

Qualification objectives

Key facts:

Title:	Level 4 Improvement Practitioner Higher Certificate
RQF level:	4 (= first year of a Bachelors degree / HNC / BTEC)
Entry requirements:	Learners must have achieved Level 2 qualifications in Mathematics and English before registration.
Credits:	120 (= one year of full time study)
Total Qualification Time:*	1,200 hours (= one year of full time study)
Guided Learning Time:*	432 hours (for example, 12 hours per week over 36 weeks)

***Definitions:**

Total Qualification Time is the time estimated to be taken to complete a qualification including unsupervised learning, independent research/learning, and Guided Learning.

Guided Learning is learning and assessment that is supervised in real time by a teacher.

This qualification has been fully mapped against the Occupational Standard for Improvement Practitioners published by the Institute for Apprenticeships and Technical Education (IfATE). Advance Assessments intends to submit this qualification to IfATE for approval as a Higher Technical Qualification.

The qualification prepares learners for work in improvement roles. Improvement of operational outputs (services and products), and improvement of work processes, requires the leadership and delivery of organisational change through continuous, incremental and breakthrough improvement techniques.

Job titles associated with improvement practice include, but are not limited to: Business Improvement Practitioner, Continuous Improvement Manager, Process Owner, Process Improvement Manager, Process Excellence Manager, Lean Six Sigma Green Belt, Process Analyst, Improvement Analyst, Quality Control Analyst, Compliance Manager, Engineer (Mechanical, Civil, Chemical, Geotechnical, Environmental, Transportation etc), Environmental Data Analyst, Health and Safety Officer.

The qualification is designed to maximise transferability. Relevant units have been mapped to the Apprenticeship standard ST0192 L4 Improvement Practitioner, which allows inward Recognition of Prior Learning (RPL) for learners who have already completed a Level 4 Improvement Practitioner Apprenticeship. Advance Assessments recognises the need for routes to achieve technical competence other than apprenticeships; this vocational qualification is accessible to all, including learners studying independently.

Qualification structure and summary of aims

Key facts:		
Unit	RQF credits	Summary of unit aim
4100001 Ethics, sustainability and compliance	10	To provide learners with the perspectives and techniques necessary to operate ethically within complex change environments.
4100002 Describing and sampling data	10	To provide learners with a grounding in descriptive statistics and data visualisation techniques as a precursor to developing skills in control charting and the inferential statistical analyses used in application to process and output problems.
4100003 Developing individuals and teams	10	To equip learners with appropriate techniques for managing themselves, team members and wider stakeholders, as well as identifying and reflecting on their development as practitioners.
4100004 Process improvement	10	To provide learners with the necessary knowledge and skills to understand work processes, activities and resources in an organised and granular way, and act on this understanding to improve them and sustain improvements.
4100005 Managing improvement and change projects	10	To provide learners with the techniques and skills necessary to independently scope, plan and evaluate a change project, as well as an appreciation of the political and team factors which must be observed to execute change projects sensitively within an organisational context.
4100006 Statistical process control	10	To provide learners with the knowledge and skills necessary to identify the source(s) of process problems, investigate and where necessary monitor them using process-derived quantitative data.
4100007 Design of experiments	10	To provide learners with the knowledge and skills required to design and execute accurate experimental designs suitable for self-contained improvement projects.
4100008 Measurement systems analysis	10	To provide learners with the ability to apply fundamental measurement systems principles in the design and execution of improvement projects in the interests of reliable outcomes.
4400001 Applied improvement solutions	40	This 'capstone' unit gives learners the opportunity to scope, plan, execute and review an improvement project, and then report its outcomes in ways that are optimally useful for stakeholders within the work organisation.

Assessment criteria for each unit will be published following this initial delphi method consultation, in the second part of the exercise.