



Automotive Workforce Capability & Skills Readiness Checklist

This checklist is designed for HR Managers and Operations Leaders in the UK automotive industry. It helps assess how prepared your workforce is for current and future capability demands, including EV transition, skills shortages, and leadership capacity.

1. Workforce Visibility & Risk

- ☐ We have identified our critical technical and operational roles
- ☐ We know which roles would be hardest to replace if someone left
- ☐ We understand where key skills sit across sites or teams
- ☐ We have identified single points of failure in technical capability
- ☐ We know which employees are within 5–10 years of retirement

2. Skills & EV Readiness

- ☐ Job descriptions reflect current and future technical requirements
- ☐ EV and high-voltage work is not reliant on one or two individuals
- ☐ We have a clear view of current EV capability levels
- ☐ Training is planned against future skills, not just current gaps
- ☐ Health and safety risks linked to EV work are fully understood

3. Reskilling & Development

- ☐ There are clear development pathways for technicians and engineers
- ☐ Apprentices and junior staff are actively supported and developed
- ☐ Experienced employees are supported to upskill, not left behind
- ☐ Training time is protected and planned, not reactive
- ☐ We measure the impact of training on capability and performance

4. Succession & Knowledge Transfer

- ☐ Succession plans exist for key technical and leadership roles
- ☐ Critical knowledge is shared, not held by individuals
- ☐ Experienced staff are encouraged to mentor others
- ☐ We have planned handovers for upcoming retirements or exits

- ☐ Knowledge transfer is structured, not informal

5. Retention & Engagement

- ☐ Clear progression routes exist for technical staff
- ☐ Experience and expertise are actively recognised
- ☐ Pay and benefits are reviewed against market pressures
- ☐ We understand why people leave our business
- ☐ Engagement risks are addressed early

6. Leadership & Management Capability

- ☐ Managers are trained to lead people, not just manage output
- ☐ New managers receive support when promoted from technical roles
- ☐ Managers are confident handling performance and absence issues
- ☐ Behavioural standards are clear and consistently applied
- ☐ HR and Ops work closely on workforce planning

How to Use This Checklist

Any section with multiple unticked boxes highlights potential workforce risk. Addressing these areas early helps protect productivity, safety, customer satisfaction and long-term business performance.