nations create special bodies for the development of national occupational standards. Implementing occupational standards in human resources management creates numerous opportunities for both organization, employee and administrator. The application of occupational standards in human resources management plays a major role in preventing the loss of time in terms of organization, more productive working conditions, better business environment, prevention of workplace injustice and so on. At the same time, the application of professional standards is the most effective way to regulate relationships between employees and administrators. As a result of the introduction of professional standards, explicit representation of employees 'and manager's responsibilities in the standards leads to full understanding of employees' commitments, subordination or independence framework that facilitates the relationship between employees and administrator, eliminates disputes and so on. The proper organization and implementation of occupational standards is also considered to be one of the most important factors in finding the most suitable candidate for the job, reducing the employment problem in the country and specializing in vocational training. Today, based on these factors in our country, the Ministry of Labor and Social Protection of Population of Republic of Azerbaijan has created a sector of occupational standards within the Ministry for the preparation of occupational standards. Today, the application of these occupational standards in our country both

in the private sector and in the public sector continues to be widespread. Our state pays special attention to the work done in this field by emphasizing the importance of preparing and applying occupational standards in accordance with international standards.

CHAPTER 1: OCCUPATIONAL STANDARDS AND THEIR ROLE IN HUMAN RESOURCES MANAGEMENT

1.1 Occupational standards and its components

Occupation is the field of physical and spiritual power, the labor activity of a person who gains theoretical knowledge and practical skills as a result of special training and work experience. Looking at the history of occupation and occupation standards, it is necessary to look into the history of labor and division of labor, which is very old. Labor was originally created in the Stone Age, and then the initial primitive division of labor. The first division of labor began with certain human groups or individual engaged in animal husbandry and agriculture. One of the groups or individuals was in need of livestock, others were in need of agricultural products and others needed hunting. Thus, the labor product sharing process began, and people lived in that time began to gradually occupy different professions. When the exchange of different products gradually became complicated, there was a need for new professions, that is, merchants. Agriculture, livestock and craftsmanship created conditions for trade. In this manner, the division of public labor, which prompted the reinforcing of the economy and trade, greatly affected the life of society. Because of the division of labor, individuals started to be more dynamic in their everyday lives since they were occupied with the work they could do better and improve the situation. Which, after the Stone Age, people gradually began to occupy their profession, which created the abundance of products for that period. Therefore, the initial division of labor and occupation for that period made it feasible for individuals to meet their food needs and even gather them for that time. As a result of division of labor, increasing productivity and the beginning of the harvest allowed the deepening of livestock,

farming, hunting and fishing, which contributed to the creation of other fields of activity. As the time pass, various forms of labor began to form and multiply. Professionals began to involve in labor product sharing. Because of the further improvement of society, various arts and craftsmen, hunters, blacksmiths, stonecutters, chestnuts, tailors, and so on emerged, and this was another imperative milestone in the division of labor. Labor itself is the consequence of an intentional, cognizant action of a person. Labor and professionalism are the unceasing natural conditions for the advancement of society. Labor is one of the factors of production as an economic category. According to Marxism theory, labor is the first factor of human commitment to the world. From this point of view, philosophers Karl Marx and Fridriks Engels see the labor factor as the number one factor in the creation of man and society.

The division of labor is historically changing, seating and recognition of various labor activities in the differentiation of labor activity and in the public form. At the point when seen from history, the division of social labor has been inadequately developed. As a result of the development of productive forces, the volume of product output has and the level of specialization have increased. Finally, the development of productive forces has led to a deepening of labor division and an increase in fields of occupation. This level of the economy has been formed as a result of the improvement of social division of labor. Although initially the largest division of labor has taken place in the community, certain production areas have emerged as a result of its extending. The division of labor is the distribution of work into the production of certain item and product within the separate areas of production, within the enterprise. It is inescapable that developing the specialty and creating new professions within such a division. New generation of new manufac- tures during the transition to capitalism, the opening of a new business venture further deepened the labor market. Briefly, in the era of capitalism, ie, when the market economy dominated, the division of labor began to

develop more rapidly, and new professions began to emerge in response to the demand.¹ In the era of capitalism and its rapid development, the division of labor continued to evolve into new rapidly developing and emerging markets compared to ancient time. The wider form of labor division is the division of international labor. Worldwide organizations, free financial zones, global economic integration are examined during the international division of labor. The international division of labor leads to specialization in the production of various nations. At the meantime, the division of international labor is an objective basis for the development of the world market. The historical development of the international division is taken from the 16th century. Today, our country, which has an independent economic policy, uses its international division of labor skillfully for its economic growth. History of the standardization is very old like labor division history. The standardization history is as ancient as human history. In the industry, the standardization occurred in the size of the stones used for the construction of pyramids in Egypt about 4500 years ago and the construction of water channels in Rome. Here, the taxes levied by the state were calculated based on the diameter of the water channel used. In Babylon 1,2,4,8 and so on increasing weight instruments were found. These findings are one of the oldest and most primitive examples of standardization. The development of the industry's basic standards and the adaptation of production to these standards have begun in the 18th century by the industrial revolution in the UK. The first example of modern standardization was created in 1793 by a rifle order in the US Army. Since the XX century, standards and specialized bodies have begun to emerge. In 1901, the British Standards Association (now British Standards Association), the German Standards Association in Germany in 1917, the US Standard Committee in the United States (now US 4 Engineering Standards Committee), Sweden in 1922 The Swedish Standards Commission , in 1926 by the French Standards Association in France were

¹ Quliyev T. “əməyin iqtisadiyyatı”(8-10)

established. In addition, in 1919, the Netherlands and Switzerland, Austria in 1920, Japan in 1921 and the International Standardization Authorities in Russia in 1925 were established. The work in this area has accelerated even further after the Second World War. At present, the way to be competitive in international markets is to produce goods and services that meet the standards. Developed, non-governmental organization International Organization for Standardization (ISO) was established on February 23, 1947 with the participation of international standard organizations from 135 countries in order to provide international standards and to establish international standards. Prepared standards cover almost all areas of industry (including materials technology, engineering technologies, special technologies, agriculture and food technology, food transportation and distribution, electronics, information technology and telecommunications, construction, health and environmental safety, 9 areas, including common areas and infrastructure, science and services). For the first time in USSR as a standardization body in Azerbaijan, the control unit 25 started to operate in Baku in 1906, consisting of 4 people. Following the independence of Azerbaijan, the state policy on standardization and metrology in the country was carried out by the Center for Standardization and Metrology under the Cabinet of Ministers. In 2001, the State Agency for Standardization, Metrology and Patent of the Republic of Azerbaijan was established. In 2008, the State Committee for Standardization, Metrology and Patents was established on the basis of the State Agency. If we look at the standardization as a terminology, standardization is the process of executing this work at the time of execution of the case on the one hand, by the co-operation of all relevant stakeholders on the other hand for the performance of a particular job.²As a result of standardization, the resulting document is standard. Standard is a normative document developed on the basis of the consent of the majority of stakeholders and endorsed by the relevant competent authority or authorities. The precise results of

