



*Ministry of cooperatives  
Labour and Social Welfare*



*Iran Technical and Vocational  
Training Organization*

Deputy of training  
Plan and curriculums office

# Competency Training standard

**Title**  
**Carver Prezi**

**Occupational group**

**Information Technology (IT)**

**International code**

2523-53-141-1

**Date of standard compilation:**

Control of board on content compilation and accreditation: Plan and curriculums office  
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**Cooperator Specialized organizations for compiling the training standard:**

- Hormozgan Technical and Vocational Training Organization
- IT Training Centre in Bandar Abbas

**Revision Process:**

- Scientific content
- According to market
- Equipment
- Tools

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## **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:****Carver prezi****competency description:**

prezi is a presentation of text and visuals that you zoom in and out of. It is very similar to a power point, except you do not make slides . Prezi is an online presentation tool that allows you to design your own distinctive, eye-catching presentations .

**admission requirements:**

minimum degree of education: Post first year of high school

minimum physical and mental ability: Complete physical and mental health

Prerequisite skills: icdl Grade 2

**Course duration:**

*Course duration: 110 hours*

*-Theoretical: 30 Hours*

*-Practical: 80 Hours*

*-Apprenticeship: ... Hours*

*-Project: ... Hours*

**Evaluation :(%)**

**Written:25%**

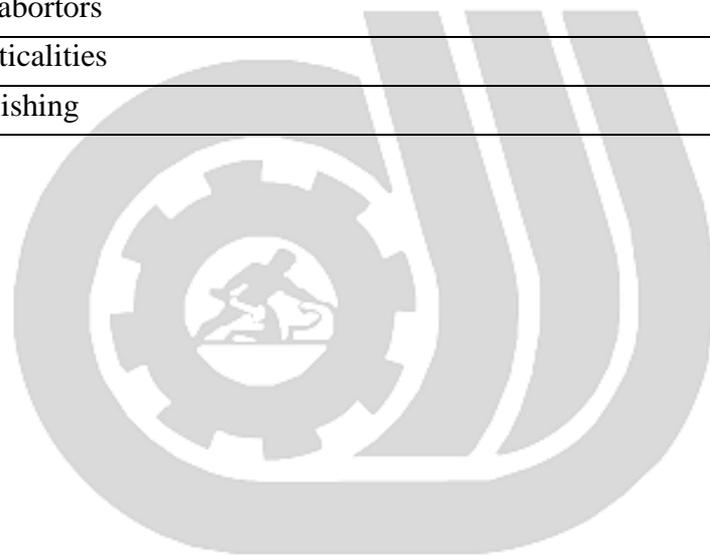
**Practical:65%**

**Work ethics:10%**

**Required Qualifications for Trainers:**

Computer engineer with 3 years experience

<b>competency training standard tasks</b>	
1	Prezi Canvas
2	Prezi Themes
3	Prezi Text & Format
4	Prezi Images
5	Prezi & Multi Media
6	Prezi Shapes & Frames
7	Prezi & External Files
8	Prezi Presenting
9	Prezi Vision
10	Prezi Collabortors
11	Prezi Practicalities
12	Prezi Publishing



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Training standard  
Contents analysis form

<b>Title:</b> <b>Title: Prezi Canvas</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
<b>Knowledge ,skill ,attitude ,safety, Environmental Consideration</b>				<b>Equipment's ,tools, materials ,books</b>
<b>Knowledge and Skill:</b> - Introduction to Prezi - Working with Non Linear Layouts - Navigating the Prezi Workspace - Understand Prezi Design	Determined by the instructor			<b>From prezi</b>
<b>Attitude:</b> Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b> Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b> Compliance with environmental protection				

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<b>Title:</b> Prezi Themes	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
<b>Knowledge and Skill:</b> - Working with Prezi Themes - Adapting Prezi Themes - Extreme Customisation of Prezi Themes	Determined by the instructor			From <b>Prezi</b>
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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<b>Title:</b> Prezi Text & Format	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
<b>Knowledge and Skill:</b> - Add & Edit Text - Add & Edit Hyperlinks - Format Options	Determined by the instructor			<b>From Prezi</b>
<b>Attitude:</b> Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b> Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b> Compliance with environmental protection				

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<b>Title:</b> Prezi Images	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
<b>Knowledge and Skill:</b> - Import Images - Work with Images - Image Considerations	Determined by the instructor			From <b>Prezi</b>
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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<b>Title:</b> <b>Prezi &amp; Multi Media</b>	<b>time</b>			
	<b>theoretical</b>	<b>practical</b>	<b>total</b>	
	Determined by the instructor			
<b>Knowledge ,skill ,attitude ,safety, Environmental Consideration</b>				Equipment's ,tools, materials ,books
<b>Knowledge and Skill:</b> - Working with Video - Inserting Video - Video Options - Converting Video	Determined by the instructor			<b>From Prezi</b>
<b>Attitude:</b> Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b> Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b> Compliance with environmental protection				

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<b>Title:</b> Prezi Shapes & Frames	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
<b>Knowledge and Skill:</b> - Working with Frames - Zooming with Frame Content - Using the Canvas Content - Understanding Frame Interaction	Determined by the instructor			From <b>Prezi</b>
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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<b>Title:</b> Prezi & External Files	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
<b>Knowledge and Skill:</b> - Work with PowerPoint Files - insert pdf - Insert Excel	Determined by the instructor			From <b>Prezi</b>
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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<b>Title:</b> <b>Prezi Presenting</b>	<b>time</b>			
	<b>theoretical</b>	<b>practical</b>	<b>total</b>	
	Determined by the instructor			
<b>Knowledge ,skill ,attitude ,safety, Environmental Consideration</b>				Equipment's ,tools, materials ,books
<b>Knowledge and Skill:</b> - Prepare the Canvas for Present - Hot Tips & Tricks for Live Presenter - Download, embed & show the Prezi	Determined by the instructor			<b>From Prezi</b>
<b>Attitude:</b> Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b> Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b> Compliance with environmental protection				

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<b>Title:</b> Prezi Vision	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
<b>Knowledge and Skill:</b> - Working with Prezi on mobile devices - iPad App - Locate and use video & imagery for the Prezi	Determined by the instructor			From <b>Prezi</b>
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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<b>Title:</b> Prezi Collaborators	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
<b>Knowledge and Skill:</b> - Use Prezi Meeting - Add Users to the Prezi - Work with Prezi Account Management	Determined by the instructor			From <b>Prezi</b>
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Contents analysis form

<b>Title:</b> <b>Prezi Practicalities</b>	<b>time</b>			
	<b>theoretical</b>	<b>practical</b>	<b>total</b>	
	Determined by the instructor			
<b>Knowledge ,skill ,attitude ,safety, Environmental Consideration</b>				Equipment's ,tools, materials ,books
<b>Knowledge and Skill:</b> - Set up Projector - Auto Play Prezi Presentation	Determined by the instructor			<b>From Prezi</b>
<b>Attitude:</b> Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b> Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b> Compliance with environmental protection				

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<b>Title:</b> <b>Prezi Publishing</b>	<b>time</b>			
	<b>theoretical</b>	<b>practical</b>	<b>total</b>	
	Determined by the instructor			
<b>Knowledge ,skill ,attitude ,safety, Environmental Consideration</b>				<b>Equipment's ,tools, materials ,books</b>
<b>Knowledge and Skill:</b> - Prezi.com Publishing - Embedding Prezi's on Websites & Blogs	Determined by the instructor			<b>From Prezi</b>
<b>Attitude:</b> Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b> Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b> Compliance with environmental protection				

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

\*Required quantity for each 15 Trainees

**From: prezi**