

NVQ Level 3 Advanced Apprenticeship Diploma in Business Improvement Techniques (BIT)

Pre-requisites

There are no entry qualifications or age limits required to undertake the qualification; unless this is a legal requirement of the process or the environment. Assessment is open to any Learner who has the potential to achieve the assessment criteria set out in the qualification and can be applied to all businesses and business situations.

Aim of the course

The **NVQ Level 3 Advanced Apprenticeship Diploma in Business Improvement Techniques (BIT)** is a blend of classroom-based and workplace competency-based qualifications, ensuring all Learners understand the concepts of Lean Manufacturing and **can lead** the implementation of business improvement within their job role to certified health and safety regulations.

Business performance as a whole can only be achieved by empowering the people who make up the organisation; this includes the top level Management, Middle Management and Team Leaders who will have a part to play in improving the performance of the business.

In order for businesses to improve performance, change within the workplace has to take place. The change starts with the Business Improvement Techniques qualifications which will enable organisations to train their employees towards the competencies they will need.

BIT qualifications complement those already gained, but are equally appropriate as first qualifications.

They are intended to maximise an organisation's profit and revenue by the elimination of waste and the creation of flow through the business by reducing cost and variation. They are also intended to improve responsiveness by making more effective use of people and physical assets.

Who should attend?

Any employee who will have a part to play in improving the performance of the business.

Objectives of the course

Units covered by the course:

Improving Operational Performance Apprenticeship (Level 3 Business Improvement Techniques) which includes:

- **Level 3 Technical Certificate in Business Improvement Techniques (BIT)**

This certificate provides the underpinning knowledge required to **lead** business improvement, implement lean practices and continuous improvement techniques within the workplace and complements the performance aspect of the framework. The certificate is attained through the satisfactory completion of work-based assignments.

- **NVQ Level 3 Diploma in Business Improvement Techniques (BIT)**

After the successful completion of assignments and theoretical components of the Apprenticeship, Learners will engage in applying and leading improvement activities that will be assessed across the mandatory and optional Business Improvement Techniques unit standards as well as underpinning knowledge.

- **Employment Rights and Responsibilities (ERR)**

This covers nine key outcomes including statutory rights and responsibilities to career pathways and gives Apprentices a wider appreciation of their responsibilities and those of the employer.

- **Personal Learning and Thinking Skills (PLTS)**

Learners will fill out an evidence recording document. The PLTS booklet comprises six groups of skills that are essential to success in learning, life and work. The booklet captures the essential skills of managing relationships with others, managing own learning and performance at work. The booklet should be updated throughout the life of the Apprenticeship.

- **Functional Skills: Maths Level 2, English Level 2 and ICT Level 2**

Learners are initially assessed to ascertain current levels and an appropriate plan is designed to ensure knowledge gaps and appropriate challenging activities are delivered. Learners are given materials that are directly linked and highly relevant to their job role; to ensure they are competent and comfortable in specific Maths and English terminologies that are used within the host employer's organisation. Learners are expected to achieve level 2 in Maths, English and ICT - unless they are already recently qualified to this level.

The Apprenticeship is made up of mandatory and optional units; which cover the essential skills required for working in general business or manufacturing environments.

Duration

18 - 24 months.

Qualification

NVQ Level 3 Advanced Apprenticeship Diploma in Business Improvement Techniques (EAL).