

MPK 1053 CURRICULUM DESIGN IN TVET

Determine Curriculum Content

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DACUM

- **An acronym for Developing A Curriculum**
- **A process for analysis of :**
 - **a job**
 - **an occupation**
 - **a process**
 - **a function**

WHY?

- **Effective**
- **Quick**
- **Low Cost**

Who use DACUM

DACUM is used by:

- **Educational Agencies**
- **Business and Industry**
- **Governmental and Military Agencies**

(Norton, 1997)

PHILOSOPHY

- **Expert workers can describe and define their job more accurately than anyone else.**
- **An effective way to define a job is to precisely identify the tasks that expert workers perform.**
- **In order to perform tasks, certain knowledge, skills, tools and worker behaviors (attitude) are required.**

KEY TERMS

- **Duty** - general statement of work performed
- **Task** - specific , observable units of work
- **Step** - detailed, procedural like activity required to perform a task

DUTY

- **Describes a large area of work in performance terms**
- **Serves as a title for a cluster of related tasks**
- **Is a general, not specific, statement of work that is performed**
- **Is a meaningful, stand alone statement without reference to a job**
- **Usually 6 to 12 duties per job**

TASK

- **Smallest unit of work with a useful outcome**
- **Outcome is a product, service or decision**
- **Is an assignable unit of work**
- **Has a definite beginning and ending point**
- **Can be observed and measured**
- **Can be performed independent of other task**
- **Consists of two or more steps**
- **Usually 6 to 20 tasks per duty**

DUTY & TASK RELATIONSHIPS

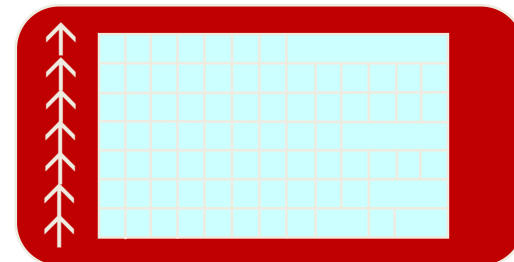
**Whole
Job**



**Job Divided
Into Duties
(6-12)**



**Job Divided Into
Duties & Tasks
(75-125)**



STEP

- **Activities required to perform the task**
- **Is the detail of procedures**
- **Always two or more steps per task**
- **The DACUM panel does **NOT** identify steps.**
- **Curriculum developers will develop the steps.**

TASK STATEMENT CRITERIA

- Stated in performance, **DOING**, terms
- Has a **SINGLE** action verb
- Includes an object that receives the action
- Contains one or more qualifiers
- Is “**crystal**” clear
- Is a stand alone statement, not dependent on the duty or other tasks for meaning
- Avoids references to tools, equipment and knowledge

COMPONENTS OF TASK STATEMENTS

- **Verb** - The verb is in the first person, singular, active voice.
- **Object** - The object is the thing acted upon by the worker.
- **Qualifier** - Words or phrases used to modify, describe, clarify the statement.

Example #1

- **Job :** Homeowner
- **Duty:** Maintain the yard
- **Task :** Mow the lawn
- **Step :** Start the mower

Example #2

- **Job : Homemaker**
- **Duty: Prepare meals**
- **Task : Bake Cookies**
- **Step : Mix ingredients**

DACUM WORKSHOP OUTCOMES

- **Precisely stated job duties and task**
- **Lists of:**
 - **General knowledge and skills**
 - **Worker behaviors**
 - **Tools, equipment, supplies and materials**
 - **Future trends/concerns**
 - **Acronyms (optional)**