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Employer Basics

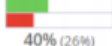Gap analysis

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Gap Analysis

The gap analysis report is an area within a learner's portfolio that details the requirements and current status of each piece of criteria the learner is working towards.
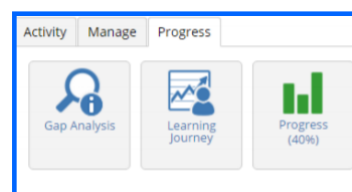
User Restrictions

Only users with access to a learner's portfolio can view their Gap Analysis.

Accessing the Gap Analysis

An employer can access the learners Gap Analysis report from the Learner Dashboard of the employer's homepage, under "Portfolio Options"

Users can also access the Gap Analysis from the learner's portfolio, in the **Progress** tab

Generating the Gap Analysis

When a user navigates to the Gap Analysis, they are first presented with a filter option. To generate the Gap Analysis:

1. Select the criteria types you wish to be displayed in the Gap Analysis
2. Click on the filter you would like to apply from the options:

Not completed – Displays all criteria that is yet to be completed in an assessment, including any pending criteria.
Completed – Shows criteria that has been completed and signed off by the tutor.
Not required – Shows criteria that does not need to be covered by an assessment.
Show All – Shows all criteria, regardless of its current status.

Continued...

Understanding the Gap Analysis

In the Gap Analysis, you will see a list of criteria divided by Learning Aim, Unit and Outcome

City & Guilds Level 2 NVQ Diploma in Professional Cookery (Bangladeshi Cuisine) (QCF) (Aug 2010)				
[203] Maintain food safety when storing, preparing and cooking food (Progress 0% - Unit rules satisfied)				⌄

Select criteria: **All** **None**

[203.1] Be able to keep self clean and hygienic

Select		Assessment Criteria	Supporting Evidence	Progress
☐	1	Wear clean and hygienic **clothes** appropriate to the jobs being undertaken		🟥
☐	2	Tie hair back and/or wear appropriate hair covering		🟥
☐	3	Only wear jewellery and other accessories that do not cause food safety hazards		🟥
☐	4	Change clothes when necessary		🟥
☐	5	Wash hands thoroughly at **appropriate times**		🟥
☐	6	Avoid **unsafe behaviour** that could contaminate the food working with		🟥
☐	7	Report any cuts, boils, grazes, illness and infections promptly to the appropriate person		🟥
☐	8	Make sure any cuts, boils, skin infections and grazes are treated and covered with an appropriate dressing		🟥

If you are unable to see criteria listed, click 'Expand/Collapse' all

Expand/Collapse All

Each piece of criteria has a progress indicator that describes its current status. The key, located at the top of the page indicates what each colour means. The number of these progress indicators signifies the number of times a piece of criteria needs to be covered in order to complete the learning aim.

Key

The number of boxes signify how many assessments are required for each criteria.

🟩 Counting towards progress
🟧 Progress pending (Covered by an assessment but not yet signed)
🟥 No progress (Not covered by an assessment)
⬜ Not required to count towards progress

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