

## **Ford Automotive Upskilling Programme**

As part of the wider government sponsored Ford Automotive Upskilling Programme our team is coordinating and managing the processes and funding for any employees who wish to achieve a Further or Higher Qualification.

Our team was involved from the very beginning when the project group consisting of Ford Motor Company and government agency representatives met to outline the key project parameters. We managed the project meetings and were in charge of scoping the project and creating the project plan, establishing key stakeholders and their responsibilities. Our next steps included:

- Creating key application and funding processes (incl. application forms, learning agreements, selection criteria, interview documentation, etc)
- Develop suitable curriculum of courses to match local skills requirements
- Develop and implement communication plan to all parties, including Ford HR, line management and employees – this included a variety of methods from management briefings to employee Open Days in plant
- Coordinate and administer all processes from application, selection to enrolment
- Provide study and careers advice
- Assess candidates' current numeracy & literacy level
- Liaise with educational providers to secure suitable courses and places and where required arrange for Ford only courses
- Monitor student progress
- Monitor budget, including liability forecasts until 2011
- Reporting to meet LDA outcome criteria and Ford match fund requirement



Find out more at [www.totc.com](http://www.totc.com) or call 0800 169 3040