

## Lean Manufacturing Operative (LMO) Level 2

LEMA now offer a Level 2 Lean Manufacturing Operative (LMO) apprenticeship for local manufacturing companies in Birmingham and the Black Country.

Traditionally, this programme is delivered in organisations that can support several of their employees undertaking this apprenticeship, run onsite as an internal training package.

Now LEMA can accommodate enrolments to further support the manufacturing sector. Creating opportunities to assist potential apprenticeship candidates into meaningful work through this unique apprenticeship programme that will:

1. Run directly from our manufacturing hub in central Birmingham.
2. This apprenticeship course will support organisations that wish to train one or two direct employees to complete an LMO apprenticeship offsite.
3. Offer employers an opportunity to employ new staff through an apprenticeship.
4. LEMA offers a full end to end recruitment and selection process. Utilising our available talent pool, we will evaluate and source the right manufacturing apprentice who is correct fit for your business.
5. Support employer/clients to take advantage of all current government incentives available.



### Who is the LMO Apprenticeship for?

This apprenticeship is ideal for new or current employees who undertake roles in the manufacturing industry. The roles include manufacturing or production operative, logistics and material handling operatives and quality and inspection operatives. This apprenticeship is ideal for anyone in role within the manufacturing industry who wish to refine and expand their knowledge of manufacturing processes.

### What Does the Course Cover?

This apprenticeship programme is designed to give your apprentice the skills to legislate continuous improvement and to streamline the processes in your manufacturing facility. Anyone without a level 1 functional skill in Maths and English will be expected to achieve this as a minimum during the apprenticeship.

#### Course Outline:

- Understand how to prepare, control, contribute and complete manufacturing operations.
- Gain a thorough understanding of manufacturing processes and standard operating procedures.
- Understand safe working policies and the correct and appropriate use of PPE.
- Learn the 4Rs to ensure the safe disposal of waste in line with environmental systems and regulatory requirements.
- Learn the correct use of equipment, tools, and machinery.
- Gain an expertise in continuous improvement practices, including the Kaizen method, lean principles, and problem solving.
- Understand how to complete thorough quality checks.

### Course Duration

The programme runs over 12 - 14 months, delivery is over 16 sessions and will require the apprentice to attend the academy twice a month for six months, followed by four project coaching sessions and 2 end point assessment preparation days. This to get the apprentice ready for external independent End Point Assessments (EPA) to gain the Level 2 diploma in Manufacturing (Knowledge & Skills) apprenticeship qualification.

## Requirements: Knowledge, Skills and Behaviours

### Knowledge

- Health & Safety: Relevant statutory, organisational and health and safety regulations relating to lean manufacturing operations and safe practices.
- Environmental: Compliance procedures / systems in line with regulatory requirements e.g., ISO 14001
- Production: Roles / responsibilities within the organisation and the flexibility required to deliver products to meet customers' costs/delivery targets / requirements e.g. Just in time (JIT)
- Lean Manufacturing Operations: Manufacturing standard operation procedures (SOPs) adherence and development of lean processes
- Quality Control: Process equipment monitoring, data collection, error proofing and operating procedures e.g., ISO 9002
- Problem Solving: The tools and methods of effective problem-solving using data, reports, and documents to resolve production related issues e.g. A3 PPS report, graphs, and matrices
- Continuous Improvement: How to study and identify ways to improve the safety, quality, cost, or process efficiency using lean manufacturing tools e.g. kaizen
- Communication: How to share information using a range of methods within the manufacturing environment e.g., oral, written, electronic, information boards, visual displays
- Workplace Organisation: How to maintain a safe and efficient work site through workplace organisation e.g., 5S and process ownership.

### Skills

- Health & Safety: Work safely always, complying with health and safety legislation, regulations, and other relevant guidelines. Identify risks and support/carry out counter measure activities to improve safe working.
- Environmental: Comply with environmental procedures and systems and contribute to the achievement of specific standards e.g., ISO 14001.
- Production: Demonstrate the ability to carry out roles effectively, efficiently, and flexibly maintaining lean manufacturing principles to meet customer's demands e.g., JIT
- Lean Manufacturing Operations: Demonstrate skill and knowledge following SOPs and build versatility across several processes and process areas. Select and use.

appropriate tools, equipment, and materials to carry out the manufacturing operation.

- Quality Control: Demonstrate appropriate process documentation control. Accurately completing check sheets, monitoring process and equipment data efficiently and alegibly using the correct terminology required to meet the quality standard e.g., ISO 9002
- Problem Solving: Demonstrate ability to identify and resolve problems within the lean manufacturing environment using effective problem-solving tools and techniques.
- Continuous Improvement: Generate ideas and contribute to process improvement activities individually or as part of a team through fact finding and analysis to improve the safety, environment, quality, cost, or production process.
- Communication: Demonstrate communication skills which include oral, written, electronic (PC), information boards or visual displays to effectively share information
- Workplace Organisation: Maintain and monitor the work site efficiently and effectively at all times using the elements of **Sort, Set, Shine, Standardise & Sustain** (5's) within the lean manufacturing environment.

### Behaviours

- Punctual, reliable, and taking responsibility for own actions
- Shows respect for others, having regard for diversity and equality.
- Responds positively to change in the working environment.
- Can work well as part of a team and independently.
- Maintains quality of work under pressure.
- A positive and respectful attitude
- Follows instructions and guidance and demonstrates attention to detail.
- Seeks opportunities to adapt to different situations, environments, or technologies.

### Independent End Point Assessment

To successfully complete the apprenticeship, the learner needs to pass an independent End Point Assessment which consists of two distinct assessment methods:

- Portfolio of evidence
- Observation (which could include production/assembly, inspection/quality, logistics or process/finishing) with Q&A.

### Qualification

Apprentices who complete the programme will receive a Level 2 Diploma in Manufacturing (certified through EAL), IFA Lean Manufacturing Level 2 accreditation and an Industrial Environmental Awareness certificate.