



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

Diploma - Assessment Principles

Introduction

ETA qualifications are developed in conjunction with the industries and employers they service. They are designed to add value and deliver multidimensional outputs that provide impact for both learners and employers.

It is therefore important that the assessment requirements of ETA qualifications are robust whilst not containing unnecessary and over-burdensome challenges that detract from the intended outcomes and impact. These assessment principles are prepared with that in mind and are applicable to this qualification:

Level 2 NVQ Diploma in Business Improvement Techniques

Principles

There are four key principles to underpin assessment delivery:

1. Assessment should contribute to developing a learner's knowledge and/or skills and provide relevant and current development as the related industry requires.
2. Systems for capturing evidence of competence should be integrated and efficient. Assessment practices for both competence-based and knowledge-based aspects of qualifications should, where possible, be integrated with industry driven standards and requirements.
3. Assessment methods must be appropriate for the level and nature of the qualification units to be assessed. Methods of assessing achievement against learning outcomes and assessment principles must be accommodating and flexible, whilst remaining appropriate for both the level being assessed and industry expectations of learners at that level.
4. Evidence of knowledge and understanding must be recorded and be clearly attributable to the learner. This can be delivered using task based activity with questions and answer sessions, supported by assessor observation.

The choice and application of assessment methods must be consistent with these principles and will generally include:

- Direct Observation
- Written evidence (portfolio/workbook)
- Centre set assignment
- Centre set coursework
- Oral examination
- Professional/open discussion

Delivery Team Requirements

Tutors / Assessors

- Tutors / Assessors should have a detailed knowledge of, and be competent in, the occupational requirements of the units
- Tutors / Assessors should hold or be working towards the related professional qualifications for delivery and assessment as required
- This competence will have been acquired either in direct employment in the occupational role to which the unit relates, or in employment as a manager, supervisor or in-house trainer of employees carrying out the role
- It is unlikely that occupational competence will have been achieved in less than twelve months of employment but individuals with less experience could be considered as assessors if sufficiently occupationally competent

Internal Quality Assurers (IQAs)

- IQAs must have a thorough understanding of the structure, content and occupational requirements of the units that they are internally quality assuring. This understanding will have been acquired while either working directly within or delivering within the relevant occupational area in either an operational or a support function
- The level of understanding must be sufficient to allow the IQA to judge whether the assessor has fully assessed learners against all the principles within the unit
- It is unlikely that a person could have gained this level of understanding in less than twelve months of being employed but individuals with less experience could be considered as IQAs if they have the required level of experience, knowledge and understanding.

Technical / Expert Witness

Expert witnesses can be drawn from a wide range of people who can observe, 'measure and examine performance against the industry and qualification principles. These can include; line managers and experienced individuals within a related sector-based organisation. The Technical Expert Witnesses should have proven practical experience and knowledge relating to the content of the principles being assessed.

It is unlikely that someone could become an expert in their entire job role in less than twelve months of being employed in their industry. They could, however, very quickly become an expert in the content of a single unit if this was the focus of their job role. The assessor should make a

judgement as to the level of expertise held by a potential Technical Expert Witness and, where necessary, this should be confirmed with the awarding organisation.

Assessment Materials

ETC Awards Ltd. (ETA) Assessment Materials are protected by copyright and are supplied only to Approved Centres for use solely for the purpose of the assessment of ETA learners.

Instructions for Conducting Assessment

the Approved Centre must either:

- secure approval of in-house assessment material by ETA's External Quality Assurance team prior to use
- use ETA Assessment Materials
- we recognise that reasonable adjustments may be considered at the time of assessment, please refer to the ETA Reasonable adjustments and considerations policy

All approved centres must then handle and store securely all Assessment Materials in accordance with the following:

- Assessment Material must be accessible to learners only during their programme
- The Approved Centre must not make public in any format the contents of any materials either in part or in full.
- Materials must be securely handled and under no circumstances shared with third party organisations or individuals
- The Approved Centre must seek permission from ETA through the External Quality Assurance team if they want to convert Material for alternative storage, retrieval and delivery in electronic formats.

All centre based assessment material must be agreed with ETA prior to use and will be subject to robust monitored during sampling and verification activity.



Level 2 Unit – Complying with Statutory Regulations and
Organisational Safety Requirements

Unit aim

This unit covers the skills and knowledge needed to prove the competences required to deal with statutory regulations and organisational safety requirements. It does not deal with specific safety regulations or detailed requirements, it does, however, cover the more general health and safety requirements that apply to working in an industrial environment.

The learner will be expected to comply with all relevant regulations that apply to their area of work, as well as their general responsibilities as defined in the Health and Safety at Work Act. The learner will need to be able to identify the relevant qualified first aiders and know the location of the first aid facilities. The learner will have a knowledge and understanding of the procedures to be adopted in the case of accidents involving injury and in situations where there are dangerous occurrences or hazardous malfunctions of equipment, processes or machinery. The learner will also need to be fully conversant with their organisation's procedures for fire alerts and the evacuation of premises.

The learner will also be required to identify the hazards and risks that are associated with their job. Typically, these will focus on their working environment, the tools and equipment that they use, the materials and substances that they use, any working practices that do not follow laid-down procedures, and manual lifting and carrying techniques.

Unit introduction

The learner's responsibilities will require them to comply with all relevant statutory and organisational policy and procedures for health and safety in the workplace. The learner must act in a responsible and safe manner at all times and present themselves in the workplace suitably prepared for the activities to be undertaken. The learner will be expected to report any problems with health and safety issues, to the relevant authority.

The learner's knowledge will provide a good understanding of the relevant statutory regulations and organisational requirements associated with their work and will provide an informed approach to the procedures used. The learner will need to understand their organisation's health and safety requirements and their application, in adequate depth to provide a sound basis for carrying out their activities in a safe and competent manner.

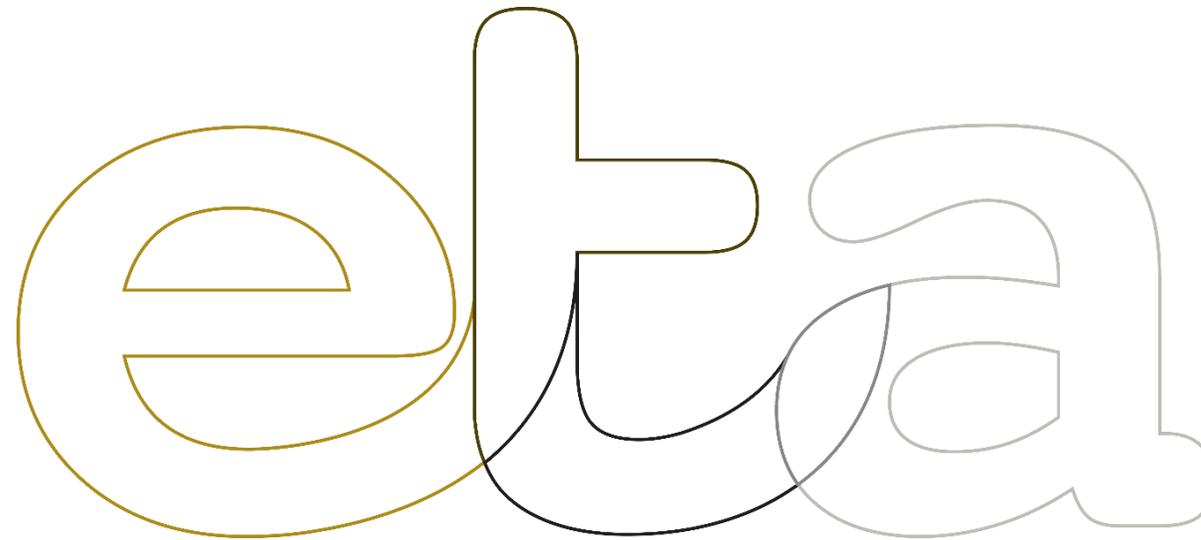
Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		A/601/5013
Qualification Framework		RQF
Title		Complying with statutory regulations and organisational safety requirements
Unit Level		Level 2
Guided Learning Hours		35
Unit Credit Value		5
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Complying with statutory regulations and organisational safety requirements	1.01	Comply with their duties and obligations as defined in the Health and Safety at Work Act
		1.02	Demonstrate their understanding of their duties and obligations to health and safety by: <ul style="list-style-type: none"> • applying in principle their duties and responsibilities as an individual under the Health and Safety at Work Act • identifying, within their organisation, appropriate sources of information and guidance on health and safety issues, such as: <ul style="list-style-type: none"> • eye protection and personal protective equipment (PPE) • COSHH regulations • Risk assessments • identifying the warning signs and labels of the main groups of hazardous or dangerous substances • complying with the appropriate statutory regulations at all times
		1.03	Present themselves in the workplace suitably prepared for the activities to be undertaken
		1.04	Follow organisational accident and emergency procedures
		1.05	Comply with emergency requirements, to include: <ul style="list-style-type: none"> • identifying the appropriate qualified first aiders and the location of first aid facilities • identifying the procedures to be followed in the event of injury to themselves or others • following organisational procedures in the event of fire and the evacuation of premises • identifying the procedures to be followed in the event of dangerous occurrences or hazardous malfunctions of equipment

	1.06	Recognise and control hazards in the workplace
	1.07	Identify the hazards and risks that are associated with the following: <ul style="list-style-type: none">• their working environment• the equipment that they use• materials and substances (where appropriate) that they use• working practices that do not follow laid down procedures
	1.08	Use correct manual lifting and carrying techniques
	1.09	Demonstrate one of the following methods of manual lifting and carrying: <ul style="list-style-type: none">• lifting alone• with assistance of others• with mechanical assistance
	1.10	Apply safe working practices and procedures to include: <ul style="list-style-type: none">• maintaining a tidy workplace, with exits and gangways free from obstruction• using equipment safely and only for the purpose intended• observing organisational safety rules, signs and hazard warnings• taking measures to protect others from any harm resulting from the work that they are carrying out

A large, stylized version of the word 'eta' is centered on the page. The letters are outlined. The 'e' is gold, the 't' is black, and the 'a' is grey. The letters are connected and have a rounded, friendly appearance.

