



# Tutor Basics

Gap analysis

# Gap Analysis

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

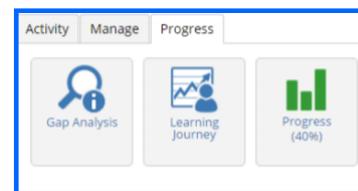
Only users with access to a learner's portfolio can view their Gap Analysis.

## Accessing the Gap Analysis

A tutor can access their learners Gap Analysis from within the Learner Dashboard of the tutor'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	Assessments Plans Gap Analysis

Other users can 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:

Filter

<input checked="" type="checkbox"/> Criteria	<input 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

**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
<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		■

If you are unable to see criteria listed, click '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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