



The Canadian Vocational Association presents:

The CVA DACUM Analysis Facilitator International Certification Program

The Canadian Vocational Association is committed to enhancing the quality of educational and training practices. This International Certification Program for DACUM Analysis Facilitators is part of this commitment and ensures standardization and quality control in our certified CVA facilitators.

Program Objectives

- Establish and maintain an international standard of all Occupational/Competency Analysis Facilitators using the DACUM model.
- Enhance the DACUM process of Job, Occupational and Field Analysis.
- Assist DACUM Facilitators through active advocacy for performance-based education and training.

Program Rules

- Anyone successfully completing a CVA DACUM Facilitator Workshop, or an equivalent, is eligible to register for this certification program.
- Upon completion of the CVA DACUM Facilitator Workshop (DACUM I) and receipt of the registration fee, the applicant will be issued an Interim Certificate. The Interim Certificate is valid for a maximum of 3 years or until three complete and different DACUM charts have been submitted for CVA evaluation, whichever comes first.
- A CVA member in good standing who has recent (3-5 years) DACUM Facilitator experience may also be admitted in this certification program upon assessment of his/her background, experience and training by the CVA DACUM Evaluation Committee.
- Upon successful CVA evaluation of 3 complete and different DACUM charts which the candidate has facilitated, the candidate will be issued a permanent dated certificate.
- Candidates will receive a feedback and overall assessment report for each submitted chart. **It is strongly recommended that each chart be submitted for review as soon as possible following its completion.** In so doing, candidates will have a clear knowledge of what to improve, accomplish or provide to meet the CVA certification requirements.

- A CVA DACUM Evaluation Committee will make all decisions regarding certification. All decisions will be final.
- A one-time registration fee of CAD \$550 must be paid for the certification process, (plus GST for candidates residing and working in Canada).
- Individuals who wish to maintain a permanent DACUM Facilitator Certification and remain on the international register must submit a minimum of one new chart every 3 years.
- All applicants must be CVA members in good standing to maintain interim or permanent certification status. To become a CVA member, please go to: www.cva-acfp.org

Certification Standards

Every submitted DACUM chart must meet the following standards:

- For each chart submitted, a short accounting report must specify:
 - the object of the chart (workplace-based title)
 - the scope of the chart (what is included in and excluded from the chart)
 - the workplace-based rationale for creating this chart
 - the purpose(s) or intended use of the chart
 - people involved in the development of the chart, including the names, job title and employer of each committee member
 - location
- General Areas of Competencies (GACs) adequately reflect the object and scope of the chart.
- All GACs and competency statements must begin with a single action verb in order to be measurable or observable.
- A minimum of 7 and a maximum of 15 GACs.
- 2 types of competencies are included:
 - Professional/Technical Competencies
 - Transversal Competencies.
- A minimum of 1 GAC for Transversal Competencies.
- GACs are mutually exclusive and so are competency statements.
- Professional/Technical competencies are defined as tasks*.
- Neither GACs nor competency statements may begin with the following verbs: to know, to understand, to appreciate; or their synonyms.
- Although not required, it is desirable that a competency-based evaluation scale appear on the chart, as indicated in the chart examples.

* A task is a specific, observable unit of work, complete in of itself (with a beginning and an end). A task can be broken down into 2 or more steps and performed in a limited period of time. When completed, a task results in a product, a service or a decision. It is something a worker is normally paid to do.

CVA Support

- A remote coaching assistance is offered to each registered candidate who wishes to receive assistance before, during or following the facilitation of a chart that the candidate intends to submit for review to the CVA in compliance with the rules governing this certification program.
- The name of every CVA Certified DACUM Facilitator will appear on an international register.



To Register

- The candidate must complete the application form (following page) and return it via email to the Program Coordinator
- The payment method will be communicated to the candidate or to the candidate's employer or sponsor once application form is received by the Coordinator.

