

# 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

**Level:** 4 (CertHE)

**Typical Duration:** 18 months

**Max Funding:** £11,000

## TYPICAL JOB TITLES INCLUDE:

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

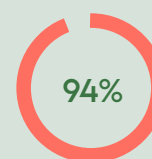
# BENEFITS

## BENEFITS FOR EMPLOYERS INCLUDE:

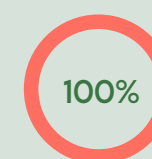
- Develop greater strategic thinking
- Improved business performance
- Increased motivation for delegates
- Helps with career progression planning and succession planning
- Develop improved communication and interpersonal skills
- Visible commitment and investment for delegates and their teams
- Delivered digitally by an experienced team of trainers

## BENEFITS FOR EMPLOYEES INCLUDE:

- Improved knowledge, skills and behaviours to improve performance
- Help with career progression
- Increased job satisfaction and 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 Employers would recommend BPIF Training to another employer.

## OTHER APPRENTICESHIPS AVAILABLE

APPRENTICESHIP SERVICES	LEVEL	COST	DURATION (MONTHS)	5% COST NON-LEVY
Team Leader / Supervisor	3	£5,000	15-18	£250
Customer Service Practitioner	2	£3,500	18	£175
Customer Service Specialist	3	£4,000	18	£200
Business Administrator	3	£5,000	18	£250
Lean Manufacturing Operative	2	£6,000	18	£300
Print Technician	3	£14,000	30	£600
Print Operative	2	£8,000	24	£400
Operations / Depart Manager	5	£9,000	24	£450
Signage Technician	3	£10,000	24	£500
Supply Chain Practitioner	3	£15,000	20	£750
Process Leader	4	£11,000	18	£550

# KNOWLEDGE, SKILLS & BEHAVIOURS

## KNOWLEDGE - UNDERSTAND OF THE FOLLOWING:

- Principles of production/manufacturing techniques.
- How to identify and procure sufficient, suitable resources.
- Budgeting, forecasting and control of direct and indirect costs.
- Lean operational and quality improvement practices.
- Delivery of quality management and assurance systems.
- Problem definition: Cost of Poor Quality, problem analysis models.
- Safe and professional working practices.
- Production procedures and regulations.
- Planning and project management principles, problem solving.
- Employment law, employee rights and responsibilities, organisation staff management policies/procedures.
- 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.
- How to communicate and cascade information effectively.
- How to collect and analyse data.

## SKILLS - COMPETENT TO DO THE FOLLOWING:

- Undertake and direct production activities and operations.
- Propose, undertake, manage and coordinate changes.
- Solve problems - predict and prevent failures through the analysis of data.
- Manage resources effectively to ensure their availability.
- Deliver cost achievements against budget targets.

## SKILLS CONTINUED:

- Plan resources to support variations in production schedules.
- Use KPIs as the basis of the continuous improvement cycle for quality.
- Undertake and manage quality resolutions as well as problem resolution.
- Manage health, safety and the environment within area of responsibility.
- Conduct workplace risk assessments, manage near-miss or similar processes.
- Use project management tools to plan, organise and manage resources.
- Recruit the right people into the right job.
- Develop, build and motivate teams by identifying strengths.
- Recognise excellence, effectively manage performance.
- 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.
- Build and maintain strong relationships across different disciplines.
- Identify and share good practice, work collaboratively.
- Utilise specialist advice and support to deliver plans.
- Communicate effectively (verbal, non-verbal, written, digital).
- Chair meetings and present (formally and informally).
- Analyse data/information to compellingly and succinctly present information.
- How to use data to present a case to management when requesting change.

## BEHAVIOURS - LEARN TO DO THE FOLLOWING:

Decision Making | Agile: Flexible and adaptable | Inclusive: Open, approachable, authentic | Responsibility: Accountability and Resilience | Professionalism: Sets an example, and is fair | Problem solver: Identifies issues quickly, enjoys solving complex problems and applies appropriate solutions.

## MORE INFORMATION

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



[WWW.BPIF.TRAINING](http://WWW.BPIF.TRAINING)

**BPIF**  
TRAINING