

**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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# PROCESS LEADER APPRENTICESHIP

Designed to support individuals to effectively lead and manage teams of all sizes as well as providing technical/specialist input and direction.

**This apprenticeship will ensure that the Process Leader is able to:**

- Manage resources effectively to ensure the efficient running of their department in line with organisational procedures and budgets
- Manage health, safety and environment within their area of responsibility, ensuring staff are compliant with all requirements and driving improvements
- Use project management tools to plan, organise and manage resources, monitor progress, identify risks and mitigation
- Develop, build and motivate team members as manage performance and industrial relations to achieve production, quality and cost targets
- Provide clear direction and leadership to own team and others, giving open and honest feedback
- 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
- Lead the communication of corporate vision and strategy to own team. Use data/information to create compelling presentations and drive management decision
- Use KPIs as the basis of the continuous improvement cycle for quality, cost and volume, using lean, operational excellence and production improvement techniques
- Undertake and manage quality resolutions as well as volume problem resolution

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Level: 4 (CertHE)

Typical Duration: 24 months

Max Funding: £11,000

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## TYPICAL JOB TITLES INCLUDE:

Process Lead Manager | Process Leader | Production Lead | Section Leader



# BENEFITS

## BENEFITS FOR EMPLOYERS INCLUDE:

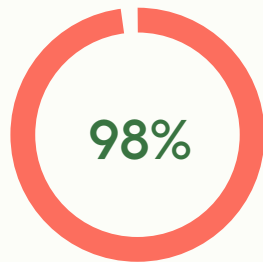
- Develop greater strategic thinking
- Improved business performance
- Increased motivation for delegates
- Helps with career progression planning
- Helps with succession planning
- Develop improved communication and interpersonal skills
- Visible commitment and investment for delegates and their teams
- 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 MADE YOU DECIDE TO UNDERTAKE AN APPRENTICESHIP? HOW DID YOU COME TO WORK IN PRINT?



I undertook the apprenticeship to gain a better understanding of the leadership procedure and progress my career into more of a management role. I initially started in the print industry over 29 years ago with a BTEC 1st Diploma in Print.



# KNOWLEDGE, SKILLS & BEHAVIOURS

Each Process Leader will be competent in the following KSB's:

## KNOWLEDGE - UNDERSTAND OF THE FOLLOWING:

- Principles of production/manufacturing techniques including: material handling systems, maintenance, production planning/scheduling, ergonomics, workplace study, plant organisation, Statistical Process Control, process types such as flow and batch, product/raw material principles.
- How to identify and procure sufficient, suitable resources (e.g. finance, staff, equipment, supplies) including use of management tools such as the Internet of Things (IoT) and Industry 4.0.
- Budgeting, forecasting and control of direct and indirect costs, fixed and variable costs including actual, accrued and committed costs.
- Lean operational and quality improvement practices such as workplace organisation, visual management, waste reduction and shop floor problem solving.
- Delivery of quality management and assurance systems.
- Problem definition: Cost of Poor Quality, problem analysis models such as Is/Is Not.
- Safe and professional working practices including health, safety, environment and legislative requirements relevant to the sector, the organisation and own role including the importance of reducing the energy, water and the minimisation of waste from packaging, scrap and production by-products. The product and process implications of using recycled materials.
- Production procedures and regulations to meet legislative/organisational requirements.
- Planning and project management principles, problem solving, relationship building and leading through KPIs.
- Employment law, employee rights and responsibilities, organisation staff management policies/procedures for e.g. recruitment, performance, development, discipline, grievance, equality/diversity, industrial relations.
- Theories of performance management and their use and organisations tools and policies for managing teams.
- The theory of managing, motivating and developing people.
- The purpose of organisational vision and goals and how these apply to teams.