² Azərbaycan Respublikası İqtisadiyyat və Sənaye Nazirliyi “Standartlaşdırma haqqında ümumi arayış” (9-11)

scientific, technical and experimental activities are taken as the basis of the standard. While preparing standards, national standards of other developed countries are taken into account in addition to the international (ISO, IEC) standards, taking into account the country's internal conditions, human health and product safety, production and export development, import controls, consumer issues, quality and environmental issues. The key feature of the standard is its ability to adapt to changing conditions and developing technology. At the same time, there are many standards, one of which is the professional standards. The occupational standard is a document that systematically reflects the general requirements for the job responsibilities of employees in specific occupations. It includes a list of specific duty commitments and activities that will allow the employee to fulfill his / her job responsibilities, taking into account the employee's knowledge, skills and habits within the relevant rules. The occupational standard can help determine the role of the workplace, assess employee performance, as well as identify and prepare ways for improvement, career advancement. All of the professions require certain skills and abilities. To qualify for any profession or profession and to work successfully in this area, the person must meet the requirements of the profession's personality. Generally, each profession has specific requirements, certain criteria for selecting the most suitable candidate for each profession. People who choose profession are required by concrete, accuracy, executive discipline and neatness. Naturally, those who choose the profession, besides the required skills and abilities, also have to choose the appropriate profession, taking into account their personal qualities. These qualities are not particularly important in many areas, but are of vital importance to those who work with the technique. In this area creativity, inventiveness, technical fantasy can create new labor products or new business techniques. Success in any given job is possible through mutual synthesis of general and special abilities. Human abilities are not congenital and innate, they have just some seeds of these abilities. Physiological features (which are also varied) play a

primary, natural resource for the ability to develop. Everyone can develop his ability to be physically dependent on the specific field of activity he or she is engaged in. The ability to act in a certain field of action is manifested and developed, it is formed. So it is impossible to learn to swim in the river by standing in the bank. There is no human being in the life without any talent, and every person has a certain skill. However, it should be taken into account that some professions or qualifications may be harmful to human in terms of health and so on. Until the last half of the twentieth century, the development of occupational standards and its impact on the social layers was minimal, but the necessary information and details which were for international comparisons and were needed to expand occupational standards were also very small. Gradually the clarification of the concept of professional standards and the promotion of the international standard have begun to expand .The first attempts to separate the occupational classification from the social stratification emerging in the country. Nowadays, there is an idea that the worker's characteristic for the work is more important than her / his own qualities. The worker himself / herself may be weaker or superior to the workplace, or may be of a different social category than most, which is not as important as the conceptual framework for the classification of occupations, but can affect the classification process. Currently, the International Labor Organization (ILO) is engaged in the development of professional standards. The International Labor Organization was founded on the basis of the Treaty of Versailles, which ended the First World War in 1919, believing that secular and lasting peace could only be built on the basis of social justice. The ILO, which is approaching the 100th anniversary, is the first professionalized United Nations organization in 1946.³ ILO's secular vision, social justice and peace between the countries, will be based on humanitarian conditions. The ILO's most important and important task is to develop,

³ <http://www.ilo.org/public/english/bureau/stat/isco/>
<https://www.myk.gov.tr/index.php/tr/ulusal-meslek-standard-ana>

develop and verify business standards. So far, the organization has created 189 contractual and 202 legal advice that can be applied internationally and regulating working conditions. ISCO (International Standard Classification of Occupation) is engaged in the preparation of professional standards. ISCO is a tool that groups work in a manner that is consistent with the tasks and responsibilities required for the job in a clear and detailed manner. Their main purpose is to prepare a basis for international reporting on profession, to compare administrative and statistical data, to create models for the development of national and regional occupational types and to develop models for direct use in countries that do not develop their national classifications. It is designed for statistical and different client-based applications. Client-based applications make it ideal for job seekers to qualify for job vacancies, seek jobseekers short-term or long-term opportunities in the international arena, and develop their skills and knowledge. The first version of ISCO was created in 1957 at the 9th International Conference on Labor Initiatives (ICLS). It is known as the ISCO-58. This version was replaced by ISCO 68, adopted in 1968 at the 11th ICLS conference. ISCO - 88, the third version of ISCO, was adopted in 1987 at the 13th Session of the CLS. The current national occupational standards are based on these three ISCO standards. Since its inception in 1988, ISCO has been updated to highlight the changes in the business environment and highlight the experience used in ISCO-88. Renewal did not change the basic principles of ISCO-88. Updated standards have been adopted in 2007 and are known as the ISCO-08. Many countries are currently in compliance with ISCO-08 occupational standards or others adapt to new international statistical standards. In addition to international standards, each country has national occupational standards. Which national occupational standards are currently based on ISCO-88 and ISCO-08. The development and application of national occupational standards creates conditions for the development of many areas, such as sports, engineering, health and social care. National occupational standards consist of

minimum standards that indicate the skills and behaviors required for the successful organization of any profession, prepared and adopted by the competent authority of that country. The trainings for the standard will be prepared taking into account the needs of the labor market and educational institutions of the country. These standards play a key role in organizing personnel training according to the labor market requirements and improving the quality of the workforce. This, in its turn, has an important economic and social significance, promoting the competitiveness of the economy, increasing labor income and productivity.

Components of professional standards include the following:

- Brief description of the profession
- Labor conditions
- Employment requirements
- Subordination
- Responsibility and independence levels for the occupational standard
- Career promotion and free employment opportunities
- List of main tasks and activities
- Short description of competencies:
 - Knowledge
 - Skill
 - Approach
 - Supplementary / general competencies

A brief description of the occupation allows both the employee and the supervisor to check whether the worker's general acquaintance with the profession is appropriate. At the same time, the local labor market should be taken into consideration when

preparing a short description of the profession, and the occupational standards should be prepared for the country's human resources.

Labor conditions should be in line with international standards in both the state and the private sector of each country. When compiling a business environment, the minimum standards that people can work on should be rationalized and include safety, health insurance, minimum wages, hours of work, and so on, other laws in this area should be observed.

Recruitment requirements must be real and clearly expressed in accordance with each profession. Requirements should be noted with reference to the level of education of the region or country in which the organization is located.

The concept of compassion is regarded as one of the important concepts among workers and administrators, and every employee should know who is in charge. Supplication is considered to be a crucial factor in eliminating the problems that may arise between the workers and the leader. This system helps managers to handle multilateralism, simultaneously dual or more managing tasks, and to adjust work within the organization.

In addition to affiliation, each employee should have the independence within the organization and his profession. Each employee must understand the framework of his independence and at the same time be responsible for his work.

One other issue that should not be overlooked in the development of occupational standards is the career growth and employment opportunities of employees. Creating a career and organizing career opportunities for each organization within its organization is also an important factor for the organization's prestige and prospects. Any well-trained employee will be eager to choose an organization that has the potential for career development.

Of course, one of the most important components of the occupational standard is the recording of key responsibilities and activities in the standard. The recording of tasks and activities in the standard permits the worker to correctly work in the business process and prevents situations where managers or organizations use uncertainties about employee responsibilities.

