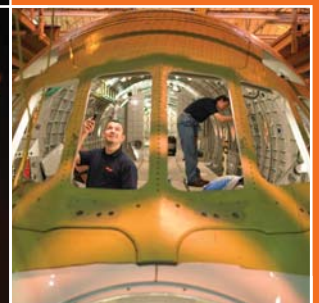


## BUSINESS-IMPROVEMENT TECHNIQUES (B-IT)

NVQ



Developed by  
employers for  
employers

Led by:

# PROGRAMME OVERVIEW

The Business-Improvement Techniques NVQ enables employees to gain recognition for demonstrating their competence to deliver Quality, Cost and Delivery improvements in their own workplace, enabling the employer to reduce costs and increase productivity.

The B-IT programmes are ideally suited to those intending to get involved with continuous improvement and employees already working within a team who want their skills developed.

## What is Lean?

Lean is defined as “The relentless elimination of waste in every area of operations with the aim of reducing inventory, cycle times and costs – so you can produce higher quality goods and services in the most efficient, effective, and responsive manner possible.”

### Why would you want to become a lean organisation?

- How much more efficient would production be if the distance your products moved around the factory was reduced by 65 per cent?
- What would a reduction in machine changeover time of 40 per cent do for your flexibility and costs?
- How would you feel if rework was reduced by 50 per cent?
- How impressed would your Customers be if you cut your lead-time by 80 per cent?
- What would happen to your output if your machining time reduced by 60 per cent?

## Objectives of the programme

The primary objective of the B-IT qualification is to improve business performance as a whole. It is aimed at people working in the production environment who can demonstrate their ability to carry out improvements within the company, e.g. by reducing costs.

By ensuring that all activities add value and are standardised, a robust quality system is created that eliminates the risk of defective products reaching the customer, reduces manufacturing costs and improves profitability and competitiveness.

The National Vocational Qualification (NVQ) at either level 2 or 3 is not an alternative to any other qualification but sits alongside the qualifications you already have or are working towards. It is intended to maximise your company profits and revenues by the elimination of waste, minimising variation and reducing cost.

## B-IT Level 2

The NVQ in B-IT Level 2 is made up of 6 units from the process pathway; 5 of which are mandatory: Statutory Regulations, Effective Team Working, Workplace Organisation, Continuous Improvement Techniques and Visual Management plus 1 optional unit from a choice of 11 to meet specific business needs. Popular options include Problem Solving Techniques or Analysing and Selecting Parts for Improvement. The programme is delivered over 40 hours in total. Delivery is flexible and can be tailored to individual company requirements in order to fit in with work patterns.

### Delegate Level

B-IT at level 2 is designed to cover people who are:

- associates involved in business improvement within a team who wish to have their business improvement competencies assessed for certification purposes
- new employees who have undertaken some business improvement training and are now acquiring experience within a team and wish to demonstrate their competencies for assessment purposes
- other people involved in the company at all levels who require a fundamental understanding of business improvement practices.

## B-IT Level 3

B-IT at NVQ level 3 is made up of 9 units; 7 mandatory and 2 optional. Covering the same content as B-IT 2, B-IT 3 also includes optional units on lean tools and techniques such as Value Stream Mapping and policy deployment.

The course provides candidates with a platform of underpinning knowledge from which they can complete their individual assessment plan that is based on their role within the company.

The programme is delivered over a staged 9 day period which can also be delivered flexibly to meet company needs.

