



ETCAL Level 3 NVQ Diploma in Business Improvement Techniques
600/2733/2
Structure

Qualification aim

This qualification is aimed at Individuals who wish to gain the knowledge required to undertake Business Improvement Techniques in the Workplace

Qualification introduction

The qualification imparts knowledge to underpin the implementation of Business Improvement Techniques in the workplace, with a combination of mandatory and optional units to include, Contributing to Effective team work and Contributing to the Application Workplace Organisation Techniques

Assessment

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

Achievement

Learners must achieve a minimum of 94 credits to gain the qualification. 14 credits must be achieved by completing the 2 mandatory units and the remaining credits achieved by completing the required optional units from the Process Improvement or Quality Improvement pathway.

Qualification Number		600/2733/2
Qualification Framework		RQF
Title		ETCAL Level 3 NVQ Diploma in Business Improvement Techniques
Qualification Level		Level 3
Total Qualification Time		940 TQT
Guided Learning Hours		320 GLH
Qualification Credit Value		94 Credits
Qualification Grading Structure		Pass / Fail

Unit Title	Mandatory/Optional	GLH	TQT	Credit Value	Grading
Mandatory Group – all units must be completed					
Complying with Statutory Regulations and Organisational Safety Requirements	M	35		5	Pass/Fail
Leading Effective Teams	M	26		9	Pass/Fail
Optional Units: Process Improvement Pathway - Group A must cover the following units:					
Applying Workplace Organisation Techniques	O	51		14	Pass/Fail
Applying Continuous Improvement Techniques (Kaizen)	O	55		18	Pass/Fail
Developing Visual Management Systems	O	41		13	Pass/Fail

Group B – plus ONE more unit from the following:					
Creating Flexible production and Manpower Systems	O	42		11	Pass/Fail
Carrying Out Problem Solving Activities	O	41		12	Pass/Fail
Group C – plus TWO more units EITHER of which may be from the following list OR from the Quality Improvement pathway: Note: Whichever unit is selected from Group B (BIT3.06 or BIT3.07) cannot be selected again as one of the optional units required From Group C					
Creating Flexible production and Manpower Systems	O	42		11	Pass/Fail
Carrying Out Problem Solving Activities	O	41		12	Pass/Fail
Analysing and Selecting Parts for Improvement	O	58		18	Pass/Fail
Lead Time Analysis	O	42		13	Pass/Fail
Carrying Out Value Stream Mapping (VSM)	O	58		17	Pass/Fail
Applying Set-up Reduction Techniques	O	58		18	Pass/Fail
Applying Total Productive Maintenance (TPM)	O	54		15	Pass/Fail
Applying Flow Process Analysis	O	58		18	Pass/Fail
Applying Policy Deployment (Hoshin Kanri, Quality Operating Systems, Business Plan Deployment)	O	42		13	Pass/Fail
Applying Value Management (Value Engineering and Value Analysis)	O	50		15	Pass/Fail
Creating Standard Operating Procedures (SOP)	O	42		12	Pass/Fail
Quality Improvement Pathway - Must cover all FOUR the following units:					
Applying Six Sigma Methodology to a Project	O	62		18	Pass/Fail
Carrying Out Six Sigma Process Mapping	O	58		18	Pass/Fail
Applying Basic Statistical Analysis	O	36		14	Pass/Fail
Applying Failure Modes and Effect Analysis (FMEA)	O	42		13	Pass/Fail
Plus 3 more units from the following list OR up to TWO units may be selected from the Process Improvement pathway:					
Applying Mistake/Error Proofing (Poka Yoke)	O	42		13	Pass/Fail
Carrying Out Statistical Process Control (SPC) Procedures	O	35		12	Pass/Fail
Applying Six Sigma Metrics to a Project	O	42		13	Pass/Fail
Producing a Characteristic Selection Matrix	O	42		13	Pass/Fail
Carrying Out Measurement Systems Analysis (MSA)	O	42		13	Pass/Fail
Carrying Out Capability Studies	O	58		18	Pass/Fail
Producing Variance Charts	O	42		13	Pass/Fail
Applying Hypothesis Testing	O	42		13	Pass/Fail