CFITES SERIES
How to Meet Requirements 1 of 7

Analysis Design Development Conduct Evaluation Validation

Canadian Forces Individual Training & Education System (CFITES) key requirements are outlined in a 7 part series. In addition to meeting CFITES requirements, ADVISOR Enterprise simplifies and speeds the process, optimizes training resources, improves resource allocation, generates audit trail to support recommendations and produces training plans that leverage existing programs/resources.

Analysis

CFITES Requires

Vol 3 Analysis of Instructional Requirements

Review documentation and conduct Task Analysis to determine performance requirements, Performance Objectives (POs) and Qualification Standards (QS).

ADVISOR Added Value

Module 1 Training Analysis

- ☑ Conduct Mission, Job & Task Analysis
- ☑ Generate Performance & Enabling Objectives
- ☑ Identify Knowledge/Skill Gaps & Training Requirements
- ☑ Generate Qualification Standards (QS) & Job Task Analysis Reports (JTAR)

Design

CFITES Requires

Vol 4 Design of Instructional Programmes

Identify the learner, write Enabling Objectives (EOs) and create assessments. Forecast costs and select delivery options.

ADVISOR Added Value

Module 2 Training Design

- ☑ Identify viable delivery options based on training, learner & organization needs
- ☑ Forecast & compare the costs of viable delivery options
- ☑ Recommend the most cost effective delivery options
- ☑ Generate Training Plans (TPs) & Qualification Standard and Plans (QSPs)

Development

CFITES Requires

Vol 5 Development of Instructional Programmes

Identify and procure or produce instructional materials.
Prepare instructional staff.

ADV!SOR Added Value

Module 3 Resource Management

- ☑ Forecast and optimize budget, personnel and resources
- ☑ Improve resource allocation by identifying excess capabilities & bottlenecks

Conduct

CFITES Requires

Vol 6 Conduct of Instructional Programmes

Deliver instruction and conduct On-the-Job Training (OJT).

ADV!SOR Added Value

Module 4 Project Management

- ☑ Develop plans to keep projects on time and within budget
- ☑ Monitor progress
- ☑ Manage personnel & resources

Evaluation, Validation & Needs Assessment

CFITES Requires

Vol 7 Evaluation of Learners
Measure training programme effectiveness & efficiency in meeting instructional requirements.

Vol 8 Validation of Instructional Programmes
Assess the impact of training programme on job performance.

Vol 2 Needs Assessment
Assess the causes of a human performance deficiency & how to resolve.

ADV!SOR Added Value

Module 5 Performance Analysis

- ☑ Conduct Root Cause Analysis to identify the source of the problem
- ☑ Identify solutions that produce the desired level of productivity
- ☑ Assess the feasibility, costs & Return on Investment (ROI) of solutions

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

ANALYSIS | **DESIGN** | **DEVELOPMENT** | **CONDUCT** | **EVALUATION & VALIDATION**

STEP 1
Define/Prioritize Missions/Goals

STEP 2
Identify/ Prioritize Tasks Needed to Achieve Goals

STEP 3
Identify Jobs Required to Perform Tasks

STEP 4
Identify Knowledge/Skills Needed to Perform Tasks

STEP 5
Assess Jobs Knowledge/ Skills

Not Adequate

Adequate

DONE

STEP 6
Assess Viability of Alternate Delivery

STEP 7
Conduct Cost Benefit Analysis

STEP 8
Select Right Blend of Delivery Options

STEP 9
Forecast Budgets & Resources

STEP 10
Identify/ Duplicate Efficient Programs

STEP 11
Prioritize Training Programs

STEP 12
Develop Project Plan

STEP 13
Assign Personnel & Resources

STEP 14
Track Progress

DONE

Adequate

STEP 15
Assess Ability to Perform

Not Adequate

STEP 16
Conduct Root Cause Analysis

STEP 17
Identify Plausible Solutions

Training Solutions   Other   Solutions

STEP 18
Identify Plausible Options

STEP 19
Conduct Cost Benefit Analysis

STEP 20
Select Most Cost Effective Option

STEP 21
Prioritize Solutions