# Description of Skill Standards Development Process

***Submission requirement*** - A description of the procedural steps undertaken to develop the skill standards, including the job analysis method that generated the raw data, and the validation strategy that ensures the resulting skill standards are valid and reliable.

**Instructions:**

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| **Job analysis method** - Describe the job analysis method used to generate the work- and worker-oriented information and statements of assessment from which the skill standards essential elements will be derived. (See Steps 4, 5, 6 and 8 of the *Guidelines for Development*.) Mention any existing skill standards/occupational data and/or best practice/high performance workplace examples used as a base of knowledge to commence the process. (See Step 3 of the *Guidelines for Development*.) Describe the use of subject matter experts (SMEs), including an explanation of how they are broadly representative of the occupational area by company size, geographic area, and demographic diversity. Attach additional documentation. |