### 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.

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| --- | --- | --- | --- |
| 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 |  |  |  |