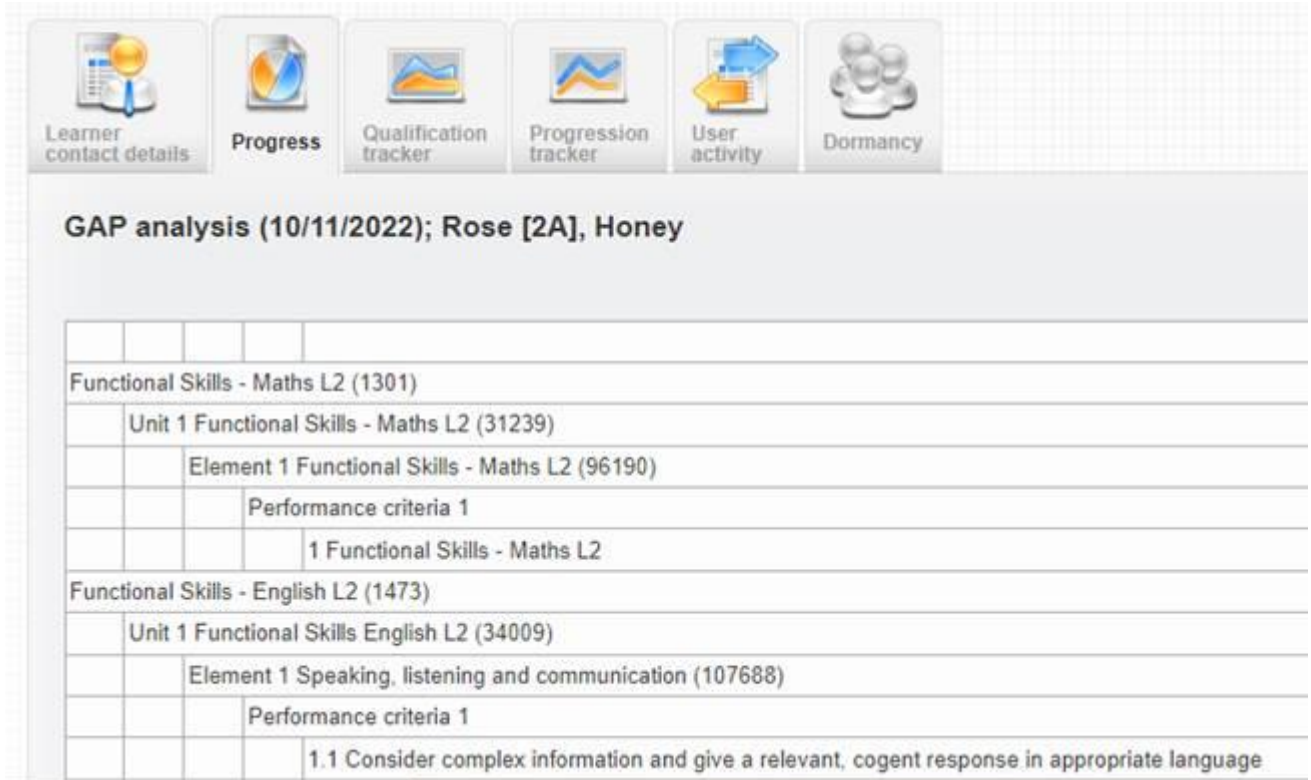


**Where can I see my gap analysis in my portfolio?**

This is available for both the learner and the assessor. There is a Gap Analysis report in your **Reports** area – Reports>> Progress >> Gap Analysis



This can be viewed or downloaded to Excel



And also on the **Log new evidence** page

The screenshot shows the VQ Manager dashboard. At the top left is the 'VQ Manager' logo. To the right, it says 'Welcome Sid Knee (Assessor 95980)' with a 'Logout options' dropdown and a 'Help and training' link. Below this are four main navigation icons: 'Home', 'My learners' (highlighted in yellow), 'Assessment tools', and 'Reports'. A dark blue bar below contains a 'Learner' dropdown menu currently showing 'Rose [2A], Honey (198295)'. Below this is a row of 12 icons representing various functions: Unit assignments, Assessment plans, Log new evidence, Evidence list, Learner diary, E-Learning, Progress reviews, Unit status, evidence matrix & signoff, Qualification status & signoff, Learner activity log, Learner details, and Search evidence. The 'Evidence' section is partially visible at the bottom.

Scroll down to the Criteria met section

The screenshot shows the 'Criteria met' section. It contains the following text and options:

As a assessor you may choose to [accept all learner ticks](#).

Select the relevant assessment plan against which the evidence is to be logged or navigate to the relevant Unit, Element, Assessment criteria, Range or Knowledge and Understanding item.

- Show gaps
- Open all and show gaps
- Open all
- Open all checked items
- Open all linked items
- Close all

- Apprenticeship Team Leader/Supervisor L3 ST0384\_01 Standards**
- Apprenticeship Team Leader/Supervisor L3 ST0384\_AP01 Programme of Delivery (Blue Sky)**
- Diploma for Managers L3 (ILM) 603\_1166\_6**
- Functional Skills - English L2**
- Functional Skills - Maths L2**
- Personal Data (Blue Sky)**

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

Show gaps  
 Open all and show gaps  
 Open all  
 Open all checked items  
 Open all linked items  
 Close all

**Apprenticeship Team Leader/Supervisor L3 ST0384\_01 Standards**

- Unit 1** Interpersonal Excellence - managing people and developing relationships
- Unit 2** Organisational Performance - delivering results
- Unit 3** Personal Effectiveness - managing self 
  - Learning outcome 1 Awareness of Self
    - Assessment criteria 1** 
      - K1** Know how to be self-aware and understand unconscious bias and inclusivity.
      - K2** Understand learning styles, feedback mechanisms and how to use emotional intelligence.
    - Learning outcome 2 Management of Self
      - Assessment criteria 2** 
        - K1** Understand time management techniques and tools, and how to prioritise activities and approaches to planning.
        - S1** Able to create an effective personal development plan, and use time management techniques to manage workload and pressure.

