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Supporting learning
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City & Guilds

BUSINESS IMPROVEMENT
TECHNIQUES

LEVEL 3

For more information contact Pathway Group on 0800 955 0870 or 0121 707 0550
or visit www.pathwaygroup.co.uk

Business Improvement Techniques

Level 3

NVQ /QCF Level 3 Diploma Business Improvement Techniques

A Business Improvement Techniques NVQ/QCF will give your employees recognition for delivering quality and cost improvements to your business. This is a broad, cross-functional qualification designed to support the overall effective operation of the business. The NVQ/QCF encourages practices that can maximise profit by eliminating waste, improving workflow and reducing cost and variation.

The Qualification

The NVQ/QCF is gained fully in the workplace. You will attend a tool kit training course and then gain evidence for the Diploma by leading 3 improvement projects.

Entry Qualifications

You do not need any prior qualifications to do an NVQ/QCF. Ideally you will be responsible for contributing to quality and process improvements in the workplace. You will be employed as a supervisor, team leader or facilitator and are responsible for carrying out business improvement activities or preparing to take on responsibilities in a continuous improvement environment.

Course Duration

We would anticipate that a Level 3 NVQ/QCF to take no longer than 6 months.

Course Format

This qualification comprises of 2 pathway - Process Improvement or Quality Improvement. From the chosen pathway you will complete all mandatory units plus the required number of optional units. 94 credits must be achieved.

Process Improvements - Choose 2 units from either Process or Quality Improvements.

Mandatory Units

- Complying with statutory regulations and organisational safety requirements.
- Leading effective teams
- Applying workplace organisation techniques
- Applying continuous improvement techniques (Kaizen)
- Developing visual management systems

Optional Units

- Creating flexible production and manpower system
- Carrying out problem solving activities
- Analysing and selecting parts for improvements
- Applying lead time analysis
- Carrying out Value Stream Mapping (VSM)
- Applying set-up reduction techniques
- Applying Total Productive Maintenance (TPM)
- Applying Flow Process Analysis
- Apply policy deployment
- Business Plan Deployment.



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