



IMPROVEMENT SPECIALIST APPRENTICESHIP

#REACHWITHRHG

🌱 **What is an Improvement Specialist Apprenticeship?**

Improvement Specialists lead the deployment of improvement strategies across organisations. They can be found across all sectors and functions including automotive, banking, engineering, food products, IT, property, retail, telecoms, public sector, etc.

Typically, Improvement Specialists manage Improvement Practitioners and lead large or multiple programmes linked to key business objectives, identifying and engaging both subject matter experts and key stakeholders. Their work generally requires them to interact with others but usually involves a high-degree of autonomy.

There are a variety of job titles associated with the occupation, these include, but are not limited to: Business Improvement Expert, Continuous Improvement Consultant, Process Excellence Manager, Lean Six Sigma Black Belt and Business Transformation Consultant.

Typically, the programme runs for 18 - 21 months and requires a minimum of 370 off the job hours.

🌱 **Topics covered:**

- Identifying potential opportunities, diagnosing issues, proposing solutions and implementing changes and controls
- Working in accordance with organisational controls and statutory regulations
- Selecting and applying the appropriate graphical tool dependent on the data type to identify patterns, trends and signals
- Planning designed experiments with clear objectives, and appropriate levels of controls and measurement
- Coaching teams and sharing best practice



🌱 **Who is it for?**

This apprenticeship is suited to individuals who are responsible for managing and leading improvement teams and delivering a range of improvement projects. Improvement specialists often lead an organisation's improvement strategy.

🌱 **What qualifications will you gain?**

Lean Six Sigma Black Belt qualification is included with this programme. You will also gain access to RHG's Grow Academy.

🌱 **Want to know more?**

Read more about the programmes we offer on our website at www.rhgconsult.co.uk or contact us directly and we will be happy to answer your questions and give you more detail on the apprenticeship programmes we offer, how to access funding or even how to hire a Improvement Specialist apprentice.



The apprenticeship standard journey



🌱 **What do our learners say?**

My experience with the RHG team has been extremely positive. The tutors provided both guidance and challenge, encouraging me to think critically and apply theory directly to practice. Their coaching style helped me to build confidence, while their use of real-world examples made the tools and techniques far more relevant to my role. I found the balance of support and professional rigour very effective, and I leave the programme better equipped, more reflective and motivated to continue developing myself and contributing to continuous improvement.

