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## City & Guilds

Level 4 NVQ Diploma in business improvement techniques (501/1736/1)

### OVERVIEW

#### What does this qualification cover?

This qualification follows on from the Level 3 NVQ Diploma in Business Improvement Techniques (501/0600/4) qualification by introducing a number of advanced units involved in analysing and problem solving complex issues involved in the manufacturing process. It also introduces units on team leading and empowering teams.

The following areas are covered within this qualification:

- Complying with statutory regulations and organisational safety requirements
- Complying with statutory regulations and organisational safety requirements
- Leading effective teams
- Carrying out project management activities
- Leading workplace organisation activities
- Leading continuous improvement (Kaizen) activities
- Leading the development of visual management systems
- Leading the creation of flexible production and manpower systems
- Leading problem solving activities
- Leading the creation of flexible production and manpower systems
- Leading problem solving activities
- Leading an analysis and selection of parts for improvements
- Leading lead time analysis activities
- Leading value stream mapping (VSM) activities
- Leading set-up reduction activities
- Leading total productive maintenance (TPM) activities
- Leading the carrying out of statistical process control procedures (SPC)
- Leading flow process analysis activities
- Leading policy deployment (HOSHIN KANRI) activities
- Leading value management (value engineering & value analysis) activities
- Leading potential failure modes and effects analysis (FMEA) activities
- Leading measurement systems analysis (MSA) activities
- Carrying out design of experiments (DOE)
- Leading mistake/error proofing (POKA YOKE) activities



- Applying quality function deployment (QFD)
- Leading the creation of standard operating procedures

You will take a mixture of mandatory and optional units depending on their role within the monitoring and continued improvement process

This is a Framework qualification.

Who could take this qualification?

This qualification is suitable for those who wish to pursue a career in Business Improvement or continuous improvement roles within manufacturing industry. Ideally you should already have taken the Level 3 Diploma in Business Improvement (501/0600/4) qualification or be familiar with business improvement and continuous improvement techniques within manufacturing industry. You will need to be in employment in order that you can provide the portfolio of evidence from your workplace.

This qualification is suitable if you are 19 years old or over.

#### WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification could lead to jobs such as:

- Business improvement co-ordinator
- Business analyst
- Cell leader
- Quality section leader
- Six sigma specialist
- Production team leader

You could progress onto the following Institute of Leadership and Management (ILM) qualification

Level 5 Principles of leadership and management (600/5857/2)

#### WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by 'EEF The manufacturers' organisation'