

## Standard Specification Information

<b>Standard Name</b>	Improvement Specialist
<b>ST and AP Number</b>	ST0555/V1.1
<b>Link to AP</b>	<a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/improvement-specialist-v1-1">https://www.instituteforapprenticeships.org/apprenticeship-standards/improvement-specialist-v1-1</a>
<b>Level</b>	5
<b>Typical on programme duration</b>	14 - 18 months
<b>EPA Period</b>	20 Weeks
<b>Pathways</b>	N/A
<b>Assessment Method</b>	<ul style="list-style-type: none"> <li>Professional discussion, underpinned by portfolio of evidence.</li> <li>Examination, based on mini case-studies.</li> </ul>
<b>Gateway Requirements</b>	Level 2 English Level 2 mathematics
<b>Apprenticeship Entry Requirements</b>	Individual employers will set the selection criteria for their Apprenticeships. Typically, candidates will have GCSEs (or equivalent) at A*-C in Maths and English. An apprentice without level 2 English and Maths on entry, must achieve this level before taking the EPA.
<b>Occupational Profile</b>	<p>Improvement Specialists are responsible for leading the deployment of improvement strategy, for training others and for providing broad and deep technical expertise in advanced and complex Lean and Six Sigma, Project and Change Management principles and tools to enable identification and delivery of improvement opportunities aligned to key business goals.</p> <p>Improvement Specialists typically report to Improvement Leaders who develop the improvement strategy and governance processes, and who provide technical guidance on advanced analysis. Improvement Specialists manage (directly and/or matrix) Improvement Practitioners who lead smaller improvement projects aligned to the improvement strategy. A typical ratio of Improvement Specialists to Improvement Practitioners in an organisation could be 1:10. In comparison with the work of an Improvement Practitioner, Improvement Specialists draw on their advanced knowledge and skills in applying Improvement principles and tools across a range of programmes/ projects/areas to build the capability of others. They also swiftly visualise processes, problems and opportunities and use both graphical and statistical analysis to deliver improvements.</p> <p>They work closely with other Improvement Specialists to support the delivery of improvement strategy, working on</p>

	<p>multiple simultaneous projects linked to key business objectives, identifying and engaging both subject matter experts and key stakeholders. Their work generally requires them to interact with others but typically involves a high-degree of autonomy.</p>
<p><b>Summary of Assessment methods</b></p>	<p><b>Professional Discussion</b></p> <p>The professional discussion is a structured discussion between the apprentice and the IA and in the presence of a technical expert from the apprentice’s employer. The professional discussion must last 2-hours to 2-hours 20 minutes in duration.</p> <p>The professional discussion is based on a portfolio of evidence compiled by the apprentice throughout the on-programme period.</p> <p>The evidence must include a range of documents, such as reports from process improvement projects, graphs showing process analysis, charts showing impact readiness, image of House of Quality and extracts from project plans.</p> <p>The portfolio of evidence <b>must</b> also include evidence relating to the preparation and delivery of a training session which can have been delivered during the on-programme phase of the apprenticeship with Level 4 learning outcomes linked to one or two improvement topics.</p> <p><b>Examination</b></p> <p>Apprentices must complete an examination consisting of eight separate mini case studies.</p> <p>Each case-study will have a brief description of a scenario and a set of data in Excel, Minitab or an alternative software package. It will require the apprentice to work with the set of data in Excel, Minitab or an alternative software package, apply tools and draw conclusions.</p> <p>Apprentices must answer 10 multiple-choice questions in relation to each case-study, therefore the full examination will consist of 80 multiple choice questions.</p> <p>The examination must be conducted on a computer with the necessary software package(s).</p>
<p><b>Overall Grading</b></p>	<p>The apprenticeship grade will be based on the outcomes from the: Professional Discussion and Examination.</p> <p>The overall grades available for the Improvement Specialist EPA is Fail, Pass, Merit, and Distinction.</p>

	<p>To achieve an EPA pass, apprentices must achieve a pass in both assessment methods.</p> <p>To achieve a merit, apprentices must gain a merit or higher in both assessments or a distinction and pass.</p> <p>To achieve a distinction, apprentices must achieve a distinction in the professional discussion and examination.</p>
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