



Specialists in Project Management, Leadership and Management, and Business Improvement

Improvement Practitioner Level 4 Apprenticeship Standard

INVESTORS IN PEOPLE®
We invest in people Standard



Training Apprentices since 2011

Introduction to ELA

ELA is a niche provider of apprenticeship learning programmes in Project Management, Leadership and Management, and Business Improvement. We are specialists in delivering training solutions into public sector organisations, education settings, facilities management, engineering and construction. We do not believe in training for training's sake, which is why our team combines extensive industry experience and knowledge of these disciplines with a huge passion for learning that makes a difference.

Improvement Practitioner Level 4 Apprenticeship Standard

The improvement practitioner uses a blend of Lean Six Sigma, project and change management principles and tools to identify, as well as lead, change across organisational functions and processes. Improvement practitioners can be found across all sectors and functions including, but not limited to: Automotive, Banking, Engineering, Food products, IT, Property, Retail, and Telecoms.

Benefits of Apprenticeship

01

Utilise your Employer Levy to drive a culture of continuous improvement across the organisation

Develop a broader skillset drawing on the technical, financial and behavioural aspects of business improvement

02

03

Support your improvement practitioners through live improvement projects, while achieving certification

Short courses can often be quite intense, and do not encourage embedding nor facilitate change to behaviours

04

05

Encourage collaboration across the business, cross-pollination of best practice and creative problem-solving

What Values Do We Add at ELA?



Employing a consultative approach and an infectious drive to bring about improvement and culture change



Passionate about training to learn, not just training for training's sake



The development of wider professional skills such as creating and delivering presentations, and report writing



Emphasis on interactive learning through group workshops, with the flexibility of video-conferencing and 1-2-1 support



Training on how to use Minitab Statistical Software® and "5S for Team Leaders" textbook included for free



Free Licence for an alternative Toolkit Software so Apprentices can monitor improvements in their work-based project through data analysis



Lean Six Sigma Green Belt Certified by Advanced Analytics Solutions



Option to gain Lean Six Sigma 'Green Belt' certification through the Apprenticeship

One to One Support
Regular 1-2-1 support
and mentoring with a
Portfolio Coach

Workshops
Monthly workshops

**Green Belt
Requirements**
Completion of 2
'DMAIC Projects'
completed within 12
months of the end
of formal training

Typical Duration
15-18 months

**On-Programme
Worked-Based
Projects**
On-programme
work-based project
supported by portfolio
of evidence

End Point Assessment
Multiple Choice Exam,
Project Report, Presen-
tation and Professional
Discussion

Delivery and Assessment

Modules

- 01 What is Lean Six Sigma?
- 02 D.M.A.I.C. and Associated Tools
- 03 Stakeholder Management
- 04 Basic Benchmarking
- 05 Project Reporting
- 06 Collecting Data
- 07 Detail process mapping
- 08 Basic Statistics
- 09 Value Stream Mapping
- 10 Measurement Systems Analysis (AAA and Basic GR&R)
- 11 Lean measures, including Takt
- 12 Basics of Hypothesis Testing
- 13 SPC charts, including IMR, XbarR and basic Attribute charts
- 14 Pull Systems
- 15 PDCA cycles
- 16 Introduction to Design of Experiments

Modules

- 17 Selection and Prioritisation methods
- 18 VoC and Kano Analysis
- 19 Lean improvement tools
- 20 Project Definition
- 21 Process control plans
- 22 Demonstrate the business
- 23 Visual Management
- 24 SIPOC Mapping
- 25 Implementing 5S
- 26 Introduction to Minitab or Data Analysis Toolkit
- 27 Control Charts
- 28 Basic Graphs
- 29 Poka Yoke
- 30 Introduction to Analyse
- 31 Process Capability
- 32 Intro to Improve Phase

Commitment Required

Employer

Appoint a business improvement Mentor

Ensure the apprentice has assigned responsibilities in the leadership of suitable improvement projects

Protect training time to meet the government's minimum requirement for 20% Off The Job Training (OTJT)

Participate in bi-monthly reviews of the apprentice's progress (CPD tracking)

Full attendance at fortnightly workshops and one to one reviews

Manage ownership of portfolio development and ensure timely submission of work

Take responsibility in leading designated projects under the supervision of their Mentor

Maintain records of the learning activities undertaken

Apprentice



Other Apprenticeships in the ELA Business Portfolio:

Level 3 Team Leader Supervisor Standard
Level 4 Associate Project Manager Standard
Level 5 Operations Departmental Manager Standard
Improvement Practitioner Level 4 Apprenticeship Standard




Training Apprentices since 2011


INVESTORS IN PEOPLE[®]
We invest in people Standard




Suite 104, 1 Meadlake Place, Thorpe
Lea Road, Egham, Surrey, TW20 8HE.

    @elatrainingsservicesuk

 0208 0171425

 info@ela-training.co.uk

 www.ela-training.co.uk