

# Level 4 Process Leader Apprenticeship

Leading teams.  
Driving performance.



## ABOUT THIS COURSE

This programme develops the knowledge, skills and behaviours needed to manage production operations, lead large teams and drive continuous improvement.

Learners build expertise in Key Performance Indicators (KPIs) analysis, health & safety, resource management and cross-department collaboration, preparing them to deliver safe, efficient and cost-effective operations.

## DURATION

- 14 months on-programme learning
- Up to 5 months for End Point Assessment

## WHO IS IT FOR?

- Supervisors or team leaders working with management and operational delivery teams
- Those acting with autonomy in a wider production environment
- Anyone responsible for safe performance, on time and on budget

## WHAT TO EXPECT

- Knowledge-building workshops led by experienced trainers
- 24/7 access to our e-Learning portal
- Structured preparation for End Point Assessment

## FUNDING (£)

### IF YOU PAY INTO THE APPRENTICESHIP LEVY:

Businesses with more than £3 million annual wage bill HAVE to contribute 0.5% of their pay bill into The Apprenticeship Levy. When you recruit Apprentices - you can draw that money back, to pay for their training and assessment.

### IF YOU DON'T PAY INTO THE APPRENTICESHIP LEVY:

You can still claim 95% funding. You contribute 5% towards the cost of training and assessing your Apprentice, the government will pay the rest (95%) up to the funding band maximum.

## DELIVERY (📍)

### VIRTUAL CLASSROOM:

Virtual Classroom Training (VCT) via the TEAMS platform.

### ONE-TO-ONE SESSIONS:

Apprentices will have at least one monthly 1-2-1 session with their personal trainer.

### IN-LEARNING:

One day a month in-learning with other Apprentices from a wide range of industries.

## AIMS:




The apprenticeship equips Process Leaders to oversee production operations, motivate teams and drive continuous improvement across performance, quality and safety. Apprentices gain the leadership and technical skills needed to link operations to strategic business goals.

## WHAT APPRENTICES STUDY:

Apprentices will cover three core elements:

-  **Knowledge** – production & manufacturing principles, resource procurement, financial management, lean and quality improvement, compliance, leadership, communication and data analysis.
-  **Core Skills** – production oversight, problem solving, resource and cost control, planning, risk management, project delivery, team development, performance management, communication and data-driven decision making.
-  **Professional Behaviours** – decision making, agility, inclusivity, responsibility, professionalism and problem solving.

## END POINT ASSESSMENT

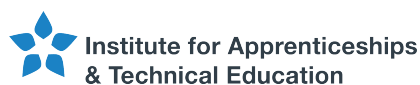
-  **Workplace Observation & Q&A** – demonstration of competence in real work.
-  **Project, Presentation & Q&A** – a business project with applied learning.
-  **Professional Discussion with Portfolio** – structured discussion with an assessor.


### Professional Recognition

On completion, apprentices may be eligible for EngTech status, recognised by:

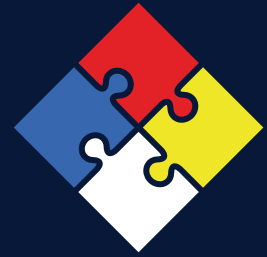


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## Why Choose REYNOLDS TRAINING?



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