



*Ministry of cooperatives
Labour and Social Welfare*



*Iran Technical and Vocational
Training Organization*

Deputy of training
Plan and curriculums office

Competency Training standard

Title

Technical Writing Introduction

Occupational group

Information Technology

International code

2523-53-122-1

Date of standard compilation: : 2015/12/15

Control of board on content compilation and accreditation: Plan and curriculums office
National code:2523-53-122-1

Member of Specialized commission IT Curriculum development:

- Ali Mosavi: Iran TVTO Curriculum Development Office
- Mahmoud Taghipour Director Manager of Chaharmahal va Bakhtiary TVTO
- Morteza Mohammadian Dehkordi: Member of Iran TVTO IT Curriculum Development
- Hassan Solimany: Member of Iran TVTO IT Curriculum Development
- Sarang Ghorbanian: Member of Iran TVTO IT Curriculum Development
- Dariush Esmacili: Member of Iran TVTO IT Curriculum Development
- Shahram Shokofian: Manager of Iran TVTO IT Curriculum Development

Cooperator Specialized organizations for compiling the training standard :

- Iran Information Technology Development Co
- Iran Information Technology Development University
- Chaharmahal and Bakhtiari Technical and Vocational Training Organization

Revision Process:

- Scientific content
- According to market
- Equipment
- Tools

Plan & Curriculum Office
97, nosrat avenue –Tehran, Iran

Tel:+98-21-66569900-9

Fax: +98-21-66944117

E-mail:Barnamehdarci@yahoo.com

Training Standard Writers

	Name & family name	Academic document	field	Job & post	Relevant experiences	
1	Morteza Mohammadian Dehkordi	M. SC	Electronics Engineer	Education expert	Technical and Vocational Training Organization	Charmal &Bakhtiari Blvd:enghelab 09131812350
2	Ladan Hosseini	M.SC	Architectural Engineer	Chief of Department of Architecture University	University teaching	Charmal &Bakhtiari Islamic Azad University Borujen 09133811763
3	Mahmoud Taghipour	M. SC	Entrepreneur Engineer	Director General of Technical and Vocational Education CHB	Technical and Vocational Training Organization	Charmal &Bakhtiari Blvd:enghelab 09133816277
4	Shahram Shokofian	B. SC	Software Engineer	Management & Expert	Technical and Vocational Training Organization	Manager of Iran TVTO IT Curriculum Development
5	Keyghobad Ghanbari	M. SC	Human resources management	Director General of grain and Business	Technical and Vocational Training Organization	Charmal &Bakhtiari Blvd:enghelab 09131811352
6	Ahmadreza Banisharif	M. SC	Electronics Engineer	Power Coach	Technical and Vocational Training Organization	Charmal &Bakhtiari Blvd:enghelab 09133803184
7	Iman Mokhtarifard	M. SC	Software engineer	Research Assistant	jahad daneshgahi	No17 Shariati st Charmal &Bakhtiari 09133801588
8	Mohammad Moradi	B. SC	Software engineer	Education Eexpert	Technical and Vocational Training Organization	Charmal &Bakhtiari Blvd:enghelab 09131838255

9	Soraya Fathi	Diploma	Training Management	Education expert	Technical and Vocational Training Organization	Charmal & Bakhtiari :Shareate-ValeAsr St 09121937991
10	Navid Zamanian	B. SC	Software engineer	Computer Coach	Technical and Vocational Training Organization	Charmal & Bakhtiari Blvd:enghelab 09103031785
11	Mohammad Banitalebi	B. SC	Civil Engineer	Civil Coach	Technical and Vocational Training Organization	Charmal & Bakhtiari Blvd:enghelab 09132829179
12	Ahmad Rissiy Dehkordi	M. SC	Civil Engineer	Expert supervision of construction projects	Technical and Vocational Training Organization	Charmal & Bakhtiari Blvd:enghelab 09131820805
13	Marzieh Sadeghi	M. SC	Network engineer	Computer Coach	Technical and Vocational Training Organization	Charmal & Bakhtiari Blvd:enghelab 09131815420

Definitions:

Job standard:

The characteristics ' required competencies and abilities for Efficient Performance in work environment is called "the Job standard", and sometimes “The Occupational standard”

Training standard:

The Training Map for achieving the Job’s subset Competencies.

Job title:

Is a set of Tasks and Abilities which is expected from an employed person in the defined level

Job description:

A statement covering the most important elements of a job, namely the position or title of the job, the duties, job’s relation with other jobs in a occupational field, the responsibilities, workplace conditions and required performance standards.

Course duration:

The minimum of time which is required to achieve the training objects.

Admission requirements:

The minimum of competencies and abilities which are obligatory for a potential admission.

Evaluation:

The process of collecting evidence and judgment about whether a competency is achieved or not.

Include: written examination, practical examination

Required Qualifications for Trainers:

The minimum of Trainer’s technical and vocational abilities which the trainer is required to have.

