

Level 3 Diploma in Business Improvement Techniques (QCF)

About the course

This programme enables companies and organisations to provide their staff with continuous improvement tools and in doing so to ultimately increase their competitiveness and profit margins.

Structure of Course

To achieve the full award, learners must complete mandatory and optional Units. The mandatory units cover those areas which have a common approach such as safety and team working. The optional units offer a choice of techniques and systems that can be combined to meet the needs of the organisation and the learners. The Business Improvement Techniques NVQ may be achieved by following one of the following pathways:

- Process Improvement – 5 mandatory units (59 credits) plus further optional units in order to achieve the total minimum credit value of 94 credits.
- Quality Improvement – 6 mandatory units (77 credits) plus further optional units in order to achieve the total minimum credit value of 112 credits.

Assessment

The overall grade for these qualifications is a 'pass'. Learners must achieve all the required units within the specified qualification structure.

To pass a unit the learner must:

- Achieve all the specified learning outcomes
- Satisfy all the assessment criteria by providing sufficient and valid evidence for each criterion
- Show that the evidence is their own.

These qualifications are designed to be assessed:

- In the workplace, or
- In conditions resembling the workplace, as specified in the Skills for Logistics assessment guidance for qualifications in the QCF, or
- As part of a training programme.

Course Modules

Mandatory Units - Process Pathway

- Complying with statutory regulations and organisational safety requirements
- Leading effective teams
- Applying workplace organisation techniques
- Applying continuous improvement techniques (Kaizen)
- Developing visual management systems

Quality Pathway

- Complying with statutory regulations and organisational safety requirements
- Leading effective teams
- Applying Six Sigma methodology to a project
- Carrying out Six Sigma process mapping
- Applying basic statistical analysis
- Applying failure modes and effects analysis (FMEA)

Optional Units (include)

- Creating Flexible Production and Manpower Systems
- Carrying out Problem Solving Activities
- Creating Flexible Production and Manpower Systems
- Analysing and Selecting Parts for Improvement
- Carrying out Lead Time Analysis

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