



Purpose Statement

BIIAB Level 3 Diploma in Business Improvement Techniques

Overview

The BIIAB Level 3 Diploma In Business Improvement Techniques has been designed to allow learners to obtain and then demonstrate the knowledge to work effectively and flexibly with a business improvement role.

Due to constant regulatory, policy and funding changes users are advised to check this qualification has been placed in the relevant Apprenticeship Framework and / or is funded for use with individual learners before making registrations. If you are unsure about the qualification's status, please contact BIIAB head office.

Who is this qualification for?

This qualification is appropriate for use in the following age ranges:

- > 16-18
- > 19+

Skills and Education Group Awards expects approved centres to recruit with integrity on the basis of a learner's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

What does the qualification cover?

This qualification covers the following mandatory units:

- > Understand the application of workplace organisation techniques
- > Understanding the application of continuous improvement techniques- Kaizen
- > Understanding the development of visual management systems
- > Understanding the leading of effective teams
- > Understanding the application of statutory regulations and organisational safety requirements

There are also the following optional units:

- > Understanding how to carry out problem solving activities
- > Understand the creation of flexible production and manpower systems

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- > Understanding the process of analysing and selecting parts for improvement
- > Understanding the application of set-up reduction techniques
- > Understanding the creation of standard operating procedures
- > Understanding the application of flow processes analysis
- > Understand the creation of flexible production and manpower systems
- > Understanding how to carry out problem solving activities
- > Understanding how to carry out problem solving activities
- > Understanding the process of analysing and selecting parts for improvement
- > Understanding the application of set-up reduction techniques
- > Understanding the creation of standard operating procedures
- > Understanding the application of flow processes analysis
- > Understand the creation of flexible production and manpower systems

Assessment

This qualification is internally assessed and requires internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Overview of assessment strategy

The qualification contains knowledge units. These units are respectively assessed by both Assessment Knowledge Modules (AKMs) and centre devised assessments internally set. The AKMs are internally marked assessments, containing a series of questions, marked and internally verified by the centre and with external verification by the BIIAB External Quality Assurer (EQA). The centre devised assessments are internally set assessments that are internally verified by the centre and with external verifiers.

Assessments provided by BIIAB Qualifications Limited will ensure that effective learning has taken place and that learners have the opportunity to:

- > Meet the assessment criteria
- > Achieve the learning outcomes



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Centres must obtain approval for any Centre Devised Assessments before their use. Please contact BIIAB Qualifications Limited for details of the Centre Devised Assessment process and procedure.

What could this qualification lead to?

Completion of this qualification allows for a number of progression routes to employment and into other areas of learning.

Achievement of the qualification offers opportunities for progression, including:

- > Level 3 apprenticeship in Business-Improvement Techniques
- > 601/4601/1 BIIAB Level 4 Diploma in Management
- > Employment opportunities and career progression

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Further Information

Further information on the qualification can be found on the Skills and Education Group Awards website.