



MANUFACTURING LEADERSHIP

(Process Leader Level 4 Apprenticeship)





Course Overview

Designed to develop future leaders in manufacturing and production environments.

The 24-month programme includes a comprehensive blend of workshops, individual sessions, and group activities spread over a structured timeline.

PRE-PROGRAMME

ACTIVITIES



10-12 Weeks Prior to Start:

- Client to provide list of potential learners.
- Pre-enrolment checks started, including Functional Skills Initial Assessment/Diagnostics.



4-6 Weeks Prior to Start:

- Final pre-enrolment and Functional Skills checks/evidence gathered.
- Programme Coordinator to complete learner interviews.



2 Weeks Prior to Start:

- Group workshop for all learners and line managers.
- Outline of programme duties, workshop delivery schedule, and expectations.



1 Week Prior to Start:

- Programme Coordinator to check Student Agreement for correct elements.
- Last minute communication with learners and line managers.

YEAR 1 MODULES

FIRST DAY IN LEARNING:

Health & Safety Risk Assessment

Identify main Health & Safety elements in own work area

Workshop delivery: 4-hour session

WORKSHOP 1:

Theories of performance management and the management cycle; Setting development targets; Motivational theories; Coaching in the workplace.

WORKSHOP 2:

Effective communication and cascade of information in the workplace; Collect, analyse and present data; Chair meetings; Use data to inform business decisions.

WORKSHOP 3:

Responsibilities under UK employment law; Discipline/grievance; Equality & Diversity; Change management; Delegation of duties.

WORKSHOP 4:

Understanding the role management plays in overall performance. Adapting leadership style; Planning, Organising & Assessing team abilities; Development planning for team members.

WORKSHOP 5:

The Principles of Project Management; Assessing project risk & issue; Building contingency; Problem-solving and Decision-making.

WORKSHOP 6:

Understanding costs & budgets in an organisation.

WORKSHOP 7:

Manufacturing processes. Principles of production/manufacturing techniques; Production procedures and regulations to meet legislative/organisational requirements; How to collect and analyse data and use basic statistical methods for decision making.

YEAR 2 MODULES

WORKSHOP 8:

Manufacturing Planning and Scheduling.

WORKSHOP 9:

Material Handling Systems. Delivery of quality management and assurance systems; Planning and project management principles; Utilise specialist advice and support to deliver plans.

WORKSHOP 10:

Workplace Study and Ergonomics.

WORKSHOP 11:

Quality and Process Improvement. Lean operational and quality improvement practices; Problem definition: Cost of Poor Quality, problem analysis models such as Is/Is Not; Undertake and manage quality resolutions as well as volume problem resolution.

WORKSHOP 12:

Managing a professional manufacturing/production project. Lean operational and quality improvement practices, relationship building and leading through KPIs; Use project management tools to plan, organise and manage resources, to monitor progress, identify risks and mitigation.

WORKSHOP 13:

Statistical Process Control.

WORKSHOP 14:

Industry 4.0. How to identify and procure sufficient, suitable resources and use of Industry 4.0; Solve problems - predict and prevent failures through the analysis of data and information.

WORKSHOP 15:

Final EPA Preparation Guidance.

Workshop delivery: Half-day session.



GATEWAY AND EPA (END-POINT ASSESSMENT)

GATEWAY MEETING:

- ▶ Completion of training period.
- ▶ Meeting between Programme Coordinator, learner, and Line Manager to confirm readiness for EPA.

EPA WINDOW:

- ▶ Completion of final assessments including meeting observations, project presentation and professional discussion.



ADDITIONAL INFORMATION

- ▶ All workshops, 1:1 sessions, and group sessions are designed to ensure learners are fully prepared for their roles as Manufacturing Leaderships.
- ▶ The programme is structured to provide a balance of theoretical knowledge and practical application.
- ▶ Learners will have access to ongoing support from Programme Coordinators throughout their learning journey.

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find out more



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one of our team here





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