



DISTANCE LEARNING

NCFE Level 2 Certificate in Business Improvement Techniques

ELIGIBILITY / ENTRY REQUIREMENTS

- Aged 19+
- Lived in the UK for 3 years

PERSONALISED LEARNING PLATFORM

- This self-learning course has been developed to fit around you and your lifestyle.
- Assignments can be completed online or in a workbook format.
- You will be assigned a tutor who will be available to offer guidance and support through your learning journey.

Improving business performance is vital for any business. Making improvements that are more efficient - such as saving on time or costs - can have huge benefits to an organisation, particularly in competitive business environments. This qualification aims to build knowledge on the study of business improvement techniques, including workplace organisation, building effective teams and managing working relationships. It will also teach the importance of improving processes and procedures using visual management systems and flow process analysis.

What does this qualification cover?

This knowledge-based QCF qualification covers enhanced early stage learning and concepts relating to equality and diversity, particularly relating to society, the workplace, and the community. This will enable learners to develop a level of knowledge beyond the standard employer-sponsored training experience, which will provide them to access further learning routes or career progression.

You will achieve a total of 6 units;

- Safe Effective Team Working
- Workplace organisation
- Continuous improvement
- Visual management Systems
- Problem solving
- Flow process analysis

Objectives

- Safe and effective team working
- Principles and techniques that support workplace organisation
- An understanding of continuous improvement techniques and the application in the workplace
- How to use visual management systems
- Problem solving techniques
- How to carry out flow process analysis

Typical duration: 12 weeks



For further information or to book onto an open day to start your learning journey, contact the Distance Learning Team; **0161-747-4674/0161-489-3907** or email; distancelearning@tcg.ac.uk