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| **Course details** | | | | | | | | | |
| Title (This must be the marketing title of the course – whatever is used in a brochure to advertise the course) | | | | Lean Organisation Management Techniques | | | | | |
| Award to be received | | | | Level 2 Certificate in Lean Organisation Management Techniques | | | | | |
| Regulatory body | | | | TQUK | | | | | |
| Qualification (A-Level/BTEC Diploma/HND/etc – **not awarding body**) | | | | Level 2 Certificate | | | | | |
| Subject Area | | | | Business | | | | | |
| Level | | | | 2 | | | | | |
| UCAS Points value (if applicable) | | | |  | | | | | |
| Duration **(in years apart from short courses)** | | | | 18 weeks | | | | | |
| Start Date | | | |  | | | | | |
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| **UCAS details (Full time HE only)** | | | | | | | | | |
| **Institution Code Name** | | **Institution Code** | | **Course/Campus Code** | | | | **Short Form Title** | |
|  | |  | |  | | | |  | |
| **KIS Institution** | |  | | **KIS Course Code** | | | |  | |
|  | | | | | | | | | |
| **Attendance details (delete as appropriate)** | | | | | | | | | |
| Distance Learning | | |  | | | |  | | |
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| **Location (delete as appropriate)** | | | | | | | | | |
|  |  |  | |  |
| Distance Learning | |  | |  | |  | | |
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| **Course information** | |
| Who is this course for? | This course is a useful introduction for 19+, adult learners who wish to increase their awareness and understanding of the lean management system and the features of a lean environment.  It will equip you with a detailed understanding of the lean management system and support you in the implementation of business improvement techniques and employing effective team work in a business. |
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| What do they need to apply for the course? | No previous knowledge and experience are required; however, minimum level 1 English skills would be beneficial for completion of assessments. |
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| What are the key things they’ll learn **(this must include the core modules)** | **Unit 1: Lean organisation techniques in business**  Section 1: The features of a lean environment  Section 2: Performing a productivity needs analysis  Section 3: Devising a map of a process.  **Unit 2: Business improvement techniques**  Section 1: The principles of the Kaizen strategy  Section 2: The principles underpinning organisation of a business environment  Section 3: Using visual indicators to make improvements to the work environment  Section 4: Eliminating variance from workplace processes.  **Unit 3: Effective team work in business**  Section 1: The features of an effective team  Section 2: Working effectively within a team  Section 3: What is required of a team leader. |
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| How will they learn?  (Practical/theory/classroom/workplace – **Must include methods of assessment. Also include details of number of assessments/exams & self-study time)** | Studying via distance learning means you can choose  when and where you study. We ensure you get all the  support you need throughout your course in the form of  a personal tutor and a learner support advisor.  This course is available:   * **Fully on line**   All of our award-winning learning resources are of the highest quality and are designed to be engaging and interactive to keep you focused on your learning at all times. |
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| Where could the course take them? (**Must include course progression routes and career options including average salary**) | After successfully completing the course candidates will be able to further their own continuous professional development, which may improve their career prospects or progress to further training. You could also progress on to further study in the field or other Distance Learning programmes.  This qualification could assist in gaining the following employment opportunities and potential salaries:  Business Manager - £26, 000 per annum  Team Leader - £25,000 per annum  Progression to other college provision - Business Administration, Team Leading, Customer Service, Event Planning, Leadership and Management |
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| What costs will they incur? (If applicable – **tuition fees, materials and course expenditure including field trips optional and mandatory**) | N/A |
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| Previous student comment (if available) | New Course |
| Previous student name and status |  |

For HE Courses, Marketing will insert links at the bottom for:

Student Support

Complaints Procedure

Minimum Cohorts and Closing of Programmes