Level 2 Unit – Contributing to effective team working

Unit aim

This unit covers the skills and knowledge needed to prove the competences required to work effectively as a team member within a continuous improvement environment. The learner will be required to establish and maintain productive working relationships whilst challenging fixed ideas, and to deal with disagreements in an amicable and constructive way. The learner will also be expected to contribute to team activities by providing ideas and solutions, and to find ways of resolving issues that cause concern and disagreement. As part of the team activities, the learner will need to keep others informed about work plans or activities which affect them.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, to report any problems with the activities to the relevant people, and to complete any necessary job/task documentation accurately and legibly. The learner will be expected to take full responsibility for their actions within the team, and for the quality and accuracy of the work that they produce.

The learner's knowledge will be sufficient to provide a good understanding of team working and will provide an informed approach to the techniques and procedures used. The learner will need to understand how their actions will affect the overall performance of the team.

Applying safe working practices will be a key issue throughout.

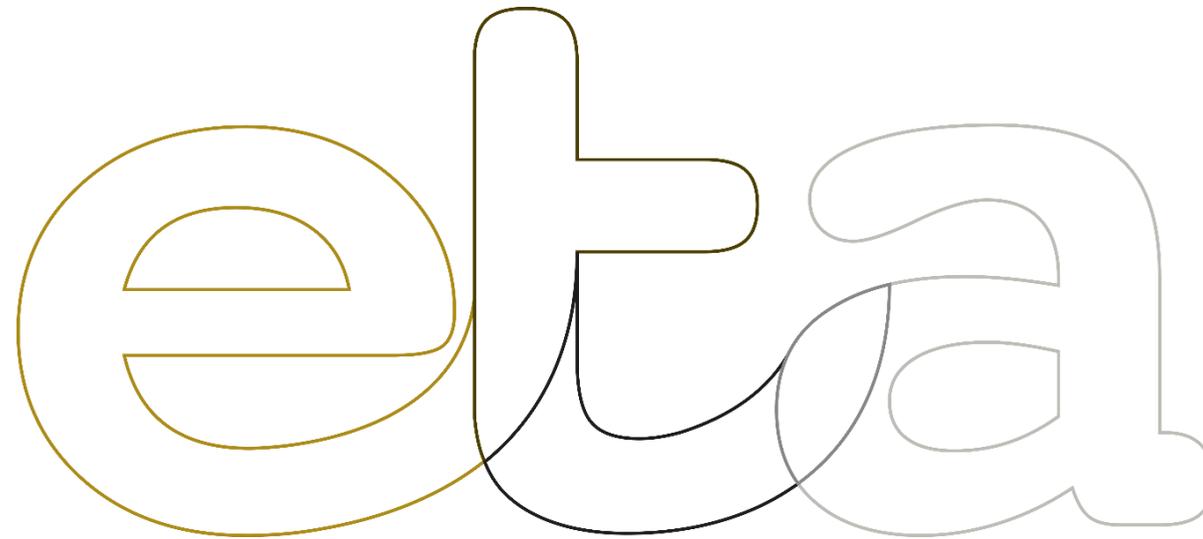
Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		J/600/2491
Qualification Framework		RQF
Title		Contributing to effective team working
Unit Level		Level 2
Guided Learning Hours		26
Unit Credit Value		7
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Contributing to effective team working	1.1	Establish and maintain productive working relationships, using the key performance measures and communication processes available to them
		1.2	Establish and maintain good working relationships with three of the following: <ul style="list-style-type: none"> • colleagues within their own workgroup • colleagues in other workgroups • immediate line management • those for whom they have responsibility • external contacts
		1.3	Deal with disagreements in an amicable and constructive way, using relevant information and data to support views and arguments
		1.4	Provide ideas and solutions to find ways of resolving issues that cause concern and disagreement
		1.5	Use all relevant information available to them to keep others informed about work plans or activities which affect them
		1.6	Communicate orally by three of the following: <ul style="list-style-type: none"> • question and answer sessions • team briefings • brainstorming sessions • problem resolution processes
		1.7	Communicate in writing and/or electronically, to include three from the following: <ul style="list-style-type: none"> • maintaining up-to-date key performance indicators for the work area • adding ideas and actions to team boards • processing information • communicating via e-mail/internal network services • producing briefs or updates

		1.8	Seek assistance from others in a polite, courteous way, without disturbing normal work activities
		1.9	Respond in a timely and positive way, using data and information available when others ask for help or information



Level 2 Unit – Contributing to the application of workplace organisation techniques

Unit aim

This unit covers the skills and knowledge needed to prove the competences required to carry out a systemic approach to continuously make improvements to workplace organisation. It involves carrying out the principles and techniques of a workplace organisation activity such as 5S or 5C. The learner will need to consider the work area and its activity and determine where information, materials, tools and/or equipment are missing, or require a new location and where improvements to the area or activity could be made.

The learner will also be expected to actively contribute to making recommendations for the creation of, or changes to, standard operating procedures and visual controls that everyone works to within the area, which could cover such things as producing shadow boards to standardise the storage and location of area equipment, colour coding of equipment, cleaning and maintenance of equipment, production operations and health and safety. The overall objective of the activity will be to improve the condition of the working environment and in doing so establish a new improved area score.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken and to report any problems that they cannot solve, or are outside their responsibility, to the relevant authority. The learner will be expected to take full responsibility for their own actions within the activity and for the quality and accuracy of the work they carry out.

The learner's knowledge will provide a good understanding of the workplace organisation activity and the area in which they are working and provide an informed approach to the techniques and procedures used. The learner will need to understand the principles of workplace organisation and their application, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		L/600/2492
Qualification Framework		RQF
Title		Contributing to the application of workplace organisation techniques
Unit Level		Level 2
Guided Learning Hours		51
Unit Credit Value		12
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Contributing to the application of workplace organisation techniques	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Use workplace organisation techniques within the chosen work area and establish and agree the area score
		1.3	Identify where information, resources or equipment is missing or is in surplus and where improvements can be made
		1.4	Make recommendations for the creation of, or changes to, standard operating procedures (SOPs), and visual controls that everyone works to within the area
		1.5	Recommend the creation of or changes to standard operating procedures which cover two of the following: <ul style="list-style-type: none"> • cleaning of equipment/work area • maintenance of equipment • health and safety • process procedures • manufacturing operations/working processes • quality systems • regulatory compliance system
		1.6	Recommend the creation of changes to visual controls, which cover two of the following: <ul style="list-style-type: none"> • shadow boards or an alternative (such a labelled racking and storage systems), to standardise the storage and location of area resources and/or equipment • colour coding • line status systems (such as line process system) • skills matrix • performance measures • process control boards • improvement systems • planning systems
		1.7	Make agreed improvements to the workplace organisation and establish and agree the new improved area score

2.	Know how to contribute to the application of workplace organisation techniques	2.1	Describe the health and safety requirements of the area in which they are carrying out the workplace organisation activity
		2.2	Describe the factors to be considered when selecting a work area for an activity (such as: cleanliness, health and safety product quality)
		2.3	Describe the procedure used to identify and address surplus or missing equipment or resources (such as carrying out a 'red tagging' exercise)
		2.4	Explain how to arrange and label the necessary resources or equipment for rapid identification and access
		2.5	Explain how to make recommendations for the creation of, or changes to, standard operating procedures (SOPs) or other approved documentation
		2.6	Explain how to score and audit the workplace organisation
		2.7	Describe the techniques required to communicate information using visual systems (such as shadow boards, performance charts, KPIs)
		2.8	Describe the extent of their own authority, and to whom they should report to, in the event of problems that they cannot resolve



Level 2 Unit – Contributing to the application of continuous improvement techniques (Kaizen)

Unit aim

This unit covers the skills and knowledge needed to prove the competences required for contributing to the carrying out of continuous improvement techniques (Kaizen) to the learner's work activities. It involves contributing to the planning the Kaizen process for the agreed work area/activity, to include plan, do, check, act, and to use quantifiable objectives and targets for the improvement activity. The activities undertaken will include the identification of all forms of waste, and problems or conditions within the work area or activity where improvements can be made. The learner will need to focus on improvements which would give business benefits, such as reduced product cost, increased capacity and/or flexibility, improved safety, improved regulatory compliance, improved quality, improved customer service, improvements to working practices and procedures, reduction in lead time and reduction/elimination of waste.

