

Lean Manufacturing Operative (LMO)

Apprenticeship Standard Specification – ST0420

1.1 Occupational profile

The Manufacturing Industry offers an exciting and varied career both in the UK & abroad providing a broad spectrum of opportunities for people to work in a technically advanced and innovative environment.

Businesses within the sector range from small family run manufacturing operations to large multi-national companies driving the countries growth & wealth.

The UK's Manufacturing Industry is highly regarded worldwide for its innovation and manufacturing excellence and requires a high degree of skill & knowledge across all levels of their organisations.

A Lean Manufacturing Operative will be expected to carry out their work safely and meet the exacting quality standards demanded in a fast paced and efficient processing environment and develop into a multi-skilled operator through process ownership. A lean manufacturing operative can be required to carry out manufacturing activities on multiple products with different specifications consecutively e.g. automotive manufacturing – Multi models manufacturing results in the manufacturing of different models of vehicle with different specification variants within a high volume environment.

They will be required to prepare, control, contribute to and complete manufacturing operations, and follow manufacturing processes and standard operating procedures (SOPs) whilst adhering to specific safe working policies & procedures. A Lean Manufacturing Operative will be responsible for maintaining Health and Safety requirements at all times e.g. wearing correct Personal Protective Equipment (P.P.E.) correct use of equipment and tooling, safe stopping and resetting of machinery, maintain an organised work area e.g. 5s (Sifting, Sorting, Sweeping, Spick & Span and Sustain) ensuring the safe disposal of waste in line with environmental systems and regulatory requirements (ISO 14001). They will be required to contribute, develop and support improvement in the manufacturing operation using continuous improvement methods, kaizen tools, process visualisation using lean principles and problem solving tools and techniques. They will be responsible for carrying out quality checks throughout the manufacturing operations to ensure quality is built in and that any defects or concerns are highlighted and dealt with in line with relevant quality standards (ISO 9002).

They will work closely with stakeholders and will have clear reporting lines to ensure appropriate escalation e.g. team leader, line leader, process leader, supervisor etc. should

problems occur within the process.

Examples of the job titles from across the manufacturing sector that would be covered within this standard are: Team Member Production; Manufacturing Production Operative; Manufacturing Assembly Operative; Manufacturing Inspection/Quality Assurance Operative; Manufacturing Logistics Operative; Manufacturing Material Handling Operative; Manufacturing Process/Finishing Operative.

A Lean Manufacturing Operative must have the core requirements below and demonstrate the specialist requirements in ONE job specific role.

1.2 Entry requirements

There are no formal entry requirements for apprentices selecting this apprenticeship standard. Employers and training providers must ensure that learners have the potential and opportunity to achieve the apprenticeship standard successfully.

1.3 Gateway requirements

Gateway requirements are stipulated by the apprenticeship standards assessment plan and end-point assessment organisations must ensure that all apprentices have completed and achieved the requirements.

1.3.1 Apprenticeship duration

Lean Manufacturing Operative apprentices must have exceeded the 12-month Government minimum duration and completed a programme of learning as set by their employer, supported by the appointed training provider. The programme will develop the skills, knowledge and behaviours detailed in the standard. The typical duration is 12 - 18 months depending on the apprentice's prior learning and experience.

1.3.2 Mandated qualifications

Apprentices are required to achieve the following mandated qualifications for this standard:

- Level 1 English (and evidenced achievement or attempt of level 2)
- Level 1 Mathematics (and evidenced achievement or attempt of level 2)

Apprentices must complete the approved qualification mandated in the lean manufacturing occupational standard: Level 2 Diploma in Manufacturing (Knowledge and Skills). There are number of Awarding Organisations that offer this. OAL offer the below professional qualification:

- OAL Level 2 Diploma in Manufacturing (Knowledge and Skills) Ofqual number:

603/6783/0

Evidence of these qualifications must be submitted to OAL along with a declaration that the apprentice has met the gateway requirements. Qualification certificates can be submitted at any point once the apprentice has been registered on our Portal. OAL will accept qualification certificates from any awarding organisation.

1.3.3 Portfolio of Evidence

A portfolio of evidence must be submitted at gateway, the portfolio is unassessed however it underpins the professional discussion.

1.4 End-point Assessment (EPA) requirements

End-point assessment for this standard includes a:

- **Observation with Q&A**

Apprentices will be observed by an Independent Assessor in their normal place or at an approved EPAO centre. The Independent assessor will observe the apprentice whilst they carry out their day to day duties.

The Observation and Q&A will last two hours, plus a discretionary 10% which can be applied by the Independent Assessor. The observation can be broken down into discrete sections held over the maximum of 1 day (7.5 hours).

The Q&A will take place following the Observation and will consist of a maximum of five questions.

- **Professional Discussion underpinned by a Portfolio of Evidence.**

The professional discussion is a structured discussion between the apprentice and independent assessor. The discussion will be based on the Portfolio of evidence, which is submitted at gateway. The Portfolio will consist of evidence from the on programme period.

The professional discussion will last 40 minutes plus a discretionary 10%, which can be applied by the Independent Assessor.

1.5 Order of End-point Assessment

The assessment methods can be taken in any order.

1.6 Apprenticeship grading

The apprenticeship is graded: Fail, Pass or Distinction.

Apprentices must meet all of the Pass criteria in each method to achieve a pass. In addition to achieving all of the pass criteria, apprentices must achieve all of the distinction criteria in the professional discussion to achieve a distinction in that assessment method. A distinction cannot be achieved in the observation.

Apprentices must achieve a minimum of a pass in both of the assessment methods to achieve a pass overall. Apprentices must pass the observation and gain a distinction in the professional discussion to gain an overall EPA distinction.

Results are subject to moderation and will be issued every 10 working days to the named training provider. OAL will send results to the Education and Skills Funding Agency in line with guidelines for certification.

If an apprentice fails an assessment method, they will be required to re-sit those failed assessment methods only.

Any assessment method re-sit or re-take must be taken within 16 weeks of the fail notification, otherwise the entire EPA must be taken again.

Re-sits and re-takes are not offered to apprentices wishing to move from pass to distinction.

Where any assessment method has to be re-sat or re-taken, apprentices will be awarded a maximum EPA grade of pass.