

Level 4 Process Leader Standard (ST0695)

Product Information Sheet

Typical Duration to Gateway: 24 Months

Funding: £11,000

<https://www.instituteforapprenticeships.org/apprenticeship-standards/process-leader/>

- No mandated qualifications, GET can support by delivery an HNC.

Occupation Summary

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.

They are also found in organisations with Engineering operations or low volume manufacturing processes in which lower volumes of products are made in a bespoke or workshop type environment. The core knowledge, skills and behaviours of this apprenticeship will be developed and demonstrated in a specific manufacturing context and are broadly transferable to other manufacturing sectors.

The broad purpose of this occupation is to undertake and direct production activities and operations and deliver against core production Key Performance Indicators (KPIs). Process Leaders effectively lead and manage large teams as well as providing technical/specialist input and direction to their own team and to others.

Process Leaders are responsible for determining and managing budgets and resources. They use core production KPIs as the basis of the continuous improvement cycle and undertake and manage quality resolutions. Process Leaders manage health, safety, and environment within their area of responsibility, ensuring staff are compliant with all requirements and driving improvements and use project management tools to plan, organise and manage resources, monitor progress, identify risks and mitigation. They develop, build, and motivate team members as well as manage performance and industrial relations.

As well as providing clear direction and leadership to their own team and others, Process Leaders 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. Effective communication is a core

responsibility of the Process Leader role, whether this be communication corporate vision and strategy or using data and information to create compelling presentations and drive management decisions.

In their daily work, an employee in this occupation interacts with:

- Team Leaders and their wider team
- Quality Managers
- Health and Safety Managers
- HR Managers
- Finance Managers
- Quality Improvement Manager
- Operational Directors
- Directors
- Managing Director/CEO

Process Leaders 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.

NOTE: Please refer to the link above for Knowledge, Skills, Behaviours and duty requirements.

Typical Job Roles Include:

- Process Lead Manager
- Process Leader
- Production Lead Section Leader

Professional Recognition

This standard aligns with the following professional recognition:

Achievement of the standard is designed to be recognised by relevant Professional Engineering Institutions such as the Institute of Engineering and Technology (IET) and the Institute of Mechanical Engineers (IMechE) for at the appropriate level of professional registration (EngTech).

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End Point Assessment (EPA)

Consists of 3 assessment methods:

Assessment Method 1

Workplace Observation and Q&A

Assessment Method 2

Project, Presentation and Q&A

Assessment Method 3

Professional Discussion supported by a Portfolio of Evidence

On Programme Requirements

12 weekly progress and behavioural reviews.