



DEVELOP TALENT.  
REACT TO CHANGE.  
STAY COMPETITIVE.  
EMBRACE NEW TECH.

Apprenticeships are versatile, serving as pathways for current employees to upskill or as a means to recruit new talent into apprentice roles. We offer top-tier, cost-effective solutions aimed at cultivating a skilled and sustainable workforce tailored to the long-term success of your company



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# LEAN MANUFACTURING APPRENTICESHIP

Our Lean Manufacturing Apprenticeship covers the broad spectrum of manufacturing operatives; production, assembly, inspection / quality assurance, logistics, material handling and process / finishing.

- ♦ Relevant statutory, regulatory, organisational and health & safety regulations
- ♦ Meeting customer requirements and delivering to targets
- ♦ Manufacturing standard operation procedures (SOPs) adherence and development of lean processes
- ♦ Process equipment monitoring, data collection, error proofing and operating procedures
- ♦ Tools and methods of effective problem solving using data, reports and documents
- ♦ Improving safety, quality, cost or process efficiently
- ♦ Communication methods within the manufacturing environment
- ♦ Maintaining a safe and efficient work site through work place organisation

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**Level:** 2 (Equivalent to GCSE)

**Typical Duration:** 12 months

**Maximum Funding:** £6,000

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## KEY THEMES INCLUDE:

Designed to develop multiple skills for a fast paced and efficient processing environment. Typically delivered over 12-18 months, this Apprenticeship covers core knowledge before specialising in one of four areas.

1. Production / Assembly Role
2. Inspection / Quality Assurance
3. Logistics / Material Handling Role
4. Processing / Finishing Role

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# SPECIALIST FOCUS:

After covering Core Knowledge, one of four specialist routes are chosen:

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## ROUTE 1

### PRODUCTION / ASSEMBLY ROLE

Focused on following the current job instructions, delivering to standard operating procedures and more technical focus on ensuring components are operating effectively.

## ROUTE 2

### INSPECTION / QUALITY ASSURANCE ROLE

Covering a range of aspects including sample collection, testing procedures, accurately interpreting data and reporting findings.

## ROUTE 3

### LOGISTICS / MATERIAL HANDLING ROLE

Skills for following the correct job instructions, safely moving equipment, utilising relevant equipment and carrying out quality checks.

## ROUTE 4

### PROCESSING / FINISHING ROLE

Ensuring operates are able to utilise equipment for finishing procedures, understand time constraints, monitoring and controlling operations and carrying out quality checks.

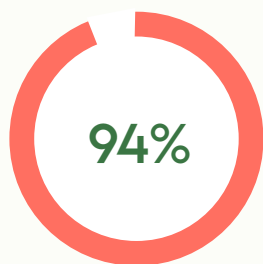
# BENEFITS

## BENEFITS FOR EMPLOYERS INCLUDE:

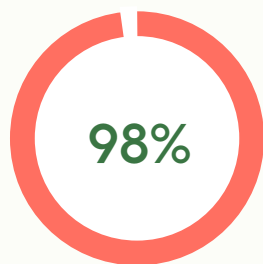
- ♦ Develop improved communication and interpersonal skills
- ♦ Develop greater strategic thinking
- ♦ Improved internal customer focus
- ♦ Increased motivation for delegates
- ♦ Visible commitment and investment for delegates
- ♦ Helps with career progression planning
- ♦ Delivered digitally by an experienced team of trainers using government funding.

## BENEFITS FOR EMPLOYEES INCLUDE:

- ♦ Improved knowledge, skills and behaviours to improve performance
- ♦ Help with career progression
- ♦ Increased job satisfaction
- ♦ Increased confidence
- ♦ Raised profile within your organisation
- ♦ Platform for further learning and progression
- ♦ Recorded workshops that fit in around your working pattern
- ♦ Connected learning tracked digitally by an online portfolio



of Employers felt that BPIF Training delivers training that is up-to-date, relevant and meets industry standards.



of Apprentices would recommend BPIF Training to a friend.



of Employers would recommend BPIF Training to another employer.