The learner will also be required to make recommendations for the creation of changes to standard operating procedures (SOPs), which could include cleaning of equipment, maintenance of equipment, health and safety practices and procedures, process procedures, manufacturing operations and quality improvements.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems that they cannot solve, or that are outside their responsibility, to the relevant authority. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they carry out.

The learner's knowledge will provide a good understanding of the Kaizen activity and the area in which they are working and will provide an informed approach to the techniques and procedures used. The learner will need to understand the Kaizen principles and their application, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		Y/600/2513
Qualification Framework		RQF
Title		Contributing to the application of continuous improvement techniques (Kaizen)
Unit Level		Level 2
Guided Learning Hours		55
Unit Credit Value		14
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Contributing to the application of continuous improvement techniques (Kaizen)	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Plan the Kaizen process for the agreed work area/activity to include plan, do, check, act
		1.3	Use the established objectives and targets for the Kaizen activity
		1.4	Carry out the Kaizen activity within the chosen work area/activity
		1.5	Identify waste, problems or conditions within the work area or activity where improvements can be made
		1.6	Identify improvements which cover three of the following: <ul style="list-style-type: none"> • reduction in cost • improved health and safety and/or working environment • improved quality • improved regulatory compliance • improvements to working practices • reduction in lead time • reduction in waste and/or energy usage • improved customer service • improved resource utilisation
		1.7	<ul style="list-style-type: none"> • Carry out a structured waste elimination activity, based on the identified wastes, problems or conditions
		1.8	<ul style="list-style-type: none"> • Make recommendations for the creation or changes to standard operating procedures (SOP's) or other approved documentation that will sustain the improvement made, resulting from the Kaizen activity
		1.9	Identify and apply improvements, which cover two of the following: <ul style="list-style-type: none"> • cleaning of equipment or work area • maintenance of equipment • health and safety • process procedures

			<ul style="list-style-type: none"> • manufacturing operations or work area operations • quality system • regulatory compliance systems
		1.10	<ul style="list-style-type: none"> • Use the determined measure of performance for quality, cost and delivery
		1.11	<ul style="list-style-type: none"> • Provide comparisons of the agreed work area/activity before and after the kaizen activity (to confirm improvements) using key performance indicators
		1.12	<p>Record and show business improvement, using one of the following key performance indicators:</p> <ul style="list-style-type: none"> • not right first time (as a percentage or as parts per million (PPM)) • company-specific quality measure • delivery schedule achievement • company-specific delivery measure • parts per operator hour (PPOH) • production volume • value added per person (VAPP) • overall equipment effectiveness (OEE) • stock turns • floor space utilisation (FSU) • cost breakdown (such as labour, material, energy and overhead) • company-specific cost measure
2.	Know how to Contribute to the application of continuous improvement techniques (Kaizen)	2.1	Describe the health and safety requirements of the area in which they are carrying out the Kaizen activity
		2.2	Explain how a work area/activity is selected for the Kaizen activity
		2.3	Describe the principles for the deployment of Kaizen (such as where a culture focuses on sustained continuous improvement, aiming at eliminating waste in all systems and processes in the organisation and supply chain)
		2.4	Describe the eight wastes (over-production, inventory, transport, over-processing, waiting time, operator motion, bad quality, failure to exploit human potential) and how to eliminate them
		2.5	Describe problem solving and root cause analysis
		2.6	Describe the importance of fully understanding the process/activity under review, and how this will affect the quality of the problem solving
		2.7	Describe the application of the Deming cycle (plan, do, check, act)
		2.8	Explain how to carry out a Kaizen activity and establish measurable improvements
		2.9	Explain how to distinguish facts from opinions, in order to identify improvement actions
		2.10	Explain how improvements to the process are achieved by engaging the knowledge and experience of the people involved in the process
		2.11	Explain how to encourage people to identify potential improvements
		2.12	Explain how to evaluate improvement ideas, in order to select those that are to be pursued
		2.13	Explain how quantifiable targets and objectives are set

		2.14	Explain how to make recommendations for the creation of changes to standard operating procedures (SOPs) or other approved documentation
		2.15	Describe the techniques used to visually communicate the work of the Kaizen activity to participants and others
		2.16	Describe the application of the business' key measures of competitiveness (such as the former DTI's seven measures: delivered right first time, delivery schedule achievement, people productivity, stock turns, overall equipment effectiveness, value added per person, floor space utilisation)
		2.17	Explain how the cycle time of a process can be defined
		2.18	Describe the techniques used to distribute work content to balance cycle times to the rate of customer demand, and how to visually represent it (e.g. line balance and process displays)
		2.19	Describe the extent of their own authority, and to whom they should report in the event of problems that they cannot resolve



Level 2 Unit – Contributing to the development of visual management systems

Unit aim

This unit covers the skills and knowledge needed to prove the competences required for contributing to the introduction and use of information used in visual management systems. It involves identifying the appropriate parts of the process or work area that will have visual controls and identifying the key performance indicators which are to be displayed in the work area. The learner will also be required to ensure that the accuracy of the information submitted for the visual managements systems meets with the company requirements.

The information to be displayed will include such things as safety, zero defects, process concerns or corrective actions, performance measures, standard operating procedures (SOPs), workplace organisation, skills matrices, autonomous maintenance worksheets, parts control systems, problem resolution (e.g. Kaizen boards), shadow boards and standard work-in-progress (WIP) locations and quantities.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems that they cannot solve, or that are outside their responsibility, to the relevant authority. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they carry out.

The learner's knowledge will provide a good understanding of their work and will provide an informed approach to the techniques and procedures used. The learner will need to understand the principles and procedures of visual management and its application, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		D/600/2514
Qualification Framework		RQF
Title		Contributing to the development of visual management systems
Unit Level		Level 2
Guided Learning Hours		41
Unit Credit Value		9
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Contributing to the development of visual management systems	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Identify appropriate parts of the process or work area that will have visual controls
		1.3	Identify the key performance indicators that will be displayed in the work area
		1.4	Make recommendations for the production of, or changes to, standard operating procedures (SOPs), and visual controls that everyone works to within the area
		1.5	Contribute to the development of visual management systems that promote four of the following: <ul style="list-style-type: none"> • health and safety • quality/zero defects • process concerns or corrective actions • performance measures • standard operating procedures • workplace organisation • skills matrices • autonomous maintenance worksheets • parts/material control systems • problem resolution (e.g. Kaizen boards) • shadow boards • standard work-in-progress (WIP) locations and quantities • planning systems • the delivery of effective meetings
		1.6	Ensure the accuracy of the information submitted for visual managements systems meets with the company requirements
2.	Know how to Contribute to the development of visual management	2.1	Describe the health and safety requirements of the work area in which they are conducting the visual management activities
		2.2	Describe the factors to be considered when selecting a visual management system

systems	2.3	Describe the visual management systems available to create 'the visual factory' (such as using Kanban systems, card systems, colour coding, floor footprints, graphs, team boards)
	2.4	Describe the measures of performance in a lean business environment (such as health, safety and the environment, right first time, cost, delivery, responsiveness, process concerns and corrective actions, performance measures, workplace organisation)
	2.5	Describe the measurement techniques required for communicating the visual management within an area and to others who may use the information (such as target versus actual, % right first time, Pareto analysis, bar charting, action plans, Paynter charts)
	2.6	Describe the extent of their own authority, and to whom they should report in the event of problems that they cannot resolve



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Level 2 Unit – Contributing to the analysis and selection of parts for improvement

Unit aim

This unit covers the skills and knowledge needed to prove the competences required for contributing to the analysis and selection of parts for improvement. It involves selecting representative parts for improvements within the chosen area/product range from information provided. The learner will be expected to make recommendations for identifying and producing part families, using criteria such as part shape, part size, the material used to manufacture the part and the manufacturing process used.

The learner will also be required to make recommendations for the production of a finalised list of the representative parts for the chosen area/product range.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems that they cannot solve, or that are outside their responsibility, to the relevant authority. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they carry out.

