Level 2 NVQ Diploma in

Business-Improvement Techniques

ENGINEERING

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Qualification Specification

Overview

This qualification is a National Vocational Qualification (NVQ) based on the Business-Improvement Techniques national occupational standards developed by Semta, the Sector Skills Council for the science, engineering and manufacturing technologies. The qualification is about occupational competence and involves the skills and knowledge needed to be able to carry out a range of activities related to lean business process and quality improvement.

Typical Job

Employees involved in carrying out business improvement activities within a team such as team members and team leaders and those with specific responsibility for delivering business improvements such as continuous improvement leaders/specialists, process/quality improvement leaders and managers.

Qualification code:	500/6590/7
Level:	2
Total Qualification Time:	560 Hours
Credit value:	56
Guided learning hours:	249

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Purpose of qualification

What does this qualification cover?
Mandatory qualification requirements cover the areas that provide a common foundation to lean business improvement such as health and safety, team working and workplace organisation. Optional qualification requirements offer a choice of lean business activities that can be combined to meet the needs of the learner and businesses.

Who is this qualification for?
The qualification has been designed for those learners who are making a contribution to the identification and implementation of lean business improvements such as employees involved in lean business improvement within a team who wish to have their lean business improvement competencies assessed for certification purposes.

It is also for new employees who have undertaken lean business improvement training and are now acquiring experience within a team and wish to demonstrate their competencies for assessment purposes.

Who supports the qualification?

This qualification is:

- Regulated by Ofqual at level 2
- Supported by SEMTA
- Developed with industry support.

What could this qualification lead to?

This qualification relates to the following EAL qualifications:

- EAL Level 3 NVQ Diploma in Business-Improvement Techniques (QCF)
- EAL Level 4 NVQ Diploma in Business-Improvement Techniques (QCF)

The qualification provides progression opportunities for learners seeking to enter into an Apprenticeship.

Entry requirements

There are no formal entry requirements for this qualification; however centres should ensure that the learners have the potential to achieve this qualification. Learners must have the minimum levels of literacy and numeracy to complete the learning outcomes and the assessments.

How is the qualification achieved?

The qualification is achieved when all the necessary units have been completed. The centre will then be able to apply for the learner's certificate of achievement. The learners will also receive a certificate of unit credit, listing all the units they have achieved.

What will be assessed?

The assessment criteria within the selected units covering the relevant business improvement activity. This qualification is not graded, learners can achieve a pass or be refer only.

How will it be assessed?

The assessment of the qualification must be through an EAL approved assessment Centre.

The learner must be working 'on-the -job' and all assessment decisions must be based on performance and knowledge evidence produced by the learner unaided.
Assessment will be carried out in the workplace (unless otherwise specified) via observation and the collation of evidence in a portfolio.

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Structure

Pathway: Process Improvement - NVQ Number: 500/6590/7PRA

The learner is required to complete the five mandatory assessment routes plus one of the optional assessment routes which may come from the Quality Improvement pathway.

Mandatory assessment routes: all must be completed

EAL Code	Assessment Route Title	GLH	Ofqual Code
QBIT2/001	Complying with statutory regulations and organisational safety requirements	35	A/601/5031
QBIT2/002	Contributing to effective team working	26	J/600/2491
QBIT2/003	Contributing to the application of workplace organisation techniques	51	L/600/2492
QBIT2/004	Contributing to the application of continuous improvement techniques (Kaizen)	55	Y/600/2513
QBIT2/005	Contributing to the development of visual management systems	41	D/600/2514

Optional assessment routes: choose one of the following or one from the Quality Improvement pathway

QBIT2/006	Contributing to the analysis and selection of parts for improvement	55	H/600/2515
QBIT2/007	Contributing to carrying out lead time analysis	41	K/600/2516
QBIT2/008	Carrying out set-up reduction techniques	55	M/600/2517
QBIT2/009	Carrying out autonomous maintenance	52	T/600/2518
QBIT2/010	Contributing to the application of problem solving techniques	41	A/600/2519
QBIT2/011	Carrying out flow process analysis	55	T/600/2521
QBIT2/012	Contributing to the creation of standard operating procedures	41	F/600/2523

Structure

Pathway: Quality Improvement - NVQ Number: 500/6590/7QUA

The learner is required to complete the five mandatory assessment routes plus two optional assessment routes where one of these could come from the Process Improvement pathway.

Mandatory assessment routes: all must be completed

EAL Code	Assessment Route Title	GLH	Ofqual Code
QBIT2/001	Complying with statutory regulations and organisational safety requirements	35	A/601/5031
QBIT2/002	Contributing to effective team working	26	J/600/2491
QBIT2/013	Contributing to the application of Six Sigma methodology to a project	59	J/600/2538
QBIT2/014	Contributing to the application of Six Sigma process mapping	55	F/600/2540
QBIT2/015	Contributing to the application of basic statistical analysis	52	J/600/2541

Optional assessment routes: choose two more assessment routes of which one may come from the Process Improvement pathway

QBIT2/016	Contributing to the application of statistical process control (SPC) procedures	41	Y/600/2544
QBIT2/017	Contributing to the application of failure modes and effects analysis (FMEA)	41	D/600/2545
QBIT2/018	Contributing to the application of measurement systems analysis (MSA)	41	M/600/2548
QBIT2/019	Carrying out mistake/error proofing (POKA YOKE)	41	K/600/2550