



ETCAL Level 2 NVQ Diploma in Business Improvement Techniques  
**600/2259/0**  
**Overview**

## Qualification aim

The ETCAL Level 2 NVQ Diploma in Business Improvement Techniques is aimed at Employees who contribute to the daily operational activity and are in a position to effectively contribute to improvements of that activity

## Qualification introduction

Mandatory units cover those areas which have a common approach such as organisational safety requirements and team working with two pathways:

- Process Improvement  
OR
- Quality Improvement

Optional units offer a choice of units applicable to individual workplaces and working environments.

## Assessment

In order to achieve this qualification a learner must complete all mandatory units. The assessment criteria determine the standard required to achieve each unit and allow for a variety of assessment methods to be used as appropriate to the environment the qualification is delivered in. There is no examined assessment element in this qualification.

<b>Qualification Number</b>		600/2259/0
<b>Title</b>		NVQ Diploma in Business Improvement Techniques
<b>Unit Level</b>		Level 2
<b>Guided Learning Hours</b>		249
<b>Total Qualification Time</b>		560
<b>Credit Value</b>		56
<b>Unit Grading Structure</b>		Pass

Learners must achieve a minimum of 56 credits to gain the qualification. 12 credits must be achieved by completing the 2 mandatory units and the remaining credits achieved by completing the mandatory units for the chosen pathway plus one or more units from the options groups achieved by completing at least 2 of the optional units

**Mandatory Units – Both must be completed**

<b>Unit Reference Number</b>		A/601/5013	J/600/2491
<b>Title</b>		Complying with Statutory Regulations and Organisational Safety Requirements	Contributing to Effective Team Working
<b>Guided Learning Hours</b>		35	26
<b>Unit Credit Value</b>		5	7

**Process Improvement - Mandatory**

<b>Unit Reference Number</b>		L/600/2492	Y/600/2513	D/600/2514
<b>Title</b>		Contributing to the Application of Workplace Organisation Techniques	Prepare resources and equipment for scientific or technical learning activities	Contributing to the development of Visual Management Systems
<b>Guided Learning Hours</b>		51	55	41
<b>Unit Credit Value</b>		12	14	9

**Process Improvement – Optional (one or more units, OR one from Quality Improvement)**

<b>Unit Reference Number</b>		H/600/2515	K/600/2516	M/600/2517	T/600/2518	A/600/2519	T/600/2521	F/600/2523
<b>Title</b>		Contributing to the Analysis and Selection of Parts for Improvement	Contributing to Carrying Out Lead Time Analysis	Prepare new scientific or technical methods, resources and equipment for learning activities	Carrying Out Autonomous Maintenance	Contributing to the Application of Problem Solving Techniques	Carrying Out Flow Process Analysis	Contributing to the Creation of Standard Operating Procedures
<b>Guided Learning Hours</b>		55	41	55	52	41	55	41
<b>Unit Credit Value</b>		15	10	15	13	9	14	9

**Quality Improvement - Mandatory**

<b>Unit Reference Number</b>		J/600/2538	F/600/2540	J/600/2541
<b>Title</b>		Contributing to the Application of Six Sigma Methodology to a Project	Contributing to the Application of Six Sigma Process Mapping	Contributing to the Application of Basic Statistical Analysis
<b>Guided Learning Hours</b>		59	55	52
<b>Unit Credit Value</b>		15	14	13

**Quality Improvement – Optional (one or more units, OR one from Process Improvement)**

<b>Unit Reference Number</b>		Y/600/2544	D/600/2545	M/600/2548	K/600/2550
<b>Title</b>		Contributing to the Application of Statistical Process Control (SPC) Procedures	Contributing to the Application of Failure Modes and Effects Analysis (FMEA)	Contributing to the Application of Measurement Systems Analysis (MSA)	Carrying Out Mistake/Error Proofing (POKA YOKE)
<b>Guided Learning Hours</b>		41	41	41	41
<b>Unit Credit Value</b>		9	11	11	10

