



NVQ DIPLOMAS BUSINESS IMPROVEMENT TECHNIQUES



> NVQ LEVEL 2 DIPLOMA BUSINESS IMPROVEMENT TECHNIQUES

A Business Improvement Techniques NVQ will give your employees recognition for delivering quality and cost improvements to your business. This is a broad, cross-functional qualification designed to support the overall effective operation of the business. This NVQ encourages practices that can maximise profit by eliminating waste, improving workflow and reducing cost and variation.

> THE QUALIFICATION

The NVQ is gained fully in the workplace. You will attend a tool kit training course and then gain evidence for the Diploma by implementing 3 improvement projects.

> ENTRY QUALIFICATIONS

You do not need any prior qualifications to do an NVQ. This development programme is ideally suited to those intending to get involved with continuous improvement and employees already working within a team who want to develop their skills.

> COURSE DURATION

We would anticipate that a Level 2 NVQ to take no longer than 6 months.

> COURSE FORMAT

This qualification comprises of 2 pathways - Process Improvement or Quality Improvement. From the chosen pathway you will complete all the mandatory units plus the required number of optional units. 56 credits must be achieved.

PROCESS IMPROVEMENTS Choose 1 unit from either Process or Quality Improvements

MANDATORY UNITS

Complying with statutory regulations and organisational safety requirements

Contributing to effective team working

Contributing to the application of workplace organisation techniques

Contributing to the application of continuous improvement techniques (Kaizen)

Contributing to the development of visual management systems

OPTIONAL UNITS

Contributing to the analysis and selection of parts for improvement

Contributing to carrying out lead time analysis

Carrying out set-up reduction techniques (SMED)

Carrying out autonomous maintenance

Contributing to the application of problem solving techniques

Carrying out flow process analysis

Contributing to the creation of standard operating procedures

QUALITY IMPROVEMENTS Choose 2 units (one may come from Process Improvements)

MANDATORY UNITS

Complying with statutory regulations and organisational safety requirements

Contributing to effective team working

Contributing to the application of six sigma methodology to a project

Contributing to the application of six sigma process mapping

Contributing to the application of basic statistical analysis

OPTIONAL UNITS

Contributing to the application of statistical Process Control (SPC) procedures

Carrying out Failure Modes and Effects Analysis (FMEA)

Contributing to the application of Measurements Systems Analysis (MSA)

Carrying out mistake/error proofing (Poka Yoke)

> COURSE COST

This NVQ Diploma could be fully funded as Workplace Learning.

> PROGRESSION

You may be able to progress to the Level 3 Diploma in Business Improvement Techniques.

> NVQ LEVEL 3 DIPLOMA BUSINESS IMPROVEMENT TECHNIQUES

This is a broad, cross-functional qualification designed to support the overall effective operation of the business. This NVQ recognises competence in contributing to process and quality improvements, compliments your existing skills and encourages practises that can maximise profit by eliminating waste, improving workflow and reducing cost and variation.

> THE QUALIFICATION

The NVQ is gained fully in the workplace. You will attend a tool kit training course and then gain evidence for the Diploma by leading 3 improvement projects.

> ENTRY QUALIFICATIONS

You do not need any prior qualifications to do an NVQ. Ideally you will be responsible for contributing to quality and process improvements in the workplace. You will be employed as a supervisor, team leader or facilitator and are responsible for carrying out business improvement activities or preparing to take on responsibilities in a continuous improvement environment.

> COURSE DURATION

We would anticipate that a Level 3 NVQ to take no longer than 6 months.

> COURSE FORMAT

This qualification comprises of 2 pathways - Process Improvement or Quality Improvement. From the chosen pathway you will complete all mandatory units plus the required number of optional units. 94 credits must be achieved.

PROCESS IMPROVEMENTS Choose 2 units from either Process or Quality Improvements

MANDATORY UNITS

Complying with statutory regulations and organisational safety requirements

Leading effective teams

Applying workplace organisation techniques

Applying continuous improvement techniques (Kaizen)

Developing visual management systems

OPTIONAL UNITS

Creating flexible production and manpower systems

Carrying out problem solving activities

Analysing and selecting parts for improvement

Applying lead time analysis

Carrying out Value Stream Mapping (VSM)

Applying set-up reduction techniques

Applying Total Productive Maintenance (TPM)

Applying Flow Process Analysis

Applying policy deployment (Hoshin Kanri, Quality Operating Systems, Business Plan Deployment)

Applying value management (Value Engineering and Value Analysis)

Creating Standard Operating Procedures (SOP)

QUALITY IMPROVEMENTS Plus 3 Units (2 must come from Quality Improvements)

MANDATORY UNITS

Complying with statutory regulations and organisational safety requirements

Leading effective teams

Applying six sigma methodology to a project

Carrying out six sigma process mapping

Applying basic statistical analysis

Applying Failure Modes and Effects Analysis (FMEA)

OPTIONAL UNITS

Applying mistake/error proofing (Poka Yoke)

Carrying out Statistical Process Control (SPC) procedures

Applying six sigma metrics to a project

Producing a characteristic selection matrix

Carrying out Measurement Systems Analysis (MSA)

Carrying out capability studies

Producing multi-variance charts

Applying hypothesis testing

> COURSE COST

This NVQ Diploma could be fully funded as Workplace Learning.

BENEFITS OF THE QUALIFICATIONS

The Business-Improvement Techniques Diplomas benefit both employers and employees in a variety of ways.

FOR EMPLOYERS THE QUALIFICATION CAN:

- ▶ Improve business performance and help win contracts
- ▶ Maximise company profits and revenues
- ▶ Reduce costs, variation and waste
- ▶ Assist with recruitment and staff retention
- ▶ Boost employee morale and motivation
- ▶ Demonstrate the quality of the workforce to existing and potential customers
- ▶ Help reduce workplace accidents

FOR EMPLOYEES THE QUALIFICATION CAN:

- ▶ Provide evidence of ability to do a particular job
- ▶ Help improve career development/ promotion chances
- ▶ Give a sense of achievement
- ▶ Be gained on the job
- ▶ Be completed at a time and place to suit

WANT TO KNOW MORE? CONTACT THE BUSINESS COLLEGE



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