How to conduct a skills audit
& why it's important for businesses in the driving sector.

What is a Skills Audit and why is it important?

A skills audit is an analysis of an employee's current skills, which can be considered on either an individual or collective basis. Executing a skills audit regularly not only allows businesses to assist their employees in the development of their careers, but it also presents the opportunity to identify potential knowledge gaps within a company that may be required of new hires.

Recognising potential knowledge gaps early can help to support the long-term success of a business while also improving a company's retention rates and employee happiness.

Identifying emerging skill requirements.

Predicting the future and knowing what skills will be needed in both the short and long term can be difficult, so it is important to consider your skills audit alongside a wider business strategy.

Using our knowledge of the UK driving industry, we've provided some areas for consideration below to help you get started.

Potential factors affecting your business.	Potential implications of these factors	Potential skills or workforce requirements.	Short Term Consideration	Long Term Consideration
Political Factors. Brexit is perhaps the greatest political factor influencing the UK driving sector at this time. Policies governing this sector will be subject to change, particularly during the post-brexit transition period, and beyond.	Changes to exportation/importation tariffs, fuel and insurance costs. Availability of skilled workers from the EU. Changes to fuel efficiency requirements and emission laws Pollution reduction targets	Compliance and Regulation Budgets and Forecasting Procurement Strategic Vehicle Investment Drivers	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
Economic Factors. The full repercussions of COVID-19 are currently unknown, however it is clearly affecting the UK economy.	Period of fluctuating work load. Reduced consumer spend within some industries but increased spending within others.	Temporary/contract staff to help deal with fluctuating workload. Business development	☐ ☐	☐ ☐
Social Factors. The main social factors currently affecting the UK Driving industry are: Lack of younger workers entering the sector, alongside an estimated 20% of the current UK workforce retiring within the next 10 years. Social implications of COVID-19 which may change consumer behaviours.	Lack of availability of skilled workers joining the industry & need to attract those that do. Less people using public transport, may result in greater congestion on roads. More people shopping online and using delivery services.	Drivers- to replace those retiring. Employer branding Employee management and HR Route mangement and scheduling	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Technological Factors Perhaps the most interesting technological factor is the prospect of driverless vehicles and/or drone deliveries. With the UK government committing to having driverless cars on UK roads by 2021, it is worth considering how this technology may impact on your business.	Competition within the industry to embrace new technology first. Potential Government deadline to have this new technology in place Implementation and maintenance.	Fleet Management Strategic Vehicle Investment Project Management Engineering Manufacturing Research	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