

## General Overview

- ✓ Typical on-programme learning: 24 months
- ✓ EPA duration: 5 months maximum
- ✓ Maximum funding: £11,000
- ✓ Level 4



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 or 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 managers
- Operational directors
- Directors
- Managing directors or CEOs

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.

## Entry Requirements

There are no statutory, regulatory or other typical entry requirements

## On-Programme Competence Evaluation

The apprentice will complete on and off-the-job training, developing their knowledge, skills & behaviours as stipulated within the apprenticeship standard.

## Gateway Requirements

The employer, supported by the training provider must confirm that the apprentice is ready for EPA, before the EPA process can begin.

The employer, supported by the training provider must sign a declaration to agree the apprentice has met the required criteria as set out in the Process Leader standard.

As part of the SIAS EPA service, we will check that all gateway evidence has been met before we begin the process of EPA.

# End Point Assessment (EPA)

The assessment plan defines the following methods of assessment for the Materials Science Technologist standard.

## 1

Workplace  
Observation and  
Q&A

The workplace observation will involve the apprentice leading two meetings, which will include, as a minimum (across both meetings), team members, peers and a more senior colleague.

- At least one of the meetings needs to include the communication of formal business content.
- Duration: 60 minutes in total across both meetings.
- Questioning will take place on completion of the observation (both meetings).
- The End-Point Assessor will ask a minimum of 5 questions.
- Duration: 30 minutes.
- Overall duration: 90 minutes.

## 2

Project,  
Presentation and  
Q+A

The project should be designed to ensure the apprentice's work meets the needs of the business, is relevant to their role and allows the relevant KSBs to be demonstrated for the EPA.

- The project may be based on a specific problem, recurring issue or an idea/opportunity.
- The project can be paper based or electronic and should be a maximum of 5000 words (excluding appendices).
- The presentation will be based on the project and will be presented to an End-Point Assessor either face-to-face or via online video conferencing.
- The End-Point Assessor will ask a minimum of 10 questions.
- Duration: 30 minutes

## 3

Professional  
Discussion  
supported by  
a Portfolio of  
Evidence

A professional discussion is a two-way discussion which involves both the independent assessor and the apprentice actively listening and participating in a formal conversation. The portfolio must have sufficient content to demonstrate the apprentices' application of the specific knowledge, skills, and behaviours of the job role.

- The End-Point Assessor must ask a minimum of 10 questions, the questions will be scenario based.
- Duration: 60 minutes.



## Assessment Marking & Grading

Results for each individual assessment method will be available within 15 working days from the assessment date.

The SIAS end-point assessor, will combine the results of each individual assessment method and provide an overall assessment grade of Fail, Pass or Distinction.



## Apprenticeship Certification

Your apprentice will receive a Certificate of Apprenticeship on successful completion of all individual assessment methods.



## Guidance & Support

SIAS provide a range of resources which offer EPA guidance and support for the apprentice, the employer, and the college/training provider.

We aim help employers and colleges/training providers to support the on-going competence evaluation of the apprentices' knowledge, skills, and behaviour to ensure that your apprentice is confident for their EPA. All of our resources are comprehensively mapped to this apprenticeship standard.