

4

IMPROVEMENT PRACTITIONER

The Improvement Practitioner Level 4 Apprenticeship prepares individuals for a career in operational excellence and continuous improvement. This apprenticeship covers a range of topics, including process analysis, problem-solving techniques, project management, change management, and teamwork.

Upon completion of the apprenticeship, apprentices will have a comprehensive understanding of continuous improvement principles and will be capable of driving improvement initiatives in a variety of settings, including manufacturing, healthcare, IT, and more.

As an Improvement Practitioner, they will play a key role in ensuring that their organisation continually evolves and improves. They will be able to work effectively as part of a team or lead a team in improvement initiatives, communicate effectively with stakeholders, and represent their organisation's commitment to continuous improvement. With these skills, they will be able to progress to more senior roles within their organisation, such as an Improvement Manager or Operations Manager. Alternatively, they might choose to further their professional development with the Improvement Specialist level 5 apprenticeship.



[click here to apply](#)

[view Apprenticeship Standard](#)



Level 4



£0 to £300

Maximum cost for non-levy employers and micro-businesses



14+ months

*Approximate on-programme training
(does not include EPA period)*



£6,000

Maximum cost/funding for levy employers



Knowledge

- Compliance
- Team formation & leadership
- Project management
- Presentation & reporting
- Change management
- Principles & methods
- Project selection & scope
- Problem definition
- Process mapping & analysis
- Data analysis – basic tools
- Measurement systems
- Basic statistics & measures
- Data analysis - statistical methods
- Process capability & performance
- Root cause analysis
- Experimentation
- Identification & prioritisation



Skills

- Compliance
- Communication
- Coaching
- Project management
- Change management
- Principals and Methods
- Project selection and Scoping
- Problem definition
- Voice of the customer
- Process mapping & analysis
- Lean tools
- Measurements systems
- Data acquisition for analysis
- Basic statistics & measures
- Data analysis-statistical methods
- Process capability & performance
- Root cause analysis
- Experimentation & optimisation
- Identification & prioritisation
- Data analysis – SPC
- Benchmarking
- Sustainability & control



Behaviours

- Drive for results
- Team-working
- Professionalism
- Continuous development
- Safe working

ENROLMENT TIMELINE

- 01** Complete the online skills scan
- 02** Accept the Team's invitation to an induction session
- 03** Register in Bud (photo evidence of ID required)
- 04** Complete initial assessments (Functional Skills)
- 05** Attend enrolment session
- 06** Sign enrolment forms

CONGRATULATIONS YOU ARE NOW ON THE PROGRAMME



IMPROVEMENT PRACTITIONER ROADMAP

Modules are delivered holistically through-out the programme.

17+ months

14+ months

3+ months

Module 1	Module 2	Module 3	Module 4	End-Point Assessment
Apprenticeship induction	Planning and Scope	Change and Implementation	Review and Control	
INDUCTION	Portfolio of evidence collection	Portfolio of evidence collection	Portfolio of evidence collection	
Induction masterclass 2h Project planning meeting (Learner, line manager/mentor / Tutor)	Monthly Masterclasses (Approx. 3h) Monthly Workshop (Approx. 2h)	Monthly Masterclasses (Approx. 3h) Monthly Workshop (Approx. 2h)	Monthly Masterclasses (Approx. 3h) Monthly Workshop (Approx. 2h)	Multiple Choice Examination (40-minute duration)
Preparing for your apprenticeship E-portfolio set-up and online learning Individual learning plan confirmed with possible project's scoped	<ul style="list-style-type: none"> Compliance Team Formation Coaching Project Selection and Scoping Data Acquisition for analysis Team-Working Safe Working Identification and Prioritisation Communication Voice of the Customer Data Acquisition Project Selection Coaching 	<ul style="list-style-type: none"> Project Management Change Management Principles and Methods Lean Tools Process Mapping and Analysis Data Analysis - SPC Data Analysis Basic Statistics and Measures Data Analysis - Statistical Methods Root Cause Analysis Experimentation Lean Tools Change Management Data Analysis (SPC and Statistics) 	<ul style="list-style-type: none"> Presentation and Reporting Drive for Results Continuous Development Measurement Systems Benchmarking Process Capability and Performance Experimentation and Optimisation Sustainability and Control Professionalism Project Reporting Cost Benefit Analysis Continuous Improvement 	Report, Presentation and Questioning 40-minute presentation 35-minute questioning
	1-2-1 Monthly	1-2-1 Monthly	1-2-1 Monthly	EPA GATEWAY Professional Discussion underpinned by log 1800-2200 words 60-minute duration

Formal review every 8-12 weeks

0 - 6 months Functional Skills based on Prior Qualifications and Assessment results