The learner's knowledge will provide a good understanding of their work and will provide an informed approach to the techniques and procedures used. The learner will need to understand the principles and procedures of analysing and selecting parts for improvement, and their application, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		H/600/2515
Qualification Framework		RQF
Title		Contributing to the analysis and selection of parts for improvement
Unit Level		Level 2
Guided Learning Hours		55
Unit Credit Value		15
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Contributing to the analysis and selection of parts for improvement	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Obtain all the information, documentation and equipment required to carry out the activity
		1.3	Select the representative parts for improvements within the chosen area/product range using information provided
		1.4	Carry out an analysis against three of the following criteria: <ul style="list-style-type: none"> customer schedules (volume) cost of producing the part profit for each part, as a percentage manufacturing lead time quality (scrap and non-conformance percentage) process/manufacturing route
		1.5	<ul style="list-style-type: none"> Make recommendations for the grouping of identified parts into appropriate part families
		1.6	Make recommendations for the production of part families, using one of the following criteria: <ul style="list-style-type: none"> part shape part size material used to manufacture the part manufacturing process
		1.7	<ul style="list-style-type: none"> Make recommendations for the production of a finalised list of the representative parts for the chosen area/product range
2.	Know how to Contribute to the analysis and selection of parts for improvement	2.1	Describe the health and safety requirements of the work area in which they are conducting the activity
		2.2	Describe the information required to conduct the activity, and where and from whom the information can be found
		2.3	Describe the principles and process of analysis (such as, pie charts, bar charts (Pareto analysis))
		2.4	Describe the techniques used to communicate the information and results gained by this process
		2.5	Explain how to create and present bar graphs/histograms
		2.6	Explain how to differentiate between lead-time and cycle-time

	2.7	Describe the bill of materials (BOM) structure for each of the representative parts
	2.8	Explain how to identify the origin/source of the parts within the chosen area
	2.9	Explain how to evaluate the information in order to select the representative parts for the chosen area
	2.10	Describe the use of problem solving and root cause analysis techniques
	2.11	Describe the extent of their own authority, and to whom they should report in the event of problems that they cannot resolve



eta

Level 2 Unit – Contributing to carrying out lead time analysis

Unit aim

This unit covers the skills and knowledge needed to prove the competences required for carrying out lead time analysis. It involves adhering to the principles and carrying out the processes of lead time analysis to selected parts or processes. The learner will be expected to collect information/data for the production of a frequency diagram listing the major bottlenecks or constraints as identified by each lead time profile and to recommend quantifiable objectives and targets for the reduction in lead time of the chosen parts or processes.

The learner will also be expected to make recommendations to identify any problems or conditions within the work area/process where improvements can be made and make recommendations for the production of revised lead time profiles, identifying the improved process.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems that they cannot solve, or that are outside their responsibility, to the relevant authority. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they carry out.

The learner's knowledge will provide a good understanding of their work and will provide an informed approach to the techniques and procedures used. The learner will need to understand the principles and procedures of lead time analysis, and its application, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		K/600/2516
Qualification Framework		RQF
Title		Contributing to carrying out lead time analysis
Unit Level		Level 2
Guided Learning Hours		41
Unit Credit Value		10
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Contributing to carrying out lead time analysis	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Collect information/data for the production of a frequency diagram
		1.3	Recommend quantifiable objectives and targets for the reduction in lead time of the chosen parts or processes
		1.4	Carry out lead time analysis and create lead time profiles for all of the representative parts or processes chosen
		1.5	<ul style="list-style-type: none"> Make recommendations to identify any waste, problems or conditions within the work area where improvements can be made
		1.6	Contribute to the identification of improvement opportunities covering two of the following: <ul style="list-style-type: none"> supply or delivery of parts improved workflow improved quality flexibility of people launch of material inventory balancing
		1.7	<ul style="list-style-type: none"> Make recommendations for the production of revised lead time profiles, identifying the improved process
		1.8	<ul style="list-style-type: none"> Make recommendations for the production of a plan for the improvement activities and resources required with timescales to achieve the targeted lead time
2.	Know how to Contribute to carry out lead time analysis	2.1	Describe the health and safety requirements of the work area in which they are conducting the activity
		2.2	Describe from whom authority is gained for the release of the information required to create lead time profiles
		2.3	Describe the information required to construct the lead time profiles, and where this information can be obtained
		2.4	Explain how to create lead time profiles
		2.5	Explain how to create frequency charts
		2.6	Describe the techniques used to communicate the information and results obtained by this process
		2.7	Explain how to differentiate between lead time and cycle time

		2.8	Describe problem solving and root cause analysis (such as: Ishikawa diagrams, brainstorming)
		2.9	Describe the extent of their authority, and to whom they should report in the event of problems that they cannot resolve
		2.10	Explain the techniques of operating the welding equipment to produce a range of joints in the various joint positions (selection of nozzle, flame adjustment, correct manipulation of torch and filler rods, safe closing down of the welding equipment)



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Level 2 Unit – Carrying out set-up reduction techniques

Unit aim

This unit covers the skills and knowledge needed to prove the competences required for carrying out set-up reduction techniques. It involves carrying out the principles and processes of set-up reduction on a machine or process set-up, a change over, a clean down or turnaround, an activity that is a bottleneck or a constraint that affects the process such as capacity, flexibility, lead time, inventory or other business performance measure.

The learner will be expected to identify where problems or conditions occur within the set-up process and determine where improvements can be made. The learner will need to make recommendations for setting suitable quantifiable objectives and targets against which the improvements are to be made. The activities will require the learner to carry out set-up reduction activities on different machines or processes and to make improvements to the current set-up, such as reduced set-up time, improved safety, improved quality and improved work practice.

The learner will also be required to make recommendations for the creation of or changes to standard operating procedures for the new set-up, which includes all of the new steps to be carried out, the time required for each step, differentiation between internal and external steps, standard equipment and its location (e.g. cutting tools, clamps, hand tools, inspection equipment) and information required for a quick set-up and its location (e.g. CNC programs, drawings and manufacturing instructions).

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems that they cannot solve, or that are outside their responsibility, to the relevant authority. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they carry out.

The learner's knowledge will provide a good understanding of their work and will provide an informed approach to the techniques and procedures used. The learner will need to understand the principles and procedures of set-up reduction and its application, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		M/600/2517
Qualification Framework		RQF
Title		Carrying out set-up reduction techniques
Unit Level		Level 2
Guided Learning Hours		55
Unit Credit Value		15
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Carrying out set-up reduction techniques	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Use the given information to carry out set-up reduction activity on the chosen machine or process, using the appropriate techniques
		1.3	Identify problems or conditions within the current set-up, where improvements can be made
		1.4	<ul style="list-style-type: none"> • Make recommendations for quantifiable objectives/targets for improvements to the set-up chosen
		1.5	Carry out improvements to the current set-up which cover three of the following: <ul style="list-style-type: none"> • reduced set-up time • improved safety • improved quality • improved work practice • improved regulatory compliance • reduced cost
		1.6	<ul style="list-style-type: none"> • Carry out improvements to the current set-up to meet the identified objectives and targets
		1.7	<ul style="list-style-type: none"> • Make recommendations for the creation of or changes to standard operating procedures (SOPs) or other approved documentation that will sustain the improvements made to the set-up requirements
		1.8	Identify and apply improvements to the new set-up, which cover three of the following: <ul style="list-style-type: none"> • all of the new steps, and the time required for each step • differentiation between internal and external steps • standard equipment and its location (e.g., cutting tools, clamps, hand tools, inspection equipment) • information required for a quick set-up and its location (such as CNC programs, drawings and manufacturing instructions) • methods and standards • documentation for co-ordination control

2.	Know how to carry out set-up reduction techniques	2.1	Describe the health and safety requirements of the area in which you are carrying out the set-up reduction activities
		2.2	Explain why a machine or process is selected for a set-up reduction activity
		2.3	Describe from whom authority is gained for the release of people and resources for the set-up reduction activity
		2.4	Describe the application of the Deming cycle (plan, do, check, act)
		2.5	Describe the processes for carrying out a set-up reduction activity
		2.6	Explain how improvements to the set-up can be achieved
		2.7	Describe the need to evaluate improvement ideas and select those that will give most benefit for the least spend
		2.8	Describe the need for quantifiable targets and objectives for the improved set-up
		2.9	Explain how to correlate information to create or update standard operating procedures (SOPs) or other approved documentation for the revised set-up
		2.10	Describe the need to distinguish between internal and external activities, with reference to set-up
		2.11	Describe the difference between 'motion' and 'work'
		2.12	Describe what constitutes a value adding and non-value adding activity
		2.13	Describe the extent of your own authority, and to whom you should report in the event of problems that you cannot resolve

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Level 2 Unit – Carrying out autonomous maintenance

Unit aim

This unit covers the skills and knowledge needed to prove the competences required to carry out autonomous maintenance (front line asset care) principles on equipment and processes and aims to prevent equipment problems by identifying potential causes and not waiting for the problem to occur. It involves using information gained from the measurement of the six classic hidden losses, assessment of potential and priorities for loss reduction. It covers the application of autonomous maintenance principles and processes to resources such as plant and equipment, machines, office equipment, service equipment and utilities. It also concerns assessment of the equipment/process condition and the steps required to restore the equipment/process to good working order.

The learner will be required to carry out the appropriate autonomous maintenance techniques and use the data gathered on the resource to refine the working practices through the application of frontline asset care. Working practice improvement will include cleaning and checking, early problem detection and process monitoring routine servicing. This will involve close working with both production and maintenance staff and include cross shift implementation (if applicable to your organisation).

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken and to report any problems that they cannot solve, or are outside their responsibility, to the relevant authority. The learner will also be responsible for ensuring that all tools and equipment used during the maintenance activities are correctly accounted for and that all necessary job/task documentation is completed accurately and legibly. The learner will be expected to take responsibility for their own actions within the activity and for the quality and accuracy of the work they carry out.

