



DSAT Series

How to Meet Requirements 6 of 9

Scope	Analysis	Training Design & Development			Delivery	Evaluation & Validation
		Stage 01	Stage 02	Stage 03		

The primary focus of the third and final stage of **Training Design and Development (TD&D)** is the development of:

- **Instructional Specifications (ISpecs)** – lesson plans. ISpecs generally contain the details of an EO and associated Key Learning Points (KLPs), relevant assessment/test, method and media selected, time allocated, resource requirements and essential references. In essence, ISpecs contain the lessons to be delivered and all information needed by the instructor to deliver the training, along with structure and sequence of instruction. Moreover, ISpecs control the execution of training, i.e. what is taught and how it is taught. More specifically, it:
 - Ensures material is taught based on TOs, thus assisting trainees in the achievement of the TOs
 - Provides instructors with details of suitable methods and media, so the material is delivered in an effective manner
 - Helps ensure consistency between instructors and different courses
 - Saves instructors preparation time by providing a comprehensive document that can be easily used, even by new staff
- **Assessment Specifications (ASpecs):** Describes the organization, type of test, marking details, pass/fail criteria for assessment of training objectives and consequences of failure. It provides the practical details required to assess the achievement of the standards specified by an associated training objective.
- **Course Specifications (CSpecs):** Provides training management with the information needed to administer a course.
- **Course Programme:** Is the end product that outlines how trainees are grouped, and the sequence of lessons and assessments. In addition to assisting instructors, it allows some flexibility in facilitating the learning as well as ensuring efficient use of all resources for a particular course.

Step 1
Produce ISpecs

DSAT Requires

- Produce Instructional Specifications (ISpecs), as follows:
- Collect all necessary documents needed to produce an ISpec, namely:
 - TOs & EOs - including performance, condition & standards
 - KSA Analysis
 - Method & Media Analysis
 - Assessment Spec

ADVISOR Added Value

- ✓ Facilitates access to all relevant documents & analyses, as well as maintains alignment with TOs
- ✓ Simplifies the creation & sequencing of Lessons & KLPs using a drag & drop function
- ✓ Automatically tracks & records all changes to KLPs - i.e., when was the change made, by whom & why



- OPS TRG categories (derived from DIF analysis & Early Training Analysis)
 - Write ISpec by:
 - Selecting the EO(s) for the lesson
 - Selecting the KLPs for the EO
 - Placing KLPs in a logical sequence
 - Conducting Method & Media analysis on the EO
 - Writing the development part of the ISpec
 - Completing the administration part of the ISpec
 - Manage & control ISpecs to ensure quality is maintained, specifically:
 - Establish a recognized amendment procedure to prevent unauthorized, incorrect changes
 - Ensure the correct issue of an ISpec is being used for training
 - Keep a record of current amendment state
- ✓ Generates ISpec documents that meet DSAT requirements in a single click. In addition to minimizing the time needed to generate, ADVISOR preserves quality control
 - ✓ Maintains multiple versions of an ISpec through version control. Stored versions can be viewed & recovered at any time

Step 2

Produce ASpecs

DSAT Requires

- Produce Assessment Specifications (ASpecs), as follows:
 - Assign assessment number & title
 - Indicate programming of assessment
 - State type of assessment
 - State duration of assessment
 - State all TO & EOs assessed
 - State marking details
 - Identify assessment criteria
 - State consequences of not meeting the assessment criteria

ADVISOR Added Value

- ✓ Facilitates the development of Test items for each Key Learning Point (KLP) including Question Type (i.e., multiple choice, matching, etc.) & Assessment Type (i.e., formative or summative)

Step 3

Produce Course Related Documents

DSAT Requires

- Produce Course Specifications (CSpecs), as follows:
 - State protective marking
 - Identify course title/number, module title/number
 - Identify intelligent customer, customer's agent, and/or sponsor
 - State reference to source Operational Performance Statement (OPS) & Formal Training Statement (FTS) (Training Performance Statement TPS)
 - Define Course/Module duration & entry standards

ADVISOR Added Value

- ✓ Automatically computes time needed for each Lesson & Course based on KLPs duration & media
- ✓ Compiles & lists all relevant references
- ✓ Quickly forecasts personnel & resource requirements for each KLP while preserving quality control by storing common measures such as hourly rates of developers, instructors & support staff; per diem & travel costs; equipment start-up & operation cost, etc., in Templates



- State issue status, maximum & minimum class size, course/module aim
- List details of effective/non effective training time
- State assessment strategy
- List resources required
- State health & safety, environmental protection & all risk assessments
- List course reference materials
- Define course/module programme
- Produce Course Programme
 - State sequencing training & testing
 - Identify key events & administration
 - Identify constraints
 - State timetable structure
 - Apply principles of good course programming, including:
 - Progression
 - Tempo/Pace
 - Practice
 - Variety
 - Efficiency
 - Flexibility
 - Format course programme to optimize facilitation of learning & use of resources