A brief description of the skills is one of the important components of the employee's knowledge, ability, or specific approach, or other work-related skills as well as standards. When preparing national standards in our country, it is based on the above-mentioned components and is prepared and applied to international standards in accordance with ISCO 88/08.⁴

⁴ <http://dios.az/>
<http://www.ilo.org/global/lang-en/index.htm>

1.2 The role and importance of occupational standards in human resource management

Management is a certain, purposeful organization of public economic relations, a new process that provides a link between different parts of a complete system. Management is a means of achieving a predetermined and perceived goal and having a concrete impact on any particular object to achieve results. Management is a mechanism for the implementation of public, collective and personal interests of all objective law systems as well as contemporary societies.

The primary goal and the task in management is to ensure that society has access to objective opportunities. Management is, in fact, an important factor in utilizing the potential of society. Management is also a major form of organizing and mobilizing laborers.

Human resources are one of the main resources used by the organization and enterprise to achieve the goals set in the production and service sectors. It is also an integral part of human production, but at the same time its goal. The term human resources refers to all people who can benefit from the internal and external human potential of the organization, namely, from the top manager to the lowest level of staff and potential.

Human Resources Management - Includes all aspects of human resources management in the workplace, planning and analyzing human resources within the enterprise, identifying rights and responsibilities, recruiting and selection of candidates, employee training and development, performance measurement, career management , rewarding system, discipline, social-cultural activities.⁵ The most important feature of human resource management is that it is important for people.

⁵ Human resource management J. Coyle-Shapiro, K. Hoque, I. Kessler, A. Pepper, R. Richardson and L. Walker

However, this does not mean that the objectives of the organization are not essential. This approach demonstrates that the ability to master the value of a workplace, and a happy and secure life, will also affect the productivity of the work.

The ultimate goal of managing human resources is maximum use of their potential and creative capabilities. In a broad sense, human resource management covers the following complex issues:

1. Determine the demand for staff and companies that meet the specific strategy of the company
2. Labor market assessment and employment factors analysis
3. Career planning of employees, their development opportunities
4. development of motivation system of activity
5. labor productivity management
6. regulation of labor income, business employment and consumption
7. carrying out active social policy of the company
8. stimulation of creative work, including technical creativity
9. application of advanced methods of labor
10. vocational training of the staff
11. mitigation and management of conflicts
12. Creation of social and psychological environment.

The role of the staff in the activities of enterprises, firms in the modern era is derived from the necessity of human factor, its intellectual, creative function.

Management is primarily the coordination and organization of the activities of people, workers. It covers important issues such as the efficient use of labor resources, the human factor, human relations, labor organization, social development, labor behavior, personnel policy, and labor market. A systematic, complex study of labor, labor and economic problems of human resources is the main requirement of the

modern era. The problem of labor productivity and profitability is primarily conditioned by human potential and its creation. This can be called the human economy.

The basis of the preparation and implementation of professional standards is the proper assessment and effective use of the person, his abilities and capabilities. Professional standards are the arts that clearly demonstrate all the knowledge, skills, attitudes needed to make a profession the best possible way of implementing these standards, so that the organization can maximize human resources. At the same time, occupational standards provide an insight into all the features and criteria needed to successfully complete a profession, particularly to all relevant agencies, including employees, educational institutions and employers.

There are a number of key targets and goals set up in the establishment of occupational standards. The main objectives of the occupational standard are:

1. Identify the required professional knowledge in the labor market in a specific context
2. Develop a standard that meets the needs of the labor market, and help the educational programmers prepare the curriculum
3. Vocational education, profession change, professional development, etc. offered to provide vocational education. supporting educational services
4. Increase the interest, participation and contribution of education at workplace by establishing healthy bridges between education and work
5. Support job change and deployment activities
6. To support the international competitiveness of the Azerbaijani economy by skilled labor force
7. To help establish a reliable certification system in accordance with international standards

8. Increase the number and proportion of the workforce with professional qualification certificates accepted in all sectors
9. Supporting the provision of high-quality goods and services to consumers by expanding the professional certification of the labor force
10. This will help to reduce unemployment and increase employment for a long time⁶

The introduction of professional standards has many advantages both in terms of both employee and organization, ie employer and manager. At the same time, the introduction of professional standards is one of the key issues in the country's employment policy. The initial benefit from the employer is the reduction in the number of recruitment cases and, in the end, the prevention of financial and time loss. Making the right employee choice on the basis of clearly defined criteria of professional standards makes it easier for the organization. Occupational standards have been developed and posted on official websites by relevant authorities in almost every aspect of our day. Organizations can check whether the employee is professionally competent on the basis of criteria set out in that standard by choosing the profession standard they need, which helps the organization to select the right employee. The right choice of workers is of great economic importance to the organization. The choice of the most suitable employee in the profession leads to the maximum use of the human resources of the organization, while the maximum use of human resources means growth in production, loss of time, and effective working environment. We know that incorrect staff selection is one of the main reasons why the organization cannot lead to an economic downturn. Occupational standards reduce risks that may arise in this area and allow the organization to work in conformity with international standards. Standardization helps organize production in line with a

⁶ <https://www.avrasyamym.com.tr/blog/mesleki-yeterlilik-tanimi-ve-avantajlari/>

specific plan or program. Application of professional standards creates favorable quality and durable processing. Minimizes losses and residues, at the same time increases productivity and reduces costs. The benefits of occupational standards apply to the economy indirectly. It promotes quality, eliminates labor, time and raw materials that will emerge in low-quality production. Directs the industry to a specific target, promotes quality in production. Helps create demand and supply balance in the economy, prevents imports and exports, promotes the creation and development of sub-divisions of the industry, leads to competition development and leads to poor quality goods turnover.

The introduction of occupational standards in human resource management serves as a key criterion for selecting a human resources specialist. Occupational standards play an important role in the preparation of job descriptions in managing human resources, while the occupational standards of the country are taken into account when designing job descriptions, which defines the occupational standards as required by the employer, the education level, the employee's responsibilities and helps the employee's human resources. Implementation of professional standards is essential for the effective use of labor force and enhancing competitiveness, strengthening the marketplace, and so on.

The introduction of occupational standards means the development of the organization and the workforce for employers. Education and training programmers use occupational standards for development and review of evaluation and learning programs. Professional standards create opportunities for individuals such as self-esteem, career planning and professional registration. Career Development Department or consulting companies working in this area also benefit from career students such as career information, advice and guidance, and a criterion for labor market analysis.

Generally, it should be noted that one of the main goals in the development of professional standards is to establish close contact between educational institutions and the labor market. This system helps Azerbaijan create the workforce it needs in competition with the world labor market. Current needs and future trends of the labor market and labor force are also reflected in the education system through occupational standards. One of the best features of this system is that it is open to learning lifelong learning.