The learner's knowledge will provide a good understanding of their work and provide an informed approach to the autonomous maintenance techniques and procedures used. The learner will need to understand the principles and procedures of autonomous maintenance and its application, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		T/600/2518
Qualification Framework		RQF
Title		Carrying out autonomous maintenance
Unit Level		Level 2
Guided Learning Hours		52
Unit Credit Value		13
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Carrying out autonomous maintenance	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Seek approval for use of the appropriate asset on which to carry out the autonomous maintenance activity
		1.3	Carry out autonomous maintenance on at least one asset from the following: <ul style="list-style-type: none"> • plant and equipment • machines • office equipment • service equipment • utilities
		1.4	<ul style="list-style-type: none"> • Use the given information to carry out the activity
		1.5	Carry out the autonomous maintenance activity by applying the appropriate techniques
		1.6	Carry out the autonomous maintenance process and show how one of the following is undertaken: <ul style="list-style-type: none"> • assess criticality of equipment/process condition and identify refurbishment needs • identify an integrated asset care plan for both operator and maintenance staff
		1.7	<ul style="list-style-type: none"> • Use the Overall Equipment Effectiveness (OEE) measure and information to determine which elements of the OEE and their associated losses need improvement
		1.8	Use information relating to all of the following: <ul style="list-style-type: none"> • load or demand • capacity • Takt time or bottleneck analysis
		1.9	<ul style="list-style-type: none"> • Use an action plan that which will reduce/eliminate the losses and hence improve the Overall Equipment Effectiveness

		1.10	Implement improvements to working practices through autonomous maintenance
		1.11	Show improvements to working practices through two of the following: <ul style="list-style-type: none"> • initial cleaning • countermeasures for cause and effect of dust and dirt • cleaning and lubrication standards • general inspection • autonomous inspection • workplace organisation • full-circle implementation of autonomous maintenance
2.	Know how to carry out autonomous maintenance	2.1	Describe the health and safety requirements of the area in which they are carrying out the autonomous maintenance activities
		2.2	Describe the principles of autonomous maintenance (front line asset care) as a part of total productive maintenance, and how they can be applied in administration procedures, safety improvement and quality maintenance
		2.3	Explain how to select an asset on which to carry out the activity (assets could be plant and equipment, machines, office equipment, service equipment, utilities)
		2.4	Describe the systematic and structured approach to carrying out autonomous maintenance
		2.5	Describe the difference between a chronic and sporadic loss
		2.6	Explain why it is necessary to calculate overall equipment effectiveness (OEE)
		2.7	Describe the benefits of having an autonomous maintenance system
		2.8	Describe the importance of taking ownership of the autonomous maintenance system
		2.9	Describe the six major losses
		2.10	Describe the use of standard operating procedures, single point lessons and machine/process start-up and shutdown procedures
		2.11	Describe an awareness of the improvement activities that will drive the implementation of the autonomous maintenance activities (Kaizen and team working)
		2.12	Describe critical processes and early problem detection steps
		2.13	Describe loss areas and opportunities for improvement
		2.14	Describe standards of wear
		2.15	Describe the techniques of visual management used to communicate the information and results obtained by this process (including autonomous maintenance activity boards and checklists)
		2.16	Describe the integration with workplace organisation and improving OEE
		2.17	Describe contaminants and sources of contaminants
		2.18	Describe the extent of their own authority, and to whom they should report in the event of problems that they cannot resolve



Level 2 Unit – Contributing to the application of problem solving techniques

Unit aim

This unit covers the skills and knowledge needed to prove the competences required for contributing to the application of problem solving techniques. It involves identifying the nature and extent of the problem and obtaining all the relevant information relating to it, using appropriate problem solving tools and applying them within a team focused environment.

In carrying out the problem solving activities, the learner will be expected to take on one of the key roles such as facilitator, timekeeper, scribe or active team member involved in the collection of support information. The learner will be required to contribute to the identification of the root cause of the problem and the determination of what permanent corrective actions need to be implemented to meet with organisational requirements. Typically, these corrective actions will lead to reduced costs, improved quality, improved delivery and responsiveness (lead time reduction), improved output, health and safety and regulatory compliance.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems that they cannot solve, or that are outside their responsibility, to the relevant authority. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they carry out.

The learner's knowledge will provide a good understanding of their work and will provide an informed approach to the techniques and procedures used. The learner will need to understand the principles and procedures of structured problem solving and their application, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		A/600/2519
Qualification Framework		RQF
Title		Contributing to the application of problem solving techniques
Unit Level		Level 2
Guided Learning Hours		41
Unit Credit Value		9
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Contributing to the application of problem solving techniques	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Contribute to identifying the nature and extent of the problem, and to obtaining all relevant information relating to it
		1.3	Support a structured approach to problem resolution
		1.4	Participate in problem solving activities, taking on one of the following key roles: <ul style="list-style-type: none"> • facilitator • timekeeper • sourcing data and/or information required • scribe
		1.5	Contribute to the identification of appropriate problem solving tools, and to applying them within a team focused environment
		1.6	Contribute to the identification of the root cause of the problem and the determination of permanent corrective actions
		1.7	Contribute to identifying the savings within the chosen problem solving activity, covering two of the following: <ul style="list-style-type: none"> • cost • quality • delivery or service • responsiveness (lead time reduction, output or capacity) • health and safety • regulatory compliance
		1.8	Contribute to ensuring that the corrective actions determined meet with organisational requirements
		1.9	Contribute to obtaining the appropriate authority, and to the implementation of the agreed permanent corrective actions, within agreed timescales

		1.10	Contribute to monitoring the problem resolution progress, and recording progress in the appropriate information systems
2.	Know how to contribute to the application of problem solving techniques	2.1	Describe the business need for problem identification and removal
		2.2	Describe the benefits of adopting a formalised problem solving process
		2.3	Explain how to establish and select the team to be used for the problem solving activity
		2.4	Explain why there must be clearly defined roles within the team, and what these roles are (such as facilitator, scribe, timekeeper)
		2.5	Explain how to formally define the problem, and the level of involvement required from others in the problem solving process
		2.6	Describe timeline graphing, and how this is applied to the problem solving process
		2.7	Describe the importance of good data collection and analysis to support problem solving
		2.8	Describe containment action planning (to include process risk, action planning, testing decisions, determining timescales and protecting the customer)
		2.9	Explain how to identify and verify the root cause of a problem (to include the use of brainstorming, the 5 'Why's, Ishikawa diagrams, testing decisions, verification techniques, root cause paths)
		2.10	Explain how to determine and select permanent corrective actions
		2.11	Explain how to implement the permanent corrective actions identified
		2.12	Explain how to prevent recurrence of the problems (to include changes to management systems, operating systems and procedures, and the identification of opportunities for improvements)
		2.13	Explain how to capture process improvement opportunities
		2.14	Explain how to recognise the team's problem solving efforts, review the lessons learned and ensure that implementation has occurred
		2.15	Describe the extent of their own authority, and to whom they should report in the event of problems that they cannot resolve

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Level 2 Unit – Carrying out flow process analysis

Unit aim

This unit covers the skills and knowledge needed to prove the competences required to carry out flow process analysis. It involves using the principles and procedures of flow process analysis within a given work area to produce a flow process analysis sheet. The learner will be required to contribute to the identification of elements of waste, and problems or conditions within the process and make recommendations where improvements can be made. The learner will use the information gathered to evaluate and prioritise the opportunities for improvements.

The learner will also be expected to make recommendations for quantifiable objectives and targets for all the identified improvement activities, with an appropriate measure and timescale for their implementation. The flow process analysis will focus on establishing value added and non-value added activity.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems that they cannot solve, or that are outside their responsibility, to the relevant authority. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they carry out.

The learner's knowledge will provide a good understanding of their work and will provide an informed approach to the techniques and procedures used. The learner will need to understand the principles and procedures of flow process analysis and its application, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		T/600/2521
Qualification Framework		QCF
Title		Carrying out flow process analysis
Unit Level		Level 2
Guided Learning Hours		55
Unit Credit Value		14
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Carrying out flow process analysis	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Map the current process flow analysis within a given work area
		1.3	Make recommendations where improvements can be made by establishing value added and non value added activities
		1.4	Evaluate the opportunities for improvement and prioritise these using suitable criteria
		1.5	Make recommendations to the analysis of the data obtained above into: <ul style="list-style-type: none"> • non-value added activity • value added activity
		1.6	Make recommendations for quantifiable objectives and targets for all the defined improvement activities
		1.7	Make recommendations to the creation of an action plan covering both of the following: <ul style="list-style-type: none"> • eliminates non-value added activity • simplifies value added activity
2.	Know how to carry out flow process analysis	2.1	Describe the health and safety requirements of the area in which they are carrying out the flow process analysis
		2.2	Describe the need to describe a process in its elements/activities of work
		2.3	Describe the eight forms of waste within a working environment
		2.4	Describe the symbols and abbreviations used for flow process analysis (such as those defined by the American Standard for Methods Engineering (ASME)) (to include operation, inspection, transport, waiting, storage)
		2.5	Explain how to map out a process or deployment flowchart, using the recognised symbols
		2.6	Describe the difference between value-added and non-value added activities
		2.7	Explain how to establish which elements/activities in the process are value added or non-value added
		2.8	Explain how to identify opportunities for improvements to the process
		2.9	Describe the need to use data to eliminate activities that do not add value to the process
		2.10	Explain how to construct an action plan that will simplify the value added activities and eliminate the non-value added activities
		2.11	Explain the self inspection of completed work



Level 2 Unit – Contributing to the creation of standard operating procedures (SOP)

Unit aim

This unit covers the skills and knowledge needed to prove the competences required to contribute to the creation of standard operating procedures (SOP) for work activities.

