**VOCATIONAL TRAINING AUTHORITY**

**SKILL GAP IDENTIFICATION FORM FOR RPL CANDIDATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **SKILL GAP CATAGORIES** | **TYPES OF SKILL GAP** | **MARK** |
| **1** | **2** | **3** | **4** |
| 1 | Occupational health and safety issues | Personal safety and safety |  |  |  |  |
| Safety of tools and equipment |  |  |  |  |
| Safety of Workplace |  |  |  |  |
| Safety of other people |  |  |  |  |
| Control of harmful materials/wastes |  |  |  |  |
| 2 | Technical issues  | Names of tools and equipment |  |  |  |  |
| Technical terminologies  |  |  |  |  |
| The use of right tools and equipment for specific job |  |  |  |  |
| Measurement taking and reading |  |  |  |  |
| 3 | Estimation and Costing  | Estimation of Materials |  |  |  |  |
| Ratios of materials |  |  |  |  |
| Costing of materials |  |  |  |  |
| Selection of proper materials |  |  |  |  |
| 4 | Pricing  | Pricing of product |  |  |  |  |
| Marketing of products |  |  |  |  |
| Profit estimation |  |  |  |  |
| 5 | Customer care | Handling of customer  |  |  |  |  |
| Satisfying the customer  |  |  |  |  |
| Handling of customer’s property  |  |  |  |  |
| Trust worth  |  |  |  |  |
| 6 | Quality of product or service  | Appearance of complete job or piece  |  |  |  |  |
| Finishing of job or work piece  |  |  |  |  |

**Key note:**

***1 – Very Good, 2 – Good, 3 – Fair, 4 – Bad***