



FOCUS AWARDS 

Focus Awards Level 2 NVQ
Diploma in Business
Improvement Techniques (RQF)

603/0781/X

Silicon House, Farfield Park, Manvers, Rotherham S63 5DB

Key Information

Level	Sector	Qualification Type
2	Business Management	Occupational Qualification
Total Qualification Time	Credit Value	Guided Learning Hours
560	56	229
Status	Methods of Assessment	Minimum Age
Available to Learners	Portfolio of Evidence	18



Focus Awards Level 2 NVQ Diploma in Business Improvement Techniques (RQF)

QRN: 603/0781/X

GLH: 229

TQT: 560

Credit: 56

Qualification Purpose:

This qualification is aimed at those learners wishing to understand and use business improvement techniques. The qualification is also aimed at those learners who are making a contribution to the identification and implementation of business improvements.

The Focus Awards Level 2 NVQ Diploma in Business Improvement Techniques (RQF) covers the areas that provide a common foundation to business improvement such as health and safety, team working and workplace organisation. There is also the option of a choice of business activities that can be combined to meet the needs of the learner and business.

Age Ranges

Entry is at the discretion of the centre; however learners should be 16 to undertake this qualification.

Geographical Coverage

This qualification is available in England and Northern Ireland

Learner Entry Requirements

Focus Awards does not set any other entry requirements, but additional criteria may be requested or specified by the centre.

Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Reasonable Adjustments and Special Considerations Policy'. A copy is available for download from the Focus Awards website at the following url:

<https://www.focusawards.org.uk/wp-content/uploads/2016/08/Reasonable-Adjustments.pdf>



Assessment Methods

This qualification is Internally Assessed. Each learner must create a portfolio of evidence that demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include some or all of the following:

- Assessor observation
- Witness testimony
- Learner product
- Worksheets
- Assignments/projects/reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Progression Routes

Learners seeking progress from this qualification can advance their skills further through the following:

- Level 3 Diploma in Business Administration (RQF)
- Qualifications in Team Leading at level 3 (RQF)
- Qualifications at level 3 in management and other related areas (RQF)

Supporting Material and Useful Websites

- <https://focusawards.org.uk/supportingmaterials>
- <https://ofqual.gov.uk>



Qualification Structure

In order to achieve the Focus Awards Level 2 NVQ Diploma in Business Improvement Techniques, learners must choose from 1 of 2 path ways. Learners will be required to complete 5 mandatory units along with a number of optional units within the chosen pathway.

Process Improvement Pathway

Learners must complete a minimum of 56 credits as follows:

A total of 47 credits from the mandatory units and either; minimum of 9 credits from optional group 1

Or a minimum of 9 credits from optional group 2.

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Contributing to the development of visual management systems	M/615/3843	2	9	41
Contributing to the application of workplace organisation techniques	T/615/3861	2	12	51
Contributing to the application of continuous improvement techniques	K/615/3873	2	14	55
Complying with statutory regulations and organisational safety requirements	H/615/3841	2	5	35
Contributing to effective team working	T/615/3861	2	7	26
Optional Group 1				
Contributing to carrying out leadtime time analysis	T/615/3889	2	10	41
Contributing to the analysis and selection of parts for improvement	603/0781/X	2	15	55
Contributing to the application of problem solving techniques	K/615/3873	2	9	41
Contributing to the creation of standard operating procedures	T/615/3875	2	9	41
Carrying out autonomous maintenance	Y/615/3884	2	13	52
Carrying out flow process analysis	H/615/3886	2	14	55

Carrying out set-up reduction techniques	J/615/3881	2	15	55
Optional group 2				
Contributing to the application of basic statistical analysis	L/615/3879	2	13	52
Contributing to the application of failure modes and effects analysis	M/615/3874	2	11	41
Contributing to the application of measurement systems analysis	R/615/3883	2	11	41
Contributing to the application of Six Sigma methodology to a project	F/615/3877	2	15	59
Contributing to the application of Six Sigma process mapping	A/615/3876	2	14	55
Contributing to the application of statistical process control	M/615/3888	2	9	41
Carrying out mistake/error proofing	F/615/3880	2	10	41

Quality Improvement Pathway

Learners must complete a minimum of 74 credits as follows:

A total of 54 credits from the mandatory units and either: A minimum of 20 credits from optional group 1 Or a minimum of 20 credits from optional group 2

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Complying with statutory regulations and organisational safety requirements	H/615/3841	2	5	35
Contributing to effective team working	T/615/3861	2	7	26
Contributing to the application of Six Sigma methodology to a project	F/615/3877	2	15	59
Contributing to the application of Six Sigma process mapping	A/615/3876	2	14	55
Contributing to the application of basic statistical analysis	L/615/3879	2	13	52
Optional group 1				

Contributing to the application of Statistical Process Control procedures	M/615/3888	2	9	41
Contributing to the application of Failure Modes and Effects Analysis	M/615/3874	2	11	41
Contributing to the application of Measurement Systems Analysis	R/615/3883	2	11	41
Carrying out mistake/error proofing	F/615/3880	2	10	41
Optional group 2				
Contributing to the analysis and selection of parts for improvement	603/615/X	2	15	55
Contributing to the application of continuous improvement techniques	K/615/3873	2	14	55
Contributing to the application of problem solving techniques	K/615/3873	2	9	41
Contributing to the application of workplace organisation techniques	T/615/3861	2	12	51
Contributing to the creation of standard operating procedures	T/615/3875	2	9	41
Contributing to the development of visual management systems	M/615/3889	2	9	41
Carrying out autonomous maintenance	Y/615/3884	2	13	52
Carrying out flow process analysis	H/615/3886	2	14	55
Carrying out set-up reduction techniques	J/615/3881	2	15	55
Contributing to carrying out leadtime time analysis	T/615/3889	2	10	41

Simulation

Assessment using Simulation or replication of the working environment is only acceptable in

Complying with Statutory Regulations and Organisational Safety Requirements in relation to the following two Assessment Criteria:

Assessment Criteria 1.5: Following organisational procedures in the event of fire and the evacuation of premises

Assessment Criteria 1.8: Use correct manual lifting and carrying techniques

Further Evidence Requirements and Assessment Guidance can be found within Appendix B of this qualification specification. This guidance is directly from SEMTA. There are no specific entry requirements for this qualification.

Staff Requirements

Requirements for Tutors/Instructors

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for Assessors

Assessors will be required to hold, or be working towards a relevant assessing qualification. This includes qualifications such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally-Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

Focus Awards will however; consider other relevant assessing qualifications upon submission.

Assessors who only hold the Level 3 Award in Understanding the Principles and Processes of Assessment will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above.

Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor.

Assessors must also be able to show they are occupationally competent within the sector area

Requirements for Internal Quality Assurers (IQA)

Internal Quality Assurers should hold or be working towards the following an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission.

Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.

