DSAT Series

How to Meet Requirements 3 of 9

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

Once a training intervention is recommended to meet a change in operation or a business requirement, a **Needs Analysis** must be conducted prior to the development of training. Needs analysis is essential to design efficient and effective training.

Needs analysis may also be used for a variety of reasons aside from training design, these include:

- Recruitment of personnel
- Job evaluation
- Job restructuring
- Equipment, policy and procedures
- Improving performance

Different methodologies can be utilized to conduct a Needs Analysis. The most appropriate method should be selected to meet the specific requirements of each project. Needs Analysis can take the form of Job Analysis, Competence Analysis or a mixture of the two. Job Analysis is illustrated below.

Step 1

Generate Job Specifications (Job Spec)

DSAT Requires

- Create Job Specs – a detailed statement of activities associated with a job along with qualifications, experience & qualities required to carry it out. Job Specs are comprised of the following elements:
  - Job title
  - Numbers doing the job
  - Main job objective
  - Subsidiary job objectives
  - Responsibilities
  - Duties
  - Standards
  - Future job changes
  - Conditions
  - Difficulties & distastes

ADVISOR Added Value

- ✓ Speeds data collection. Key data elements such as Job Titles, Numbers, Duties, Tasks & so forth 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

- Generate job description from Job Spec - a brief & succinct statement that summarizes the main scope & content of the job
- Specify personnel specifications:
  - Physical make-up
  - Attainments
  - General intelligence
  - Special aptitudes
  - Interests
  - Disposition
  - Circumstances

Step 2
Perform Task Analysis

DSAT Requires

- Identify Duties, Tasks, Sub Tasks & Task elements that have to be performed, the conditions under which they are performed & the required standard of performance
- Produce Job Scalars. Breakdown job into a series of Duties or main areas of work, Tasks required to perform the Duties, Sub Tasks required to perform the Tasks, and Tasks Elements required to perform the Sub Tasks. Then record the job scalars diagrammatically

ADVISOR Added Value

- ✓ Speeds data analysis. Deconstruct Tasks into Sub Tasks, Steps & Sub Steps & quickly organize using drag & drop functions.
- ✓ Minimizes duplication by automatically creating a repository of Tasks to facilitate the allocation of similar Tasks to multiple Jobs. By tracking Tasks common among multiple Jobs, ADVISOR facilitates the development of highly efficient curriculum
- ✓ Prompts users for the Standards & Conditions needed to generate Tasks in line with DSAT
- ✓ Generates scalar diagrams with the click of a button

Step 3
Derive Operational Performance Statements (OPS)

DSAT Requires

- Derive OPS from the Job Analysis. OPSs are detailed statements of the Tasks/Sub Tasks required by an individual to achieve the operational/workplace performance including the conditions under which Tasks should be undertaken, the standards that must be achieved & the training required to achieve task performance

ADVISOR Added Value

- ✓ Generate OPS for each Job with the click of a button
- ✓ Maintains multiple versions of a job analysis through version control. View & recover stored versions at any time

Step 4

Derive Training Category

DSAT Requires

- Perform DIF Analysis. Analyse Difficulty, Importance & Frequency of Tasks.
- Perform Early Training Analysis (ETA) & estimate the balance between formal training & workplace training
- Assess other criteria that influence training categories, including:
  - Number of personnel that perform task
  - Amount of time spent on task
  - Realism & safety
  - Degree of workplace supervision
  - Time interval between training & first performing task
  - Legislation, regulations, & government policy
  - Legally mandated civilian accreditation
- Generate audit trail of decisions leading to the following Training categories:
  - Training Performance Statement (TPS) - a list of Training Objectives (TOs) including terms of Performance, Conditions & Standards that describe the end product of a training event
  - Workplace Training Statement (WTS) - a list of TOs including terms of Performance, Conditions & Standards to be achieved by On Job Training, Distance Learning, Distributed Training or other means of delivery in the workplace/operational environment under the auspices of the employer
  - Residual Training Gap Statement (RTGS) - the difference between the totality of the formal training delivered & the OPS. RTGS is also expressed in terms of Performance, Conditions & Standards
  - Verify OPS = TPS + WTS + RTGS
- Assign Training Category, including:
  - Priority of training
  - Level of training required

