**Appendix C**

**Model Job Task Analysis Worksheet Template**

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| **Section I** | | **Descriptive Information** | | | | | | | | | |
| 1. **Job Task Title** | | Title of Job Task | | | | | | | | | |
| 1. **Job Task Number** | | Assigned Job Task Number | | | | | | | | | |
| 1. **Validation Date** | | Date the task content was reviewed and updated/created by workgroup. | | | | | | | | | |
| 1. **Approval Date** | | Date the sponsoring policy division approved the task. | | | | | | | | | |
| 1. **Comments** | | Enter any important comments that need to be considered about the task | | | | | | | | | |
| 1. **Job Task Sponsor** | | Flight Standards organisation that is responsible for defining, evaluating and maintaining the task. E.g. Flight Standards Directorate, Maintenance Division. | | | | | | | | | |
| 1. **Job Series and specialty** | | 1. **Job Series**: Name given to an assigned position for which there exists, or will exist, clusters of functions with tasks to be performed.   Example: Job Series Number 1825, Aviation Safety Inspector. | | | | | | | | | |
| 1. **Specialty Specialties** within Aviation Safety Inspector series that will be executing the task. | | | | | | | | | |
| a. □ Operations | | | | | c. □ Personnel Licensing | | | | |
| b. □ Airworthiness | | | | | d. □ Other: | | | | |
| 1. **Job Function**   The main divisions of a JOB. Each of these divisions of a JOB is further divided into a group of related tasks. Example: For Aviation Safety Inspector, the eight functions listed. | | a. □ Admin/General Technical  b. □ Air Operations  c □ AMO  d. □ PEL | | | | | e. □ ATO  f. □ Airworthiness  g □ Surveillance  h. □ Resolution of Safety Concerns | | | | |
| 1. **Job Task Rating and Ranking** | | 1. **Difficulty**   Relative to other tasks. | | | | | 1. **□ Low:** Recall/Remembering | | | | |
| 1. **□ Moderate:** Evaluating/ Recognizing/ Understanding | | | | |
| 1. **□ High:** Problem-Solving | | | | |
| 1. **Importance**   Relative to the effect improper execution of the task will have on safety (likelihood of damage, injury, or death). | | | | | 1. **□ Non-Critical:** Not critical to system operation. | | | | |
| 1. **□ Semi-Critical:** System degradation, equipment damage, personal injury, security degradation. | | | | |
| 1. **□ Critical:** Possible adverse impact on mission/ serious injury. | | | | |
| 1. **Time to Accomplish**   A reasonable estimate of the time it takes to accomplish the task. | | | | | a. □ Minutes \_\_\_\_  b. □ Hours: \_\_\_\_\_\_ | | | c. □ Days: \_\_\_\_\_\_\_  d. □ Variable: \_\_\_\_\_\_ | |
| 1. **Frequency of Task**   Daily, weekly, monthly, quarterly, semi-annually, annually, on demand, or not applicable. | | | | | 1. □ Daily | | | 1. □ Annually | |
| 1. □ Weekly | | | 1. □ On demand | |
| 1. □ Quarterly | | | 1. □ N/A | |
| 1. □ Semi-annually | | |  | |
| 1. **Training Course that provides instruction on this task. May be more than one provider if CAA does not conduct its own training.** | | | | | | | | | | | |
| a. Course Number  The existing course numbers that contain modules that apply to this task. | b. Training Provider | | | | | c. Training Location | | | | | |
| Course number | Training Centre 1 | | | | | Address of Training Centre 1 | | | | | |
| Course number | Training Center 2 | | | | | Address of Training Centre 2 | | | | | |
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| 1. **WTS Activity Codes** The WTS code(s) that apply to the administration of this task. | | | | |  | | |  |  | |  |
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| 1. **Regulatory Requirements** | | | | | | | | | | | |
| CAA regulatory references. | | | | | | | | | | | |
| 1. **Forms** | | | | | | | | | | | |
| CAA Forms that are to be used in the task. | | | | | | | | | | | |
| 1. **Other Guidance** | | | | | | | | | | | |
| References: Applicable CAA Model Directives, CAA Model Advisory Pamphlets, Orders, and other relevant guidance material must be included by reference. Guidance materials typically apply to the behaviour required of the person being evaluated or certificated, or the certificate holder. | | | | | | | | | | | |
| **Section II** | | | **Job Task Description and Subtasks** | | | | | | | | |
| **Job Task Title:** | | |  | | | | | | | | |
| The number of subtasks, and any task elements, will vary depending upon the job task.  At the lowest level (task, subtask, task element) required for including the procedural activities, or checklist of required steps, **“how the task will be accomplished”** will be described. The description will include a **performance statement, conditions surrounding the performance, and applicable standards**. Performance, conditions, and standards are the three elements of a behavioural objective. This is also a definition for a required skill. This level of detail is needed to develop training on how to perform a task. | | | | | | | | | | | |
| **SUBTASK 1:** | | |  | | | | | | | | |
| **Objective / Skill:** | | | **Performance:** | The “**performance statement**” will be a narrative of the activity and include any sequential procedural steps that must be accomplished. | | | | | | | |
| **Conditions:** | “**Condition or conditions”** in which the performance must occur may include those environmental features and job aids that have relevance to how long it takes to perform, or affects the level of difficulty. For the inspector, these conditions will include tools, equipment, and the operating environment necessary to complete the task. | | | | | | | |
| **Standards:** | A “**standard”** is how well, or what is the measurement of how well, the performance must be accomplished. | | | | | | | |
| **Knowledge:** | | | The **knowledge required** is what is needed to enable the skill or ensure the learning objective is determined. The knowledge data is required to develop a sequence of learning that builds the skill – or behavioural objective. | | | | | | | | |
| **TASK ELEMENT:** | | | Task Elements are sometimes necessary to provide a subset of performance statements to complete a subtask.  . | | | | | | | | |
| **Objective / Skill:** | | | **Performance:** | | | | | | | | |
| **Conditions:** | | | | | | | | |
| **Standards:** | | | | | | | | |
| **Knowledge:** | | |  | | | | | | | | |

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| **SUBTASK 2:** |  | |
| **Objective / Skill:** | **Performance:** |  |
| **Conditions:** |  |
| **Standards:** |  |
| **Knowledge:** |  | |

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| **SUBTASK 3:** |  | |
| **Objective / Skill:** | **Performance:** |  |
| **Conditions:** |  |
| **Standards:** |  |
| **Knowledge:** |  | |

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| **SUBTASK 4:** |  | |
| **Objective / Skill:** | **Performance:** |  |
| **Conditions:** |  |
| **Standards:** |  |
| **Knowledge:** |  | |