This will involve gathering information of the method used when performing the operation/process. The learner will list the preparations required from start to finish, the quality and safety standards to be maintained, the drawings, tooling, fixtures, gauges, and other items that are used during the operation or process. The learner will need to highlight 'key points' in the document, using drawings, photographs and/or sketches, as appropriate.

The learner will be required to make recommendations to the production and revision of standard operating procedures for a range of activities, such as cleaning of equipment, maintenance of equipment, health and safety practices and procedures, process procedures, manufacturing operations and quality improvements.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems that they cannot solve, or that are outside their responsibility, to the relevant authority. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they carry out.

The learner's knowledge will provide a good understanding of their work and will provide an informed approach to the techniques and procedures used. The learner will need to understand the principles and procedures for creating standard operating procedures, and their application, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		F/600/2523
Qualification Framework		RQF
Title		Contributing to the creation of standard operating procedures (SOP)
Unit Level		Level 2
Guided Learning Hours		41
Unit Credit Value		9
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Contributing to the creation of standard operating procedures (SOP)	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Make recommendations to the production of standard operating procedures for one of the following: <ul style="list-style-type: none"> • cleaning of equipment • maintenance of equipment • health, safety and environmental practices and procedures • process procedures • manufacturing operations • quality improvements • improvements to customer satisfaction
		1.3	Make recommendations to the production of standard operating procedures that include all of the following: <ul style="list-style-type: none"> • operation/process to be performed • part/product number and part/product description/operation reference • operation/process number • preparation activities prior to starting the operation/process • description of the full operation/process, broken down into appropriate tasks/activities • quality standards, health and safety requirements, environmental issues/requirements • tooling/ fixtures/gauges/equipment required • sketches/photographs/drawings that assist completion of the operation/process • date of first issue • originator of the document latest revision date
		1.4	Gather information of the current operation or process

		1.5	Identify tools, equipment, fixtures, documentation and standards required
		1.6	Make recommendations to the production of standard operating procedures in an agreed format, and monitor their use against the operation or process requirements
		1.7	Make recommendations to the production of standard operating procedures that minimise all of the following: <ul style="list-style-type: none"> • time • effort • waste
		1.8	Make recommendations to the revision of standard operating procedures, as appropriate, to ensure their effectiveness in the workplace
		1.9	Confirm that the method defined will meet quality, productivity, health, safety and environmental requirements
2.	Know how to contribute to the creation of standard operating procedures (SOP)	2.1	Describe the health and safety requirements of the area for which they are creating standard operating procedures (SOPs)
		2.2	Describe the various documents used in creating standard operating procedures
		2.3	Explain where to find the SOP documents to be used in their business
		2.4	Describe the information that will be required to create a SOP
		2.5	Explain how SOPs are structured, and the importance of their use
		2.6	Describe methods of communicating to ensure that all the required information for the SOP is captured
		2.7	Describe the operation/process to be captured in the SOP
		2.8	Describe the link between SOPs and quality and continuous Improvement
		2.9	Describe the eight wastes (over-production, inventory, transport, over-processing, waiting time, operator motion, bad quality, failure to exploit human potential), and how to eliminate them
		2.10	Explain how to simplify work done, by eliminating waste and the potential for human error
		2.11	Describe Takt time
		2.12	Describe the extent of their own authority, and to whom they should report in the event of problems that they cannot resolve



Level 2 Unit – Contributing to the application of Six Sigma methodology to a project

Unit aim

This unit covers the skills and knowledge needed to prove the competences required for contributing to the application of a structured Six Sigma methodology to a project. It involves contributing to the identification of the Six Sigma organisational infrastructure, roles and responsibilities and business-specific metrics that will apply. These will include financial, quality and process aspects of the project. You will be expected to contribute to identifying areas where the Six Sigma tools, techniques and activities can be applied, in order to demonstrate those factors that are critical to the customer, business and process.

Contribution to the identification of the cost of poor quality, by identifying the defects per million opportunities (DPMO), is a major part of this unit.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems with the activities that they cannot solve, or that are outside their responsibility, to the relevant authority. The learner will need to contribute to all the five phases of Six Sigma within the project (such as define, measure, analyse, improve and control) and to the completion of all necessary project documentation, which must be accurate and legible. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they produce.

The learner's knowledge will provide a good understanding of the application of Six Sigma methodology and will provide an informed approach to the techniques and procedures used. The learner will need to understand the principles and application of Six Sigma methodology, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		J/600/2538
Qualification Framework		RQF
Title		Contributing to the application of Six Sigma methodology to a project
Unit Level		Level 2
Guided Learning Hours		59
Unit Credit Value		15
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Contributing to the application of Six Sigma methodology to a project	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Contribute to applying the structured Six Sigma methodology and approach to the selected project
		1.3	Contribute in Six Sigma projects which cover two the following: <ul style="list-style-type: none"> • manufacturing • quality level administration
		1.4	Contribute to utilising the five phases of Six Sigma within the project: <ul style="list-style-type: none"> • define • measure • analyse • improve • control
		1.5	Contribute to identifying the Six Sigma organisational infrastructure, roles and responsibilities and business-specific metrics that would apply
		1.6	Contribute to producing a diagram (family tree) of the Six Sigma organisational infrastructure and the roles of the following: <ul style="list-style-type: none"> • Champion • Mentor • Yellow Belt • Green Belt • Black Belt • Master Black Belt

		1.7	Contribute to producing a metric chart for the Six Sigma projects undertaken, to include: <ul style="list-style-type: none"> • financial • quality • process
		1.8	• Contribute to identifying areas where the Six Sigma tools, techniques and activities can be applied
		1.9	Contribute to identifying the Critical To Quality Characteristic (CTQC) of the projects, to include: <ul style="list-style-type: none"> • cost • quality • delivery
		1.10	Contribute to the identification of the cost of poor quality, by identifying the defects per million opportunities (DPMO)
		1.11	Contribute to relating defects per million opportunities to the sigma score and identifying the gap to Six Sigma performance
2.	Know how to contribute to the application of Six Sigma methodology to a project	2.1	Describe the Six Sigma methodology and how it is applied to a project
		2.2	Describe the Six Sigma infrastructure of the business
		2.3	Describe the benefits that could arise from a Six Sigma project
		2.4	Describe the parts per million opportunities goal of Six Sigma
		2.5	Describe the calculation of defects per million opportunities
		2.6	Describe the five phases of Six Sigma that are applied to a project
		2.7	Explain how to define a Critical to Quality Characteristic (CTQC)
		2.8	Explain how non-value added activity can serve as a 'roadblock' to achieving zero defect
		2.9	Explain how to identify an 'Opportunity for Defect'
		2.10	Describe the different roles of the key people in the Six Sigma process (Champion, Mentor, Master Black Belt, Black Belt, Green Belt and Yellow Belt)
		2.11	Describe the relationship between key process input variables and key process output variables
		2.12	Describe the extent of their own authority, and to whom they should report in the event of problems that they cannot resolve



Level 2 Unit – Contributing to the application of Six Sigma
process mapping

Unit aim

This unit covers the skills and knowledge needed to prove the competences required for contributing to a Six Sigma process mapping activity. It requires that the learner contributes to selecting a suitable process on which to carry out the process mapping activity, and to identifying the key stages that form the overall process under investigation. These would be the process input variables and the process output variables, and would include items that are controllable, critical, noise, and standard operating procedures.

The learner will be required to contribute to the construction of the process map for the Six Sigma project, and the identification of the value added and non-value added steps in the process. The learner will also need to contribute to considering the information gathered in the Six Sigma mapping activity, and to suggesting areas where improvements can be made to the process as a result of the information gathered.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems with the activities that they cannot solve, or that are outside their responsibility, to the appropriate authority. The learner must contribute to ensuring that all the necessary documentation/visual representation is completed accurately and legibly. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they produce.

