

Skills Gap Analysis:

FSA Responsibilities: Identify persons' role within the key FSA functions – Also identify the key task related to these functions.

Required technical competencies: What are the required competencies to perform these functions at the required standard (within the scope of their role i.e. related to this issue of condition, standard and performance)?

Current competencies: What are the current skill, knowledge, abilities and experience of staff that are responsible for these functions? What are their skill, knowledge and abilities ... for task related to each function?

Gap Analysis: Compare the person's skills with the skills required to for the job.

Opportunities and Obstacles: Identify opportunities and obstacles to superior performance. Determine why gaps in exists?

In-depth Capacity Analysis:

- Secondary Data Review
- Focus group Discussions
- Survey

Rapid Learning Needs Analysis

- Analysis gained from Assessors database
- Focus group discussions
- Utilize the learner data format – Table 8 in D&P Guide