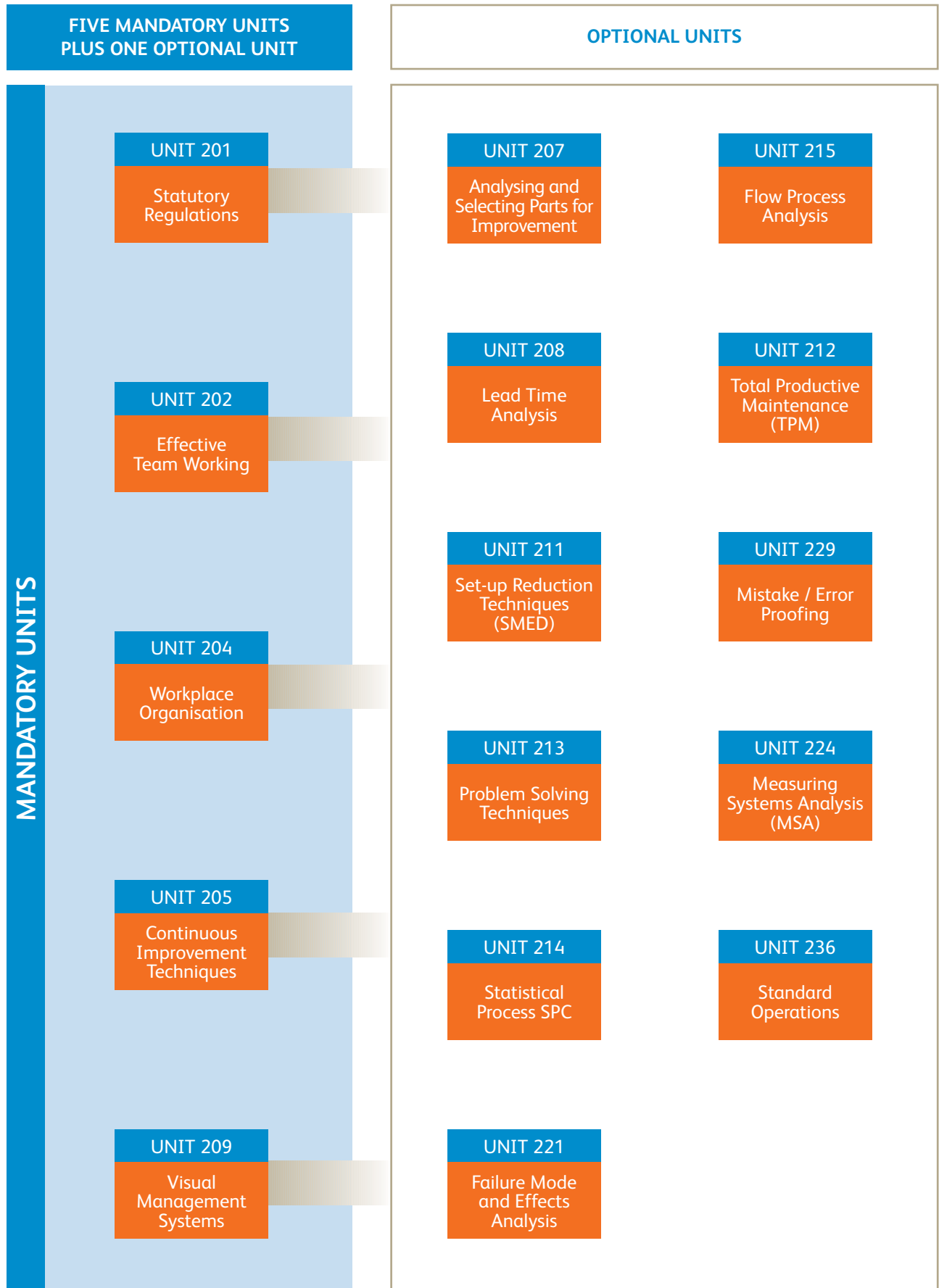
### Delegate Level

B-IT at level 3 is designed to cover people who are:

