Job Task Analysis Methodology

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Document	BFS-STD-01 · Job Task Analysis Methodology
Edition	1.0 (interim)
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Owner	Standards Council
Review	Every 3 years, or sooner if requirements change

Why a job task analysis

ISO/IEC 17024 requires each certification scheme to be based on a job or practice analysis, so that examinations test what competent professionals actually do. BFS has drafted task lists for S101, S102, S103 and S104; the JTA survey validates them with working professionals before the first examination window.

Method

1. **Draft.** Subject-matter experts draft the task and knowledge lists for each role from the existing standards and practice.
2. **Pilot.** A small group of practitioners tests the survey for clarity and length; wording is corrected.
3. **Survey.** Practising professionals rate each task for **frequency** (0 never to 4 daily) and **importance** (0 not important to 4 critical: harm or failure if done wrongly), and rate knowledge areas.
4. **Sample.** Target: at least 100 usable responses per role across settings, regions and experience levels, or a statistically justified smaller number for specialist roles. Respondents who do not perform the role are excluded.
5. **Analyse.** For each task: mean frequency and importance, a criticality index (frequency × importance), percentage performing, and agreement across subgroups. Tasks below agreed thresholds are reviewed by the Standards Council.
6. **Blueprint.** Unit weightings in each examination blueprint are set from the criticality results; changes to the published standards go to public consultation.
7. **Report.** A JTA report with methods, sample description and aggregated results is published. No individual responses are published.
8. **Repeat.** The JTA is repeated at least every 5 years or when practice changes significantly.

Rating scales

Score	Frequency	Importance
0	Never / not performed	Not important
1	Yearly or less	Minor
2	Monthly	Moderate
3	Weekly	High
4	Daily	Critical: harm or failure if done wrongly

Privacy

The survey asks no name. Email is optional (only if you want the results). Responses are stored outside the public website and used only in aggregate. See the privacy notice.

Governance

The JTA is owned by the Standards Council; the Examination and Psychometrics Panel turns its results into blueprints.