



Business-Improvement Techniques (QCF)

These QCF qualifications will provide recognition of the skills, competence and knowledge of individuals who are practitioners of business improvement techniques.

Document detail:

Level 2 NVQ Diploma in Business-Improvement Techniques (QCF)

- Process Improvement Pathway - 56 Credits
- Quality Improvement Pathway - 72 Credits

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

- Process Improvement Pathway - 94 Credits
- Quality Improvement Pathway - 112 Credits

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

- Process Improvement Pathway - 106 Credits
- Quality Improvement Pathway - 120 Credits

Who are the Qualifications for:

These qualifications will provide recognition for those employees who are practitioners of business improvement techniques that will improve business productivity and reduce waste. Practitioners will be able to identify solutions to problems, standardise operations or seek improvements to processes.

NVQ Diploma in Business-Improvement Techniques (QCF)	Level 2 500/8354/5
Last Registration Date	30 th April 2015
Last Certification Date	30 th April 2017

This qualification contains the following Pathways: Process Improvement and Quality Improvement.

For the Process Improvement Pathway learners must achieve 56 Credits by completing 6 Units: 2 Common Mandatory Units, 3 Pathway specific Mandatory Units and 1 Optional Unit, which can be taken from the Quality Improvement Pathway.

For the Quality Improvement Pathway learners must achieve 72 Credits by completing 7 Units: 2 Common Mandatory Units, 3 Pathway specific Mandatory Units and 2 Optional Units, 1 of which can be taken from the Process Improvement Pathway.

Mandatory Units

- B-IT2-02 Contributing to effective team working - 7 Credits
 - MAN2-001 Complying with statutory regulations and organisational safety requirements - 5 Credits
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Process Improvement - Mandatory Units

- B-IT2-03 Contributing to the application of workplace organisation techniques - 12 Credits
- B-IT2-04 Contributing to the application of continuous improvement techniques (Kaizen) - 14 Credits
- B-IT2-05 Contributing to the development of visual management systems 9 Credits

Process Improvement - Optional Units

Learners who have chosen the Process Improvement Pathway must achieve one Unit from this Option Group (or one Unit from the Quality Improvement Pathway).

- B-IT2-06 Contributing to the analysis and selection of parts for improvement - 15 Credits
 - B-IT2-07 Contributing to carrying out lead time analysis - 10 Credits
 - B-IT2-08 Carrying out set-up reduction techniques - 15 Credits
 - B-IT2-09 Carrying out autonomous maintenance - 13 Credits
 - B-IT2-10 Contributing to the application of problem solving techniques 9 Credits
 - B-IT2-11 Carrying out flow process analysis - 14 Credits
 - B-IT2-12 Contributing to the creation of standard operating procedures (SOP) - 9 Credits
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Quality Improvement - Mandatory Units

- B-IT2-13 Contributing to the application of Six Sigma methodology to a project - 15 Credits
- B-IT2-14 Contributing to the application of Six Sigma process mapping - 14 Credits
- B-IT2-15 Contributing to the application of basic statistical analysis - 13 Credits

Quality Improvement - Optional Units

Learners who have chosen the Quality Improvement Pathway must achieve two Units from this Option Group (or one Unit from this Group and one Unit from the Process Improvement Pathway).

- B-IT2-16 Contributing to the application of statistical process control (SPC) procedures - 9 Credits
 - B-IT2-17 Contributing to the application of failure modes and effects analysis (FMEA) - 11 Credits
 - B-IT2-18 Contributing to the application of measurement systems analysis (MSA) - 11 Credits
 - B-IT2-19 Carrying out mistake/error proofing (Poka Yoke) - 10 Credits
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NVQ Diploma in Business-Improvement Techniques (QCF)	Level 3
	501/0927/3
Last Registration Date	30 th April 2015
Last Certification Date	30 th April 2018

This qualification contains the following Pathways: Process Improvement and Quality Improvement.

For the Process Improvement Pathway learners must achieve a minimum of 94 Credits by completing 8 Units: 2 Common Mandatory Units, 3 Pathway specific Mandatory Units and 3 Optional Units. 1 Optional Unit must be chosen from Group 1, the other 2 can be taken from Group 2 or can be taken from the Quality Improvement Pathway.

For the Quality Improvement Pathway learners must achieve a minimum of 112 Credits by completing 9 Units: 2 Common Mandatory Units, 4 Pathway specific Mandatory Units and 3 Optional Units, up to 2 of which can be taken from the Process Improvement Pathway.

