### Step 4: My Workforce Gap analysis - Basic

##### Now that you have looked at your current and future workforce, compare the two to identify any gaps that may exist in the skills, capacity and capability of your workforce.

|  |  |  |  |
| --- | --- | --- | --- |
| Workforce needs | Describe the gaps between the current and future workforce state | Priority to address gap | What can you do to address the gaps?   |
| Types and number of roles |  |  |  |
| Skill and qualification level  |  |  |  |
| Type of employment  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Gender |  |  |  |
| Ethnicity |  |  |  |
| Age  |  |  |  |
| Earnings  |  |  |  |
| Distribution  |  |  |  |
| Other employment characteristics  |  |  |  |
| Workforce support  |  |  |  |
| Regional/national comparison |  |  |  |