



Level 2 Certificate in Lean Organisation Management Techniques

Dates: 01/08/2024

Locations: Online

Please note: this course is only available to learners in England outside Greater London and outside the combined authorities of: Cambridgeshire and Peterborough, Greater Manchester, Liverpool City Region, Tees Valley, West of England, West Midlands, North East, Sheffield City Region, and West Yorkshire.

This course is for learners who want to understand how a lean organisation can provide the greatest customer value with the fewest resources. Learners will gain a sound understanding of the concepts and benefits of a lean environment as well as knowledge of business techniques and working in teams. It is suitable for learners who have little or no previous experience, including those returning to work.

Entry Requirements

In order to undertake this course, you must have English at Level 1. You will need to know how to use an electrical device such as; a computer, laptop or tablet due to the delivery of the course being all online.

What topics does the course cover?

The qualification consists of 3 mandatory units. The mandatory units will help you gain skills and knowledge in the following areas:

- Lean Organisation Techniques in Business. In this unit you will gain an understanding of the concept of a lean environment, be able to implement a productivity needs analysis and produce a process map.
- Business Improvement Tools and Techniques. This unit covers continuous improvement techniques (Kaizen) and the principles and techniques of workplace organisation. You will also be able to use visual indicators to improve the

work environment and suggest ways to eliminate variance from processes.

- Working in Business Teams. In this unit, you will develop an understanding of what makes an effective team. You will also look at what makes an effective team leader.

How will I be taught and assessed?

You will be provided with online learning materials which covers all aspects of your course. You will be required to complete assessments for each of the units within the course and submit these by the deadline dates provided at induction. You will be allocated an assessor at the start of your course and they will support you to ensure you have a successful outcome. IT skills will be developed throughout your course and basic English skills will be assessed and discussed on an ongoing basis.

Are there any other costs or equipment I need to get?

The course is free if you meet the eligibility criteria. You must be a UK resident or have lived in the UK for 3 years or more and be aged 19 or older on 31 August 2024. You will need internet access so that you can respond to email and a digital device that will enable you to type your answers into a web-based platform.

By the end of the course what should I be able to do?

This qualification aims to improve business performance through continuous professional development of employees and their skill set. At the end of the qualification, learners will be able to:

- Understand lean organisation techniques in business
- Know and understand business improvement tools and techniques
- Know and understand how to work effectively in a business team
- Access the business sector or progress to further qualifications and learning

What are the progression opportunities following this course?

If you are interested in progressing to further study at the next level of vocational learning, the following qualifications are available:

Level 3 Qualifications in Business Improvement Techniques

Level 4 Qualifications in Business Improvement Techniques You may also go on to study qualifications in a related area depending on your current skills and role within your organisation.

This qualification could provide you with the skills and knowledge needed for employment in a range of job roles in a wide variety of sectors where business improvement techniques are required.