



ETCAL Level 4 NVQ Diploma in Business Improvement Techniques  
600/2605/4  
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.

## 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 106 credits to gain the qualification. 24 credits must be achieved by completing the 3 mandatory units and the remaining credits achieved by completing the required optional units from the Process Improvement or Quality Improvement pathway.

<b>Qualification Number</b>		600/2605/4
<b>Qualification Framework</b>		RQF
<b>Title</b>		ETCAL Level 4 NVQ Diploma in Business Improvement Techniques
<b>Qualification Level</b>		Level 4
<b>Total Qualification Time</b>		1060 TQT
<b>Guided Learning Hours</b>		320 GLH
<b>Qualification Credit Value</b>		104 Credits
<b>Qualification Grading Structure</b>		Pass / Fail

Unit Title	Mandatory/Optional	GLH	TQT	Credit Value	Grading
<b>Mandatory Group – all units must be completed</b>					
Complying with Statutory Regulations and Organisational Safety Requirements	M	35		5	Pass/Fail
Leading Effective Teams	M	25		9	Pass/Fail
Carrying Out Project Management Activities	M	28		10	Pass/Fail
<b>Optional Units: Process Improvement Pathway - Group A must cover the following units:</b>					
Leading Workplace Organisation Activities	O	25		10	Pass/Fail
Leading Continuous Improvement (Kaizen) Activities	O	32		14	Pass/Fail
Leading the Development of Visual Management Systems	O	25		9	Pass/Fail

<b>Group B – plus ONE more unit from the following:</b>					
Leading the Creation of Flexible Production and Manpower Systems	O	25		7	Pass/Fail
Leading Problem Solving Activities	O	25		8	Pass/Fail
<b>Group C – plus FIVE more optional units of which THREE may be selected from the Quality Improvement pathway:</b>					
<b>Note: Whichever unit is selected from Group B (BIT4.07 or BIT4.08) cannot be selected again as one of the optional units required From Group C</b>					
Leading the Creation of Flexible Production and Manpower Systems	O	25		7	Pass/Fail
Leading Problem Solving Activities	O	25		8	Pass/Fail
Leading an Analysis and Selection of Parts for Improvement	O	32		14	Pass/Fail
Leading Lead Time Analysis Activities	O	25		9	Pass/Fail
Leading Value Stream Mapping (VSM) Activities	O	32		13	Pass/Fail
Leading Set-up Reduction Techniques	O	32		14	Pass/Fail
Leading Total Productive Maintenance (TPM) Activities	O	32		11	Pass/Fail
Leading the Carrying Out of Statistical Process Control Procedures (SPC)	O	25		8	Pass/Fail
Leading Flow Process Analysis Activities	O	32		14	Pass/Fail
Leading Policy Deployment (Hoshin Kanri) Activities	O	25		9	Pass/Fail
Leading Value Management (value engineering & value analysis) activities	O	32		11	Pass/Fail
Leading Potential Failure Modes and Effects Analysis (FMEA) activities	O	25		9	Pass/Fail
Leading Measurement Systems Analysis (MSA) Activities	O	25		9	Pass/Fail
Carrying Out Design of Experiments (DOE)	O	25		9	Pass/Fail
Leading Mistake/Error Proofing (Poka Yoke) Activities	O	25		9	Pass/Fail
Applying Quality Function Deployment (QFD)	O	25		9	Pass/Fail
Leading the Creation of Standard Operating Procedures (SOP)	O	25		8	Pass/Fail
<b>Quality Improvement Pathway - Must cover all FIVE of the following units:</b>					
Leading the Carrying Out of Statistical Process Control Procedures (SPC)	O	25		8	Pass/Fail
Leading Potential Failure Modes and Effects Analysis (FMEA) Activities	O	25		9	Pass/Fail
Leading the Application of Six Sigma Methodology in a Project	O	32		14	Pass/Fail
Leading Six Sigma Process Mapping Activities	O	32		14	Pass/Fail
Leading the Carrying Out of Basic Statistical Analysis	O	25		10	Pass/Fail
<b>Plus THREE more optional units of which TWO units may be selected from the Process Improvement pathway:</b>					
Leading Measurement Systems Analysis (MSA) Activities	O	25		9	Pass/Fail
Carrying Out Design of Experiments (DOE)	O	25		9	Pass/Fail

Leading Mistake/Error Proofing (Poka Yoke) Activities	O	25		9	Pass/Fail
Leading the Application of Six Sigma Metrics to a Project	O	25		9	Pass/Fail
Leading the Production of a Characteristic Selection Matrix	O	25		9	Pass/Fail
Leading the Carrying Out of Capability Studies	O	32		14	Pass/Fail
Leading the Production of Variance Charts	O	25		9	Pass/Fail
Leading Hypothesis testing Activities	O	25		9	Pass/Fail
<b>Plus TWO more optional units of which ONE unit may be selected from the Process Improvement pathway:</b>					
Applying Quality Function Deployment (QFD)	O	25		9	Pass/Fail
Carrying Out Evolutionary Operations (EVOP)	O	25		9	Pass/Fail
Applying Central Limit Theorem and Confidence Intervals	O	25		9	Pass/Fail
Producing Taguchi Linear Graphs	O	25		9	Pass/Fail
Applying Response Surface Methodology	O	25		9	Pass/Fail