Competency:

The ability of efficient performing a duty in a variety of workplaces conditions

Knowledge:

The minimum set of facts and mental capacities which is necessary for achieving a competency. This can include science, (Mathematics, physics, chemistry or biology), technology or technical.

Skill:

The minimum coordination between mind and body for achieving an ability or competency. It normally applied to practical skills.

Attitude:

A set of emotional behaviors required for achieving a competency and can have non-technical skills and occupational ethics.

Safety:

The cases which doing or not doing something can cause harm or accident

Environmental Consideration:

A set of consideration about the act which should be done to minimize the environmental damage or pollution.

Competency Title:**Technical Writing Introduction****Competency Description:**

In this practical hands-on course, you gain the skills to assess the needs of your users and create documents that explain technical information. You learn the mechanics of good technical writing, along with techniques for document design and page layout.

Write effective technical documents, manuals and white papers

Assess your audience and develop documents to meet their needs

Build effective sentences and sections that explain information clearly

Employ diagrams, tables, charts and other graphical tools effectively

Create informative content that your readers will understand and use

Analyzing your audience to meet their needs

Applying a style guide to achieve consistency

Editing to remove unnecessary verbiage

Choosing the right words & building strong sentences

Guiding research through explicit & tacit knowledge

Admission Requirements:

minimum degree of education: Computer or IT related Bachelor

minimum physical and mental ability: Working with computer

prerequisite skills:-

Course Duration:

Course Duration : 32 Hours

-Theoretical: 10 Hours

-Practical:22 Hours

-Apprenticeship:... Hours

-Project:... Hours

Evaluation : (%)

Written:25%

Practical:65%

Work ethics:10%

Required Qualifications for Trainers:

Competency Training Standard

Tasks

	Title
1	Introduction to Technical Writing
2	The Writing Process
3	Ensuring Clarity and Readability
4	The Mechanics of Writing
5	Structuring Information for Understanding
6	Designing Your Document
7	Developing the Look of Your Document

Training standard
Contents analysis form

Title:	time			
	theoretical	practical	total	
Introduction to Technical Writing				
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:				
Benefits of effectively communicating technical information				
Dealing with common writing problems				
Attitude:				
Speed and accuracy in doing the right thing				
Health & Safety:				
Compliance with safety protection in the workplace				
Environmental Consideration:				
Compliance with environmental protection				

Training standard
Contents analysis form

Title:	time			
	theoretical	practical	total	
The Writing Process				
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Getting ready to write Eliminating misconceptions that stall technical writing Driving your document design with scenarios Focusing on a document's purposes Assessing your audience Identifying your purpose and the reader's purpose What the audience brings to the table Covering the knowledge domain Exposing tacit knowledge Knowing when you've "covered it all" Organizing using the audience's scenarios				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title:	time			
	theoretical	practical	total	
Ensuring Clarity and Readability				
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:				
Writing technically				
Discriminating between the three levels of information				
Determining information needs with the OODA loop				
Architecting sentences that communicate				
Creating sentences with clarity				
Building clarity through sentence focus				
Solving common grammar problems in technical writing				
Managing style in technical writing				
Evaluating readability using the Given/New technique				
Ensuring consistency with a style guide				
Eliminating reader recycling				
Attitude:				
Speed and accuracy in doing the right thing				
Health & Safety:				
Compliance with safety protection in the workplace				
Environmental Consideration:				
Compliance with environmental protection				

Training standard
Contents analysis form

Title:	time			
	theoretical	practical	total	
The Mechanics of Writing				
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:				
Working with words				
Selecting the right words				
Editing for concision				
Editing for quality				
Knowing when and what to edit				
The editing triage				
Editing throughout the document process				
Two strategies for rewriting				
Attitude:				
Speed and accuracy in doing the right thing				
Health & Safety:				
Compliance with safety protection in the workplace				
Environmental Consideration:				
Compliance with environmental protection				

Training standard

Contents analysis form

Title:	time			
	theoretical	practical	total	
Structuring Information for Understanding				
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:				
Leveraging and formatting tables and lists				
Organizing data to support readers' scenarios				
Determining when to use a list				
Exploiting tables for highly structured data				
Maintaining document structure				
Building cohesive documents with Given/New				
Applying useful headings to support skimming				
Methods of development				
Problems-methods-results				
Effect and cause				
Order of importance				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title:	time			
	theoretical	practical	total	
Designing Your Document				
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Audience-driven document design Relating document structure to the audience Recognizing the varieties of user manuals Developing reference manuals and white papers Determining the document types Post-positive vs. pragmatic documents Implementing the right document format Building documents Tutorials and standard operating procedures Designing two styles of tutorials Structuring sentences and sections Handling introductions and conclusions Prototyping the document Testing for success Levels of prototypes				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title:	time			
	theoretical	practical	total	
Developing the Look of Your Document				
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: Designing the appearance of your page The technical document reading process Fonts White space Alignment Conveying information with graphics Chunking the document Employing photos, drawings and graphs Focusing graphics				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 16 Trainees