

# Purpose Statement

## NCFE Level 2 Certificate in Lean Organisation Management Techniques (601/2530/5)

### Qualification overview

The primary purpose of this qualification is to develop your understanding of lean organisation techniques in business. You'll understand business improvement tools and techniques and learn how to work effectively in a business team. You'll develop valuable transferable skills which employers can draw on to support the improvement of business performance. This qualification will support your progression in employment or to further learning.

This qualification has been developed in partnership with industry experts in the area of business. It's been mapped against the relevant Business Improvement and Management and Leadership NOS and will provide you with a nationally recognised qualification in business.

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### Who is this qualification for?

This qualification is ideal for you if you're working in a business improvement role that has responsibility for improving processes and quality and reducing costs.

It is also useful if you're looking to enter employment as it provides knowledge that will be attractive to employers.

If you're involved in business, at any level, and require a fundamental understanding of business improvement techniques then this qualification is ideal for you.

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### Age restrictions

You need to be at least 16 years old to take this qualification. Entry is at the discretion of the centre.

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### Entry requirements

You don't need to have any specific prior learning requirements to take this qualification, but you may find it helpful if you've already achieved a Level 1 qualification.

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### Qualification content

The qualification consists of **3** mandatory units. The mandatory units will help you gain skills and knowledge in the following areas:

- Unit 01 Lean organisation techniques in business (5 credits)

In this unit you'll gain an understanding of the concept of a lean environment, be able to implement a productivity needs analysis and produce a process map.

- Unit 02 Business improvement tools and techniques (5 credits)

In this unit you'll learn about continuous improvement techniques (Kaizen) and the principles and techniques of workplace organisation. You'll also be able to use visual indicators to improve the work environment and suggest ways to eliminate variance from processes in the workplace.

- Unit 03 Working in business teams (5 credits)

In this unit you'll develop an understanding of what makes an effective team and will work effectively in a team. You'll also look at what makes an effective team leader.

The units will help you to develop your existing experience and skills and will support you in pursuing your career in lean organisation management.

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### What type of qualification is this?

This is a vocation QCF qualification with 90 guided learning hours. During this time you can expect to be involved in formal learning activities, which could include classes and tutorials and preparing for class-based activities. Some time could be spent putting the learning into practice in your workplace but it is not a requirement of the qualification.

100 percent of the qualification focuses on the development of your knowledge to support your work in a business environment.

This qualification provides the knowledge requirements of the Intermediate Apprenticeship in Business Improvement Techniques.

The qualification may also be taken on a standalone basis if you're already working in business and would like to develop the knowledge to support business improvement activities.

If you're not employed and unable to access the Apprenticeship you can take this qualification on a standalone basis through a further education college or private training provider. Completion of the qualification will give you knowledge that employers will value.

It's also possible to take this qualification standalone if your educational background excludes you from the majority of the Apprenticeship requirements and you only need to develop your knowledge to support your role in the workplace.

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### Progression opportunities

This qualification could provide you with the skills and knowledge needed for employment in a range of job roles in a wide variety of sectors where business improvement techniques are required.

Example job roles could include:

- Shop Floor Operative
- Materials Handler
- Business Administrator
- Purchaser
- Quality Control / Assurance Operator
- Customer Service Assistant

It also offers you a chance to progress into further learning that will prepare you for work in the business development sector or support your continuous professional development.

If you're interested in progressing to further study at the next level of vocational learning, the following qualifications are available:

- Level 3 Qualifications in Business Improvement Techniques
- Level 4 Qualifications in Business Improvement Techniques

You may also go on to study qualifications in a related area depending on your current skills and role within your organisation.

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### Similar qualifications

This is the only Lean Organisation Management qualification offered at this level by NCFE.

This qualification gives you a compact and focused course that is designed to confirm your competence for your role in business development.

You'll find this qualification particularly useful if you want to develop the lean organisation management skills you need for your workplace and career choice.

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### Support for this qualification

The qualification is supported by employers in a range of industries.

For further information about these employers please contact NCFE on 0191 239 8000 or email us at [service@ncfe.org.uk](mailto:service@ncfe.org.uk).