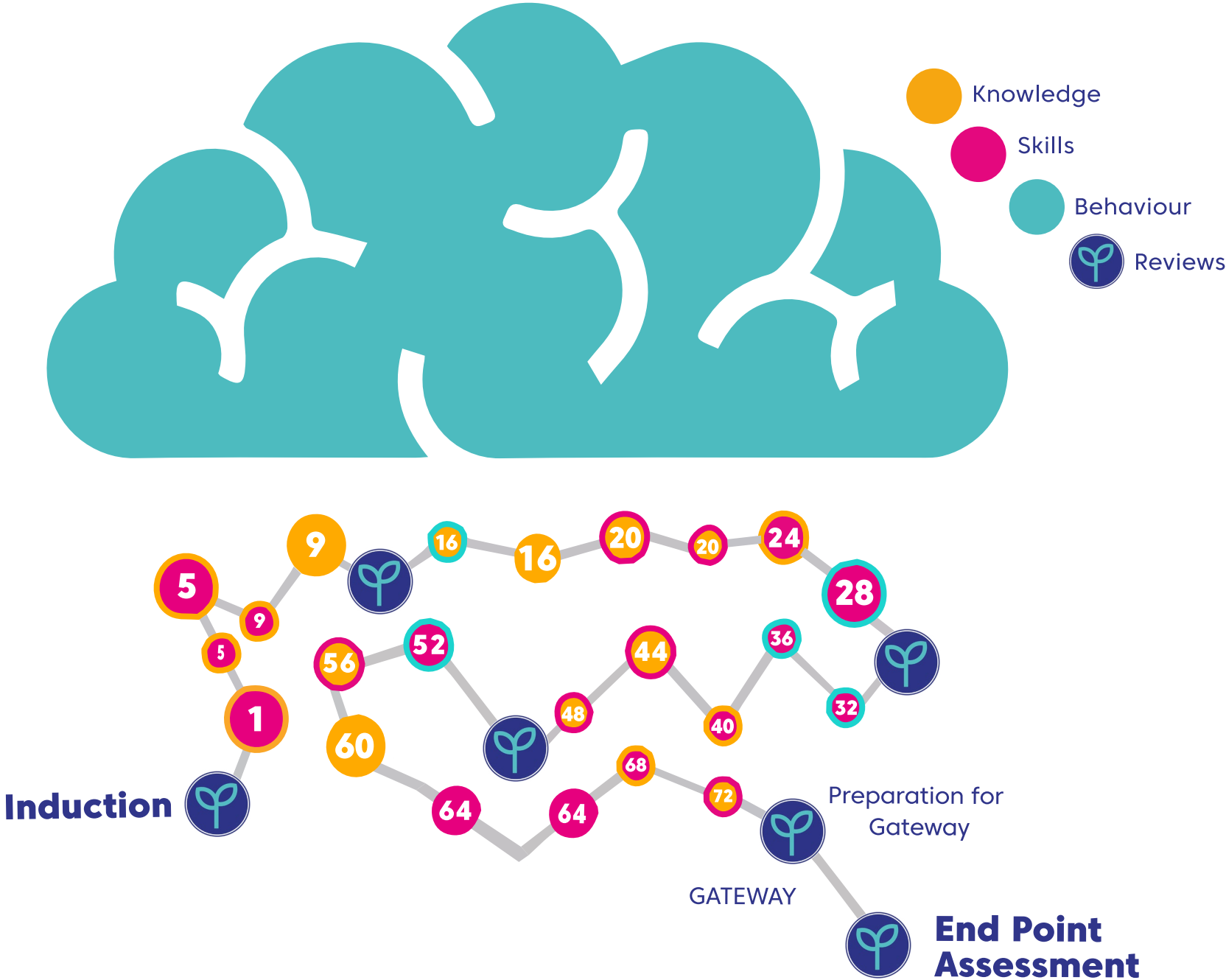
🌱 **What do employers say?**

M has come a long way during his apprenticeship, and it's clear he has gained valuable knowledge that will benefit him in his current role and beyond. There were times when he took on more than necessary, but after some conversations, he found a way to balance his coursework with his responsibilities effectively. The work he submitted and the observations made were of a high standard, and I'm delighted to see that he passed the course on his first attempt. I have no doubt that he is already on his next mission continuing to up skill himself through further learning opportunities using the knowledge gained by this apprenticeship course.

Improvement Specialists are vital in today's work environment because they lead the deployment of improvement strategies, training others and providing broad and deep technical expertise in advanced and complex Lean Six Sigma and change management projects.

Improvement Specialist Level 5

Mindmap of weekly timescales



Week No.	Learning Unit
1	INDUCTION
1	Principles & Methods for Improvement
95	Leading Improvement Teams
5	Project Planning, Selection & Scope
9	Change Planning
9	Project Reviews & Coaching
	PROGRESS REVIEW
16	Commercial Environment
16	Voice of the Customer
20	Process Mapping & Analysis
20	Lean Concepts & Tools
24	Root Cause Analysis
28	Strategic Deployment of Continuous Development
	PROGRESS REVIEW
32	Communication
36	Capability Development
40	Data Acquisition Planning, Analysis & Statistical Methods
44	Measurement Systems Analysis
48	Statistics & Measures
	PROGRESS REVIEW
52	Process Capability & Performance
56	Experimentation & Optimisation
60	Identification & Prioritisation
64	Statistical Process Control
64	Benchmarking
68	Failure Mode Avoidance
72	Sustainability & Control
	Preparation for Gateway
	GATEWAY
	END POINT ASSESSMENT



Apprenticeship assessment explained



- Completes a professional discussion underpinned by a portfolio of evidence, which includes a recording of a 40 minute training session to improvement practitioners or equivalent. Completes a 4 hour exam consisting of mini case-studies.
- Ensures that the apprentice has covered all the knowledge, skills and behaviours and prepares the apprentice by means of mock examinations, mock professional discussions and feedback.
- Assess and grade the apprentice based on the examination answers and professional discussion underpinned by the portfolio of evidence. Sends out results within 4 weeks.



