DEVELOP CBET CURRICULUM

Developing A CurriculUM (DACUM) is a systematic process that analyzes a job by capturing major occupational duties and tasks that competent workers must perform, as defined by a focus group of high performing, incumbent workers, through a facilitated workshop

IDENTIFICATION OF DUTIES AND TASKS

1. **Duty -** General area of competence that successful workers in the occupation demonstrate or perform on an ongoing basis.
    - Is the Unit of Competency in the OS and the curriculum
2. **Task -** A work activity that has a definite beginning and ending, is observable, consists of two or more definite steps, and leads to a product, service or decision.
    - Is the **element** in the OS and **learning outcome** in the curriculum

How to Write a Duty or Task

1. **Verb (Action Word) + Modifier (Adjective/Adverb, Qualifier) + Noun (Person, Place or Thing)**
    Examples:
    a) Manage (verb) Program (modifier) Budget (noun)
    b) Implement (verb) Training (modifier) Program (noun)
    c) Identify (verb) garden (modifier) tools (noun)

2. **Verb + Object + Condition (Context)**
    Example: Identify (verb) tools (object) for preparing a seedbed in a farm (context)

Example of Duty and Respective Tasks

Duty: Maintain Personal Automobile

Tasks:

➢ Wash car exterior

➢ Vacuum floor mats

➢ Wax car exterior

➢ Check fluid levels

➢ Check tire air pressure

ACTIVITIES

*Use an Occupation Analysis Chart to display the duties and respective tasks.

*Develop task analysis.

*Develop the Occupation Standard.

SAMPLE FORMAT FOR OCCUPATIONAL ANALYSIS

OCCUPATION ANALYSIS CHART FOR HORTICULTURE PRODUCER - LEVEL 6

Workshop Panel Members:

1. Expert 1 – Chair
2. Expert 2 – Secretary
3. Expert 3
4. Expert 4
5. Expert 5

CORE UNITS OF COMPETENCY HORTICULTURE PRACTITIONER - LEVEL 6

DUTIES	TASKS				
A	A1	A2	A3	A4	A5
B	B1	B2	B3	B4	B5
C	C1	C2	C3	C4	C5
D	D1	D2	D3	D4	D5

NB: A job may have as many duties and tasks

ENABLERS:

Required knowledge:	Required skills:
• E.g Principles of management	• E.g Problem solving skills
Worker Behavior/Personal attributes:	**Required resources:**

e.g Honesty	• E.g Tools and Equipment
	• **Materials and Supplies**
	e.g Chemical reagents

Fgv