



Level 2 NVQ Diploma in Business Improvement Techniques (QCF)

Objective

This programme is designed to assist employers develop a business wide continuous improvement culture and to equip its employees with the skills to improve business process. The programme will cover eliminating waste, making an effective contribution to cost reduction, productivity and quality improvement.

The Programme

The Level 2 programme is aimed at employees from all areas of the business and aims to develop continuous improvement skills; in addition the programme will also address soft skills such as team working, communication and decision making.

The programme will generally be made up the following activities:

- Programme induction and introduction.
- Skills development workshop delivered over 5 days. This includes work based projects and questions.
- Optional group presentation of improvements made during the project.
- Individual one-to-one assessment and review time.

All training and assessment will be completed on site. TACS Ltd operates an equality and diversity policy. This means that everyone is treated individually and no one is discriminated against. Your Assessor will tailor the programme for any special needs. The programme is best delivered in small groups of around 8 - 10 learners.

Timescale

The programme can be delivered over 5 full day sessions or alternatively 10 half day sessions. A delivery plan can be tailored to meet the clients needs. Each learner should expect to commit around 40 hours of work time during this period.

Qualification Overview

Mandatory units – Process Improvement

- Complying with Statutory Regulations and Organisational Safety Requirements
- Contributing to Effective Team Working
- Applying Workplace Organisation (5S/5C)
- Applying Continuous Improvement Techniques (Kaizen)
- Creating Visual Management Systems

Optional unit - Process Improvement (1 required)

- Applying Problem Solving Techniques (**recommended**)

Who's involved in the NVQ process?

TACS Ltd - The Training and Assessment Company

Rob Dignen - Your Trainer / Assessor

Rick Nicholson – The Internal Quality Assurer

EAL - The Awarding Organisation

If you would like further information please contact Rob at TACS Ltd by **email rob@tacstraining.co.uk**