



CFITES SERIES

How to Meet Requirements 7 of 7

Analysis

Design

Development

Conduct

Evaluation

Validation

The primary objective of the Validation Phase is to determine whether the Performance Objectives (POs) in the Qualification Standard (QS) satisfy performance requirements on the job. The validation process is complete once the recommendations are implemented and benefits confirmed. The responsibility for implementing all recommendations or explaining why they have not resides with the person that initiated the evaluation. The Canadian Armed Forces (CAF) conducts validation using the following 3 step process.

Step 1

Scope and Plan



CFITES Requires

Identify the scope of the study by selecting one the following types:

1. Comprehensive – thorough assessment of all course to job links, sampling extensively from multiple sources
2. Routine Check – review major elements of the course & the job using easy to obtain information
3. Focused Review – concentrate on specific aspects of an instructional programme

Consider the following major elements when developing a validation plan:

- Aim: Objective of the validation & what will be assessed
- Documentation: QS, Training Plan (TP), instructional materials, training records & lessons learned reports
- Sources of Information: Personnel, agencies & systems that will provide data on graduate performance
- Data Collection Methods: Questionnaires, interviews, surveys, observations, review of operational reports, lessons learned reports, database queries, etc.
- Timing: Time lapse between training completion & validation analysis
- Consultants: Subject Matter Experts & Stakeholders that can provide advice, support or information

ADVISOR Added Value

- ✓ Quickly identifies training courses needed to support specific Missions and/or Tasks
- ✓ Facilitates the assessment of performance gaps by providing instantaneous access to the desired standard & conditions for each Mission & Performance Objective (PO)
- ✓ Provides multiple data collection forms to support various methods including individual interviews, focus groups, observations, questionnaires & surveys



Step 2

Collect and Analyse Data



CFITES Requires

Analyse the data, interpret findings (statements of fact derived from collected data) & accurately draw conclusions by carefully inspecting the results, looking for patterns, peculiarities & relationships.

If problems are identified, the cause of each problem should be determined and a solution recommended. Causal factors (without which the problem could not have occurred) are identified & multiple solutions to address the causal factors are generated by analyzing the context & conditions surrounding the problem. Although some problems may be self-explanatory, others may require further investigation & consultation with respondents & stakeholders to confirm.

Implement the validation plan by:

1. Developing & administering data collection instruments
2. Conducting interviews & observation
3. Compiling data
4. Conducting Analysis (Interpret data)
5. Identifying problem areas
6. Conducting cause analysis
7. Identifying and selecting solutions

ADVISOR Added Value

- ✓ Facilitates data collection, compilation & analysis through a series of Data Collection Forms
- ✓ Provides a comprehensive performance improvement model with root cause analysis function that quickly zeros-in on the source of the problem, & identifies Plausible Solutions to achieve the desired standard
- ✓ Minimizes waste & maximizes impact by forecasting the costs & benefits of Plausible Solutions & focusing resources on initiatives with highest value

Step 3

Report and Recommend



CFITES Requires

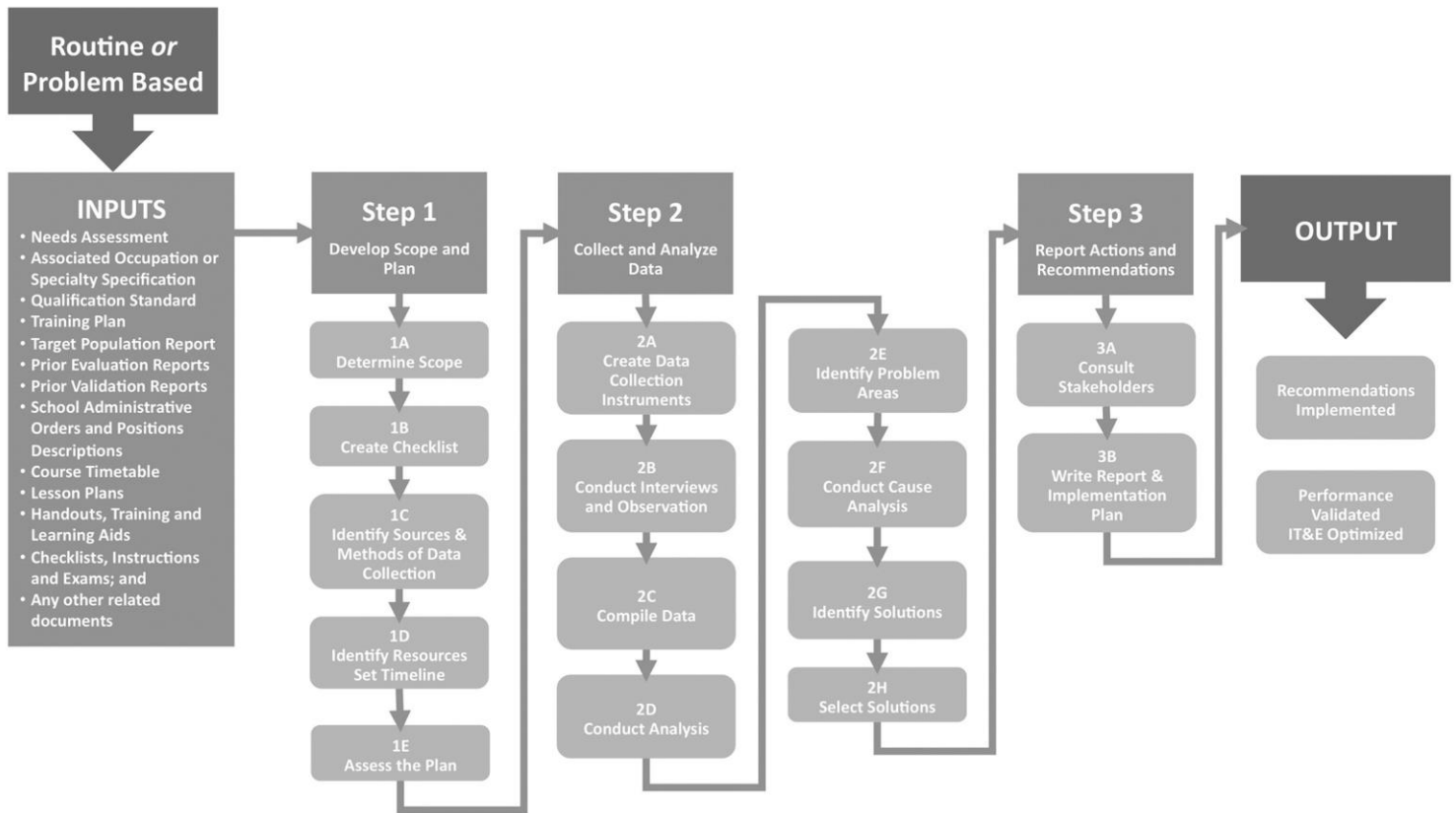
Consult stakeholders to verify that the drawn conclusions are accurate & seek their insights regarding the recommended solutions.

Generate an objective, credible & defensible report that includes the following items:

- Statement of the aim & baseline of the study
- Findings
- Supporting data
- Interpretation of findings
- Recommendations
- Methods used for data collection & analysis
- Implementation plan for each recommendation that considers the time & effort required to carry out the recommendation as well as the risk of not implementing

ADVISOR Added Value

- ✓ Generates Performance Analysis report to support recommendations in a single click
- ✓ Forecasts the costs & resources needed for each of the recommended solutions
- ✓ Generates project plan for each of the recommended solutions. Assists project managers in locating the required personnel & resources; validating availability; producing project plans & Gantt chart; as well as tracking progress in real time



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