



CFITES SERIES

How to Meet Requirements 2 of 7

Analysis

Design

Development

Conduct

Evaluation

Validation

The primary objective of the **Analysis Phase** is to identify training and education needed to meet a performance deficiency. Analysis can be triggered by a new/changing operational requirement, changes to an occupation, major equipment acquisition, needs assessment or a validation report that identifies a new/changing training requirement. The **Canadian Armed Forces (CAF)** conducts the analysis using the following 4 step process.

Step 1

Review Documentation



CFITES Requires

Review reports, specifications & guidance documents to confirm/define the deficiency & the training requirement. Additional documentation to consider:

- Qualification Standards
- Doctrinal & Technical Publications
- Occupation Structure Implementation Plan (OSIP)
- Standard Operating Procedures (SOPs), Canadian Forces & Allied Orders, Directives & Instructions

ADVISOR Added Value

- ✓ Speeds data collection. Key data elements such as Tasks, Performance Objectives (POs) & Knowledge/Skills/Attitudes (KSAs) including links can be imported from various documents in a single click
- ✓ Facilitates collaboration, sharing & reuse of data. Stores all data in centralized database accessible anytime & from anywhere with a browser
- ✓ Automatically tracks all changes including who performed the change, when & why

Step 2

Conduct Task Analysis



CFITES Requires

Determine which tasks require instruction, prioritize & organize selected tasks using this 4 step process:

- Confirm the need for training for each task
- Select tasks for training (use Criterion or DIF analysis)
- Prioritize tasks for training
- Organize selected tasks

ADVISOR Added Value

- ✓ Maximizes training impact & optimizes resources by automatically analyzing Job Tasks based on CFITES DIF & Criterion Models attributes; to assess training priority & identify tasks that no longer require training
- ✓ Quickly organize Tasks & Sub-Tasks using drag & drop functions while preserving the relationships among Tasks, POs & KSAs

Step 3

Write Performance Objectives (POs)



CFITES Requires

Create POs that define the standard expected of a graduate on the job. The PO consists of:

- Performance Statement
- Conditions that influence job performance – i.e., what a performer is given or denied & the environment within which the task is conducted
- Standard of performance – i.e., how & how well the task must be completed

ADVISOR Added Value

- ✓ Generates CFITES formatted Performance Objectives for Tasks that require training with the click of a button
- ✓ Prompts users for Standards & Conditions (given, denied & environment) needed to generate POs in line with CFITES
- ✓ Maintains consistency by automatically assigning changes to Tasks' attributes to corresponding POs

Step 4

Prepare the Qualification Standard (QS)



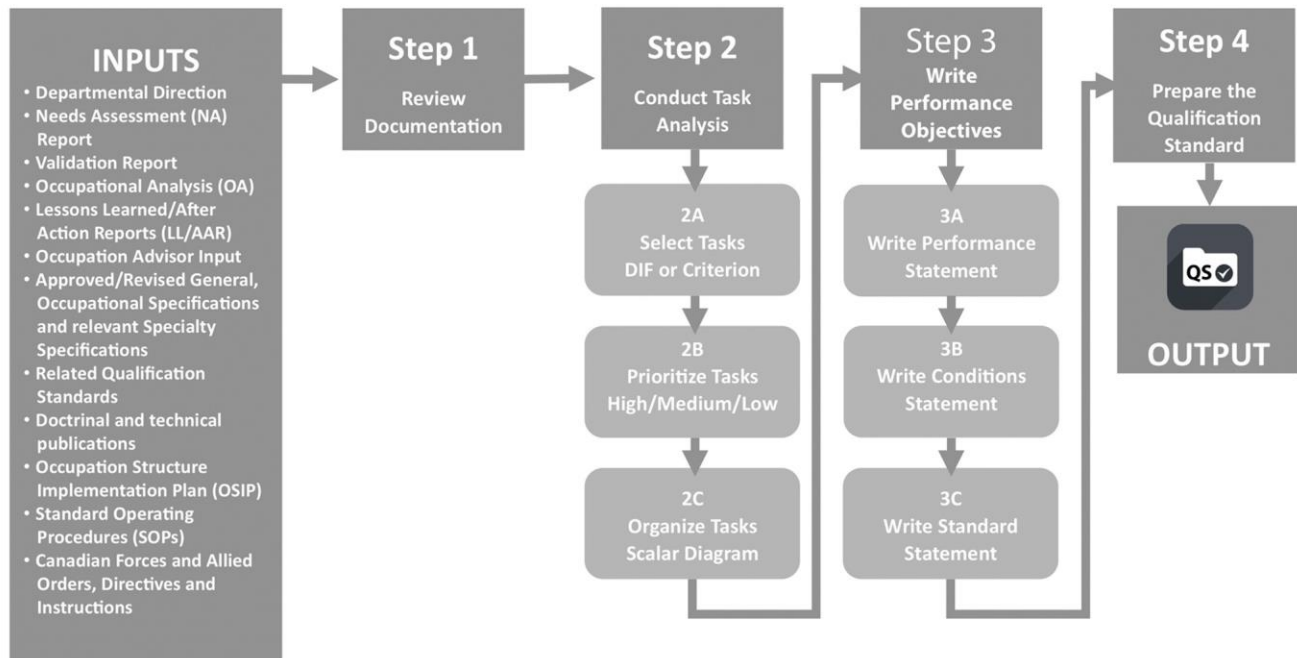
CFITES Requires

Produce formal documents to guide the design & development of the training. Each command (Army, Navy, Air Force & Canadian Defence Academy) has its own format. Generally, a QS contains:

- Course Management information
- Performance Objectives
- Training Management Details
- Assessment of Trainees
- Task List
- Reference List

ADVISOR Added Value

- ✓ Generates QS documents that meet the requirements of all training authorities (Army, Navy, Air Force & Canadian Defence Academy) in a single click. In addition to minimizing the time needed to generate, ADVISOR preserves quality control
- ✓ Maintains multiple versions of a job analysis through version control. View & recover stored versions at any time



Contact us today to find out how we can assist you in meeting CFITES requirements and drive training efficiency.