

## Qualification Specification

**603/5253/X**

iCQ Level 2 Certificate in Lean Organisation Management Techniques



### Qualification Details

Title :	iCQ Level 2 Certificate in Lean Organisation Management Techniques
Awarding Organisation :	<a href="#">iCan Qualifications Limited</a>
Fees Price List Url :	<a href="https://icanqualify.net">https://icanqualify.net</a>
Qualification Type :	RQF
Qualification Level :	2
Regulation Start Date :	6 November 2019
Offered In England :	Yes
Offered In Wales :	No
Offered In Northern Ireland :	No
Assessment Language In English :	Yes
SSA :	4.2 - Manufacturing technologies
Purpose :	Confirm competence in an occupational role
Total Credits :	15
Min Credits at/above Level :	15
Total Qualification Time :	150
Guided Learning Hours :	90
Overall Grading Type :	Pass
Assessment Methods :	Portfolio of Evidence
Structure Requirements :	To achieve this qualification, learners must complete all 3 units totalling 15 credits.
Age Ranges :	16-18; 19+
Qualification Objective :	This qualification will enable learners to understand and implement lean organisation techniques, business improvement tools and techniques and to work effectively in a business team.
Progression :	iCQ Level 2 Diploma in Team Leading
Entry Requirements :	None



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### Rules of Combination (ROC)

Group Name	Mandatory	#Units	Minimum Units	Maximum Units	Minimum Credits	Maximum Credits
All) All Groups	No	0	(null)	(null)	(null)	(null)
A) Group A Mandatory Units	Yes	3	3	3	15	15

### Group A Group A Mandatory Units

URN	Title	Level	GLH	Credit
<a href="#">K/617/8630</a>	Working in teams	2	30	5
<a href="#">M/617/8628</a>	Business improvement tools and techniques	2	30	5
<a href="#">T/617/8629</a>	Lean organisation techniques	2	30	5

<b>Unit: K/617/8630 : Working in teams</b>	
<b>Understand what makes an effective team</b>	
<b>Assessment Criteria</b>	
01	Describe the characteristics of an effective team
02	Describe different team structures
03	State the benefits of team working
<b>Understand how to work effectively in a team</b>	
01	Explain how to deal with conflict and difficult situations within the team
02	Explain how to deal with conflict and difficult situations as the team's leader
03	Describe how to review the team's effectiveness
04	Explain how own actions can contribute to achieving goals
<b>Understand the role of a team leader</b>	
01	Describe the attributes of a team leader
02	Describe ways that a team leader can motivate team members

<b>Unit: M/617/8628 : Business improvement tools and techniques</b>	
<b>Understand continuous improvement techniques</b>	
Actions - The candidate must	
01	Identify the main Kaizen principles
02	Explain how to apply Kaizen principles
<b>Understand workplace organisation</b>	
01	Identify areas of weakness in workplace organisation
02	Suggest improvements for identified areas of weakness
<b>Use visual indicators to improve the workplace</b>	
01	Identify areas that contribute to good visual management in the workplace
02	Prepare appropriate visual indicators
<b>Eliminate variance from processes in the workplace</b>	
Assessment Criteria	
01	Describe the benefits of standard working methods
02	Prepare a document suggesting how to eliminate variance in processes

Unit: T/617/8629 : Lean organisation techniques	
Understand a lean environment	
Assessment Criteria	
01	Describe the principles of lean organisation techniques
02	State the benefits of a lean environment
Undertake productivity needs analysis	
01	Explain the process of a productivity needs analysis
02	Perform a productivity needs analysis in a selected organisation
Produce a process map	
01	Produce a process map using appropriate symbols and terminology