

BIIAB Level 3 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 3 NVQ Diploma in Business Improvement Techniques learners **must** complete a **minimum** 94 credits. This **must** consist of:

- Learners must complete all mandatory units in Mandatory Group A (**14 credits**) and then choose one of the following pathways:

Pathway 1 – Process Improvement (QCF)

- For this pathway learners must achieve a total of **80 credits** (minimum)
- Learners must complete all units in Unit Group A (**18 credits**)
- Learners must complete a minimum of one unit and **11 credits** from Unit Group B
- Learners must complete a minimum of one unit and **12 credits** from Unit Group C

Pathway 2 – Quality Improvement (QCF)

- For this pathway learners must achieve a total of **98 credits** (minimum)
- Learners must complete all units and **63 credits** in Unit Group D
- Learners must complete a minimum of one unit and **12 credits** from Unit Group E
- Learners may choose to complete a maximum of two units and 36 credits from Unit Group F

Minimum GLH: **320**

Maximum GLH: **433**

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
Complying with statutory regulations and organisational safety requirements	5	2
Leading effective teams	9	3
Applying workplace organisation techniques	14	3
Applying continuous Improvement Techniques _Kaizen_	18	3

Developing Visual Management Systems	13	3
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Pathway 1 - Process Improvement Optional Group B

Unit Title	Credit Value	Level
Creating flexible production and manpower systems	11	3
Carrying out problem solving activities	12	3

Pathway 1 - Process Improvement Optional Group C

Unit Title	Credit Value	Level
Analysing and selecting parts for improvement	18	3
Applying lead time analysis	13	3
Carrying out value stream mapping _VSM_	17	3
Applying set-up reduction techniques	18	3
Applying total productive maintenance _TPM_	15	3
Applying flow process analysis	18	3
Applying Policy Deployment _Hoshin Kanri, quality operating systems, business plan deployment	13	3
Applying value management _value engineering and value analysis_	15	3
Creating standard operating procedures _SOP_	12	3
Applying Six Sigma methodology to a project	18	3
Carrying our Six Sigma process mapping	18	3
Applying basic statistical analysis	14	3
Applying failure modes and effects analysis _FMEA_	13	3
Applying mistake/error proofing _Poka Yoke_	13	3
Carrying out statistical process control _SPC_ procedures	12	3
Applying Six Sigma metrics to a project	13	3
Producing a characteristic selection matrix	13	3
Carrying out measurement systems analysis _MSA_	13	3
Carrying out capability studies	18	3
Producing multi-variance charts	13	3
Applying hypothesis testing	13	3

Pathway 2 - Quality Improvement - Optional Group D

Applying Six Sigma methodology to a project	18	3
Carrying out Six Sigma process mapping	18	3
Applying basic statistical analysis	14	3
Applying failure modes and effects analysis _FMEA_	13	3

Pathway 2 - Quality Improvement - Optional Group E

Unit Title	Credit Value	Level
Applying mistake/error proofing _Poke Yoke_	13	3

Carrying out statistical process control _SPC_ procedures	12	3
Applying Six Sigma metrics to a project	13	3
Producing a characteristic selection matrix	13	3
Carrying out measurement systems analysis _MSA_	13	3
Carrying out capability studies	18	3
Producing multi-variance charts	13	3
Applying hypothesis testing	13	3

Pathway 2 - Quality Improvement - Optional Group F

Unit Title	Credit Value	Level
Applying workplace organisation techniques	14	3
Applying continuous improvement techniques _Kaizen_	18	3
Developing visual management systems	13	3
Creating flexible production and manpower systems	11	3
Carrying out problem solving activities	12	3
Analysing and selecting parts for improvement	18	3
Applying lead time analysis	13	3
Carrying out value stream mapping _VSM_	17	3
Applying set-up reduction techniques	18	3
Applying total productive maintenance _TPM_	15	3
Applying flow process analysis	18	3
Applying Policy Deployment _Hoshin Kanri, quality operating systems, business plan deployment_	13	3
Applying value management value engineering and value analysis_	15	3
Creating standard operating procedure _SOP_	12	3

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

- BIIAB Level 3 Diploma in Business Improvement 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:

- Level 3 Apprenticeship 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

Smart Training & Recruitment

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