

Standard Specification Information

Standard Name	Process Leader
ST and AP Number	ST0695
Link to AP	https://www.instituteforapprenticeships.org/apprenticeship-standards/process-leader-v1-1
Level	4
Typical on programme duration	24 months
EPA Period	5 months
Pathways	NA
Assessment Method	<ul style="list-style-type: none"> • Workplace observation and Q&A • Project, presentation and Q&A • Professional discussion supported by a portfolio of evidence
Gateway Requirements	<ul style="list-style-type: none"> • Level 2 English and mathematics • Portfolio of evidence and mapping document • Project subject, title and focus • Gateway and EPA Planning Form • Site Health & Safety and Risk Assessment Form
Apprenticeship Entry Requirements	There are no specific entry requirements for this apprenticeship standard. Individual employers will set the selection criteria for their Apprenticeships. typically, 5 GCSEs including English grade 4 (C) and mathematics grade 6 (B), or equivalent.
Occupational Profile	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.
Summary of Assessment methods	<p>Workplace observation and Q&A</p> <p>The apprentice will be observed by the Independent Assessor carrying out work in their normal workplace. Apprentices and their colleagues should treat the observation as a normal working day which would allow for any usual interaction to still take place. The Independent Assessor will be required to observe the apprentice chairing</p>

	<p>two meetings which 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.</p> <p>The observation will take 1 hour in total. The length of a working day is typically considered to be 7.5 hours and both meetings must occur on the same working day.</p> <p>The independent assessor will ask a minimum of 5 questions on completion of the observation (i.e. both meetings).</p> <p>Project, presentation and Q&A</p> <p>The work-based project consists of a report, a presentation on the work completed and a question-and-answer session. The apprentice will submit a subject, title and focus at gateway which must be agreed by OAL. Only once this has been agreed, the project can commence. The project should typically last 6 to 8 weeks and be submitted to OAL within 10 weeks of gateway approval.</p> <p>The apprentice will then deliver the presentation on an agreed date following the submission of the presentation. The time for the Presentation is 30 minutes, at the end of the presentation the Independent Assessor will ask the apprentice a minimum of 10 questions.</p> <p>Professional discussion supported by portfolio of evidence.</p> <p>A professional discussion is a meaningful, in-depth two-way dialogue between the apprentice and the Independent Assessor. The professional discussion is based on a portfolio of evidence compiled by the apprentice throughout the on-programme period.</p> <p>The professional discussion must last for 60 minutes. The assessor has the discretion to increase the time of the professional discussion by up to 10% to allow the assessor and apprentice to finish this method of assessment.</p> <p>The assessor must ask a minimum of 10 questions, to draw out the best of the apprentice's competence and excellence and cover the KSBs assigned to this assessment method.</p>
<p>Overall Grading</p>	<p>The overall apprenticeship standard grade is Fail/Pass/Merit/Distinction</p> <ul style="list-style-type: none"> • An apprentice will need to achieve a pass grade in each of the assessment methods to achieve an overall EPA Pass Grade. • An apprentice who achieves distinction grades in two assessment methods will achieve an overall Merit grade.

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| | <ul style="list-style-type: none">• An apprentice will need to achieve a distinction grade in all assessment methods to achieve an overall EPA Distinction grade. |
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