

Where can I see the gap analysis?

There are three areas when you can view this information and this is available for learners, assessors, IQAs Employers and Administrators.

There are two reports in your **Reports** area.

1. Reports>> Progress >> Gap Analysis.



This can be viewed or downloaded to Excel

The screenshot shows the VQ Manager interface with the Progress icon selected. Below the icons, there is a section titled "GAP analysis (10/11/2022); Rose [2A], Honey". Below this title, there is a table with the following data:

Functional Skills - Maths L2 (1301)			
Unit 1 Functional Skills - Maths L2 (31239)			
Element 1 Functional Skills - Maths L2 (96190)			
Performance criteria 1			
1 Functional Skills - Maths L2			
Functional Skills - English L2 (1473)			
Unit 1 Functional Skills English L2 (34009)			
Element 1 Speaking, listening and communication (107688)			
Performance criteria 1			
1.1 Consider complex information and give a relevant, cogent response in appropriate language			

2. Reports >> Progress >> Evidence matrix

The screenshot shows the VQ Manager dashboard. At the top, there is a navigation bar with the VQ Manager logo on the left and user information 'Welcome Sid Knee (Assessor 95980)' on the right. Below the logo are icons for Home, My learners, Assessment tools, and Reports. A secondary row of icons includes Learner contact details, Progress, Qualification tracker, Progression tracker, User activity, and Dormancy. The 'Evidence matrix' option is highlighted with a blue circle.

Shows completed

This screenshot displays the Evidence matrix report for Leigh [1A], Krista, an Apprenticeship Customer Service Practitioner L2 ST0072_02 Standards. The report is for Unit: 1 Knowledge, specifically Learning outcome: 1 Knowing your customers. The report includes a filter section with the following checked options: Summary, Method, Assessment criteria, Range statement, and Knowledge and understanding. Below the filters, there are fields for Assessor sign off date and Internal verifier sign off date. The main data is presented in a table:

Evidence	Summary	Method									Assessment criteria			
		1	2	3	4	5	6	7	8	9	K1	K2	K3	
96738/E/766	c					✓						✓	✓	✓
Total						1						1	1	1
Recommended minimum												1	1	1

And any gaps

This screenshot displays the Evidence matrix report for Unit: 3 Behaviours / Attitude, specifically Learning outcome: 1 Developing self. The report includes fields for Assessor sign off date and Internal verifier sign off date. The main data is presented in a table:

Evidence	Summary	Method									Assessment criteria		
		1	2	3	4	5	6	7	8	9	B1	B2	
None													
Recommended minimum												1	1

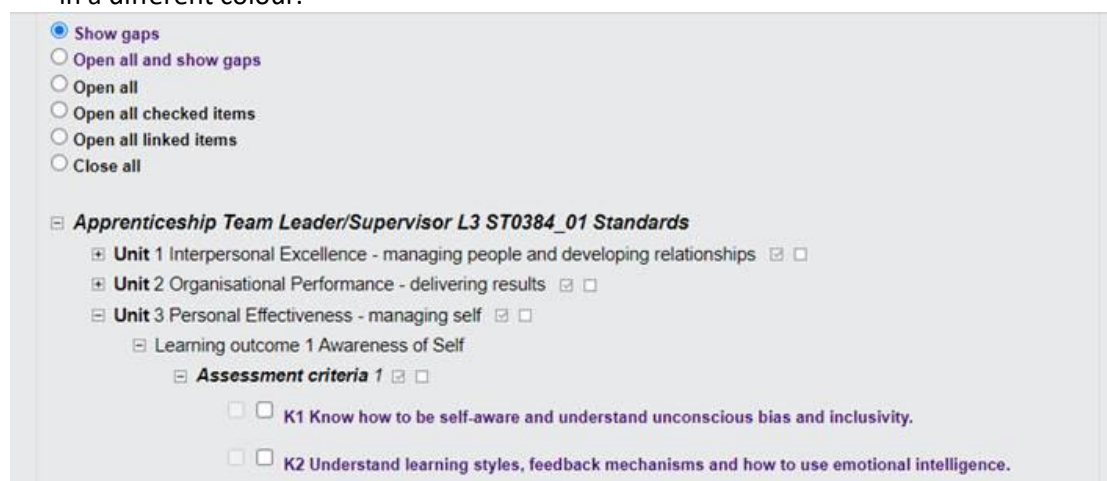
3. The Log new evidence page



Scroll down to the Criteria met section



Select the button, “show gaps” and the criteria not yet met open up below and are displayed in a different colour.



In the above example Unit 1 and 2 are shown closed as all the criteria on those units have already been met but unit 3 still has gaps hence why they are showing and are coloured purple.