Program Coordinator

Pierre Morin, Coordinator of the CVA DACUM Training Program

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☎ (450) 812-7510 
(438) 491-6001 



DACUM Analysis Facilitator International Certification Program

Application Form

_____ Last Name	_____ First Name
_____ Address	_____ City
_____ Country	_____ Postal Code
_____ Employer	_____ Job Title
_____ Phone Number	_____ Fax Number (optional)
_____ Signature	_____ eMail

Return completed form to: pmforminc@gmail.com

FOR CVA USE ONLY

Certification Fee Paid: _____ 550 C\$

INTERIM Certificate Number

PERMANENT Certificate Number

Certification Board Signatures:

Chairman of the CVA Board of Directors

CVA DACUM Training Program Coordinator



Key-Steps to Become a CVA Certified DACUM Analysis Facilitator

1 Initial Training Workshop

Successful completion of CVA's 5-day Competency-Based Training Workshop dedicated to the role of DACUM Analysis Facilitator (DACUM I Training Module), or equivalent training recognized by the CVA

2 Preparing & Facilitating DACUM Analyses

Following formal registration in the CVA DACUM Analysis Facilitator International Certification Program, candidate facilitates a minimum of 3 DACUM analyses with, if they wish, the remote assistance of a CVA designated certified DACUM trainer

3 Certification

Candidate receives formal CVA certification as DACUM Analysis Facilitator following successful evaluation, based on the CVA's quality standards, of 3 complete and different DACUM charts facilitated by the candidate; the candidate's name is then added to the CVA's international register of CVA certified DACUM Analysis Facilitator



Glossary of Key Words Used in the DACUM Model

PROFESSIONAL COMPETENCE	Demonstrated ability (including knowledge, skills and attitudes) to perform a task successfully according to an established standard.
CHART OF COMPETENCIES (or DACUM ANALYSIS)	A matrix identifying all required technical/professional and transversal competencies for a given occupation or work function.
OBJECT of a DACUM analysis	Can represent either: <ul style="list-style-type: none"> ▪ a specific occupation or work function ▪ a family of occupations ▪ a business/administrative unit, such as a department
SCOPE of a DACUM analysis	Job levels, specialties and categories, and organizational environments to be considered and included and, possibly, those to be excluded.
GENERAL AREAS OF COMPETENCIES (GACs)	A DACUM analysis distinguishes 2 types of GACs: <ul style="list-style-type: none"> ▪ Professional/Technical GACs: Primarily reflect the major duties or responsibilities in a given occupation, function or position. ▪ Transversal GACs: <u>Categories</u> of transversal competencies; often, a distinction is made between Interpersonal and Communicational Competencies, and Personal Competencies.
TECHNICAL/PROFESSIONAL COMPETENCY	Task that a practitioner of a given occupation or work function is required to perform.
TRANSVERSAL COMPETENCY	A generic skill or attitude that an individual is expected to display when performing a given duty or task (ex. solve problems; demonstrate thoroughness and attention to detail; practice active listening).
TASK	A specific, observable unit of work complete in of itself, having a beginning and an end. A task can be broken down into two or more steps and performed in a limited period of time. When completed, a task results in a product, service or decision. The person doing the task is normally paid to do it.
PROFICIENCY (Required level or degree of)	It is the level or degree of mastery of a given skill or how much of a particular capability a person must have to be successful in his/her work.

Reference: www.cchra-ccarh.ca/en/phasellreport/glossary.asp

PERFORMANCE STANDARDS	<p>Observable behaviors and actions which explain how the job is to be done, in addition to the results which are expected for satisfactory job performance.</p> <p>Performance standards are:</p> <ul style="list-style-type: none"><input type="checkbox"/> Based on the position, not the individual;<input type="checkbox"/> Observable, specific indicators and attainable;<input type="checkbox"/> Meaningful, reasonable and attainable;<input type="checkbox"/> Describe "fully satisfactory" performance once trained;<input type="checkbox"/> Expressed in terms of:<ul style="list-style-type: none">▪ Quantity;▪ Quality;▪ Timeliness;▪ Cost;▪ Safety; or,▪ Outcomes.
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Reference: www.indiana.edu

COMPETENCY-BASED TRAINING/LEARNING (CBT/L)	<p>A flexible method of training/learning which aims at enabling an individual to learn a given occupation by acquiring the knowledge, skills and attitudes required to practice this occupation.</p>
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Reference : *Canadian Vocational Association's DACUM Training Program* (www.cva-acfp.org/en)