



# Business Improvement Techniques

## **Highfield Level 2 Certificate in Business Improvement Techniques (RQF)**

This qualification is designed for those learners wishing to understand and use business improvement techniques. These techniques can be applied to a variety of sectors from manufacturing through to office based roles, and ensures that business processes are planned and executed as efficiently as possible, identifying and minimizing waste whilst ensuring the highest quality.

This qualification can either be taken as a standalone or as the competency component of the Business Improvement Techniques pathway of the Level 2 Intermediate SASE Apprenticeship in Improving Operational Performance.

To achieve this qualification learners must achieve all of the units in the mandatory group and then choose optional units to achieve a minimum of 18 credits overall.

### **How long will it take me to achieve this qualification?**

The total qualification time (TQT) for this qualification is 180 hours and of this 102 hours are recommended as guided learning (GL).

### **How is the qualification assessed?**

This qualification is assessed through a portfolio of evidence which is put together during the course and demonstrates the learner has met the required assessment criteria.

### **What next?**

Upon successful completion learners may wish to continue their development via the completion of any of the following qualifications:

- Highfield Level 2 Certificate in Lean Organisation Management Techniques (RQF)
- Highfield Level 2 NVQ Diploma in Business Improvement Techniques (RQF)
- Level 3 NVQ Diploma in Business Improvement Techniques
- Level 4 NVQ Diploma in Business Improvement Techniques

### **Where can this course be taken?**

Through any Highfield approved training centre.

Qualification Number: 601/3198/6

Credit Value: 18