## WHAT'S THE MOST ENJOYABLE PART OF YOUR APPRENTICESHIP?



Developing my knowledge, sharing ideas with my colleagues, discovering new solutions, and being more confident when contacting managers. I understand that the company I work for is continuously improving and changing for the better, and I try to help find the best solutions when changes happen.



# KNOWLEDGE, SKILLS & BEHAVIOURS

Each Lean Manufacturing Operative will be competent in the following KSBs:

## KNOWLEDGE - UNDERSTAND OF THE FOLLOWING:

**Health & Safety:** Relevant statutory, organisational and health and safety regulations relating to lean manufacturing operations and safe practices

**Environmental:** Compliance procedures/systems in line with regulatory requirements e.g. ISO 14001 or other relevant environmental standards

**Production:** Their individual roles and responsibilities within the organisation and the flexibility required to deliver products to meet customers costs/delivery targets/ requirements e.g. Just in time (JIT)

**Lean Manufacturing Operations:** Manufacturing standard operation procedures (SOPs) adherence and development of lean processes

**Quality Control:** Process equipment monitoring, data collection, error proofing and operating procedures e.g. ISO 9002 or other relevant quality standards

**Problem Solving:** The tools and methods of effective problem solving using data, reports and documents to resolve production related issues e.g. A3 report, graphs, matrices and escalate concerns

**Continuous Improvement:** How to study and identify ways to improve the safety, quality, cost or process efficiency using lean manufacturing tools e.g. kaizen

**Communication:** How to share information using a range of methods within the manufacturing environment e.g. oral, written, electronic, information boards, visual displays

**Work Place Organisation:** How to maintain a safe and efficient work site through work place organisation e.g. 5s and process ownership

## SKILLS - COMPETENT TO DO THE FOLLOWING:

**Health & Safety:** Work safely at all times, complying with health and safety legislation, regulations, and other relevant guidelines. Identifying risks within their processes and support/carry out countermeasure activities to improve safe working. Manage tooling, equipment and materials daily in-line with supplier standards e.g. COSHH (Control of Substances Hazardous to Health).

**Environmental:** Comply with environmental procedures and systems and contribute to the achievement of specific standards e.g. ISO 14001 or other relevant environmental standards and use the 4R's (Reduce, Re-use, Recycle, Recover) where possible.

**Production:** Demonstrate their ability to carry out their role effectively, efficiently and flexibly maintaining lean manufacturing principles to meet customer's demands e.g. JIT

**Lean Manufacturing Operations:** Demonstrate their skill and knowledge following SOPs and building their versatility across a number of processes and process areas. Select and use appropriate tools, equipment and materials to carry out the manufacturing operation

**Quality Control:** Demonstrate appropriate process documentation control. Accurately completing check sheets, monitoring process and equipment data efficiently and legibly using the correct terminology required to meet the quality standard e.g. ISO 9002

**Problem Solving:** Demonstrate their ability to identify and resolve problems within the lean manufacturing environment using effective problem solving tools and techniques. Manage problems that may occur during the manufacturing process within the limits of their responsibility and escalate as appropriate

**Continuous Improvement:** Generate ideas and contribute to process improvement activities individually or as part of a team through fact finding and analysis to improve the safety, environment, quality, cost or production process. Identifying and eliminating the 7 wastes (defects, over production, transportation, waiting, inventory, motion and processing)

**Communication:** Demonstrate communication skills which include oral, written, electronic (PC), information boards or visual displays to effectively share information  
**Work Place Organisation:** Maintains and monitors the work site efficiently and effectively at all times using the elements of sifting, sorting, sweeping, spick & span (5's) within the lean manufacturing environment

## BEHAVIOURS - LEARN TO DO THE FOLLOWING:

A Lean Manufacturing Operative requires the behaviours that will ensure they are:

- ♦ Punctual, reliable and takes responsibility for their own actions.
- ♦ Show respect for others, having regard for diversity and equality.
- ♦ Respond positively to change in the working environment.
- ♦ Integrates within the team and supports others.
- ♦ Can work independently and effectively in challenging situations.
- ♦ Maintains quality of work under pressure.
- ♦ An open and honest communicator.
- ♦ Listens to other people's opinions.
- ♦ A positive and respectful attitude.
- ♦ Follows instructions and guidance and demonstrates attention to detail.
- ♦ Seeks opportunities to develop and adapt to different situations, environments or technologies.

