

## Overview

The gap analysis 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.

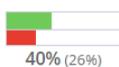
## User Restrictions

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

## Details

### Accessing the Gap Analysis

An assessor can access their learners Gap Analysis from within the Learner Dashboard of the assessor’s homepage, under “Portfolio Options”

Learner	Main Learning Aim	Progress (Target)%	Anticipated Completion Date	Target Deviation	Next Review Date	Units Signed Off	Tasks	Portfolio Options
 <b>Barnes, John</b> Episode Name: JBARNES Sample Class <span>Offline</span>	City & Guilds Level 2 NVQ Diploma in Professional Cookery (Bangladeshi Cuisine) (QCF) (Aug 2010)	 40% (26%)	25/05/2045	14%	Not applicable	0/8	6	<a href="#">Assessments</a> <a href="#">Plans</a> <a href="#">Gap Analysis</a>

Other users can access the Gap Analysis from the learner’s portfolio, in the “Progress” tab

Activity
Manage
Progress



Gap Analysis



Learning Journey



Progress (40%)

## 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:

**Filter**

<input checked="" type="checkbox"/> Criteria	<input checked="" type="radio"/> Not completed
<input checked="" type="checkbox"/> Range	<input type="radio"/> Completed
<input checked="" type="checkbox"/> Knowledge	<input type="radio"/> Not required
<input checked="" type="checkbox"/> Scope	<input type="radio"/> Show all

Apply

**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 assessor.

**Not required** – Shows criteria that does not need to be covered by an assessment. This is usually caused by a consistency rule applied to the criteria, but can

also mean that the requirements of a selection of grouped criteria have been met.

**Show All** – Shows all criteria, regardless of its current status.

3. Press the “Apply” button

## Understanding the Gap Analysis

Now you have generated the Gap Analysis containing the information you have specified, 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
<input type="checkbox"/>	1 Wear clean and hygienic clothes appropriate to the jobs being undertaken		■
<input type="checkbox"/>	2 Tie hair back and/or wear appropriate hair covering		■
<input type="checkbox"/>	3 Only wear jewellery and other accessories that do not cause food safety hazards		■
<input type="checkbox"/>	4 Change clothes when necessary		■
<input type="checkbox"/>	5 Wash hands thoroughly at appropriate times		■
<input type="checkbox"/>	6 Avoid unsafe behaviour that could contaminate the food working with		■
<input type="checkbox"/>	7 Report any cuts, boils, grazes, illness and infections promptly to the appropriate person		■
<input type="checkbox"/>	8 Make sure any cuts, boils, skin infections and grazes are treated and covered with an appropriate dressing		■

Note – If you are unable to see criteria listed, please ensure you have expanded the unit tabs by clicking them, or selecting “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/label 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

## Creating an Assessment Plan Task from the Gap Analysis

By selecting criteria, an assessor can generate an Assessment Plan Task directly from the gap analysis. The checkboxes in the left most column of the criteria table can be selected to add to the plan task.

[203.1] Be able to keep self clean and hygienic

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

**Create Assessment Plan Task**

When at least one piece of criteria is checked and you are happy with your selection, you can click on the green “Create Assessment Plan Task” button, which appears at the bottom of your page.

A new assessment plan will be created for the selected learner and the chosen criteria will be populated in a task.

Task set	Started by	Outcomes
<p>Set as assessment task:</p> <p>APL</p> <p>From template: None available</p> <p><input checked="" type="radio"/> Holistic assessment</p> <p><input type="radio"/> Per-criteria assessment</p>	<p><input checked="" type="radio"/> Learner</p> <p><input type="radio"/> Assessor</p>	<p>Unit/ Outcomes:</p> <p>[203 - 5 criteria]</p>

All that's left to do is select the method from the drop down list and make any amendments to the task.

Then, add a description of the task and press the "Save" button.

Description of task	Dates	Options
<p>[Empty text area]</p>	<p>Start date: 21/07/2016</p> <p>Due date: 27/01/2017</p>	<p>Save Cancel</p>

### Further Information

If you would like any more information on the Gap Analysis or any of its features, please feel free to contact our support team on [Support@OneFile.co.uk](mailto:Support@OneFile.co.uk)