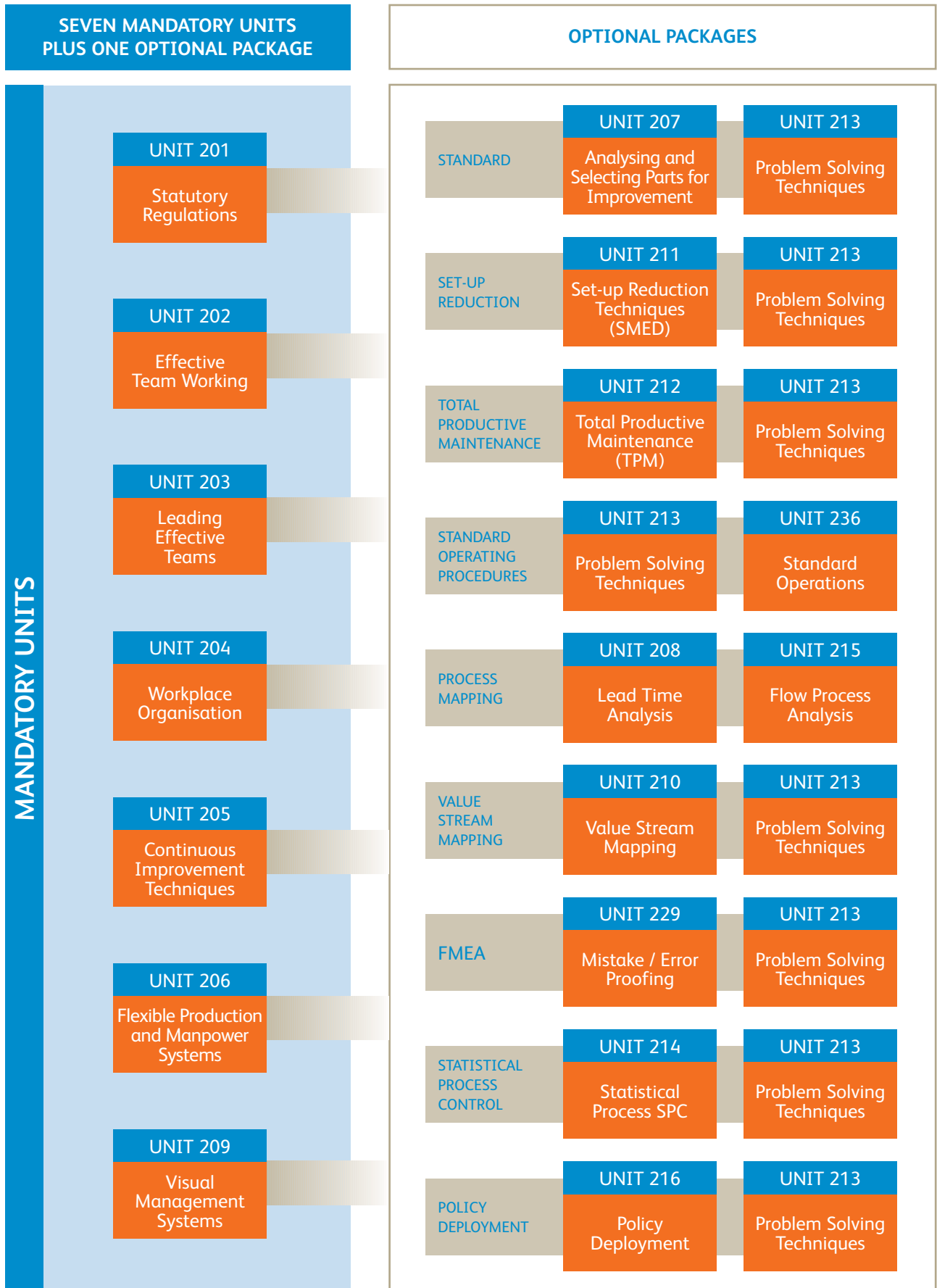
- intending to get involved with continuous improvement at Team Leader/First Line Manager level
- employees who may already have achieved an NVQ 2 and are now in a position where they could demonstrate competencies against the additional units at level 3.

B-IT Level 3 is a stand alone programme. Delegates do not need to have completed B-IT Level 2 training as a prerequisite.

# TRAINING UNIT OPTIONS (B-IT2)



# TRAINING UNIT OPTIONS (B-IT3)



# WHAT IS UNIQUE ABOUT THE NATIONAL SKILLS ACADEMY FOR MANUFACTURING'S B-IT NVQ PROGRAMME?

When it comes to selecting a B-IT training provider, it is vital that the trainer and assessor can demonstrate knowledge and expertise appropriate to your company and deliver the learning in a professional manner.

All trainers and assessors delivering National Skills Academy for Manufacturing products have successfully completed a thorough validation process, covering their competence to deliver subject knowledge and continuing professional development.



## Coaching and Assessment

Each candidate will be allocated to an approved assessor through the Academy's regional spokes who will agree a sufficient amount of coaching and assessment time to meet needs of the award. Assessments will be jointly planned and form the basis of candidate progression through the award within the NVQ framework. The achievement of the NVQ at level 2 or 3 should take between 6-12 months.

*NB: When selecting the unit structure from the proposed paths, it is important that the candidate's job function allows them to demonstrate their competence in the workplace for them to contribute/carry out quality, cost and delivery improvements to achieve the NVQ qualification*

As with all National Skills Academy for Manufacturing courses, the content will feature global best practice, delivered by industry recognised trainers and validated by a robust assessment panel.

Business-Improvement Techniques enables employees to gain recognition for demonstrating their competence to deliver Quality, Cost and Delivery improvements

If you would like further information,  
including prices and advice on possible  
funding, please contact:

National Skills Academy for Manufacturing  
2410 Regents Court  
The Crescent  
Birmingham Business Park  
Birmingham  
B37 7YE  
Telephone 0121 717 6610  
mailto: [enquiries@manufacturing.nsacademy.co.uk](mailto:enquiries@manufacturing.nsacademy.co.uk)  
website: [www.nationalskillsacademy.co.uk](http://www.nationalskillsacademy.co.uk)



Developed by  
employers for  
employers