I would like to give you a comprehensive overview of the benefits of occupational standards in human resources management after the general benefits of the above-mentioned occupational standards, and in particular the benefits of organizational and labor market education system. As we know, occupational standards are the official normative documents frequently used by human rights activists in the field of human resources. The Human Resources Department is based on the criteria set out in the occupational standards. Any requirements that meet these criteria are defined, the duties and responsibilities are determined and the entrance exams are prepared and implemented on the basis of the knowledge and skills shown in this standard. Administrators are more likely to adjust their relationships with employers by using occupational standards. The job descriptions developed and applied on the basis of occupational standards help both the administrator and the employee to eliminate disputes that may arise between the employee and the administrator. Because the employer's use of clear written instructions informs the employee about his / her duties and responsibilities, employees are aware of their rights and administrators can not abuse employees' rights. These abuses are often prevented by the fact that employees are loaded with excessive workloads and are required to do additional work that is not in their obligations. Employees' awareness of their rights, understanding their responsibilities and independence creates conditions for facilitating the work of the manager and finding a way of dealing with employees in

the legal framework. Conflicts in the organization, previously known by the rights and frameworks, are diminished, and more clearly, everyone knows their place and frame. I would like to point out that the introduction of occupational standards helps the administrators to create the necessary work environment within the organization because it is aimed at eliminating gender-based discrimination within the organization, addressing the age problem, in other words, discrimination. The business environment, in line with international standards, meets the minimum standards a person can work for is important both for the employee and the manager. Good working environment, shortage of conflicts prevent workers from losing time and help to create more productive workforce, resulting in an increase in production and income.

The greatest benefit of applying occupational standards is that of employees without any doubt. The occupational standard protects workers' rights, helps them create a comfortable working environment, creates career opportunities for their employees, and always encourages employees to develop. In more detail, celebrating the skills and abilities needed for each profession in occupational standards creates a profound knowledge of employees. Employees can analyze themselves based on these criteria and develop their skills in this area by choosing the most appropriate profession. On the basis of occupational standards, workers can easily identify and eliminate their own shortcomings. In addition, occupational standards create career opportunities for employees and promote them to develop. The development of labor force leads to an increase in production, which, in turn, positively affects the economy of the country. Interconnection of professional standards with the country's education system is crucial to the proper classification and teaching of professions. This raises the level of education of the employees and plays a key role in the training of qualified personnel. The occupational standards have a basilica role in dealing with the issues such as the formation of realistic vocational education goals, the formation of educational

standards based on occupational standards, the scope and profile of the training, including the preparation of curricula and programs that take into account the employer's requirements for graduates. In addition, occupational standards play a major role in the country's employment policy. The role of occupational standards in the development of employment policy:

1. Occupational training of unemployed population
2. Predicting needs of the labor market
3. Social development planning

The vocational training of unemployed people has a positive impact on the increase of qualified personnel, which plays an important role in the acquisition of unemployed people in any profession and reducing unemployment. Predicting the needs of the labor market The proper market analysis helps to create a labor force based on demand and, most likely, to increase employment. In addition to all these, occupational standards have a tendency to develop in each area . Social development planning is the reduction of unemployment, ie ensuring employment, taking into account workers 'social life, etc. These are important steps to improve the country' s social status.⁷

⁷ <http://dios.az/>

<http://www.skillsactive.com/standards-quals/national-occupational-standards>
<http://www.ilo.org/global/lang-en/index.htm>

CHAPTER 2: REQUIRMENTS FOR PREPARATION OF OCCUPATIONAL STANDARDS AND WORLD EXPERIENCE

2.1 Requirements for the preparation of occupational standards and occupational standards in Azerbaijan

Prior to the use and implementation of occupational standards, the main task is to develop professional, useful, international standards of occupational standards. Each country prepares its national occupational standards, taking into account its labor market, the education system, and the potential of its workforce. At present, the experience of world countries can be judged poorly in the development and implementation of occupational standards. As usual, developed countries are ahead of developing countries in preparation and implementing occupational standards. It should be noted that not all countries prepare their national occupational standards. Countries that do not prepare their own national occupational standards use direct international occupational standards. In our country, the development and implementation of professional standards has been launched within the framework of the Social Security Development project implemented jointly with the World Bank. It was noted that the project was completed within 200 professional standards packages (occupational and training / assessment standards) and was put into use by employers in 2014. More than 150 occupational standards projects have been developed in 2015 and in 9 months of 2016. The discussion of the field commissions on their respective sectors of activity and their coordination with employers have been completed.⁸ In our country, the organization which is currently under the Ministry of Labor and Social Protection of Population, is working on the development of occupational standards

⁸ <https://az.trend.az/azerbaijan/society/2669513.html>

and it continues its activities in this field. Naturally, as in other countries, the preparation of occupational standards in our country is carried out internationally, with all the expectations expected. Additionally, in addition to international standards, our country has taken the experience of other countries in the field of occupational standards.

Preparation of occupational standards is an important issue for each country, and the initial stage of this process is to define the purpose and scope of the occupational standard. The purpose of this regulation is to define the relevant procedures and principles, such as drafting, re-processing, leverage, etc. For this purpose, the primary issue facing institutions or officials in the initial stages is the selection of bodies and structures that will be involved in the preparation, approval and use of occupational standards as well as identifying the working principles. In our country, this institution has been defined by the Ministry of Labor and Social Protection of the Population and it continues to function within the Ministry.

The most important components in the process of preparing occupational standards include:

- a) Workers' Groups: Groups that represent views, recommendations and contributions, occupations and sectors related to the preparation of occupational standards, their development and renovation activities
- b) Branch Manager: Head of the Department of Occupational Standards and Occupational Facilities
- c) General Assembly: General Assembly of Occupational Associations
- d) Authority: Authority of occupational bodies
- e) Authorized President: President of Occupational Health Authorities
- f) Learning Benefits: Identifying person's skills and benefits after the learning process completes

- g) Sector Committees: Committees that send the standards to the board of directors for the purpose of adopting occupational standards prepared by the bodies and organizations designated by the competent authorities as a national occupational standard
- h) National Occupational Standard: A minimum indicator of the required knowledge, skills and behavior adopted by the institution for the successful implementation of a profession
- i) National Professional Ability: These are the documents used in employee certification and training accreditation, which have been prepared on the basis of occupational standards and international occupational standards and approved by the professional competent body.
- j) International Standards: Documents approved by international organizations in connection with the performance of a profession ⁹

The process of preparing occupational standards is as follows.

The first step is to define the profession to be prepared, which will be determined by management team, taking into account the needs of the occupational labor market and educational institutions to be prepared and the recommendations of sector committees. The form and composition of the occupational standards should be prepared by the management team in accordance with the international standard, taking into account the views of the sector committees and meeting the occupational standard format. The format of occupational standards is updated, taking into account changes in international standards. The degree of qualification of the profession to be prepared for the standard has to comply with the European Union's qualification level and European qualification framework.

