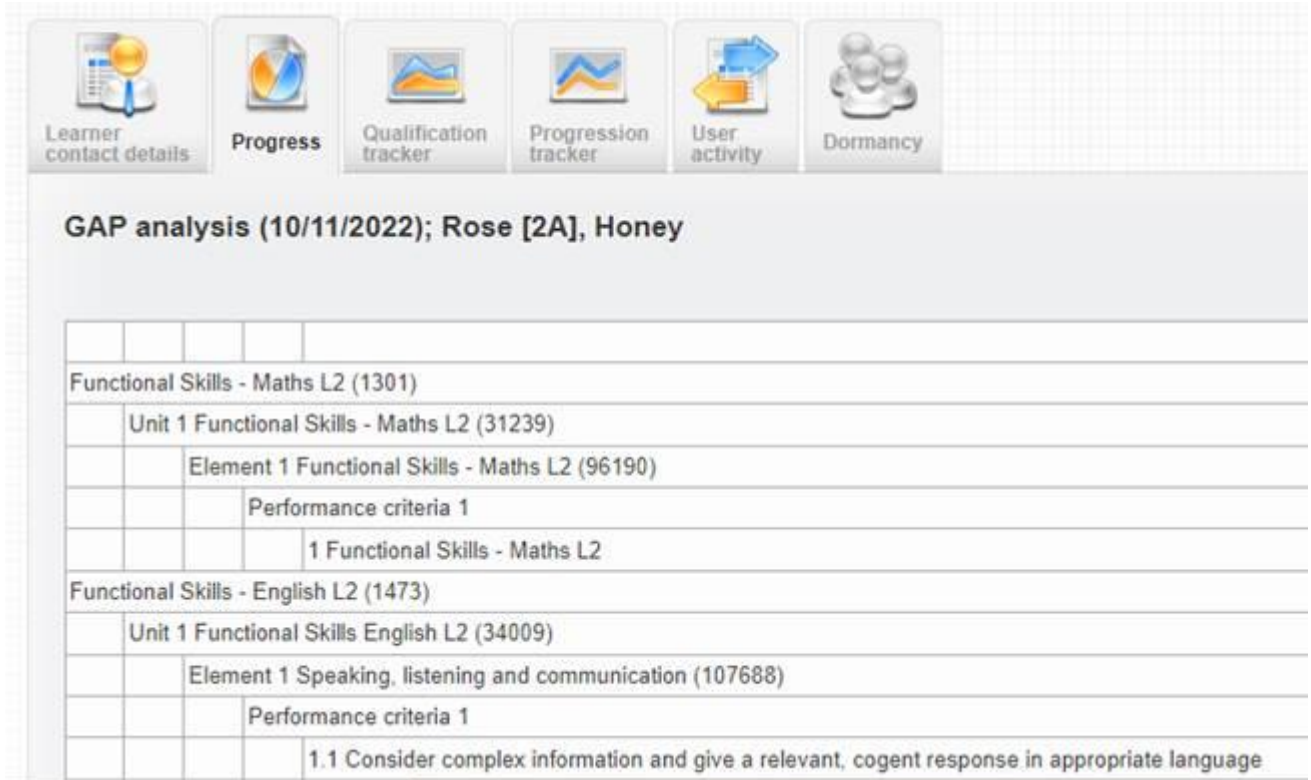**Where can I see my gap analysis in my portfolio?**

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



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.

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

Shows completed



And any gaps



**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)

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 |

2. 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:

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.



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.



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