What to include in your portfolio of evidence?

The portfolio of evidence must include a minimum of one set of evidence for each of the topic areas assessed by the professional discussion. The above evidence must include a range of documents, such as reports from process improvement projects, process analysis charts or House of Quality images.

The portfolio of evidence must also include evidence relating to the preparation and delivery of a training session with Level 4 colleagues with learning outcomes linked to one or two improvement topics.



Did you know?

Both components of the final assessment must be passed for the apprentice to be deemed competent. Satisfactorily meeting the criteria is a pass, exceeding them can lead to a merit or a distinction.

Professional discussion

While your portfolio of evidence is not assessed it is reviewed and used to provide context for the open questions asked during the professional discussion. The professional discussion will last between 2 hours and 2 hours 20 minutes and you may refer to your portfolio of evidence during the discussion.

A technical expert from your employer must be present during the professional discussion to provide clarification only. The professional discussion underpinned by the portfolio of evidence contributes 50% to your overall grade.

Mini case-studies exam

The 4 hour examination consists of eight separate mini case-studies, covering topics where there is a series of right/wrong answers. Each case-study will include a brief description of a scenario and a set of data in Excel, Minitab or an alternative software package.

You are required to use an appropriate software package to answer 10 multiple-choice questions in relation to each case-study. The exam contributes 50% to the overall grade.



FAQs

We have compiled a list of frequently asked questions so whether you're looking to grow your team by hiring new members, or upskill your current workforce, you can gain maximum benefits from apprenticeship schemes.

Background

The Apprenticeship Levy was introduced from 6 April 2017 to inspire employees to expand existing and introduce new apprenticeship schemes.

Here at RHG, we help employers to deliver high-quality, professional apprenticeship programmes to grow existing employees by closing skills gaps and hire new team members.

What is the Apprenticeship Levy?

The Apprenticeship Levy is a compulsory levy on employers that is used to fund the delivery of and increase the quantity and quality of apprenticeships within the UK.

Who has to pay the levy?

From April 2017, UK employers within the private and public sector with a bill of over £3 million pay the Apprenticeship Levy.

Non-levy paying employers will contribute 5% towards the cost of training and assessing apprentices, with the government paying the remaining 95%.

How much do organisations pay?

The levy is set at 0.5% of an organisation's pay bill, however employers receive a £15,000 annual allowance to offset against the levy.

How are levy payments made?

HM Revenue and Customs (HMRC) will collect monthly payments. Businesses are required to calculate and report the levy that they owe each month.

What happens to the levy?

The payments made by levy-paying organisations go into the Digital Apprenticeship Service account where employers can get access to funding as well as find relevant apprenticeships and training providers.



How can funds be accessed?

Levy-paying employers can access their Apprenticeship Levy contributions through their Digital Apprenticeship Service (DAS) account to pay for their apprenticeship training.

For non levy-paying organisations please contact us or visit <https://www.apprenticeships.gov.uk/employer/funding-an-apprenticeship-non-levy#>

How are funds spent?

The funding can be put towards the cost of training and assessments within the apprenticeship and can only be used with an approved training provider who is on the register of apprenticeship training providers.

Are there any funding rules?

Yes, and a key one is that apprentices must be permitted dedicated time from their working week to achieve the programme off the job hours

Who can become an apprentice?

The apprenticeship scheme is available for both new and existing employees to enable you to develop existing team members, as long as they meet eligibility criteria. There are no age restrictions on the apprenticeship scheme.

Is there a time limit to spend the levy funds?

Levy funds will expire 24 months after they enter the account unless they are spent on apprenticeship training.



Did you know?

A 10% top-up is applied by the government to funds added into the account. So for every £1 an employer adds, the organisation has £1.10 to spend on apprenticeships.



How do I find out more?

Contact us today to discuss how you could fill skills gaps within your existing team, hire new team members through the apprenticeship scheme or for more information about the Apprenticeship Levy.

t: 0345 603 9311
e: info@rhgconsult.co.uk

Harborough Innovation Centre
Leicester Road
Market Harborough
LE16 7WB