



Level 2 Apprenticeship in Improving Operational Performance Business Improvement Techniques

Objective

This Apprenticeship 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 Apprenticeship will cover eliminating waste, making an effective contribution to cost reduction, productivity and quality improvement.

The Apprenticeship

The Apprenticeship 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.

Soft Skills Developed:

Communication
Team Working
Decision Making

Kaizen skills developed:

Problem Solving
Process Improvement Techniques
Waste Reduction Techniques
Workplace Organisation & Management
Health & Safety Awareness

The Apprenticeship is made up of the following elements:

- Induction and introduction (Including an Initial Assessment).
- Skills development workshop delivered over 12 workshops. This includes work based projects and questions (BIT NVQ L2)
- Technical Certificate in Business Improvement Techniques. There is a multi-choice exam at the end.
- Functional Skills embedded into the NVQ (Mathematics L1, English L1). Additional support will be provided for those who require it.
- Level 2 Award in Employees Rights and Responsibilities (ERR).
- Level 2 Award in Personal Learning and Thinking Skills (PLTS) embedded into the programme.

All training and assessment will be completed on site. Your Trainer/ Assessor will tailor the programme for any individual needs.

Timescale

The Apprenticeship will be delivered over a 12 month period at dates and times to suit the employer. Each apprentice should expect to commit work time during this period.

Who's involved in the 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 TACS Ltd by email rob@tacstraining.co.uk