⁹ <https://www.myk.gov.tr/TRR/File12.pdf>

The following points are taken into account in the preparation of professional standards, the examination of sector committees, the approval and use of the board of directors:

- a) Occupational standards are based on occupational analysis and are composed of professional activity research, data collection and evaluation stages.
- b) It is important that relevant social partners participate in the preparation process, make their own recommendations and inputs.
- c) Occupational standards clearly define the minimum commitments and duties required by a person on the basis of the level of qualification of the profession, the knowledge, skills and behaviors to be acquired and include the characteristics required of that occupation.
- d) National occupational standards combine skill levels and these levels are designed to suit international qualification levels.
- e) The occupational standard should include important information relating to occupational health, safety and environmental protection.
- f) Occupational standards should be written in ways that employers, workers, practitioners and students can clearly understand.
- g) It should also be stated how the standards of occupational standards will be developed and refurbished.
- h) Occupational standards should include information that promotes self-development and self-promotion in accordance with the lifelong learning philosophy.
- i) Occupational standards should be designed so as to avoid open or secret discrimination.¹⁰

¹⁰ <https://www.myk.gov.tr/index.php/tr/ulusal-meslek-standartlarnn-hazrlanmas-hakknda-yoenetmelik>

When preparing a occupational standard, the profession will be studied carefully before the standard is prepared. The recommendations of the opinions of the institutions, managers and, most importantly, the person conducting the occupation, play a key role in the process of examination of any occupation. In short, the involvement of stakeholders in this process is of high importance. The prerequisite questions of the research are the skills and behaviors required for the successful implementation of a occupation in the research process. At the same time, we know that in addition to knowledge and skills, each profession has the characteristics that people require. For example, a bank employee working in a credit department should not be emotional, or a surgeon requires a person to be cold-hearted, and good managers, along with their specialty, are those who have leadership qualities. Occupational standards are prepared taking into account such features. While preparing occupational standards, it is important to create the most accessible workforce within the organization. Thus, one of the other important issues in the development of occupational standards is the solution of health and safety issues of workers. I would also like to note that, while preparing occupational standards, environmental protection issues are also in focus, and standards address important environmental information. These standards should be written in native mother tongue, without the use of dialect words, so that employers, employees, practitioners, students, administrators can clearly understand. Clearly, standards in the language that everyone understands will prevent workers, employers, from becoming involved in conflicts between stakeholders. Occupational standards, such as other standards, should also be constantly explicitly designed for development and development. As a result of the advancement of technology, new discoveries, new inventions, each profession has been expanding and expanding over the years. Therefore, renewal and development of occupational standards is considered to be one of the most pressing issues. At the same time, occupational standards should be based on the principle of

lifelong learning. Today's occupational standards are considered one of the key skills that people face while drafting their career plans. Which is one of the key tools that a career planning company is based on is occupational standards. In addition, professional standards should be designed to encourage people to pursue their profession. One of the most important features of occupational standards is the prevention of discrimination among people. Occupational standards should be objectionable to any idea that could lead to secret or open discrimination. These standards protect the human rights of gender, race, religion, age, color and so on. It has a great role in eliminating discrimination. The application of standards will eliminate such discriminations and create a favorable business environment within the organization, eliminate conflict of workers, and help to create business ethics for workers.

Implementation of the "Improved Occupational Standards and Related Training Standards for ISCO88 / 08" (DIOS) within the Social Protection Development Project implemented jointly with the Ministry of Labor and Social Protection of Population of the Republic of Azerbaijan and the World Bank was initiated in July 2010 and completed in December 2015. One of the main objectives of the assignment was the creation of 200 occupational standards packages, as well as the creation of an experienced staffing capacity in the field of occupational standards development. The goal of creating an experienced staffing potential is to prepare new occupational standards in the future and to have the necessary personnel reserve for the development of existing standards. The project specialists are currently working in the Occupational Standards sector, which is part of the Department of Employment Policy and Demography of the Office of the Ministry of Labor and Social Protection of Population. In our country, trainings on occupational and training standards have been prepared during the past period, field commissions on construction, tourism, processing, energy, agriculture, transport, commerce, business management and

individual services have been established and priorities have been identified for the preparation of standards with their participation, 200 standard packages (occupational and training / assessment standards) were completed and put into use by employers in 2014 (developed based on international experience, adapted to local conditions with the participation of leading enterprises and was considered by the field commission). 150 occupational standards projects were drafted in 2015 and 9 months of 2016 to take into account different areas of the economy. Discussion of field commissions and coordination with employers has been completed in 15 of the above mentioned standards covering the transport sector. The www.dios.az website was launched in Azerbaijani and English languages and was installed on the website of the Azerbaijani language version of 200 occupational standards packages. At present, the work on integrating this website into the Ministry's official website is underway.

The list of occupational standards prepared and put into operation in our country is as follows: Processing Industry - 41, Tourism - 33, Construction - 33, Transport - 17, Agriculture - 13, Energy - 3, Commerce, Business Management and Individual Services - 60 (standards for the use of the employers - 200). Manufacturing industry - 35, Information and Communication Technologies - 16, Construction - 9, Ecology - 5, Trade, Business Management and Individual Services - 50, Transport - 15, Finance, Insurance - 15, Agriculture - 5 (Standards agreed upon with the enterprise).

The process of preparing an occupational standard in our country goes through the following stages:

1. Main directions of the strategic road map for the national economy and key sectors of the economy, and the identification of occupations based on the direct demand of employers in priority areas identified in the public investment program

2. Prepare an initial version of occupational standards based on international practice
3. Adaptation of the standard to the local labor market with the help of leading enterprises
4. Improving occupational standards based on opinions and suggestions of field commissions
5. Approval at the board of the Ministry of Labor and Social Protection of Population and placement on the Ministry's official website
6. Use by employers and employees

The process of occupational standards development is based on international experience and international standards. Based on the experience of Germany, Slovenia, Singapore and other leading countries, our country has developed a total of 350 occupational standards adapted to the local labor market. A qualified staff reserve has also been set up to develop occupational standards based on the experience program developed in this field. Additionally, a package of proposals on amendments and supplements to the Labor Code of the Republic of Azerbaijan and the Law on Work has been prepared and submitted to the relevant authorities in connection with the introduction of occupational standards. At the moment, the work on preparation of drafts of the same methodical recommendations on the preparation, approval and application of occupational standards and the procedures for the implementation of these procedures is being carried out to create a normative legal framework. In our country there is a lack of information among interested parties in the process of occupational standards preparation, lack of expertise by various institutions, lack of specialist training standards, lack of staffing capacity for rapid standards development, inefficient coordination with agencies, human resources (HR) lack of professional specialists, lack of regulatory frameworks and lack of legal status of occupational standards.

Taking into account the advantages of applying occupational standards in our country, state care for this area has increased over the last eight years and a high amount of funding has been allocated from the state budget. The benefits of applying occupational standards in our country are reviewed in four ways from the point of view of the employee, the employer, the state employment agency and the country.

