

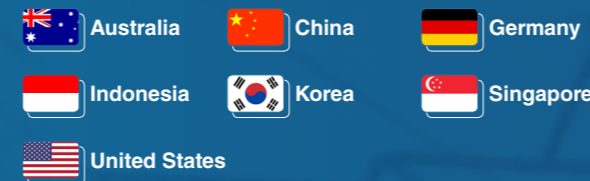
### DACUM process steps:

- Orientation to the DACUM process
- Job or occupational area development
- Identification of the duties
- Identification of specific tasks
- Identification of general knowledge and skills, tools, equipment, materials, supplies, soft skills, future trends
- Reviewing and refining the duty and task statements
- Sequencing the duty and task statements

### Organisation of the 2-day workshop:

- 1 facilitator and 1 recorder
- 5-12 expert practitioners
- Stationeries
- Fully equipped meeting room
- Catering

### Some Global Users:



### Some Company Users:



Scan to see video quotes from private sectors representatives on DACUM.  
<https://bit.ly/2UZUpMT>



**Mr. Fahrul,**  
 Lecturer of Electrical & Installation Engineering  
*"DACUM provides the basis for curriculum development, block system, and semester learning plan, which will help to improve the quality of the education at Poly Morowali"*



**Miss Tanty Nuraeni,**  
 PT Cirebon Power Service  
*"I'd like to recommend DACUM as it has a good method to review the existing system"*



**Mr. Zainal Abidin, Director,**  
 Bantaeng Community Academy of Manufacturing Industry (AKOM Bantaeng)  
*"The cooperation between S4C and AKOM Bantaeng has been very helpful, particularly in curriculum development through the DACUM method and industrial cooperation development."*

# DACUM

(Develop A Curriculum)



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# DACUM

(Develop A Curriculum)

DACUM (*day-kum*): Quick, effective and low cost approach to job/occupational analysis, involving a panel of expert practitioners or top performers in their jobs. The goal is to determine the tasks or competencies required by persons employed in a given job or occupational area, including general knowledge, skills, tools, equipment, supplies, materials, attitudes essential for success, and the future trends for the occupation.

## ● Use of DACUM

### Educational Institutions/Public & Private Sector

- A foundation for further curriculum development
- It is NOT a complete curriculum development process
- Curriculum review and revision
- Building School - Business/Industry linkages
- Training needs assessment
- Trainers achievement records
- Job standards development
- Worker performance evaluation
- Competency test development
- Meeting ISO/QS 9000 and TQM Standards
- Sound management decision
- Development of job descriptions

## ● Curriculum “WHAT” Errors

Failure to teach **WHAT** should be taught

- e.g., the latest skills and concepts

Teaching **WHAT** should NOT be taught

- e.g., outdated skills and equipment

**DACUM reduces these errors significantly**

## DACUM Outcomes



## ● Examples: Occupation, Duty, Task, and Step



**Occupation** : Receptionist  
**Duty** : Maintain e-filing system  
**Task** : Create folder  
**Step** : Hit enter key



**Occupation** : Cook  
**Duty** : Prepare meat  
**Task** : Prepare fried chicken  
**Step** : Heat the frying pan

## DACUM

Result quality depends on:

### Panel of experts

- Selection of expert practitioners
- Active participation of the expert practitioners
- Correctly stated task statements
- Proper identification of the duty and task statements

### Facilitators

- Relevant training & experiences
- Brainstorming skills
- Communication skills
- Listening skills
- Problem solving skills

