

# Improvement Practitioner L4 Apprenticeship Standard



This apprenticeship standard develops the skills to identify and lead the delivery of change across organisational functions and processes using Lean and Six Sigma, project and change management principles and tools. Individuals learn how to lead smaller projects and/or play a key supporting role in larger programmes. They gain the skills to tackle issues that require swift problem-solving, or re-occurring challenges that require in-depth analysis and the implementation of effective and sustainable countermeasures. Once qualified, an improvement practitioner can identify opportunities, diagnose issues, propose solutions and implement changes and controls, leading small teams to support these processes.

## What skills do staff develop?

**Improvement practitioner** apprentices gain the skills and competence to perform a variety of tasks in line with **best practices, company procedures** and **regulatory requirements**.

These include:

- Compliance
- Team formation & leadership
- Presentation & reporting
- Change management
- Lean & Six Sigma improvement methods
- Project selection, scope, definition & management
- Data analysis, mapping & statistics
- Problem definition
- Process mapping
- Communication
- Coaching
- Benchmarking
- Sustainability & control

Apprentices can also improve their maths and English skills during the programme if they have not previously achieved level 2 standards. TRS have specialist tutors who teach numeracy and literacy skills in industry-relevant ways.

## Duration

14-18 months

## Structure of Apprenticeship

### Phase 1 Initial assessment

During this phase, the candidate's existing skills are assessed so that a tailored training programme is developed which will allow them to practice and acquire the job skills they need to complete the apprenticeship. The candidate also completes an assessment in English and maths.

### Phase 2 Training

Here, the apprentice undertakes a programme of on and off-the-job training, which develops the skills of a competent **improvement practitioner**. Training fits round around working routines. TRS trainers are on hand to offer ongoing support.

### Phase 3 Gateway

The **Gateway** is a review stage towards the end of the apprenticeship when the apprentice, employer and TRS trainer meet to review if additional training or skills practice is needed.

### Phase 4 End Point Assessment

The apprentice is assessed by an independent organisation to see if they have reached the required standards.

## Progression options

On completion, apprentices can also consider progression onto the **Operations or Departmental Manager L5** apprenticeship standard.

## Employer responsibilities

Employers must allow their apprentices to spend at least 20% of their time undertaking off-the-job training. They will also need to provide a workplace mentor and opportunities for apprentices to complete workplace projects that enable improvements within the organisation.

## Funding

For small and medium businesses that do not pay the apprenticeship levy, the Government funds 95% of the apprenticeship. The employer pays the other 5% plus the apprentice's wages. Larger firms that pay the levy can meet 100% of the costs using their levy funds.

## Why choose apprenticeships?

- Address skills shortages
- Increase staff loyalty, motivation and productivity
- Tap into available funding
- A way of ensuring quality standards in your business

## Why choose TRS?

- Rated excellent by employers for apprenticeships
- Expert advice for businesses on apprenticeship funding
- Niche manufacturing and logistics industry expertise
- Many years experience of successfully delivering apprenticeships
- Free recruitment service

## Further information

If you have staff you want to enrol on to the **Improvement Practitioner** apprenticeship standard, or you want to recruit apprentices, please contact Andy Tolley 07719 031203 or email [andrewt@trstraining.net](mailto:andrewt@trstraining.net)



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