The learner's knowledge will provide a good understanding of Six Sigma process mapping and will provide an informed approach to the techniques and procedures used. The learner will need to understand the principles and the application of Six Sigma process mapping, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		F/600/2540
Qualification Framework		QCF
Title		Contributing to the application of Six Sigma process mapping
Unit Level		Level 2
Guided Learning Hours		55
Unit Credit Value		14
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Contributing to the application of Six Sigma process mapping	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Contribute to the selection of a suitable process on which to carry out the process mapping activity
		1.3	Contribute to identifying the key stages that form the overall process under investigation
		1.4	Contribute to the collection of data necessary to construct the Six Sigma process map
		1.5	Contribute to the construction of the process map for the Six Sigma project
		1.6	Contribute to the production of a process map, which identifies both: <ul style="list-style-type: none"> the key process input variables the key process output variables
		1.7	Contribute to the classification of both the key process input variables and the key process output variables, as one or more of the following: <ul style="list-style-type: none"> controllable critical noise standard operating procedure
		1.8	<ul style="list-style-type: none"> Contribute to the identification of value added and non-value added steps in a process
		1.9	<ul style="list-style-type: none"> Contribute to identifying improvements to the process, as a result of the information gathered in the Six Sigma mapping activity
		1.10	Contribute to the identification and adding to the process map, the specifications of both: <ul style="list-style-type: none"> key process input variables key process output variables
2.	Know how to contribute to the application of Six Sigma process mapping	2.1	Describe the health and safety requirements of the area in which they are carrying out the process mapping activity
		2.2	Describe the benefits of carrying out Six Sigma process mapping
		2.3	Explain how to define a Six Sigma process map

	2.4	Explain how the Six Sigma process map fits within a Six Sigma project
	2.5	Describe the meanings of key process input variables and the key process output variables
	2.6	Describe the data collection point for the key process input variables and the key process output variables (such as gauges, forms and samples)
	2.7	Explain what the main types of key process input variables and the key process output variables are in terms of being controllable, critical, noise, or standard operating procedures
	2.8	Describe the people who should create a Six Sigma process map
	2.9	Describe the difference between a value added activity and a non-value added activity
	2.10	Describe the roles of individuals within a process mapping team
	2.11	Describe the extent of their own authority within the project, and to whom they should report in the event of problems that they cannot resolve



Level 2 Unit – Contributing to the application of basic statistical analysis

Unit aim

This unit covers the skills and knowledge needed to prove the competences required for contributing to basic statistical analysis by consulting with the appropriate people and gathering the relevant data for statistical analysis on a Six Sigma project. The learner will need to contribute to using the data gathered to produce descriptive statistics, which cover mean, median, mode, standard deviation, range and variance for the selected representative sample.

The learner will be expected to contribute to recording the statistics gathered, using a variety of techniques that could include bar charts, histograms, Pareto diagrams, stem and leaf diagrams, box plots and time series charts. The learner will also be required to contribute to producing an action plan as a result of the statistical and graphical analysis undertaken.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems with the activities that they cannot solve, or that are outside their responsibility, to the relevant authority. The learner will need to ensure that all the necessary documentation and/or visual representations are completed accurately and legibly. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they produce.

The learner's knowledge will provide a good understanding of basic statistical analysis and will provide an informed approach to the techniques and procedures used. The learner will need to understand the principles and application of basic statistics, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		J/600/2541
Qualification Framework		RQF
Title		Contributing to the application of basic statistical analysis
Unit Level		Level 2
Guided Learning Hours		52
Unit Credit Value		13
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Contributing to the application of basic statistical analysis	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Consult with appropriate people and contribute to gathering the relevant data for statistical analysis
		1.3	<ul style="list-style-type: none"> Contribute to the production of data gathering forms or charts to gather information, to enable statistical and graphical analysis to take place
		1.4	Contribute to the recording of collected data, utilising two of the following methods: <ul style="list-style-type: none"> bar charts histograms Pareto diagrams stem and leaf diagrams box plots time series charts
		1.5	Contribute to statistical and graphical analysis on a Six Sigma project
		1.6	Contribute to the production of descriptive statistics of data, to include: <ul style="list-style-type: none"> mean median mode standard deviation range and variance
		1.7	Contribute to the production of a normal distribution, to assess a population from the representative sample
		1.8	Contribute to the interpretation of the statistical data collected, in order to validate the pre-determined courses of action
		1.9	Contribute to the production of an action plan, as a result of the statistical and graphical analysis undertaken

2.	Know how to contribute to the application of basic statistical analysis	2.1	Describe the health and safety requirements of the area in which they are collecting data
		2.2	Describe the meaning of the term 'variation'
		2.3	Explain why a number of data points are needed to draw a statistically valid conclusion
		2.4	Explain why we need to use basic statistics
		2.5	Explain what is meant by the terms 'population' and 'sample' when applied to basic statistics
		2.6	Describe distribution curves and the properties of a normal curve
		2.7	Explain how to use charts and diagrams (such as bar charts, histograms, box plots, time series charts, Pareto diagrams, stem and leaf diagrams)
		2.8	Explain how to calculate mean, median, mode, standard deviation, range and variance
		2.9	Describe the difference between descriptive and inferential statistics
		2.10	Describe the extent of their own authority within the project, and to whom they should report in the event of problems that they cannot resolve



Level 2 Unit – Contributing to the application of statistical process control (SPC) procedures

Unit aim

This unit covers the skills and knowledge needed to prove the competences required for contributing to the application of statistical process control (SPC) procedures. It involves adhering to the principles and contributing to the processes of SPC to a selected process and gathering all the necessary data for analysis in consultation with relevant people. The learner will be expected to contribute to the application of statistical process control procedures, utilising statistical and graphical methods to represent the process conditions. Typically, these would focus on simple run charts, tally charts, bar charts, histograms, run charts, box plots, time series charts, Pareto diagrams, and stem and leaf plots.

The learner will need to contribute to performing basic statistical process control, identifying special cause versus common cause. The learner will also be expected to contribute to identifying activities which will improve the process performance, and to contribute to the production of an action plan to implement the improvements. Calculation of the capability of the process will identify Cp and Cpk.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems that they cannot solve, or that are outside their responsibility, to the relevant authority. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they carry out.

The learner's knowledge will provide a good understanding of their work and will provide an informed approach to the techniques and procedures used. The learner will need to understand the principles and procedures of statistical process control and its application, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		Y/600/2544
Qualification Framework		RQF
Title		Contributing to the application of statistical process control (SPC) procedures
Unit Level		Level 2
Guided Learning Hours		41
Unit Credit Value		9
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Contributing to the application of statistical process control (SPC) procedures	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Work to, and comply with all the required process monitoring documentation and work instruction sheets
		1.3	Contribute to selecting and/or confirming the process on which the process analysis is to be carried out
		1.4	Contribute to the consultation with relevant people and gathering of the necessary data for analysis
		1.5	Apply the principles and contribute to the processes of statistical process control to the chosen process
		1.6	Contribute to basic statistical process control, using appropriate tools and techniques
		1.7	Contribute to statistical and graphical methods to represent the process conditions
		1.8	Contribute to the calculation of the capability of the process, and the identification of both: <ul style="list-style-type: none"> • Cp • Cpk
		1.9	Contribute to the production of charts for process and control information, to include two from: <ul style="list-style-type: none"> • simple run charts • tally charts • bar charts • histograms • box plots • time series charts • Pareto diagrams • stem and leaf plots • run charts
		1.10	Contribute to the identification of activities that will improve the process performance
		1.11	Contribute to the production of an action plan to implement the improvements

2.	Know how to contribute to the application of statistical process control (SPC) procedures	2.1	Describe the health and safety requirements of the area in which they are carrying out the process control activities
		2.2	Explain where process control fits in within a continuous improvement environment
		2.3	Explain how process performance affects customer satisfaction and process costs
		2.4	Explain where and why statistical process control is used
		2.5	Describe the importance of standardisation within a process operation, and why process performance can only be determined when it is controlled
		2.6	Explain how process control can improve process performance
		2.7	Describe the benefits of prevention versus detection
		2.8	Describe the two types of variation within a process (common cause, special cause)
		2.9	Explain how to gather data and effectively analyse it, understanding how the data can be used to communicate abnormalities within a process
		2.10	Describe the main types of control charts used for SPC
		2.11	Explain what is meant by a 'population' and a 'sample'
		2.12	Describe the measurements of central tendency and variability
		2.13	Describe the properties of a normal curve of distribution
		2.14	Describe the terms mean, median, mode, standard deviation, range and variance
		2.15	Describe process capability (Cp and Cpk)
		2.16	Describe the extent of their own authority, and to whom they should report in the event of problems that they cannot resolve



Level 2 Unit – Contributing to the application of failure modes and effects analysis (FMEA)

Unit aim

This unit covers the skills and knowledge needed to prove the competences required for carrying out failure modes and effects analysis (FMEA). It involves adhering to the principles and processes of FMEA, contributing to the process and supporting the key features of FMEA required for the activity under investigation. The activities will include concepts, designs, systems, products, processes and machines.

The learner will be required to contribute, as part of a team activity, to the recording of the information gathered in an appropriate format and to the making of valid judgements about the activity, using FMEA principles. This will include calculating risk priority numbers (RPNs), identifying high RPNs and developing actions to improve them. Once actions have been completed, they will need to contribute to the reassessment of the activity and re-scoring of severity, occurrence and detection.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems with the activities that they cannot solve, or that are outside their responsibility, to the relevant authority. The learner will need to ensure that all the necessary documentation is completed accurately and legibly. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they produce.