From the perspective of the employer:

- Improving recruitment and staffing through professional descriptions, personal characteristics and effective interviewing and saving on appropriate costs
- Ensuring that employees have a clear idea of their duties and their activities
- Lower cost per product as a result of labor productivity increase and production of competitive products
- Prevent accidents at production
- Creating a productive-corporate environment

From the aspect of the workers:

- Facilitating transition from education to labor market
- Professional level assessment and professional development
- Career planning and career planning
- Decent job opportunities
- Agility to enter the labor market
- Facilitation of professional choice

In terms of State Employment Service Authorities:

- Occupational training of the unemployed and employed population
- Promotion services

From the point of view of the country:

- Capacity in accordance with the labor market requirements
- Production of competitive goods and services
- Availability of flexible labor market
- Adaptation of the education system to the labor market
- Increase of labor income and budget revenues
- Increase of the overall product

The development of national occupational standards across the country creates significant advantages for employers, especially for human resources departments of organizations. The use of occupational standards helps the human resources specialist to prepare professional descriptions, job descriptions, and effective interviews. Explicitly describing each profession in occupational standards enables human resource professionals to identify the characteristics of the person most appropriate to that profession. Thus, the selection of occupational standards in the human resources department, staff recruitment, and so on plays a major role in important issues. The use of occupational standards accelerates the work of the Human Resources Department, further operates and simultaneously reduces the costs of the organization. As in all countries, there are many cases of discrimination in the business environment, and the introduction of occupational standards in the creation of a fair business environment within the organization is indispensable. In addition, well-organized staff reduces the overall costs of the organization, with a more effective working environment that creates more productive workforce, which increases the total production. Increasing labor productivity, and reducing costs also reduce the cost of the product, thereby creating more competitive products. Today, another problem in our country is that employees are unable to fully understand their duties and activities, and as a result, they cannot fully perform their work. The introduction of

occupational standards plays a key role in eliminating this problem from both the organization and the employee. Employees have a clear understanding of their duties and responsibilities, and their ability to master their professional skills also prevent accidents that may occur within the organization. In terms of employee benefits, the introduction of occupational standards facilitates the transition from training to labor market. As the national occupational standards are prepared on the basis of the country's education system, employees are re-oriented to their specific qualifications while they are studying, and their transition to a job life becomes more comfortable. Ensuring the interaction between the country's education system and occupational standards enables employees to enter the labor market rapidly. All this also strengthens the country's labor market. Standards help people to choose profession that guides each person to appropriate professions, which is one of the most important factors. Which, if a person chooses an occupation that is capable of expressing himself, is considered to be the basis for the future success of that person in this profession. Accurate occupation choice is the key factor in increasing labor productivity. The preparation and implementation of occupational standards will allow employees to plan future career and career growth. As a result of the use of occupational standards, workers are not in a position to find the right, decent job. The main advantage of the application of occupational standards for the country is the training of personnel in accordance with the requirements of the labor market. The basis of this is the adaptation of the education system to the labor market. The introduction of occupational standards increases the mobility of labor market in the country. Highly skilled staffs can help reduce costs and increase productivity within the organization. Reduction of costs reduces the cost of the product and the products are competitive. By applying business standards to the maximum use of human resources, businesses have a positive impact on the growth of production at the country level. All this, in general, leads to an increase in the overall productivity in

the country and the competitiveness of the country's products in the world market. The preparation and implementation of occupational standards plays an important role in solving problems such as employment in our country.¹¹

The targets set by our country in the preparation and implementation of professional standards are as follows:

- Establishing a regulatory framework that regulates the preparation, approval and application of occupational standards
- Increase the number of occupational standards samples to 800/900 in accordance with the requirements of the national labor market
- Preparation of occupational standards assessment systems and ensuring that specialists in this area specialize in the study of advanced foreign experience
- Organization of trainings for human resources specialists and trainers on the application and approval of occupational standards
- Ensuring that the internet and media are disseminated for the purpose of promoting and encouraging occupational standards
- Survey on the application of occupational standards
- Developing a social partnership and strengthening the capacity of stakeholders
- Organize coordination activities with the Ministry of Education of the Republic of Azerbaijan
- Prepare educational standards and curriculum according to occupational standards
- Development of module-type training standards using occupational standards

¹¹ Elnur Süleymanovun ƏƏSMN-ə hesabatından (29-36)

- Establishing the certification work on the basis of occupational standards
- Making relevant amendments and additions to the Labor Code and the Employment Law in order to facilitate the application of occupational standards and to eliminate barriers to their implementation and approval¹²

One of the most important factors that made it difficult to prepare occupational standards was the absence of legal norms on the development and application of occupational standards in our country, and the establishment of a legal framework in this area is considered as one of the main tasks facing the MLSPP. Additionally, the existing standards do not fully meet the requirements of the labor market and raise the number of standards up to 800-900. The main purpose of the introduction of occupational standards is the expansion of the application and use of occupational standards. This is mainly used by the media, the Internet, and various measures are being taken to increase the social partners' interests in this area.

¹² Elnur süleymanovun ƏƏSMN - ə hesabatından

2.2 Preparation of professional standards in different countries, development and updating of occupational standards

Each country has its own occupational standards and its main goal is to identify factors in the local labor market and to develop occupational standards that meet the local market requirements. The process of preparing occupational standards in different countries is similar. European occupational standards in European countries are prepared in a format adapted to the European Qualifications Framework and each country's experience in this area facilitates adaptation of the country's educational standards to the European Qualifications Framework. When it comes to adapting to the European Qualifications Framework, only occupational standards are not envisaged. It is a complex that reflects all the components of national education standards and national qualifications.¹³

The system of occupational standards of the following countries have been studied: Austria, Greece, Germany, England, Spain, Romania, France

There are traditional differences in the description of the occupational standards of the countries under review. The following are determined differences:

1. The difference between the definition of occupational standards and their impact on the design of the training programs.
2. The degree of official descriptions is very high in countries such as Austria and Germany, and has a very extensive system, while in the UK, there is no formal education or occupational standards.
3. The preparation of occupational standards includes the official description of learning outcomes in these countries and is based on this process.

¹³ Based on "European Qualification Standards"

4. Occupational standards and qualifications standards are based on the qualifications framework or other official references.

Occupational standards vary widely from country to country, and it is almost as difficult to compare. But still it is necessary to base on the process of work and the structure of direct occupational standards so that it is achieved in a transparent manner. For comparison, each country's occupational standards, workflow, national framework of qualifications, and specific features of the country should be examined.

The basic questions in the study of occupational standards of different countries are as follows:

1. How occupational standards are, how are professions and qualifications profiles described?
2. Is the current version compatible with the European qualifications framework and is result-oriented?
3. What steps should be taken to adapt occupational standards to the European Qualifications Framework?
4. What is the impact of the business process on creating a career profile?
5. At what stage is the National Qualifications Framework at the moment?

The analysis of occupational standards in the countries under these questions, as well as the impact of these results on the development of occupational standards.

