



Business Improvement Techniques (BIT) Level 2 Manufacturing

Course Context

The NAC BIT engagement is led by a lean consultant. A team of 3 (1 consultant and 2 lean trainers) will deliver the course focusing on Quality, Cost & Delivery to groups of 10-12. The Level 2 BIT qualification in Business Improvement Techniques is focused at Operators, C.I team members & Team Leaders. It is designed to give your staff skills in lean tools & techniques that they can use long term. Candidates are able to achieve a nationally recognised level 2 qualification in Business Improvement Techniques. Candidates will gain the knowledge, understanding and application skills needed to participate in lean deployment teams on the shop floor. At the end of the course the NAC team will quantify and demonstrate the Impact our delivery has made to your organisation.

We will run 3 x 2 day sessions over a 8-12 week period covering the tools and techniques relevant to the BIT 2 qualification. The core tools that will be covered are:-

- Complying with statutory regulations and organisational safety requirements
- Contributing to Effective Team Working
- 5S / 5C Applying workplace organisation techniques
- Applying continuous improvement techniques (Kaizen) in the Workplace
- Creating Visual Management Systems
- Structured Problem Solving

It may be possible to offer additional support to candidates on certain units. Our consultants will work with you to establish your requirements and offer you the best pathway.

Who Should Complete the Course?

- Continuous Improvement Team Leaders
- Change Agents
- Team Leaders
- Operators

Course context

The NAC unique approach to BIT comes in 4 stages

1. **Diagnostic** - Our consultants will lead an analysis that will identify the target area or department within your company that will be the focus for NVQ delivery.
2. **Problem Solving** - using the structured problem solving tool to get to the root cause of issues within the process. It will also detail the actions to be taken by your team to achieve their outputs.
3. **NVQ** - Our trainers then deliver the Business Improvement Techniques NVQ in order to simplify the process, reduce cost, eliminate waste and improve quality.
4. **Impact** - This is the most important part of NAC's delivery and provides you with quantifiable evidence on the time and cost savings that our delivery has made for your organisation.

Course Style

The programme consists of a combination of knowledge, practical application & demonstration. The knowledge will be delivered by your consultant / assessor through the use of workbooks, PowerPoint presentations and group activities. The practical application will take the form of work based improvement activities, led by your consultant / assessor, in your own business. The learning will take place in an off-the-job group environment through a combination of teaching & group activities.

Your assessors will observe the assignment based work that you produce - this will be based on practical application and activities you do. The assessor will guide you in evidence collection, provide you with feedback on your progress and identify any evidence gaps against the BIT 2 achievement criteria.

Outcomes

- Improved business performance
- Motivated staff
- More efficient working practices
- Reduced costs & waste
- An understanding amongst your workforce of continuous improvement
- A better qualified workforce

Learning Outcomes

- Understand the concept of a lean environment
- Understand the principles and techniques of workplace organisation (5S / 5C)
- Be able to demonstrate the use of workplace organisation to improve the work environment
- Produce a flow process analysis / process map
- Measure and monitor business improvement through applying small incremental changes
- Be able to understand problem solving techniques
- Understand the advantages of team working
- Understand key features of health and safety requirements
- Be able to participate in improvement activities

Course Costs

NAC works with a number of Further Education Colleges which are able to offer the BIT Level 2 course for free in many cases. Please contact us to find out whether you would qualify for FREE training.

Course Venue

The Course will be facilitated at the delegates' place of work.

Accreditation

Our NVQ courses are accredited by Edexcel, City and Guilds & EAL, three of the country's leading Awarding Bodies. They are also nationally recognised & transferable.

Duration

Minimum 6 Days contact over a period of 6-16 weeks. However our consultants will work with you to establish a timeframe that best suits your business and the learners needs.

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