

BIIAB Level 2 NVQ Diploma in Business Improvement Techniques

This qualification is for learners who are working in industry and who are involved in business improvement within a team, who wish to have their competencies assessed. It is suitable for any employee who needs to have a fundamental understanding of business improvement practices for their job role. The qualification allows learners to choose units in specialist improvement techniques, according to their job role within the process improvement or quality improvement pathways.

To achieve the Level 2 Diploma in Business Improvement Techniques learners **must** gain a **total** 56 credits. This **must** consist of:

- Learners must complete all mandatory units in Mandatory Group M (12 credits) and select one of the following pathways:

Pathway 1 – Process Improvement (QCF)

- Learners must complete all units in Group M1
- Learners can choose to complete a minimum of one unit in Group O1, or a minimum of one unit in Group O2

Pathway 2 – Quality Improvement (QCF)

- Learners must complete all units in Group M2
- Learners can choose to complete a minimum of:
 - Two units in Group O3, or
 - One unit in Group O3 and a minimum of one unit in Group O4

Minimum GLH: **249**

Maximum GLH: **323**

The qualification has been developed based open industry feedback as the fundamental skills required to work in the sector at the level.

What does it comprise of?

Pathway 1 - Process Improvement Mandatory Units

Unit Title	Credit Value	Level
Contributing to Effective Team Working	7	2
Contributing to the Application of Workplace Organisation Techniques	12	2
Contributing to the Application of Continuous Improvement Techniques(Kaizen)	14	2
Contributing to the Development of Visual Management Systems	9	2
Complying with Statutory Regulations and Organisational Safety Requirements	5	2

Pathway 1 - Process Improvement Optional Group O1

Unit Title	Credit Value	Level
Contributing to the analysis and selection of parts for improvement	15	2
Contributing to carrying out lead time analysis	10	2
Carrying out set-up reduction techniques	15	2
Carrying out autonomous maintenance	13	2
Contributing to the application of problem solving techniques	9	2
Carrying out flow process analysis	14	2
Contributing to the creation of standard operating procedures _SOP_	9	2

Pathway 1 - Process Improvement Optional Group O2

Unit Title	Credit Value	Level
Contributing to the application of Six Sigma methodology to a project	15	2
Contributing to the application of basic statistical analysis	13	2
Contributing to the application of statistical process control _SPC_ procedures	9	2
Contributing to the application of failure modes and effects analysis _FMEA_	11	2
Contributing to the application of measurement systems analysis _MSA_	11	2
Carrying out mistake/error proofing _Poka Yoke_	10	2
Contributing to the application of Six Sigma process mapping	14	2

Pathway 2 - Quality Improvement - Mandatory Units

Contributing to The Application of Six Sigma Methodology to a Project	15	2
Contributing to the Application of Six Sigma Process Mapping	14	2
Contributing to the Application of Basic Statistical Analysis	13	2

Pathway 2 - Quality Improvement - Optional Group O3

Unit Title	Credit Value	Level
Contributing to the application of statistical process control _SPC_ procedures	9	2
Contributing to the application of failure modes and effects analysis _FMEA_	11	2
Contributing to the application of measurement systems analysis _MSA_	11	2
Carrying out mistake/error proofing _Poka Yoke_	10	2

Pathway 2 - Quality Improvement - Optional Group O4

Unit Title	Credit Value	Level
Contributing to the application of workplace organization techniques	12	2

Contributing to the Application of Continuous Improvement Techniques(Kaizen)	14	2
Contributing to the Development of Visual Management Systems	9	2
Contributing to the analysis and selection of parts for improvement	15	2
Contributing to carrying out lead time analysis	10	2
Carrying out set-up reduction techniques	15	2
Carrying out autonomous maintenance	13	2
Contributing to the application of problem solving techniques	9	2
Carrying our flow process analysis	14	2

To complete the Apprenticeship in BIT learners must complete the following components:

- BIIAB Level 2 Certificate In Lean Organisation Management Techniques (QCF)
- Functional Skills: English Level 1/2 and Math's Level 1/2
- Personal Learning and Thinking Skills

Assessment

Primary assessment is through “live” evidence within the workplace and supported by products of the learners’ work, such as items that have been produced or worked on, plans, charts, reports, standard operating procedures, documents produced as part of a work activity, records or photographs of the completed activity. This will be supported by evidence of the way the learners carried out the activities, such as witness testimonies, assessor observations or authenticated learner reports of the activity undertaken.

How long will it take?

To protect quality and make sure all apprentices receive a high-quality meaningful experience, all Apprenticeships must last for a minimum period of 12 months. In some cases the Apprenticeship may be longer and is based upon a number of factors including the number of hours the learner works and the requirements of the apprenticeship framework for the sector they work in. The apprenticeship includes guided learning, assessment and training, and monitored workplace practice which is planned and agreed between the learner, their employer and their Training Advisor.

Progression

Achievement of the qualification offers opportunities for progression, including:

- Intermediate Apprenticeship in improving operational performance
- BIIAB Level 3 Diploma in Business Improvement Techniques
- Employment opportunities and career progression

How to participate

Our centre will provide you with advice on how to access the programme, methods of delivery and eligibility for funding.

For more information please call: 0330 088 0888

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