Key bodies that affect the development of occupational standards in the reviewed countries are government agencies, social partners and users. But the extent to which they are involved in the process and the stage in which they are involved are different in each country. However, it is inevitable that they participate in all countries in the process of development and development of occupational standards. Such analyzes are needed to ensure the development of professional standards. The main criterion

for development is learning outcomes and workflow. The extent to which occupational standards are studied in the countries surveyed indicates the effect of that standard. The work process is another important factor that directly affects the formation of occupational standards. Profession profiles, that is, their official features and their surrounding systems differ from country to country.¹⁴

Differences in national occupational standards in different countries are shaped by the labor market, education system, law, national and cultural values in those countries. All these factors play a key role in bringing national occupational standards to international standards.

I would like to give general information on the formation and application of occupational standards in other English-speaking countries, how are national occupational standards designed in English-speaking countries? What do they want to do with it? How do they gain experience in this field? , What are the ones that affect this system in the labor market? , and so on. I will briefly give a brief overview of countries with their national occupational standards such as England, the United States, Ireland, New Zealand, and Canada. Notwithstanding that none of these countries have a single national system for the development, upgrading and regulation of occupational standards or certification. In these countries, there are wide differences in terms of government, management and employees in different professions. These are mainly differences between legal framework certification systems, employers' roles and so on. The differences between higher and secondary occupations are broader. It should also be noted that the most adjustable occupations are high-level jobs, which means the liberal economy in these countries. Each of these countries has different mechanisms for meeting needs of the future labor market and its needs. What can we learn from the system in these countries? Political advice is

¹⁴ EQF – Typology of national occupational standards

usually given without the full part of the picture. Political documents are only documents that are intended to be used in the internal report, so that no country would want to expose internal problems, deficiencies, and conflicts internally. Thus, these studies on occupational standards will further clarify that everything is not as obvious. Often clearly visible things from a distance are just a snapshot of the target. Such official documents and accounts do not necessarily reflect realistic changes in the system after the first application, as they are now available to users in the country to their trainees and each time they need to provide information on how the system works, which can weaken the system's operating mechanism. The lack of such changes makes it difficult to use the experience of this country and make it even more challenging. Especially in English-speaking countries, there are many rules and guidelines that should have professional standards, which type of structures can develop, how the overall process should be, and so on. Such countries recommend that the creation of sectoral councils or their professional skills and standards be prepared by employers themselves. They even describe ways to prepare such standards. Standards prepared are usually intended to be used as a basis for teaching, assessment and certification. These standards are not usually required to obtain a license to comply with labor market regulations and requirements. Occupational standards have resulted extensively, with the exception of immigrants and some occupational areas in these countries generally surveyed. Many analysts believe that the poorer regulation of occupational standards in the labor market indicates the weakness of the standards. Poor regulation of middle-sized occupations in these countries is a consequence of poor education in this area, as well as non-coordination of employment and education. One of the other characteristic features of the countries surveyed was the dramatic expansion of access to higher education, leading to a violation of occupational education. Occupational researchers note that there is a

common system apart from the three types of English-speaking systems mentioned in these countries. These four types are:

- liberal countries where firms and states are restricted
- Countries with lower participation of firms, but countries with high state participation
- Companies with a high degree of participation, countries with low state participation
- Both collective and collective systems of high level of commitment of the state.

The main difference between these four systems depends on their division of labor, the financing of firms, government agencies and social institutions. In some countries, firms are ready to collectively provide funding for the development and development of occupational standards, and those countries are far more likely than others. English-speaking countries fall into the first group among these groups, which is considered to be the weakest group in the development of professional skills. Of course, English-speaking countries are different, but they have a similar system in terms of occupational standards. The second, third and fourth groups are systems with almost heterogeneity. The main problem facing occupational standards, training and education systems in the countries surveyed is that the state is always interested in what the employers want and tries to act accordingly, but employers do not appreciate these efforts. At the same time, education authorities should consider the requirements and be more responsible in this regard. Real for work, demanded skills for education by educational providers will also lessen their occupational standards in this area and make them less useful. Another problem is that the government does not make enough effort to focus on employers' current needs, do not do their job, or raise the level of economic skill. The powerful training system established in any country leads to the next generation's ability to be competent and literate, which at the same time

conforms to the employer's demand and leads to a decrease in unemployment in the country. Despite all of these problems, English-speaking countries have more professional models, which have a positive impact on the formation and implementation of occupational standards in developing countries. There are countries with sufficient occupational standards in both European and Asian countries during the current period. But it is also a fact that it is not easy to master the experience of countries with certain occupational and political standards.

Labor market regulation, unionization, the nature of the employer's organization, the demands of the country, the country's political vision, the cultural situation, etc., in the training and training of people in different professions with a large number of factors. In addition, all of these factors are interconnected with each other, for example, employers' demand is helping to regulate the labor market.

Systems in the countries surveyed are systems that are more user-friendly than those of countries with better experience and systems in formation of collective capabilities. Therefore, they appeal to countries that are working to develop new systems, as well as donors and international organizations. However, one of the reasons they are user-oriented is that they are dependent on some context, which is the reason for their failure.

Another issue facing the countries is the adaptation of professional classification to occupational standards and training programs. When it comes to classification of trade unions, the typical designs of professions covering all sectors of the economy, which are made in exchange for any wage, reflecting the workers' structure of the economy. Occupational classification is used by government agencies, industry and labor relations practitioners, students, job seeker, and employers. This is usually done and funded by state agencies, and data is collected by professional analysts. Over the years, occupational classifications have been constantly updated on the basis of

science, changing technology and lifelong learning. A 'business' is usually regarded as a number of tasks designed to be performed by one person instead of wages. However, occupational classification is not a simple matter, but depends on interest and perspectives. The division of labor in employment and in any area is not only technical but also strong. Occupational understanding is different in different languages, countries and systems. Different traditions of professional organization of the job are the basis of occupational education and training, different professional concepts, occupational classification. International Labor Organization (ILO) provides the International Classification of Occupational Classification (ISCO) countries and regions with a qualified classification model. The ILO system is defined as a set of tasks performed by one person. The group of work that is similar to the main duties and responsibilities is concentrated in one profession.

Coordinating the occupational classification system with standards and building a proper training system is a very complicated process. This process is also a political issue related to labor market mobility and employee tuition costs. Encourage education is more expensive and creates opportunities for employees to work independently and at the same time help create a mobile labor market supported by employers. The main issue is that education covers a wide range of occupations, which means that the large number of professions increases the mobility of the labor market. Occupations in the occupational standards system vary from 200 to 1000, but it also may be more. Detailed clustering of different tasks or detailed lists of narrow assignments can be useful for various analytical reasons. This is also a political-economic issue and helps the mobility of the labor market.

For practical reasons, the development of new professions or upgrading existing occupational profiles depends on the purpose of the training, in the form of certain occupational groups. There are different approaches to professional groups in world

practice. In international TVET practice, from 6 up to 16 occupational groups have been formed, such as healthcare, construction industry, agriculture, production or business management. There are 16 professions in Germany, 14 in England, and 10 in Canada.

