

Frequently asked questions for the Business Improvement Techniques NVQ Level 2 Programme

What does the programme cover?

A total immersion into lean thinking together with the proven methodology delivered by the Skills Academy of 'Learning by doing'.

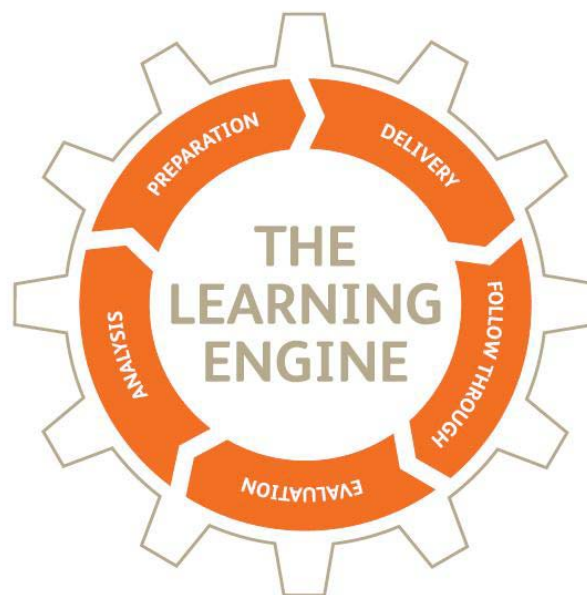
You will cover subject such as:

- Health and Safety
- Effective Team Working
- Workplace Organisation
- Continuous Improvement Techniques
- Visual Management Systems

And depending on the units selected by your company it will be either Analysing Parts for Improvement or Problem Solving Techniques.

How is the programme put together and what does it provide?

The B-IT 2 training follows the Skills Academy approach to skills development following the Learning Engine Cycle – Analysis, Preparation, Delivery, Follow-through and Evaluation.



- A pre-programme activity to ensure maximum learning and retention
- Presentations, workshops and practical exercises with comprehensive course materials to embed your learning.
- The necessary underpinning knowledge against the NVQ B-IT Qualification reinforced by your individual Learning Log
- Standard template documents aligned to the Plan-Do-Check-Act approach that will structure your continuous improvement efforts and encourage sustainability
- An individual Assessment Action Plan designed to map your ongoing improvement efforts to the Performance Criteria of the B-IT qualification.

What will I have learned by the end?

At the end of the programme, you will be able to:

- Fully appreciate the concept and implications of continuous improvement and how to apply the techniques in the workplace
- Acquire the necessary knowledge and understanding of the tools and techniques associated with the mandatory and optional NVQ process pathway units for Level 2
- Adopt a sustainable approach to continuous improvement
- Support your company's efforts to be more productive
- Enjoy learning and be able to utilise tools to map your learning journey

How will you know if you have achieved out standard?

- Each learner on our programmes is evaluated at the beginning and end using a diagnostic quiz aligned to the National Occupational Standards (NOS). This process provides the necessary data that each learner has acquired the knowledge and understanding of the NVQ units.
- In addition to the quiz our trainers support you through your learning and through various exercises and activities, ensure you are provided with all the support to acquire the skills and knowledge for the course.
- We look for you to achieve an 80% score on the questions.

Do I need to prepare for the course?

Although all of the underpinning knowledge for the units will be covered during the course, you may wish to review any areas that are identified through the assessment you should have previously carried out during the enrolment session.

Further to this you will maximise your involvement and understand of the core themes of the B-IT 2 qualification if you can list:

1. What data is collected in your work area; this could be against Quality, Downtime or Machine Efficiency?
2. What problems do you feel exist in your company that effects productivity?
3. What information is communicated to you by the company, your line manager or your supervisor? What information are you expected to communicate?

What should I bring on the day?

No more than yourself, a pen or pencil and the willingness to participate actively during your training.

The Skills Academy looks forward to seeing you for your training.