

Level 6 Improvement Leader Qualification specification

Introduction

Welcome to the CMI Qualification Specification document for the [Improvement leader / Skills England](#) Apprenticeship standard. This specification provides information on CMI's approach and delivery of the end point assessment for this Standard, in line with the requirements of the published assessment plan as issued on 29th January 2019, please refer directly to the [assessment plan](#) for any further details; these include, but are not limited to:

- Occupational Profile Summary, with a reflection of the typical roles and responsibilities
- Knowledge, Skills and Behaviours - Overview of the knowledge and understanding that an Improvement leader should have, and the Skills and Behaviours that must be demonstrated
- EPA plan in its entirety - detailed overview of programme process, end point assessment delivery, grading and quality assurance practices expected

Occupational Standard Improvement leader / Skills England	Apprenticeship Qualification Title	Ofqual Qualification Reference Number
ST Code: ST0556	L6 Improvement Leader v1.0	610/2358/97
Date Approved For Delivery: 29th January 2019 Latest version: v1 (dated 09/08/2022) Typical duration to Gateway (excluding EPA period): 14 - 18 months Maximum funding: £15000		

What is it?	The level 6 Improvement Leader standard is designed to demonstrate the knowledge, skills and behaviours of individuals who have high-level expertise in Lean, Six Sigma, Project and Change management and are recognised as the specialists in leading improvement strategy.
How is it delivered?	End Point Assessment (EPA) is provided at the latter stages of an apprenticeship programme, post Gateway. It is conducted by CMI as the End Point Assessment Organisation (EPAO), via a Live Assessment Day using two assessment methods. The Assessment is conducted virtually by an Independent Apprenticeship Assessor (IAA), supported by a technical expert from the apprentice's employing organisation.
How is it assessed?	<ul style="list-style-type: none"> Assessment method 1: Written dissertation report with presentation and questioning <p>Grades are Fail, Pass, Merit & Distinction</p> <ul style="list-style-type: none"> Assessment method 2: Professional discussion, underpinned by a portfolio of evidence (This assessment method has 1 component) <p>Grades are Fail, Pass, Merit & Distinction</p> <p>Overall grades follow the assessment plan specifications and require both assessment methods to be combined to decide the overall apprenticeship grade. The Assessment methods are available for the apprentice as Grades are Fail, Pass, Merit & Distinction</p>
Who is the target end user?	The Occupation Profile Summary in the assessment plan defines the end users as individuals who are responsible for developing improvement strategy, providing leadership in improvement for the business and for coaching and supporting Improvement Specialists in advanced analysis. They work closely with all functions of the business to support the setting and achievement of business goals, often accountable for Improvement activities within the largest-scale and highest priority programmes of work.

The Apprenticeship Journey

The end to end apprenticeship journey is expected to be split into the following 3 stages set out in the [assessment plan](#)

- Completing The On-Programme Assignments, Modules, and Activities - typically 14 - 18 months
 - Developing the knowledge, skills, and behaviours of an Improvement Leader
 - Working towards English and maths, if required
 - Building a portfolio of evidence
- Passing Through Gateway - submitting evidence to the CMI, in the form of:
 - Confirmation of readiness by apprentice, employer and training provider
 - Evidence of achievement of English and mathematics qualifications in line with the apprenticeship funding rules
 - Portfolio of evidence
 - Dissertation title, rationale & scope agreed by designated member of the CMI
- Undertaking the End Point Assessment (EPA) - The End Point Assessment is taken in the EPA period, this starts when the CMI confirms the gateway requirements have been met and is typically concluded within 20 weeks.

