



DACUM Orientation

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What is a DACUM?

- An acronym for **D**esigning **A** **C**urricul**UM**
- A job analysis tool
- A method for identifying the knowledge, skills, tools and attitudes required in a particular job
- A first step in curriculum development or assessment



Types of Job Analysis

- **Small Group Method** This method requires a minimum of three incumbent workers to participate in developing a job & task analysis.
- **Survey Method** This requires a selected group of workers to answer a questionnaire & a person trained in job and task analysis to interpret & compile the data.
- **Interview Method** This method requires a one-on-one interaction between a worker and a person trained in job and task analysis.
- **Job Observation Method** This method requires a person trained in job & task analysis to observe & analyze the task performed by individual workers.



DACUM method

- A modified small group method
- 8 – 12 expert workers brainstorm and refine duties, tasks, knowledge, skills and attitudes under the guidance of a trained DACUM facilitator
- Results displayed in a chart format
- Chart validated by additional workers (50)



DACUM method

Identifies:

- Major areas of responsibility (duties)
- Associated tasks
- Required behaviour, attitude and traits
- General skills and knowledge
- Tools and equipment used to support the job
- Emerging trends



DACUM: Defining Principles

- Expert workers are the best at defining what they do
- An effective way to describe a job is to define the overall duties and specific tasks that experts perform
- All tasks, to be performed correctly, require particular knowledge, skills, attitudes and tools



Advantages of DACUM

- Reliable, quick and efficient method of defining and describing duties and tasks
- Involvement and buy-in of expert workers
- Extensive stakeholder validation process



Uses of DACUM

- Curriculum development
- Training needs assessment
- Student achievement evaluation
- Worker performance evaluation
- Competency test development
- Job descriptions



Users of DACUM

- Colleges and Universities
- Training organizations
- Apprenticeship programs (Ministry of Education & Training)
- Private companies



DACUM participants

- Expert workers with a minimum of 2 years experience
- Currently employed in the field
- Technically competent
- Peer recognition
- Representative of occupation demographics: size, type, location
- No (or no more than) two supervisors

Process – Day 1

Orientation

- Welcome and thanks
- Introductions: facilitator, recorder and participants
- Overview of process and methodology



Process – Day 1

Define job title or occupational area

- A specific occupational title (WHO?)
- A main verb that describes observable performance (WHAT?)
- Some methods or techniques (HOW?)
- A statement of purpose (WHY?)

Define job title (sample)

A DACUM facilitator

WHO

assists workers in analyzing their occupations

WHAT

through the production of a job profile chart by means of a neutrally facilitated storyboard session

HOW

to enhance employee development, education and training programs and human resource services.

WHY



Process – Day 1

Establish Duties

- Duties are:
- Areas of general competence
- Include two or more distinct tasks.
- Written as competency statements
- Recorded on 5 x 7 cards
- Displayed in front of expert panel



Process – Day 1

- Establish duties
- Normally 5 – 10 duties
- Recorded only when consensus is reached
- Displayed in random order at this stage



Day 1 – Duties (sample)

A Consult with potential DACUM client					
B Plan DACUM session and validation workshop					



Process Day 2 - Tasks

Identify Tasks

- Smallest units of job activity with a meaningful outcome
- Represent assignable units of work
- Result in a product, service or decision
- Can usually be observed/measured
- Have a definite beginning and ending point
- Can be performed over a short period of time
- Can be performed independently of other work
- Consist of two or more steps



Day 2 - Tasks

- Assignment of specific tasks performed into each duty area
- Review and refinement of duty and task statements
- Sequencing of task and duty statements



Day 2 –Tasks (sample)

A Consult with potential DACUM client	A1 Disseminate DACUM materials	A-2 Explain DACUM process; present DACUM concepts, rationale, and benefits	A-3 Assess clients' needs for DACUM	A-4 Identify potential worker groups	A-5 Establish procedure for offering DACUM services
B Plan DACUM session and validation workshop	B1 Review available profiles	B2 Orient client contacts	B3 Assist with identification of worker groups; establish profile	B4 Schedule workshop	B5 Select facilitation team



Day 2 - Tasks

- Identification of knowledge, skills, tools and attitudes
- Preparation of lists of same for chart

Validation Process

- Chart sent to expert worker panel for review
- Revisions made to chart by facilitator
- Chart sent to additional workers for validation
- Revisions made to chart by facilitator