

## LEVEL 4 IMPROVEMENT PRACTITIONER

### Duration of the Apprenticeship

16 Months

### Apprenticeship Overview

Improvement Practitioners use a blend of Lean and Six Sigma, project and change management principles and tools to identify and lead the delivery of change across organisational functions and processes. Improvement Practitioners can be found across all sectors and functions including automotive, banking, engineering, food products, IT, property, retail, telecoms etc.

Typically, Practitioners lead smaller projects and/or play a key supporting role in a larger programme – tackling issues that may require swift problem solving, or re-occurring challenges that require in-depth analysis and the implementation of a range of effective and sustainable countermeasures. They are the focal point for all stakeholders and responsible for communication throughout a project. Typical activities include:

- Identifying potential opportunities, diagnosing issues, proposing solutions and implementing changes and controls
- Coaching teams and sharing best practice
- When leading projects they may manage small teams ensuring motivation and momentum, and be responsible for the successful

There are a variety of job titles associated with the occupation, these include, but are not limited to: Business Improvement Practitioner, Continuous Improvement Manager, Process Excellence Manager, Lean Six Sigma Green Belt and Quality Control Senior Analyst.

### Functional Skills

All apprentices will need to undertake Functional Skills in Maths & English at Level 2 as a mandatory part of their Apprenticeship. Apprentices who have achieved GCSE's or A levels in Maths & English A-C will be exempt from having to complete their functional skills with valid proof of their exemption certificates

### Programme Overview

Apprentices will learn New skills, Knowledge and Behaviours as part of their job role. Apprentices will benefit from teaching and learning on the job putting their skills into practice.

Additionally, apprentices will undertake off the job learning activities and other in work-based duties which will contribute to successful completion of their apprenticeship programme.

Apprentices will receive regular visits from their training assessors and have access to learning resources to support their learning and development on and off the job.

### End Point Assessment

The EPA consists of three distinct assessment methods:

- Multiple choice examination – to assess knowledge elements of the standard
- Project report, presentation & questioning – to holistically assess knowledge, skills and behaviours (KSBs) in the standard
- Professional discussion underpinned by log – to holistically assess KSBs across the standard.

Each assessment methods’ contribution to the overall grade of the EPA/apprenticeship is set out in the following table:

Multiple Choice Examination	Project Report, Presentation & Questioning	Professional Discussion, underpinned by log
10%	60%	30%

### End-Point Grading

Overall performance in the EPA will determine the overall apprenticeship grades of:

- Pass
- Fail
- Merit
- Distinction