Mandatory Units

- MAN2-001 Complying with statutory regulations and organisational safety requirements - 5 Credits
 - B-IT3-02 Leading effective teams - 9 Credits
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Process Improvement - Mandatory Units

- B-IT3-03 Applying workplace organisation techniques - 14 Credits
- B-IT3-04 Applying continuous improvement techniques (Kaizen) - 18 Credits
- B-IT3-05 Developing visual management systems - 13 Credits

Process Improvement - Optional Units - Group 1

Learners who have chosen the Process Improvement Pathway must achieve one Unit from this Option Group.

- B-IT3-06 Creating flexible production and manpower systems - 11 Credits
- B-IT3-07 Carrying out problem solving activities - 12 Credits

Process Improvement - Optional Units - Group 2

Learners who have chosen the Process Improvement Pathway must achieve two Units from this Option Group (or from the Quality Improvement Pathway). Note: Whichever unit is selected from Group B (i.e. Unit B-IT3-06 or Unit B-IT3-07), it cannot then be used again as one of the two optional units required from Group C.

- B-IT3-06 Creating flexible production and manpower systems - 11 Credits
 - B-IT3-07 Carrying out problem solving activities - 12 Credits
 - B-IT3-08 Analysing and selecting parts for improvement - 18 Credits
 - B-IT3-09 Applying lead time analysis - 13 Credits
 - B-IT3-10 Carrying out value stream mapping (VSM) - 17 Credits
 - B-IT3-11 Applying set-up reduction techniques - 18 Credits
 - B-IT3-12 Applying total productive maintenance (TPM) - 15 Credits
 - B-IT3-13 Applying flow process analysis - 18 Credits
 - B-IT3-14 Applying Policy Deployment (Hoshin Kanri, quality operating systems, business plan deployment) - 13 Credits
 - B-IT3-15 Applying value management (value engineering and value analysis) - 15 Credits
 - B-IT3-16 Creating standard operating procedures (SOP) - 12 Credits
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Quality Improvement - Mandatory Units

- B-IT3-17 Applying Six Sigma methodology to a project - 18 Credits
- B-IT3-18 Carrying out Six Sigma process mapping - 18 Credits
- B-IT3-19 Applying basic statistical analysis - 14 Credits
- B-IT3-20 Applying failure modes and effects analysis (FMEA) - 13 Credits

Quality Improvement - Optional Units

Learners who have chosen the Quality Improvement Pathway must achieve three Optional Units. All three units may be chosen from this Option Group, or up to two of the units may be chosen from the Process Improvement Pathway.

- B-IT3-21 Applying mistake/error proofing (Poka Yoke) - 13 Credits
 - B-IT3-22 Carrying out statistical process control (SPC) procedures - 12 Credits
 - B-IT3-23 Applying Six Sigma metrics to a project - 13 Credits
 - B-IT3-24 Producing a characteristic selection matrix - 13 Credits
 - B-IT3-25 Carrying out measurement systems analysis (MSA) - 13 Credits
 - B-IT3-26 Carrying out capability studies - 18 Credits
 - B-IT3-27 Producing multi-variance charts - 13 Credits
 - B-IT3-28 Applying hypothesis testing - 13 Credits
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NVQ Diploma in Business-Improvement Techniques (OCF)	Level 4
	501/2210/1
Last Registration Date	30 th April 2015
Last Certification Date	30 th April 2018

This qualification contains the following Pathways: Process Improvement and Quality Improvement.

For the Process Improvement Pathway learners must achieve a minimum of 106 Credits by completing 3 Common Mandatory Units, 3 Pathway specific Mandatory Units and 6 Optional Units. 1 Optional Unit must be chosen from Group 1; the other 5 can be taken from Group 2 or up to 3 can be taken from the Quality Improvement Pathway. Whichever unit is taken from Group 1 i.e. 7 or 8, cannot then be selected again from Group 2.

For the Quality Improvement Pathway learners must achieve a minimum of 120 Credits by completing 3 Common Mandatory Units, 5 Pathway specific Mandatory Units and 5 Optional Units. 3 Optional Units from Group 1, up to 2 of which can be taken from the Process Improvement Pathway; and 2 Optional Units from Group 2, 1 of which can be taken the Process Improvement Pathway.

