

Level 4 Process Leader Apprenticeship Standard



Course Overview

This apprenticeship is ideal for people who want to develop strong leadership skills in a manufacturing or production environment. Process Leaders work in organisations that make large volumes of products through assembly, moulding, metal processing, chemical processing, textiles, food and drink, pharmaceuticals, or lower volume engineering environments. They lead teams, coordinate operations, and ensure production targets are met safely and efficiently.

As an apprentice, you will learn how to lead and motivate teams, manage resources and budgets, solve production problems, and use key performance indicators (KPIs) to drive improvement. You will also build skills in project management, communication, health and safety, continuous improvement, and working across departments such as planning, HR, finance, purchasing and quality.

What You Will Study

You will learn the core knowledge, skills, and behaviours needed to lead production activities.

Topics include:

- The role of a Process Leader in high volume or advanced manufacturing environments
- Using production KPIs to drive performance, quality, and continuous improvement
- Leading and motivating teams, managing performance, and handling workplace relations
- Health, safety, and environmental compliance within your area of responsibility
- Managing resources, budgets, equipment, and materials
- Applying project management tools to plan work, control risks, and monitor progress
- Working with departments such as HR, planning, purchasing, finance and quality to achieve production goals
- Communicating clearly using data, reports, and presentations to support decision making
- Building effective relationships across functions and creating a positive team culture

Attendance Expectations

Attendance is through a blended model that usually includes:

START DATE

Various

LEVEL

Level 4

STUDY MODE

Full-time

DURATION

24 months

LOCATION

Blended Learning



For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email courseinfo@heartofyorkshire.ac.uk.

To learn more about the Heart of Yorkshire Education Group, our facilities and how we can support you please visit our website www.heartofyorkshire.ac.uk.

Quick Links



**How to
Apply**



**Student
Support**



**Virtual
Tours**



- Workplace based learning directly linked to live production duties
- Online or in person coaching sessions with your tutor
- Practical assignments, projects, and leadership tasks
- Regular progress reviews with your employer and tutor
- A requirement to complete off the job training hours each week

How You Will Be Assessed

Attendance is through a blended model that usually includes:

- Workplace based learning directly linked to live production duties
- Online or in person coaching sessions with your tutor
- Practical assignments, projects, and leadership tasks
- Regular progress reviews with your employer and tutor
- A requirement to complete off the job training hours each week

Entry Requirements

English and Maths at Level 2 or GCSE Grade 9-4.

Employer selection based on job role suitability (employers set their own criteria)

Employment in a role where you can lead or coordinate production activities

Initial skills assessments may also be required.

Further Study

After completing this Level 4 apprenticeship, learners may progress to:

- Level 6 Manufacturing or Engineering Management programmes
- Leadership and management qualifications to support progression into Supervisor, Production Manager or Continuous Improvement roles
- Specialist training in quality, health and safety, lean manufacturing, or project management

Many apprentices move into roles such as Production Supervisor, Line Leader, Team Manager, Process Improvement Leader, or Section Manager.