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.

There is one more place you can see gaps and this is in the matrix report; Reports >> Progress >> Evidence matrix

Welcome Sid Knee (Assessor 96980) Logout options Help and training

**VQ Manager**

Home My learners Assessment tools **Reports**

Learner contact details Progress Qualification tracker Progression tracker User activity Dormancy

Evidence matrix

Shows completed

Date created  Date occurred  Assessor  Summary  Description  Internal verifier dates  EV date  Method  Assessment criteria  Range statement  
 Knowledge and understanding

**Leigh [1A], Krista**  
**Apprenticeship Customer Service Practitioner L2 ST0072\_02 Standards**  
 Unit: 1 Knowledge  
 Assessor sign off date:  
 Internal verifier sign off date:  
 Learning outcome: 1 Knowing your customers

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

Unit: 3 Behaviours / Attitude  
 Assessor sign off date:  
 Internal verifier sign off date:  
 Learning outcome: 1 Developing self

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

**Adding view of all assigned content in Gap Analysis report**

In the Gap analysis report, we have made two changes.

1. We have now included the **Range** and **Knowledge and understanding** (where applicable) into the report.

Range statement (where applicable)

	Range statement 2.3 Gross tax payable (107)
	01 Gross tax payable
	02 Discounts
	Range statement 2.3 Changes in household composition (108)
	01 Changes in household composition
	02 New residents moving into property
	03 Existing residents moving out of property
	04 Changes of name on marriage or for other reasons

Knowledge and understanding (where applicable)

Knowledge and understanding	
General Information	
An understanding of:	
1	The parameters of local taxation
	* The rules for identifying persons/bodies liable for rates and Council Tax
	* Entitlement to Council Tax benefit
	* Entitlement to Domestic Water and Sewerage (Reduction) Scheme
	* Categories of exemptions from rates
	* Occupied and unoccupied properties
	* Reliefs from rates; charitable, discretionary, hardship remission, village shops, partial occupation
	* Chargeable dwellings and the classes of exempt dwellings for Council Tax
	* Entitlement to Council Tax discount (including disregarded persons) and disabled persons reductions
	* Valuation and valuation bands
	* Alterations to valuation bands
	* The rating list and valuation list
	* Dwellings, non-domestic and composite
	* Land and heritages
2	Processing methods
	* Computerised processing
	* Manual processing

- We have added the option to view the whole qualification as well as just the gaps. The default setting is 'show gaps only' but there is now an option to elect 'Open all and show gaps'.

When selecting **Show gaps only**, the criteria is slightly larger text, highlighted in purple and is bold:

Local Tax SVQ - L3 (3)	
Unit 2 Establish and Monitor Individual Liabilities and Reliefs (35)	
Element 2.1 Collect and verify new occupier information (106)	
	<b>C Identify the liable individual correctly and in accordance with statutory requirements</b>
	<b>D Confirm the identity of the liable individual where necessary, from third party external sources</b>
	<b>E Collate and evaluate information available from internal sources</b>
	<b>F Obtain and note on the records relevant documentation to validate legal interests in property</b>
	<b>G Gather all information in accordance with the provisions of the relevant data protection legislation</b>



When displaying **Open all and show gaps**, the criteria already met (according to the minimum requirements) will display in black in light text and as before, the gaps will display in slightly larger text, will be purple and is in bold text.

**GAP analysis (17/10/2023); Gillett, Graham; Local Tax SVQ - L3**

**!** It may not be necessary to cover all range items. Please check the individual range section headers for details.

Show gaps only  
 **Open all and show gaps**

Local Tax SVQ - L3 (3)			
Unit 2 Establish and Monitor Individual Liabilities and Reliefs (35)			
Element 2.1 Collect and verify new occupier information (106)			
Performance criteria 2.1			
A Process correctly and promptly all information from the Valuation Board/Assessor about changes in banding and additions to, and			
B Issue enquiry forms as appropriate to new occupiers			
<b>C Identify the liable individual correctly and in accordance with statutory requirements</b>			
<b>D Confirm the identity of the liable individual where necessary, from third party external sources</b>			
<b>E Collate and evaluate information available from internal sources</b>			
<b>F Obtain and note on the records relevant documentation to validate legal interests in property</b>			
<b>G Gather all information in accordance with the provisions of the relevant data protection legislation</b>			

For units that have been signed off by an assessor, no gaps will show. This applies to both the **Show gaps only** and the **Open all and show gaps** views. In the **Show gaps only** view, where there are no gaps for a unit, the unit title only is displayed. Titles for learning outcomes with no gaps are hidden from view. This is also applicable in the Range and K&U area (where relevant).

Just as a reminder, this report replicates information which can be found in the **Log new evidence** tab under the **Criteria met** section.

**Criteria met**

As a assessor you may choose to [accept all learner ticks.](#)

Select the relevant assessment plan against which the evidence is to be logged or navigate to the relevant Unit, Element, Assessment criteria, Range or Knowledge and Understanding item.

Show gaps  
 **Open all and show gaps**  
 Open all  
 Open all checked items  
 Open all linked items  
 Close all

The downloadable version of the Gap Analysis report will still show gaps only.