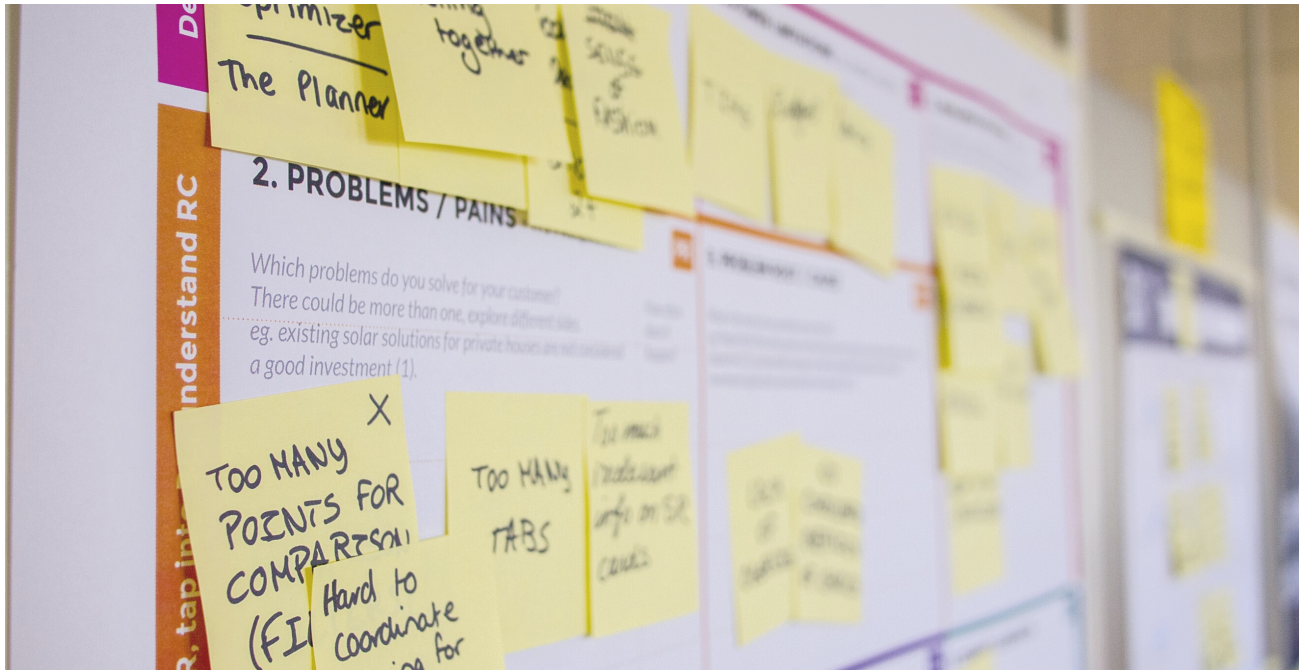




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# THE DACUM INTERNATIONAL TRAINING CENTER

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## What is a DACUM (Developing a Curriculum)?

A relatively **quick, effective, and low-cost** method of analyzing jobs and occupations that has been **used worldwide for more than 40 years**, a DACUM analysis workshop involves trained a DACUM facilitator working with a panel of 5-12 expert workers from the position or occupation being analyzed.

The **job profile chart** generated by the panel in a typical two-day workshop is a **detailed and graphic portrayal of the duties and tasks performed by workers in the job being analyzed**. The panel also identifies knowledge and skills, behaviors, tools and equipment, and future trends and concerns that enable task performance.

The chart provides a **high-quality, relevant foundation for developing a competency-based curriculum and instructional materials**.

## Benefits

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- **Group synergy and consensus**
- **Competency-based**
- **Comprehensive, verified outcomes**
- **Industry involvement**
- **Quick and effective**



## Alignment that Matters

Linking current industry practices and competency-based programs of study at colleges and companies' training programs, DACUM is used internationally as an effective way to **identify and verify competencies and tasks that can then be aligned with existing or new educational or training programs.**

For a community college, scheduling regular DACUM job analysis updates **ensure the content of its programs is current and relevant to then industry** being served. For business and industry, use of the DACUM process ensures training **programs align with what the workers actually do on the job.** For government agencies and professional organizations, DACUM provides the **foundation for job certification.**

*"When the Subject Matter Experts are coached how to articulate a task, they define a clear beginning and end to the task. Clear definition forces one to be evaluated far more consistently and objectively, which greatly improves the experience of the learner. If you stay true to the methodology, you can effectively engage your workforce in the process. This experience with [DACUM] provided the framework to build the foundation to get that started."*

*-Carman Campbell, Senior Manager of Continuous Improvement for Danone North America*





## Using Results

### Management Decision Making

- Conceptualize new, redesign or restructure jobs
- Determine task value added
- Establish standard operating procedures
- Basis for job evaluation

### Process Identification

- Improvement Certification/Licensing
- Certify trainee/worker competences
- License workers for trades and professions
- Basis for professional certification testing

### Assessment/Testing

- Assess knowledge, skills, behaviors
- Selection testing basis for interviewing job candidates





## Identifying Panelists for a DACUM

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**Technical Competence:** The majority of panelists should be 'expert workers' who are currently doing the work and good at what they do.

**Full Time Employment:** They should be full time employees working presently in the occupation being studied.

**Occupational Representativeness:** The panel should reflect the actual employment situation and provide a diverse representation of expert workers – large/small companies, urban/rural, male/female, etc.

**Effective Communication:** Communication skills are important for panelists, requiring speaking, listening, and openness to various points of view.

**Team Player:** Panelists should be able to interact without dominating or being dominated, and should not overreact to criticism or to having their contributions analyzed or reorganized.

**Willing:** Panel members should want to participate and be willing to commit to attending the entire DACUM workshop (usually two days). Panelists should not be sent without explanation, or simply assigned to fill a seat.

*Note: Supervisors may be included in a panel, but they must be able to step out of the supervisory role during the process.*

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# STEPS FOR A DACUM PANELIST

**Step 1:** Orientation to the DACUM Process

**Step 2:** Brainstorming of the whole job and development of organizational chart

**Step 3:** Identification of the major duties (general areas of job responsibility)

**Step 4:** Identification of specific tasks performed for each duty (brainstorming)

**Step 5:** Identification of general knowledge and skills, tools, equipment, supplies, and materials, worker behaviors needed, and future trends/concerns of the occupation

**Step 6:** Reviewing and refining the duty and task statements

**Step 7:** Sequencing the duty and task statements

A carefully chosen group of 5-12 experts from the occupational area from the DACUM panel recruited directly from business, industry, or the professions. The panel works under the guidance of a facilitator for two days to develop the DACUM chart.

Modified small-group brainstorming techniques are used to obtain the collective expertise and consensus of the panel. The panel is carefully guided through each of the following steps by the facilitator.

Because of their current job or occupational expertise, panel members don't need to make any advance preparation. Participants on past DACUM panels have found it to be a professionally stimulating and rewarding experience.