I would like to talk about the structure, renewal and development of standards after the differences in the purpose, benefits and application of occupational standards in the English - speaking countries which are studied .Standard structure is theoretically consistent with the requirements and criteria for certain business areas. Standards should measure the ability to perform certain work at any workplace and be related to the country's education system. The goal is to formulate knowledge and skills that meet the needs of industry and to achieve common social cohesion in various fields. In some countries, occupational standards are a form of a comprehensive classification system that provides categories for monitoring labor market, some countries form a criterion for measuring occupational performance in terms of work or education, while others compile occupational standards in accordance with a detailed description of the profession and education standards. The second option in the surveyed countries is more dominant. In many European countries, occupational standards are closely related to the level of TVET and practical training. In the English-speaking countries, the dominant method begins with the identification of jobs, and then describes the competencies, duties and responsibilities of each profession as occupational standards. They are referred to as national occupational standards, and the results of measurable performance for each profession are determined on this basis. The main goal here is to describe the skills, knowledge and attitudes needed to succeed in various professional fields. These are the standards that provide the basis for the development of educational programs, as well as evaluation and certification.

The main factor in the development of occupational standards is job analysis. Proper functional analysis of occupational standards plays a key role in identifying the main purpose of the profession, clarifying key functions, and determining the outcomes of each function. The analysis process is a process where users, administrators and practitioners are involved in all aspects of the standard. There are many questions to analyze for any function, and an analysis process is carried out based on the answers to these questions. There are also many variants and methodologies of this approach. The first application of this approach is the United Kingdom, where employers have initially analyzed their occupational functions (Stewart & Sambrook, 1995). On the basis of this, industry authorities have been preparing reports on the competitive operation of businesses that are composed of separate competition elements and their combined activities. Then, these elements come together and create a strong competition. All these analyzes, along with increasing the competitiveness of the profession, should provide a complete and uniform description of the profession, such as generating such a wide range of specific tasks. In order to meet the needs of the labor market changing occupational standards, it must constantly develop and update. The rapid development of science today complicates various professions and occupational functions, and the increasing competition in various fields of industry entails adapting to this changing situation constantly. Emerging technology and emerging new fields of science often inevitably create new jobs. It is no coincidence that, while preparing national occupational standards, standards are clearly drawn up for change. Development of standards is based on the occupational analysis. Establishment of a map of the profession and its function as a key stage in the process of development of occupational standards. Occupational profile describes the nature and characteristics of the industry in which the profession belongs, the main sectors of the industry, and the existing work places in this industry. In addition, the occupational map clearly describes the types of profession in that sector, the role of

the profession in the organization, training in the sector, the development opportunities of the profession, the needs of the employer and the needs of the employer. The Occupational Map identifies the types of activities people perform in one job and the skills needed to do so. At the same time, it identifies the main tasks required for a job included in the functional map for Employers and Employees. Different countries use different variants and methodologies to develop occupational standards. The main methodologies used for this are industrial consulting panels, individual interviews, expert seminars and online consultations. The basis of the industry consulting panels methodology is the discussions on the impact of the industrial tendencies of industry experts on occupations and learning. During the review of national occupational standards, discussions and opinions of industry experts will help to reflect the necessary changes in national occupational standards. Members of the panel, however, are mainly employers, trade union representatives and professional trainers. Another method of interviewing is a one-on-one interview with individuals with higher occupational education and industry experience. This method helps you to enter real details that are of concern to national occupational standards. Expert seminars play a major role in approving national occupational standards after the development of key areas for development. In particular, industry experts are invited to attend a planned workshop to discuss and explore existing and proposed new national occupational standards. Experts unite in smaller groups to explore and report their national occupational standards and proposed specialty routes to the appropriate authorities in written form. The online consultation method is used in the process of national occupational standards development to obtain broader and detailed feedback. These methods are the most commonly used interactive methods in the development of national occupational standards. Which these methods allow the occupational standards to develop in the right direction without the goal. Adaptation of occupational standards to a constantly changing economy enhances mobility in the

labor market. In addition, the development of occupational standards is a message of the development of the education system in the country. As occupational standards are closely linked to the country's education system, the labor market and the country's economy, any changes in these areas ultimately affect occupational standards.

Occupational standards cover a range of different roles with different interests and experiences, which is crucial to the social partnership between them. In addition, long-term relationships are required between partners, because occupational standards are a system that can not be seen in a short time. Many countries have created industry advisory bodies, training or human resources bodies or skills boards to support employers in the standards development system. Thus, the organization's management, sometimes government-funded government agencies or independent organizations, provide accurate industry intelligence for existing and future skills and training needs. Most English-speaking countries have sectoral skills boards or industry-level boards. Usually their two main functions are. They should provide accurate information and experience on existing and future skills and training needs. Second, they should support the development, implementation and continuous improvement of the training.

At present, most countries pay great attention to the development and application of national occupational standards to keep their place in the international labor market. In the implementation of the system, the purpose of each country is to further develop the education system, to ensure mobility in the local labor market and to adapt to existing competition in the international labor market.¹⁵

¹⁵ International Labor Organization's report (38-49)

CONCLUSION

The implementation of occupational standards creates many advantages for workers, employers, state employment agencies, and the country's economy, which makes it necessary for the development and application of occupational standards. Occupational standards in our country are based on ISSCO 88/08 in accordance with international practice since 2010. The main purpose of the preparation and implementation of occupational standards is to establish close relationships between the labor market and the education system. Occupational standards are based on the requirements of the labor market, employees, employers, and play a major role in building the education system based on these needs and requirements. Therefore, occupational standards are important for shaping the education system of the country in the right direction, as well as increasing the labor market mobility of the country, as well as in the strengthening of the country's economy. Of course, the impact of occupational standards appears firstly in three directions within the country's institutions and organizations, which are employees, organizations and administrators. It is of great importance for employees to facilitate transition from education to labor, occupational training and career development, career planning, decent workplace accessibility, and facilitating job selection. Importance for the country is the staffing potential of the labor market, the production of competitive goods and services, the availability of a flexible labor market, the adaptation of the education system to the labor market, the growth of earnings, budget revenues and overall product. On the

other hand, it also plays an important role in the provision of occupational training and occupational training services for the unemployed and employed population of the country. And most importantly, I will talk about the role of occupational standards in organizational and human resource management. Occupational standards help prepare human resources specialists with job descriptions, prepare a short description of the profession, develop effective interviewers, and further improve the composition of the organizational staff. Occupational qualifications in occupational standards, list of knowledge and skills needed to perform the profession, etc. facilitates and accelerates the work of the Human Resources Department and distorts human resources expertise. Additionally, such areas as job descriptions, staff selection, and so on can lead to a decline in spending. At the same time, occupational standards allow workers to have a clear idea of their work, which regulates relationships between workers and administrators, reduces conflicts, and prevents the loss of time. Reducing conflicts within the organization, preventing time loss, decent worker choices, favorable working environment, lower costs, and so on leads to increased production, which is the result of maximum use of human resources. Increasing labor productivity, in turn, leads to a decrease in the product cost and the production of competitive products. In addition, human resources specialist's right choice of employee, as well as all-round acquisition of his / her employee, also hampers accidents within the organization. As a result of these factors, a productive, corporate environment is created within the organization

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