- Awareness of the differing strengths team members have and how these can be effectively applied in the workplace.
- Approaches to colleague, stakeholder/ supplier relationship management including collaboration, negotiation, influencing, managing conflict, and networking.
- How to communicate and cascade information effectively at all levels and to a diverse audience.
- How to collect and analyse data and use basic statistical methods for decision making.
- How to use data to present a case to management when requesting change including graphs, charts and tables and where appropriate single page reporting.

## SKILLS - COMPETENT TO DO THE FOLLOWING:

- Undertake and direct production activities and operations.
- Propose, undertake, manage and coordinate changes to the product, production operations, processes and equipment, to improve productivity, efficiency, quality and sustainability.
- Solve problems - predict and prevent failures through the analysis of data and information.
- Manage resources effectively to ensure their availability and the efficient running of department in line with organisational procedures.
- Deliver cost achievements against budget targets.
- Plan resources to support variations in production schedules.
- Use KPIs as the basis of the continuous improvement cycle for quality, cost and volume achievement using lean operational and product improvement techniques.
- Undertake and manage quality resolutions as well as volume problem resolution.
- Manage health, safety and the environment within area of responsibility, ensuring staff are compliant with all requirements and driving improvements.
- Conduct workplace risk assessments, manage near-miss or similar processes, conduct investigations as necessary.

- Use project management tools to plan, organise and manage resources, to monitor progress, identify risks and mitigation.
- Recruit the right people into the right job.
- Develop, build and motivate teams by identifying strengths and enabling training and development within the workplace.
- Recognise excellence, effectively manage performance, discipline, attendance, grievance.
- Manage industrial relations and equality and diversity.
- Support development through coaching and mentoring.
- Leading and communicating the management of change.
- Provide clear direction and leadership, giving open and honest feedback. Apply and adapt own leadership style to different production situations and people.
- Delegate and enable delivery through others.
- Build and maintain strong relationships across different disciplines. Negotiate and influence. Manages conflict.
- Identify and share good practice, work collaboratively.
- Utilise specialist advice and support to deliver plans.
- Communicate effectively (verbal, non-verbal, written, digital) in manner relevant to the target audience.
- Chair meetings and present (formally and informally) using a range of media. Listen actively, challenge, give feedback.
- Analyse data/information to compellingly and succinctly present information to drive management decisions.

- Inclusive: Open, approachable, authentic, and able to build trust with others. Promotes a respectful culture embracing diversity and inclusion. Seeks and provides feedback to manage continuous development of self, team and processes.
- Responsibility, Accountability and Resilience: Drive to achieve in all aspects of work. Demonstrates resilience and accountability. Determination when managing difficult situations. Seeks new opportunities.
- Professionalism: Sets an example, and is fair, consistent and impartial. Open and honest. Operates within organisational values. Promote and instil the values of the organisation to all colleagues.
- Problem solver: Identifies issues quickly, enjoys solving complex problems and applies appropriate solutions. Has a strong desire to push to ensure the root cause of any problem is found and solutions identified which prevent recurrence.

### BEHAVIOURS - LEARN TO DO THE FOLLOWING:

- Decision Making: Makes decisions based on personal initiative, technical knowledge, analysis and understanding of the different interests of stakeholders. Accepts responsibility for decisions and recognises limit to own authority.
- Agile: Flexible and adaptable to the needs of the organisation. Is creative, innovative and enterprising when seeking solutions to business needs. Positive and open to new ways of working, responds well to feedback and change.

# DELIVERY PLAN MAP

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An example of an individualised learning plan, delivered by BPIF Training L4 Process Leader

	MONTHS 1 - 2	MONTHS 3-4	MONTH 5-6	MONTH 7	MONTH 8	MONTHS 9-10	MONTHS 11-12	MONTHS 13-14
UNIT(S) ASSIGNMENT & CRITERIA	Communication 1	Communication 2	Managing Teams	Health & Safety	Human Resources	Lean 1	Lean 2	Projects
PLANNED OFF THE JOB HOURS	52	52	52	26	26	52	52	52
TOTAL	364							



## 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.

TRAINING

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 Process Leader 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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