

PROCESS LEADER LEVEL 4 (ST0695/AP01)

OVERVIEW

Process Leaders are found in organisations with high volume manufacturing or advanced manufacturing processes in which large volumes of products are made in assembly, moulding, metal processing, chemical processing, pharmaceutical, textiles, food and drink, or similar processes.

The Process Leader Level 4 Apprenticeship Standard enables apprentices to act autonomously as part of a wider production team and are responsible for the delivery of core production KPIs, people, budgets, equipment, materials, supplies, health, safety, environment and risk.

Process Leaders can be found in organisations with high volume manufacturing or advanced manufacturing processes, as well as engineering operations or low volume manufacturing processes in which lower volumes of products are made in a bespoke or workshop type environment.

ROLE

Process Leaders effectively lead and manage large teams as well as providing technical/specialist input and direction to their own team and to others. As a Process Leader the apprentice will undertake and direct production activities and operations and deliver against core production Key Performance Indicators (KPIs). Process Leader are also responsible for determining and managing budgets and resources.

In carrying out their role, the apprentice will be required to:

- use core production KPIs as the basis of the continuous improvement cycle and undertake and manage quality resolutions
- manage health, safety and environment within their area of responsibility
- use project management tools to plan, organise and manage resources, monitor progress, identify risks and mitigation
- develop, build and motivate team members as well as manage performance and
- industrial relations
- build and maintain strong relationships across different disciplines, to ensure that the
- activities of functions such as HR, Purchasing, Planning, Finance focus on core production KPIs

DURATION

The apprenticeship will typically take 24 months to complete.

ENTRY REQUIREMENTS

Individual employers will set the selection criteria for the applicant.

ON-PROGRAMME LEARNING

Apprentices will be taught by a training provider the knowledge, skills and behaviours (KSB's) required to operate as Process Leader. The apprentice should collate evidence throughout the duration of their apprenticeship in the form of a portfolio of evidence.

END-POINT ASSESSMENT GATEWAY (MANDATORY)

Prior to the End-Point Assessment:

- Level 2 qualifications in English and Mathematics.
- Completion of a portfolio of evidence, typically including one piece of evidence for each knowledge, skill and behaviour (KSB) that is assessed by the professional discussion

Apprentices will be eligible to be put forward for the end-point assessment after a minimum of 12 months and must have completed a minimum of 20% off the job training.

END POINT ASSESSMENT OVERVIEW

There are three methods of assessment used during the EPA. These are:

- Workplace Observation and Q & A
- Project report, presentation and questioning
- Professional Discussion underpinned by portfolio

Workplace Observation and Q & A

Apprentices must be observed by an independent assessor completing work in their normal workplace, in which they will demonstrate the KSBs assigned to this assessment method. This will involve the assessor observing the apprentice chairing two meetings. Following the observation, the assessor will ask a minimum of 5 questions.

Project Report, Presentation & Questioning

A project report must be submitted within 10 weeks of the gateway. The project should be designed to ensure that the apprentice's work meets the needs of the business, is relevant to their role and allows the relevant KSBs to be demonstrated for the EPA. This will be reviewed by the assessor in advance of the apprentice delivering a presentation, based on the project(s). Following this presentation, the assessor will ask questions to enable accurate assessment against the pass /distinction criteria.

Professional Discussion underpinned by portfolio

A portfolio must also be submitted at the gateway. This will be reviewed by the assessor in advance of the professional discussion. This discussion will be a structured discussion between the apprentice and the Independent Assessor, to establish the apprentice's understanding and application of knowledge, skills and behaviours relating to the Apprenticeship Standard.

Please contact us for registration and cost information:

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