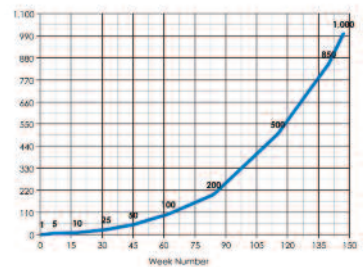


# NVQ 2 BUSINESS IMPROVEMENT



## Course Objectives

- To improve business performance as a whole
- Suitable for anybody – the qualification has two different pathways either process or quality as shown below:

### Process

#### Mandatory Units

- Complying with Statutory Regs. and Organisational Safety Requirements
- Contributing to Effective Team Working
- Applying Workplace Organisation
- Applying Continuous Improvement Techniques
- Creating Visual Management Systems

### Quality

#### Mandatory Units

- Complying with Statutory Regs. and Organisational Safety Requirements
- Applying basic statistics
- Applying Six Sigma Methodology to a project
- Carry out Six Sigma Process Mapping
- Contributing to Effective Team Working

### Then two units from the list below:

- 207 Analysing and Selecting Parts for Improvements
- 208 Carrying out Lead Time Analysis
- 211 Applying Set-up Reduction Techniques (SMED)
- 212 Applying Total Productive Maintenance (TPM)
- 213 Applying Problem Solving Techniques
- 214 Carrying out Statistical Process Control Procedures (SPC)
- 215 Applying Flow Process Analysis
- 221 Carrying out Potential Failure Modes and Effects Analysis (FMEA)
- 224 Carrying out Measurement Systems Analysis (MSA)
- 229 Carrying out Mistake/Error Proofing (Poka Yoke)
- 236 Creating Standard Operating Procedures

## Benefits of the Qualification

The Business-Improvement Techniques N/SVQ benefits both employers and employees by offering alternative pathways and choice within pathways to suit the widest possible range of needs.

### For Employers the qualification can:

- Improve business performance and help win contracts
- Maximise company profits and revenues
- Reduce costs, variation and waste
- Assist with recruitment and retention
- Boost employee morale and motivation
- Demonstrate the quality of the workforce to existing and potential customers
- Help reduce workplace accidents

### For employees the qualification can:

- Provide evidence of ability to do a particular job
- Help improve career development/promotion chances
- Give a sense of achievement
- Be gained on the job
- Be completed at a time and pace to suit

## Location:

Assessment on site – this will include 1:1 portfolio building sessions off the job

## Duration:

6 to 9 months depending on candidate

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