ADVISOR Added Value

- ✓ Maximizes training impact & optimizes resources by automatically analysing Job Tasks based on DIF & Criterion Models attributes to assess training priority & identify tasks that no longer require training
- ✓ Captures the number & percent of individuals performing the task, time spent performing the task, requirement for immediate action & references guide, as well as safety & other attributes; & factors in training allocation decision
- ✓ Facilitates the classification of Training Requirements as Formal, Workplace or Residual Gap based on Priority & other attributes
- ✓ Generates audit trail reports to support recommendations as well as training requirements & training gap reports with the click of a button
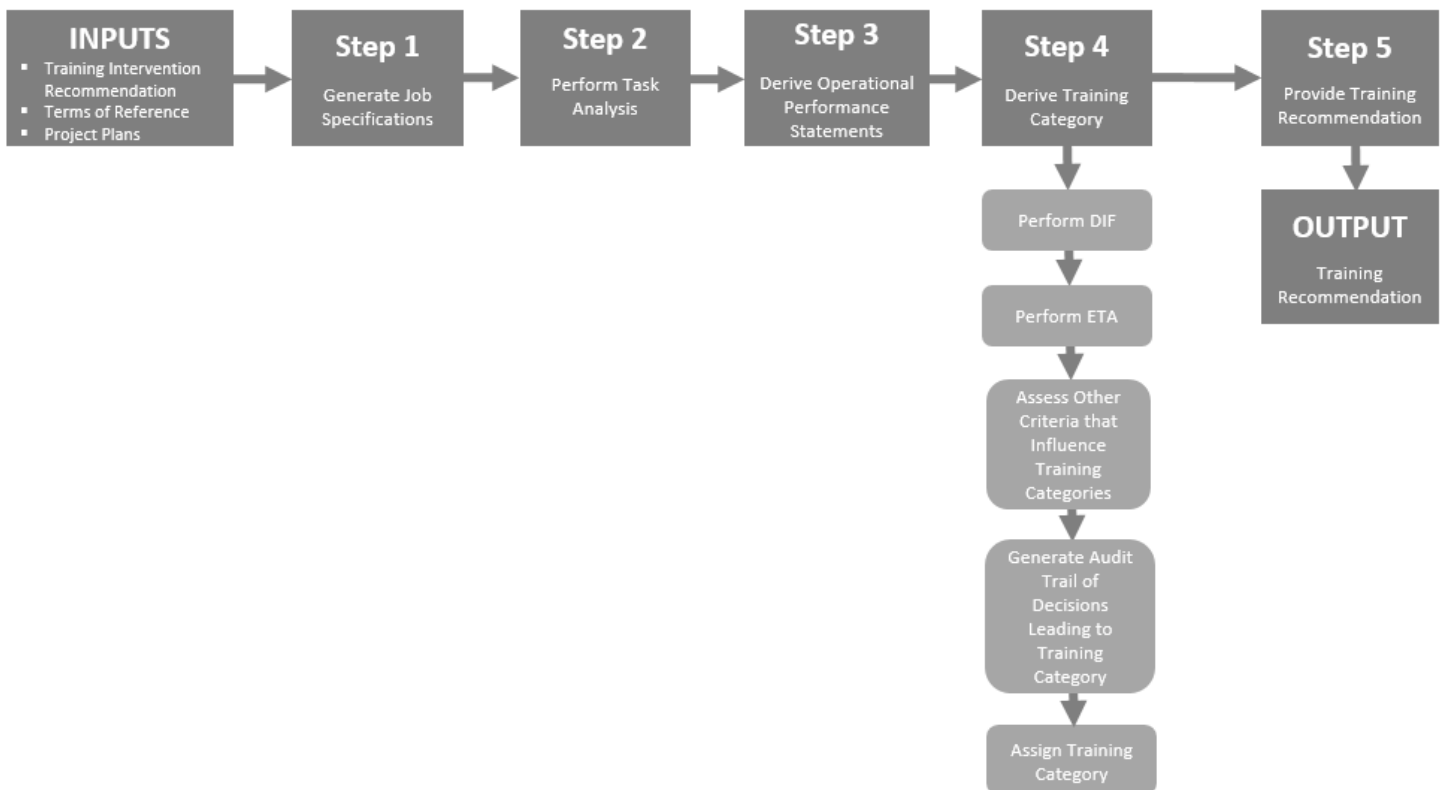
Step 5

Provide Training Recommendation

DSAT Requires

- Identify if training is required
- Identify whether jobs have previously received the necessary training
- Select personnel for training
- State the division of training between formal courses vs. workplace training
- Identify need for changes to existing training
- List actions to mitigate risk inherent in training solution

ADVISOR Added Value

- ✓ Generates comprehensive business case report to support training recommendations with the click of a button
- ✓ Assesses the risk of each delivery option based on organization experience & readiness

INPUTS
- Training Intervention Recommendation
- Terms of Reference
- Project Plans

Step 1
Generate Job Specifications

Step 2
Perform Task Analysis

Step 3
Derive Operational Performance Statements

Step 4
Derive Training Category

Perform DIF

Perform ETA

Assess Other Criteria that Influence Training Categories

Generate Audit Trail of Decisions Leading to Training Category

Assign Training Category

Step 5
Provide Training Recommendation

OUTPUT
Training Recommendation

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