

# PROCESS LEADER

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:

Team Leader | Supervisor | Production Leader | Section Leader |  
Shift Leader | Department Manager

# BENEFITS

BPIF  
TRAINING

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

# DELIVERY PLAN MAP

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 13-18
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	78	130
TOTAL	468							

## 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.



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