



## Business Improvement Techniques

### Course Overview

- ◆ This apprenticeship programme includes learning about implementing business improvement techniques, to develop better working practices, improve workflow and reduce business costs.
- ◆ The apprentice will improve their ability to work in a team and gain an understanding of the regulations related to their industry, as well as learning the theories related to LEAN management.
- ◆ They will develop their skills by undertaking productivity needs analysis, process mapping and activities related to the Kaizen process while learning about other workplace improvement techniques.
- ◆ Students will then implement their improvement ideas within the first six months, carry out the change process and put a business case together for approval. There will be an on-going evaluation of change/effectiveness to the improvement plan, and further planning of techniques to continuously improve.
- ◆ Some of the core competencies the apprentice will learn include: contributing to the development of visual management systems, contributing to carrying out lead time analysis, contributing to the application of problem-solving techniques, carrying out problem-solving activities, analysing and selecting parts for improvement, applying flow process analysis, and applying policy deployment (Quality operating systems, business plan deployment).

## Who is it aimed at?

It's open to all ages - not just school or college leavers, employed adults are eligible too. The course is for anyone interested in the following job roles:

- ◆ Administrator
- ◆ Quality Control Operative
- ◆ Operations Manager
- ◆ Head of Department

These roles can vary across all employment sectors for small, medium and large businesses.

## Duration

- ◆ This apprenticeship takes approximately 12 months for the apprentice to fully complete.

## How is this apprenticeship delivered?

- ◆ As part of this apprenticeship programme, the apprentice will learn and work on the employer premises, completing tasks for portfolio building and practical role-related projects.

## Entry requirements

- ◆ Employers set their own entry specification but the apprentice will complete Maths and English functional skills if they did not achieve GCSE grade 4 or above.

## Off-the-job funding rule

- ◆ The funding rules state that 20% of the apprentice's time must be spent completing off-the-job training, this may include different activities and is measured over the course of the apprenticeship.
- ◆ Apprentices will be required to undertake the equivalent of a day's training to meet this funding rule. This could be either attending BCoT, shadowing another department/role, online learning, or manufacturer training and will be fully documented in their portfolio.

## Progression opportunities

- ◆ Upon completion of the apprenticeship, with the transferable skills gained, the apprentice can progress further and apply their knowledge within a wide range of roles across many sectors.
- ◆ The apprentice may also progress their training further and work towards other relevant qualifications related to their role in the workplace.

## Did you know?

- ◆ An apprentice can be a new or existing employee.
- ◆ Apprenticeships are open to anyone living in England over the age of 16 and not in full-time education.
- ◆ Apprenticeship programmes can go up to degree level.
- ◆ BCoT is one of the largest providers of apprenticeships in the region. We work with large and small employers across all industry sectors.
- ◆ BCoT is in the top 30% of colleges nationally for timely achievement of apprenticeships for all ages and levels - National Achievement Rate Tables 2017/18.

## Get in touch

01256 306237 | [business@bcot.ac.uk](mailto:business@bcot.ac.uk)  
[www.bcot.ac.uk/apprenticeships](http://www.bcot.ac.uk/apprenticeships)

 @AspiralLearning  
 AspiralLearning

Aspiral Learning  
Basingstoke College of Technology  
Worting Road  
Basingstoke  
Hampshire  
RG21 8TN