Mandatory Units

- MAN2-001 Complying with statutory regulations and organisational safety requirements - 5 Credits
 - B-IT4-02 Leading effective teams - 9 Credits
 - B-IT4-03 Carrying out project management activities - 10 Credits
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Process Improvement - Mandatory Units

- B-IT4-04 Leading workplace organisation activities - 10 Credits
- B-IT4-05 Leading continuous improvement (Kaizen) activities - 14 Credits
- B-IT4-06 Leading the development of visual management systems - 9 Credits

Process Improvement - Optional Units - Group 1

Learners who have chosen the Process Improvement Pathway must achieve six Optional Units. One Optional Unit from Group 1 plus five more Optional Units, three of which can be taken from the Quality Improvement Pathway. Whichever unit is taken from Group 1 i.e. 7 or 8, cannot then be selected again from Group 2.

- B-IT4-07 Leading the creation of flexible production and manpower systems - 7 Credits
- B-IT4-08 Leading problem solving activities - 8 Credits

Process Improvement - Optional Units - Group 2

Learners who have chosen the Process Improvement Pathway must achieve six Optional Units. One Optional Unit from Group 1 plus five more Optional Units, three of which can be taken from the Quality Improvement Pathway. Whichever unit is taken from Group 1 i.e. 7 or 8, cannot then be selected again from Group 2.

- B-IT4-07 Leading the creation of flexible production and manpower systems - 7 Credits
 - B-IT4-08 Leading problem solving activities - 8 Credits
 - B-IT4-09 Leading an analysis and selection of parts for improvement - 14 Credits
 - B-IT4-10 Leading lead time analysis activities - 9 Credits
 - B-IT4-11 Leading value stream mapping (VSM) activities - 13 Credits
 - B-IT4-12 Leading set-up reduction activities - 14 Credits
 - B-IT4-13 Leading total productive maintenance (TPM) activities - 11 Credits
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B-IT4-14	Leading statistical process control (SPC) activities - 8 Credits
B-IT4-15	Leading flow process analysis activities - 14 Credits
B-IT4-16	Leading policy deployment activities (Hoshin Kanri, quality operating systems, business plan deployment) - 9 Credits
B-IT4-17	Leading value management (value engineering and value analysis) activities - 11 Credits
B-IT4-18	Leading failure modes and effects analysis (FMEA) activities - 9 Credits
B-IT4-19	Leading measurement systems analysis (MSA) activities - 9 Credits
B-IT4-20	Carrying out design of experiments (DOE) - 9 Credits
B-IT4-21	Leading mistake/error proofing (Poka Yoke) activities - 9 Credits
B-IT4-22	Applying quality function deployment (QFD) - 9 Credits
B-IT4-23	Leading the creation of standard operating procedures (SOP) - 8 Credits

Quality Improvement - Mandatory Units

B-IT4-14	Leading statistical process control (SPC) activities - 8 Credits
B-IT4-18	Leading failure modes and effects analysis (FMEA) activities - 9 Credits
B-IT4-24	Leading the application of Six Sigma methodology to a project - 14 Credits
B-IT4-25	Leading the carrying out of Six Sigma process mapping - 14 Credits
B-IT4-26	Leading the application of basic statistical analysis - 10 Credits

Quality Improvement - Optional Units - Group 1

Learners who have chosen the Quality Improvement Pathway must achieve five Optional Units. Three Optional Units from Group 1, up to two of which can be taken from the Process Improvement Pathway; and two Optional Units from Group 2, one of which can be taken the Process Improvement Pathway.

B-IT4-19	Leading measurement systems analysis (MSA) activities - 9 Credits
B-IT4-20	Carrying out design of experiments (DOE) - 9 Credits
B-IT4-21	Leading mistake/error proofing (Poka Yoke) activities - 9 Credits
B-IT4-27	Leading the application of Six Sigma metrics to a project - 9 Credits
B-IT4-28	Leading the production of a characteristic selection matrix - 9 Credits
B-IT4-29	Leading the carrying out of capability studies - 14 Credits
B-IT4-30	Leading the production of multi variance charts - 9 Credits
B-IT4-31	Leading the process of hypothesis testing - 9 Credits

Quality Improvement - Optional Units - Group 2

Learners who have chosen the Quality Improvement Pathway must achieve five Optional Units. Three Optional Units from Group 1, up to two of which can be taken from the Process Improvement Pathway; and two Optional Units from Group 2, one of which can be taken the Process Improvement Pathway.

B-IT4-22	Applying quality function deployment (QFD) - 9 Credits
B-IT4-32	Carrying out evolutionary operations (EVOP) - 9 Credits
B-IT4-33	Applying central limit theorem and confidence intervals - 9 Credits
B-IT4-34	Producing Taguchi linear graphs - 9 Credits
B-IT4-35	Applying response surface methodology - 9 Credits