# DELIVERY PLAN MAP

An example of an individualised learning plan, delivered by BPIF Training L2 Lean Manufacturing:

|                              | MONTHS<br>1 - 3                                                    | MONTHS<br>4 - 6                                        | MONTHS<br>7 - 9            | MONTHS<br>10 - 12                                                                                                                  | MONTHS<br>13 - 15                                                                             | MONTHS<br>15 - 18              | MONTHS<br>15-18                                                                                                                    |
|------------------------------|--------------------------------------------------------------------|--------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| UNIT(S)<br>ASSIGNMENT        | 1<br>Health and<br>safety within a<br>manufacturing<br>environment | 2<br>Documentation<br>interpretation<br>and their uses | 3<br>Lean<br>Manufacturing | 4<br>Production / Assembly<br>Inspection / Quality Assurance<br>Logistics / Material Handling<br>Production Processing / Finishing | 5<br>Complying with<br>Health & Safety<br>and<br>environmental<br>legislation,<br>regulations | 6<br>Continuous<br>Improvement | 7<br>Production / Assembly<br>Inspection / Quality Assurance<br>Logistics / Material Handling<br>Production Processing / Finishing |
| PLANNED OFF<br>THE JOB HOURS | 71                                                                 | 71                                                     | 71                         | 71                                                                                                                                 | 60                                                                                            | 53                             | 71                                                                                                                                 |
| TOTAL                        | 468                                                                |                                                        |                            |                                                                                                                                    |                                                                                               |                                |                                                                                                                                    |

## COURSE SUPPORT

The course consists of the following support:

- ♦ Planned online workshops and regular formal reviews
- ♦ Bespoke programme to cater for slower and faster achieving learners
- ♦ One-to-one sessions to meet the needs of individual learners
- ♦ Helps with career progression planning
- ♦ Telephone, email and video support - 5 days a week
- ♦ Access to the Virtual Learning Environment (VLE) - 7 days a week
- ♦ An assigned personal tutor
- ♦ Access to the E-Portfolio System - 7 days a week
- ♦ Access to the Maths and English E-Learning System - 7 days a week
- ♦ Access to the BPIF Skills Hub E-Learning System - 7 days a week
- ♦ Specialist support for learners with special educational needs and/or disabilities

# TRAINING PROGRAMMES AT BPIF TRAINING

BPIF Training specialises in delivering practical training tailored to the specific needs of the modern printing industry. Our training programmes, designed specifically for the printing sector, have been rated as 'Good' by Ofsted. With our work-based apprenticeships, there's no need for apprentices to attend college on a day-release basis.

A dedicated training coordinator provides support to both employers and apprentices throughout their learning journey, ensuring personalised assistance for various learner requirements and guaranteeing the development of skills crucial for your business. Continuous access to progress updates via online portfolios is available around the clock for both employers and apprentices. Moreover, our Virtual Learning Environment and Online Classrooms offer access to top-quality learning resources.

Mathematics and English skills are indispensable in the workplace, and these qualifications remain mandatory for all apprenticeships. BPIF Training offers support to apprentices lacking these qualifications, assisting them in reaching the required standard based on their individual starting points.

Employers remain actively involved in monitoring their apprentice's progress throughout the training period. At the programme's conclusion, a formal end-point assessment is conducted as per the standard requirements. Prior to this assessment, a review involving the employer, apprentice, and training coordinator ensures unanimous agreement on the apprentice's readiness to successfully complete it.

BPIF Training is dedicated to supporting both employers and apprentices through this new standard, enabling the development of a highly skilled workforce.

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**HIGH QUALITY TAILORED TRAINING  
PROGRAMMES THAT WILL MEET  
YOUR INDIVIDUAL NEEDS WHILST  
ENSURING THAT IT MEETS ALL THE  
REQUIREMENTS OF THE STANDARD.**

## FOR MORE INFORMATION

To find out more on the Lean Manufacturing Apprenticeship, please contact our team at [training@bpif.org.uk](mailto:training@bpif.org.uk) or call us on 01676 526 060.



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