



# LEMA CI

Helping organisations develop a  
Continuous Improvement culture



## Helping organisations develop a Continuous Improvement culture

### What is Continuous Improvement (CI)

Continuous Improvement tools and techniques are used globally to ensure that we're doing things in the most efficient, effective, and productive way, every single day of the week. CI tools can help support simple process changes right through to major shifts in procedures and business focus.

It is recognised that through the implementation of Continuous Improvement tools you create more engaged employees, more competitive products and services and better customer service. World Class Organisations note that a culture of Continuous Improvement is at the heart of everything they do.

### Continuous Improvement Apprenticeships

LEMA can support your organisation on the development of your colleagues, teams and managers through the innovative application of Continuous Improvement Apprenticeships

LEMAs world class Improvement trainers can support your teams develop core team building, supervisory and management skills designed to support and facilitate a culture of continuous improvement. Your employees will also develop the skills and capacities to undertake and implement real time improvement activity in the workplace.

Developing the skills and capacities of your workforce to deliver ongoing and sustainable business improvements can help your business:

- Improve business performance and productivity
- Reduce cost
- Minimise errors
- Reduce process time
- Improvement customer service and retention
- Motivate your workforce

**Contact:** Phil Walters, Operations Director – CI Programmes

Email [phil.walters@lemacademy.co.uk](mailto:phil.walters@lemacademy.co.uk) Tel: **07375 956747**

[www.lemacademy.co.uk/continuous-improvement](http://www.lemacademy.co.uk/continuous-improvement)

### Funding your Workforce Development Apprenticeship Programme

The apprenticeship levy is designed to assist larger employers fund their apprenticeship programmes for both new and existing employees.

Employers with a payroll of over £3m will be taxed through the PAYE system at 0.5% of payroll... these employers will have access to an online digital account to fund the training and development of their apprentices.

For employers who do not have a payroll of over £3m per annum there is financial support available to assist in the recruitment and training of new apprentices and existing employees.

**For more information on the levy and / or funding your workforce development programme please contact us.**

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Improvement Technician Level 3	Improvement Practitioner Level 4
Suitable for all sectors including manufacturing, health care, education, public sector, IT, retail, banking and support services	Suitable for all sectors including manufacturing, health care, education, public sector, IT, retail, banking and support services
Apprenticeship duration: Circa 14 Months	Apprenticeship duration: Circa 14 Months
Suitable for the following job roles / types: Managers / Team Leaders with a Continuous Improvement Remit, Process Technicians, Quality Control Managers / Analysts, Lean Six Sigma Facilitators (YellowBelt)	Suitable for the following job roles / types: Managers with a Continuous Improvement Remit, Continuous Improvement / Quality Managers, Process managers, Lean Six Sigma Facilitators (Green Belt)
<p>Programme covers:</p> <ul style="list-style-type: none"> <li>• Team management and leadership</li> <li>• Project management</li> <li>• Change management</li> <li>• Six sigma principles and methods</li> <li>• Process mapping and analysis</li> <li>• Basic statistics and measures</li> <li>• Root cause analysis</li> <li>• Sustainability and control</li> </ul>	<p>Programme covers:</p> <ul style="list-style-type: none"> <li>• Team formation and leadership</li> <li>• Change management</li> <li>• Principles and methods of Six Sigma</li> <li>• Project selection and scope</li> <li>• Data analysis</li> <li>• Root cause analysis</li> <li>• Measurement systems</li> <li>• Experimentation and analytics</li> <li>• Identification and prioritisation</li> </ul>
<p>Delivery model:</p> <ul style="list-style-type: none"> <li>• Induction</li> <li>• Classroom development: 12 days</li> <li>• Facilitated live work-based improvement projects: 8 days</li> <li>• Self-study and the completion of progress logs</li> <li>• Improvement project portfolio</li> <li>• End point assessment: Multiple choice question paper, Project report and presentation, professional discussion</li> </ul>	<p>Delivery model:</p> <ul style="list-style-type: none"> <li>• Induction</li> <li>• Classroom development: 12 days</li> <li>• Facilitated live work-based improvement projects: 8 days</li> <li>• Self-study and the completion of progress logs</li> <li>• Improvement project portfolio</li> <li>• End point assessment: Multiple choice question paper, Project report and presentation, professional discussion</li> </ul>
Functional skills: Candidate will have functional skills In English and Maths at level 2 or above	Functional skills: Candidate will have functional skills In English and Maths at level 2 or above



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