Stage 1:

The Apprentice, Training Provider and Employer should be directed to read the introduction and overview section of the [assessment plan](#) to understand the expectations and timelines involved in this stage

Stage 2:

At Gateway, apprentices must submit:

- A portfolio of evidence that must include a minimum of one set of evidence for each of the topic areas assessed by the professional discussion as shown in annex A of the [assessment plan](#). The portfolio must also contain video evidence of a training session conducted by the apprentice. The CMI directs the TP and apprentice to read the [assessment plan](#) for types and quality of evidence to submit.
- All the CMI processing documents as requested via the Gateway checklist; these can be accessed with guidance from the CMIAssess portal, and are subject to regulatory changes
- Agreed title, scope and rationale for dissertation.. The dissertation must be based on the development and deployment of improvement strategy in their business
- A mapping document that demonstrates how the evidence aligns with the KSBs

Stage 3:

Undertaking the End Point Assessment (EPA)

End Point Assessment (EPA) is the final stage of the actual apprenticeship journey and contains:

- Assessment Method 1: Dissertation with presentation and questioning with an Independent Apprenticeship Assessor appointed by the CMI, attended by a workplace Technical expert
- Assessment Method 2: Professional Discussion with an Independent Apprenticeship Assessor appointed by the CMI, and underpinned by a portfolio of evidence, attended by a workplace Technical expert..

Typical duration of end point assessment period: 5 months culminating in a live assessment activity of 3 hours 50 minutes.

Assessment Plan application:

Order of Assessment methods:

The Assessment plan states that the assessment methods can be completed in any order; at CMI we believe that the presentation should be conducted first, thus we conduct the Live Assessment in this order:

- **Assessment method 1** - Dissertation, Presentation and questioning - CMI will have agreed the dissertation title and scope at gateway and the CMI assessor will have been given access to the Dissertation 3 weeks prior to the Live assessment day. The dissertation, combined with the presentation and questioning by the assessor will be assessed against relevant stated Knowledge, Skills and Behaviours to provide a grade for this method of assessment. Question banks have been created of sufficient size, flexibility and unpredictability in line with the assessment plan
- **Assessment method 2** - Professional discussion, based on the portfolio of evidence, the portfolio should follow the assessment plan in its content and will be used in preparation for the Professional Discussion conducted during the live assessment day. The professional discussion only will be the basis for the grade allocated in this method of assessment. Question banks have been created; in a conversational format with open ended questions, these are of sufficient size, flexibility and unpredictability in line with the assessment plan.

The CMIAssess portal is used to administer both Gateway and End Point Assessment; the functions include:

- Booking Live assessment days
- Gateway documentation, inclusive of Dissertation title and scope approval
- A student page to provide the Dissertation documentation specified, and the timelines involved in the EPA period
- Processing of the results

Overall grading decision

The Apprentice is required to successfully complete and pass BOTH assessment methods to achieve a Pass, Merit or Distinction grade. Where a Distinction is allocated in one assessment method and Pass in the other, a Merit can be allocated as the overall grade. If one or more assessment methods is deemed a fail then a resit or retake must be conducted in order to achieve a grade capped at a Pass. Further information can be found on the [assessment plan](#) under the Overall EPA guidance section.

The overall grading result will normally be communicated to the Training Provider within 15 working days of the Apprentice concluding their live assessment.

Please note that:

- All Fail results are communicated to the Employer, Apprentice, and Training Provider
- Apprentices will be required to resit or retake only the assessment method(s) they have failed on.
- Resits and retakes are capped at an overall grade of PASS, unless CMI as the EPAO determines there are exceptional circumstances requiring the resit or retake.

Further Information

The difference between a resit and a retake can be found in the [assessment plan](#), under the re-sits and re-takes heading, with more details on the specific timelines dictated.

Assessment Plan specifications:

The EPAO ensures that the EPA materials are subject to quality assurance procedures including standardisation and moderation.

All CMI End Point Assessment Policy and Procedural documents can be located on our website.

Reasonable Adjustments:

CMI is committed to ensuring that end point assessment is a fair assessment of an apprentice's knowledge, skills and behaviors. Should any apprentice require a reasonable adjustment, we require notification in advance; apprentices should ensure that their Training Provider is made aware of any reasonable adjustment requests so that applications can be submitted at least 4 weeks in advance of any planned live assessment day.