The learner's knowledge will provide a good understanding of FMEA and will provide an informed approach to the techniques and procedures used. The learner will need to understand the principles and application of FMEA, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		D/600/2545
Qualification Framework		RQF
Title		Contributing to the application of failure modes and effects analysis (FMEA)
Unit Level		Level 2
Guided Learning Hours		41
Unit Credit Value		11
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Contributing to the application of failure modes and effects analysis (FMEA)	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Identify the key features of failure modes and effects analysis required for the activity under investigation
		1.3	Contribute to the application of a failure modes and effects analysis on two of the following: <ul style="list-style-type: none"> • concept • product • design • process • system • machine
		1.4	Contribute to identifying, for the activities analysed, all of the following: <ul style="list-style-type: none"> • the potential failure modes • the potential effects from failure modes • the potential causes of failure modes
		1.5	Carry out, as a team member, the production of a failure modes and effects analysis
		1.6	<ul style="list-style-type: none"> • Record the information gathered in an appropriate format
		1.7	Contribute to identifying and scoring of all of the following: <ul style="list-style-type: none"> • the likely occurrence of a potential failure modes • the severity of the potential failure modes • the likely hood of detection of the potential failure modes
		1.8	Contribute to making valid judgements about the activity using failure modes and effects analysis principles

		1.9	Contribute to calculating risk priority numbers (RPNs), identification of high RPNs, and develop actions to improve them
		1.10	Contribute to establishing rating tables for all of the following: <ul style="list-style-type: none"> • occurrence • severity • detection
		1.11	Make recommendations for the reassessment of an failure modes and effects analysis once actions have been completed, and to re-scoring severity, occurrence and detection
2.	Know how to contribute to the application of failure modes and effects analysis (FMEA)	2.1	Describe the health and safety requirements of the area in which they are conducting the failure modes and effects analysis
		2.2	Describe the main features and benefits of carrying out a failure modes and effects analysis
		2.3	Describe who should be part of a team that constructs and updates a failure modes and effects analysis
		2.4	Describe the meaning of a failure mode, failure effect or failure cause
		2.5	Describe the rating scale used in failure modes and effects analysis projects (to include the severity rating scale, the occurrence rating scale and the detection rating scale)
		2.6	Explain how to calculate a risk priority number (RPN)
		2.7	Explain how to use the risk priority numbers
		2.8	Describe the structured approach to risk reduction
		2.9	Describe when to start a failure modes and effects analysis
		2.10	Describe when to update a failure modes and effects analysis
		2.11	Describe the roles of individuals within a failure modes and effects analysis team
		2.12	Describe the extent of their own authority within the project, and to whom they should report in the event of problems that they cannot resolve



Level 2 Unit – Contributing to the application of measurement systems analysis (MSA)

Unit aim

This unit covers the skills and knowledge needed to prove the competences required for contributing to the application of measurement systems analysis (MSA). The learner will contribute to the selection of an appropriate measurement system on which to carry out the analysis, and to the obtaining of all the necessary data in order to carry out the measurement systems analysis. The learner will be expected to contribute to the application of the principles and processes of measurement system analysis, which will include such things as completing a calibration study on a gauge, conducting a gauge linearity study, completing either an attribute or a variable gauge repeatability and reproducibility study, and conducting a metrology study on a measurement system which includes either a variable or attribute gauge repeatability and reproducibility study.

The learner will be required to contribute to the analysis, using the appropriate techniques and recording the results of the analysis in the appropriate format. From this information, they will contribute to determining the percentage gauge repeatability and reproducibility of the measurement system under study, and to produce a detailed report suggesting ways in which the measurement system might be improved.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems with the activities that they cannot solve, or that are outside their responsibility, to the relevant authority. The learner will need to ensure that all the necessary documentation is completed accurately and legibly. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they produce.

The learner's knowledge will provide a good understanding of measurement systems analysis and will provide an informed approach to the techniques and procedures used. The learner will need to understand the principles and application of MSA, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		M/600/2548
Qualification Framework		RQF
Title		Contributing to the application of measurement systems analysis (MSA)
Unit Level		Level 2
Guided Learning Hours		41
Unit Credit Value		11
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Contributing to the application of measurement systems analysis (MSA)	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Contribute to the selection of an appropriate measurement system on which to carry out the analysis
		1.3	Contribute to a measurement system analysis, which includes two from the following: <ul style="list-style-type: none"> • completing a calibration study on a gauge • conducting a gauge linearity study • completing either an attribute or a variable gauge repeatability and reproducibility study • conducting a metrology study on a measurement system, which includes either a variable or attribute gauge repeatability and reproducibility
		1.4	Determine the type of measurement system variation, to include two of the following: <ul style="list-style-type: none"> • bias • linearity • stability • accuracy • repeatability • reproducibility
		1.5	Contribute to obtaining all the necessary data in order to carry out the measurement systems analysis
		1.6	Contribute to the analysis, using the appropriate techniques
		1.7	Record the results of the analysis in the appropriate format
		1.8	Contribute to determining the percentage gauge repeatability and reproducibility of the measurement system under study, and to suggesting ways of improving the measurement system
		1.9	Contribute to the production of a measurement systems analysis report, detailing ways of improving the measurement system under study

2.	Know how to contribute to the application of measurement systems analysis (MSA)	2.1	Describe the health and safety requirements of the area in which they are carrying out the measurement systems analysis
		2.2	Explain why we should study our measurement systems
		2.3	Explain how to select a measurement system for analysis
		2.4	Describe the possible sources of measurement system variation
		2.5	Explain how measurement systems analysis be used in a Six Sigma improvement project
		2.6	Describe the meaning of 'repeatability and reproducibility study'
		2.7	Describe the terminology used in measurement systems analysis (such as bias, linearity, stability, accuracy, repeatability, discrimination, resolution, reproducibility)
		2.8	Explain how to conduct a measurement systems analysis study
		2.9	Describe the calculation for gauge repeatability and reproducibility
		2.10	Describe the calculation for gauge precision and tolerance
		2.11	Describe the industry rules for repeatability and reproducibility results
		2.12	Describe the extent of their own authority within the project, and to whom they should report in the event of problems that they cannot resolve

A large, stylized outline of the word "eta" in a cursive font. The letter 'e' is outlined in gold, while the letters 't' and 'a' are outlined in grey. The letters are interconnected, with the 't' and 'a' overlapping.

Level 2 Unit – Carrying out mistake/error proofing (Poka Yoke)

Unit aim

This unit covers the skills and knowledge needed to prove the competences required for carrying out mistake/error proofing (Poka Yoke), which is a method of making an activity 'foolproof'. It involves adhering to the principles and carrying out the procedures of mistake/error proofing to the chosen activity, to enable worksheets to be produced for the activity, which identify the problem, recommend any actions to be taken, and which indicate the benefits to be gained. Typically, worksheets would focus on the description of the mistake/error identified, the containment action taken, the root cause of the mistake/error and the permanent corrective action to be taken.

The learner will be required to support trials on the suggested improvements, which will include determining their effectiveness, cost and complexity.

Unit introduction

The learner's responsibilities will require them to comply with organisational policy and procedures for the activities undertaken, and to report any problems with the activities that they cannot solve, or that are outside their responsibility, to the relevant authority. The learner will need to ensure that all necessary job/task documentation is completed accurately and legibly. The learner will be expected to take responsibility for their own actions within the activity, and for the quality and accuracy of the work that they produce.

The learner's knowledge will provide a good understanding of mistake/error proofing and will provide an informed approach to the techniques and procedures used. The learner will need to understand the principles and application of mistake/error proofing, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		K/600/2550
Qualification Framework		RQF
Title		Carrying out mistake/error proofing (Poka Yoke)
Unit Level		Level 2
Guided Learning Hours		41
Unit Credit Value		10
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	
1.	Carrying out mistake/error proofing (Poka Yoke)	1.1	Work safely at all times, complying with health and safety and other relevant regulations and guidelines
		1.2	Use information and data to make recommendations for a suitable process on which to carry out mistake/error proofing
		1.3	Carry out the mistake/error proofing process to the chosen activity
		1.4	<ul style="list-style-type: none"> Analyse the data received and make recommendations for inclusion in the worksheet
		1.5	Create a worksheet of the mistake/error proofing activity, identifying: <ul style="list-style-type: none"> the description of the mistake/error identified the containment action taken the root cause of the mistake/error the permanent corrective action to be taken
		1.6	Use the worksheet to identify the root cause of the problem
		1.7	Recommend potential solutions and carry out agreed trials to measure the effectiveness of the solution
		1.8	Identify suitable solutions, and determine their: <ul style="list-style-type: none"> effectiveness cost complexity
		1.9	<ul style="list-style-type: none"> Implement the optimum solution
		1.10	Gather information/data for the measurement and documentation of results from the activity
		1.11	Identify the benefits of mistake/error proofing in terms of: <ul style="list-style-type: none"> improved quality/compliance (such as ISO9001 and EFQM) reduced costs delivery or service

2.	Know how to carry out mistake/error proofing (Poka Yoke)	2.1	Describe mistake/error proofing, and the benefits of carrying this out
		2.2	Describe the difference and benefits between mistake/error proofing and prevention and detection
		2.3	Describe the selection criteria used to determine a suitable product or process on which to carry out the mistake/error proofing activity
		2.4	Explain how mistake/error proofing can lead to zero defects
		2.5	Describe the difference between errors and defects
		2.6	Describe the different types of mistake
		2.7	Explain how defects originate in products or processes
		2.8	Explain how the role of source inspection contributes to the reduction of defects
		2.9	Describe the use of mistake/error proofing (Poka Yoke) tools (such as cause and effect, the 5 'why's)
		2.10	Describe the types of mistake/error proofing documentation
		2.11	Explain how to undertake trials and measure the effectiveness of mistake/error proofing projects
		2.12	Describe the different types of mistake proofing devices available
		2.13	Describe the roles and responsibilities of individuals within a mistake/error proofing team (including facilitator, timekeeper, scribe)
		2.14	Describe the extent of their own authority within the activity, and to whom they should report in the event of problems that they cannot resolve