



# **LEVEL 3**

# **IMPROVEMENT**

# **TECHNICIAN**

# **APPRENTICESHIP**



## Improvement Technician

**Level:** 3

**Duration:** 14 months + 2 months EPA Period

### Who is this for?

A wide range of staff would benefit from this apprenticeship as the Improvement Technician apprenticeship can be applied to those looking to develop their skills in managing change.

The learners role should allow for the below typical activities to be included to enable the learner to successfully achieve the programme:

- Engaging team members in the identification of improvement opportunities and relevant countermeasures and controls
- Initiating and facilitating improvement activities through to confirmed resolution
- Providing local expertise in business improvement methods and basic tools to team

The employer must be prepared to provide the learner with the opportunity to carry out work and be part of projects which will enable them to produce the substantial evidence required for completion.

### What will be achieved?

- Level 3 Improvement Technician Apprenticeship Standard
- Level 2 Functional Skills in Maths and English (if no prior exemption)

### What will be involved?

The Improvement Technician Standard apprenticeship is focused on delivering measurable improvements across a business and provides learners with the knowledge, skills and behaviours to lead improvement teams. This programme will last for 16 months of teaching and learning, followed by an End Point Assessment, spread over 2 months.

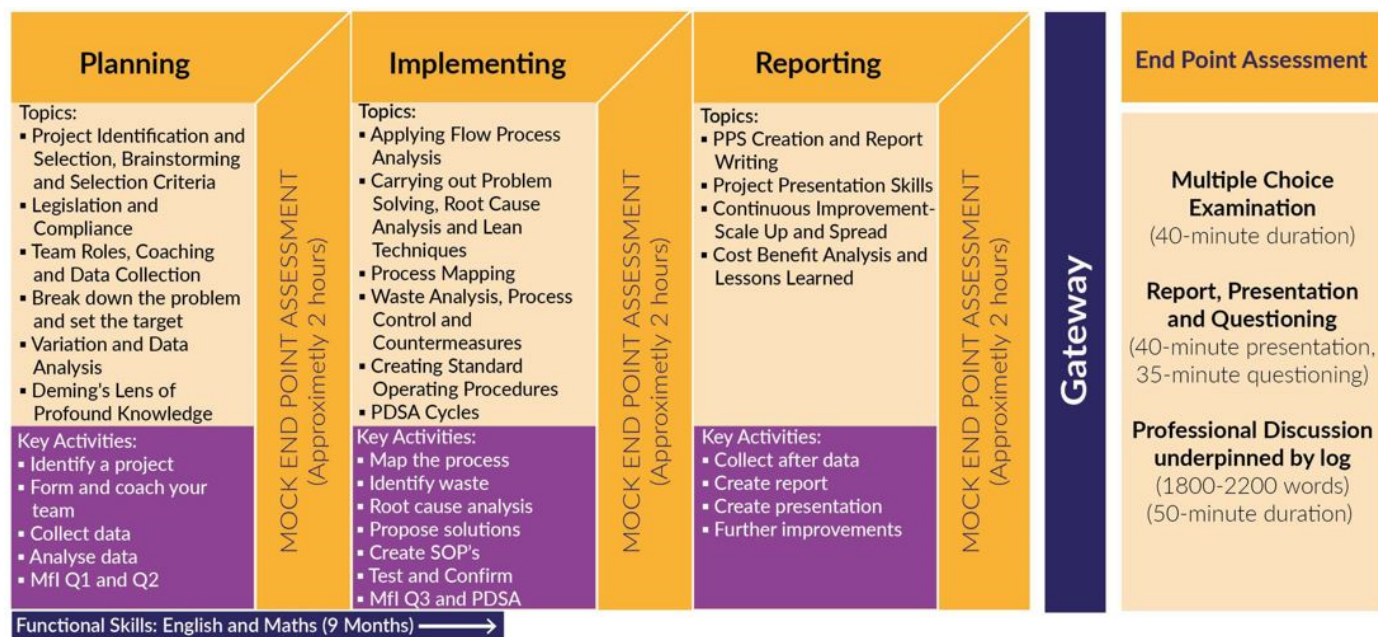
Following Initial Assessment, Enrolment and Induction, programme units are grouped into 3 themes which complement each other. These are Planning, Implementing and Reporting, with the 26 criteria standard criteria logically spread across these themes.

Apprentices will be assessed on their knowledge and skills throughout the apprenticeship, this is tracked online using an e-portfolio and visits from a tutor every 4-6 weeks.

After each theme is complete, a Mock End Point Assessment is carried out to ensure apprentices are ready to complete the End Point Assessment at the end of the programme

The programme can include the completion of Functional Skills in maths and English at level 2, planned for achievement by month 9 of the programme.

# Programme Overview



## End Point Assessment (EPA)

The End Point Assessment will be completed by an Independent End Point Assessment Organisation and consist of three components:

1. Multiple Choice Examination (40-minutes duration)
2. Report, Presentation and Questioning (40-minute presentation, 35-minute questioning)
3. Professional Discussion underpinned by a CPD log (50-minutes duration)

Apprentices must submit their Project Report up to one month after the gateway meeting.

## Benefits

### Potential employer benefits

- Improved productivity and performance
- Reduced costs, process variation and waste
- Improved inter-departmental communication
- Customers and prospects will see that you invest in quality improvement within your organisation

### Potential employee benefits

- Improved knowledge and skills leading to enhanced abilities at work to enable staff to take on a wider range of responsibilities and lead project improvements
- Achievement of nationally recognised qualifications, with the opportunity to progress onto higher level programmes and further career development
- Improved positive job satisfaction and empowerment to make positive changes

## Off the Job Training

As part of government policy to raise the quality of an apprentice's learning, a minimum of six hours per week of off-the-job learning applies to apprenticeships. Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties.

# Learner Feedback

"I am enjoying the course and feel encouraged; *tutors are very supportive*"

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"Very interesting and practical. Have been *able to implement much of what I'm learning and expand my knowledge*"

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"I am *enjoying the pace of the programme* and appreciate the support I am receiving from both my line manager and my tutor"

Interested? Have questions?

Call us!

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## Why choose us?

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