



# Skills Gap Analysis

## Performance Report

**Client Name:** Sylvana Lalla  
**Participant Name:** Lalla, Sylvana  
**Module Tested:** Accounts Payable  
**Date Taken:** Friday, November 05, 2004

### 1. Numeracy Skills - Advanced

		Skills Index	% Result
1.1	Addition	10	100 %
1.2	Subtraction	5	50 %
1.3	Multiplication	0	0 %
1.4	Division	2.5	25 %
1.5	Combination	1.7	16.67 %
1.6	Algebra	7.1	71.43 %
1.7	Logic	3.3	33.33 %
<b>TOTAL</b>		3.7	36.67%

### 2. Communication and Literacy Skills - Advanced

		Skills Index	% Result
2.1	Spelling	3	30 %
2.2	Comprehension	1	10 %
2.3	Word Association	4	40 %
<b>TOTAL</b>		2.7	26.67%

### 3. Core Competencies - Intermediate

		Skills Index	% Result
3.1	1a Source Documents - PO	5	50 %
3.2	1b Source Documents - d.dkts	10	100 %
3.3	1c Source Documents - gra&pod	0	0 %
3.4	1d Source Documents dr & cr	0	0 %
3.5	1e Invoices	2.5	25 %
3.6	1f Credit Notes	0	0 %
3.7	1g Account Classifications	2	20 %
3.8	Check Supplier Invoices	0	0 %
3.9	Code Invoice	0	0 %
3.10	Invoice Authorisation	0	0 %
3.11	5a Data Entry	0	0 %
3.12	5b Data Entry	5	50 %
3.13	Allocation Of Payments	1.2	12.5 %
3.14	Reconcile Supplier Statements	0	0 %
3.15	Maintenance of Accounts	0	0 %
3.16	Credit Application	5	50 %
3.17	Staff Supervision	5	50 %
3.18	Apply Auth Levels	5	50 %
3.19	Prep Management Reports	5	50 %
<b>TOTAL</b>		2.7	26.67%

We recommend that the participant achieve a minimum score of 7.0 (70%) or greater in each of the skills areas which indicates proficiency in the area being tested. This final report is not meant to indicate a pass or fail. Generally a score lower than 7.0 (70%) would indicate that further training is required.