

5



IMPROVEMENT SPECIALIST

Building on the level 4 apprenticeship, the Improvement Specialist Level 5 Apprenticeship is designed to equip individuals with the necessary skills and knowledge to excel in roles that revolve around enhancing business operations and performance. This apprenticeship covers a broad array of topics, including project management, problem-solving methodologies, coaching, change management, data analysis, and process improvement strategies.

Upon completion of the apprenticeship, apprentices will possess a comprehensive understanding of the business improvement landscape and will be capable of managing and leading improvement initiatives in a variety of settings, including manufacturing, IT, healthcare, and public services.

As an Improvement Specialist, they will play an essential role in driving efficiency, productivity, and innovation within an organisation. Their expertise will aid in aligning business operations with strategic objectives, adhering to regulatory standards, and fostering a culture of continuous improvement. Consequently, they will contribute significantly to enhancing business performance, boosting customer satisfaction, and ultimately improving an organisation's bottom line.



[click here to apply](#)

[view Apprenticeship Standard](#)



Level 5



£0 to £450

Maximum cost for non-levy employers and micro-businesses



14+ months

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



£9,000

Maximum cost/funding for levy employers



Knowledge

- Leading improvement teams
- Project planning
- Project reviews & coaching
- Change planning
- Commercial environment
- Principles & methods for Improvement
- Voice of the customer
- Process mapping & analysis
- Data acquisition planning
- Statistics & measures
- Lean concepts and tools
- Measurement system analysis
- Process capability
- Root cause analysis
- Experimentation
- Identification & prioritisation
- Failure mode avoidance
- Sustainability & control



Skills

- Leading improvement teams
- Strategic Deployment of Continuous Improvement
- Communication
- Capability Development
- Project planning
- Change planning
- Principles and Methods for Improvement
- Project selection & scope
- Process mapping & analysis
- Lean tools
- Measurement
- Statistics & measures
- Data analysis-statistical methods
- Process capability & performance
- Root cause analysis
- Experimentation & optimisation
- Data analysis – Statistical Process Control
- Benchmarking
- Failure mode avoidance
- Sustainability & control



Behaviours

- Drive for results
- Team-working
- Professionalism
- Process Thinking
- 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 SPECIALIST 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	EPA GATEWAY	
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"> Principles and Methods of Improvement Project Management Process Mapping and Analysis Voice of the Customer Leading Improvement Teams Communication Continuous Improvement Coaching Change Planning and Management Drive for Results Problem Solving Commercial Environment 	<ul style="list-style-type: none"> Project Management Process Mapping and Analysis Voice of the Customer Leading Improvement Teams Communication Continuous Improvement Coaching Change Planning and Management Drive for Results Problem Solving Commercial Environment Safe Working Professionalism 	<ul style="list-style-type: none"> Data Planning and Analysis Statistics and Measures Measurement Systems Analysis Process Thinking, Capability and Performance Capability Development, Sustainability and Control, Benchmarking Experimentation and Optimisation Use of AI to Schedule and Assign Resources 		Report, Presentation and Questioning 40-minute presentation 35-minute questioning
	1-2-1 Monthly	1-2-1 Monthly	1-2-1 Monthly	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