✓ Generates CSpec & Course Programme documents that meet DSAT requirements in a single click. In addition to minimizing the time needed to generate, ADVISOR preserves quality control

Step 4

Run Pilot Course

DSAT Requires

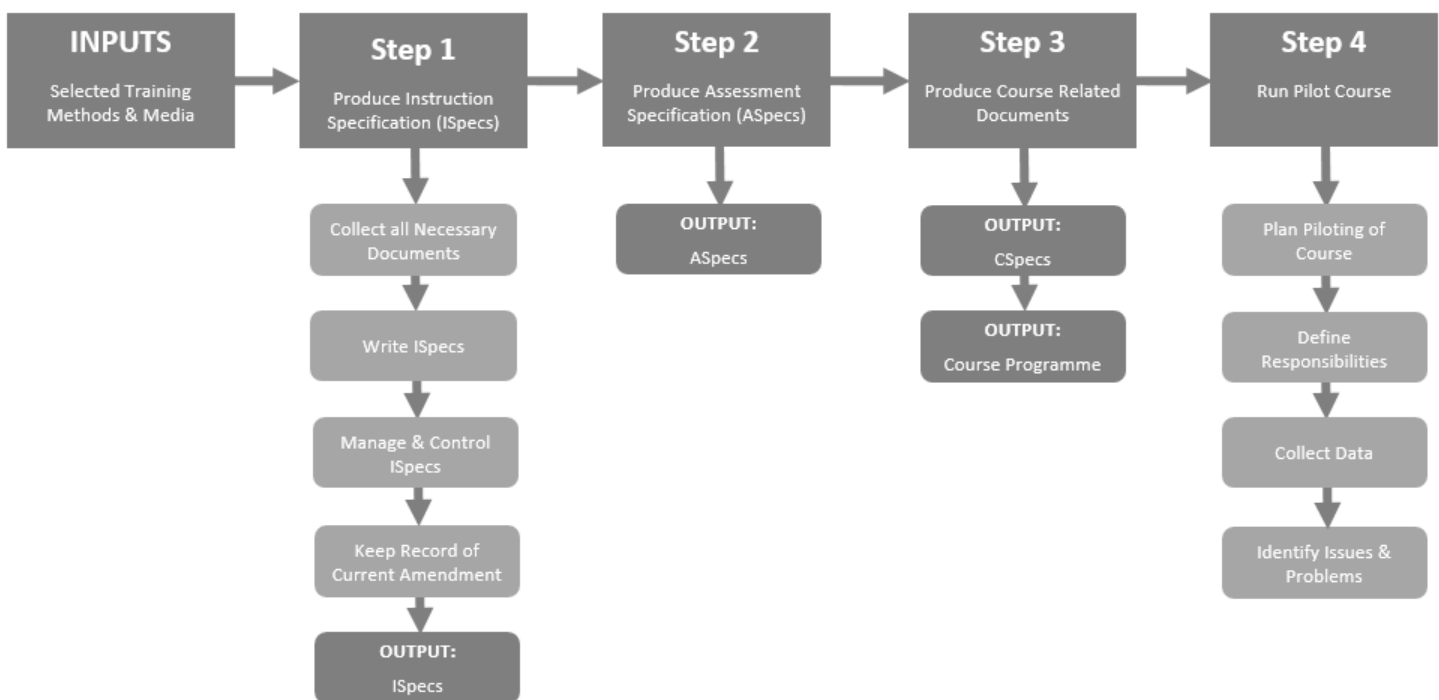
- Plan the piloting of the course, as follows:
 - State when pilot course will be conducted
 - Identify trainees that will be in course
 - Identify instructors that will be used
 - State time required
 - Evaluate if all resources are available & allocated
 - Identify revisions that can be made during the course
- Define responsibilities: training management staff, instructional design staff, internal validation staff/cell, instructors, trainees.
- Collect the following data:
 - Observe instructional lessons
 - Collect data from individual students during sessions
 - Collect data from students & instructors after sessions
 - Collect data required before the course, e.g. trainee entry level or instructor background

ADVISOR Added Value

- ✓ Quickly & accurately forecasts budget, personnel, facilities & equipment needed to develop, deliver, support & maintain the pilot course using various blends of delivery options based on the number of trainees, instructor/trainees' ratios & course length
- ✓ Assists project managers in locating the required personnel & resources; validating availability; producing project plans & Gantt charts; as well as tracking progress in real time
- ✓ Provides multiple data collection forms to support various methods including individual interviews, focus groups, observations, questionnaires & surveys



- Identify data collection methods to be used
- State who will collect the data
- State how often data will be collected
- Identify what statistical methods or supporting software are required
- Identify any issues or problems early, by delivering the newly designed course under realistic conditions & evaluating:
 - Course documentation
 - Course materials
 - Course programme



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