



www.leancompetency.org

ACCREDITATION GUIDE

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1. INTRODUCTION

1.1 AIM OF THIS GUIDE



This guide details the accreditation process that results in your company's improvement training programme being accredited by the **Lean Competency System (LCS)**.

Accreditation provides your organisation a two-year licence to deliver LCS accredited training. This enables training course participants to receive LCS Certificates of competency, providing they have successfully completed the relevant assessment for the level, as per the LCS Framework.

The accreditation process involves reviewing the organisation's improvement training programme, to ensure that it has the capability to deliver effective training and meets LCS standards that can be adhered to over the two-year licence period.

Section 4 outlines the process for LCS Re-accreditation, the process for all organisations nearing the end of their current 2-year cycle. This results in the issuing of a further two-year licence to use the LCS. It needs to be read in conjunction with the re-accreditation section of the LCS Members Portal.

This document needs to be used in conjunction with the [LCS Accreditation Terms](#) and the [Detailed LCS Framework Level Descriptions](#).

Visit the LCS website for more information and download key documents that support accreditation as well as learning more about our global community www.leancompetency.org.

1.2 PURPOSE OF THE LCS & ACCREDITATION

The LCS is an internationally recognised qualification framework developed at Cardiff University. It allows organisations to formally accredit their internal continuous improvement training, enabling them to issue certified Lean qualifications to staff under their own brand.

The LCS:

- Validates the organisation's own CI programme, not external content.
- Is methodologically agnostic, it supports Lean, Six Sigma, Operational Excellence, Agile, Systems Thinking, etc.
- Focuses on outcomes, not delivery method; organisations have full freedom to shape the content and delivery to suit their context.
- Provides a structured, flexible framework from Lean Awareness (1a) through to Strategic Leadership (3b).

Benefits for the Organisation

- Recognised as a world leader in CI

Accreditation signals that your organisation meets a globally benchmarked standard. It's a mark of excellence and maturity in how you build and deploy internal capability.

- **Internal capability, externally validated**
Your internal training and talent development programme gains third-party endorsement, boosting credibility across regions and functions.
- **Scalable and strategic**
Supports workforce transformation, role-based development, and consistent standards across global operations.
- **Engaged learning culture**
Helps to professionalise CI, increase learner motivation, and embed continuous improvement as “how we work”.
- **Brand and talent advantage**
Reinforces your investment in people and positions you as an employer of choice for CI professionals.
- **Visibility & networking**
Accredited organisations are invited to share case studies, speak at LCS events, and participate in our annual Awards and Conference, a great platform to showcase global best practice.

Benefits for Individual Learners

- **Globally recognised certification**
Individuals receive LCS certificates aligned to a robust, transferable framework that's widely used in both private and public sectors.
- **Career growth & recognition**
Supports progression internally and adds credibility externally, particularly for roles with a CI, Lean or Operational Excellence focus.
- **Access to a professional community**
LCS certificate holders are invited to join the LCS Practitioner Network – a free global community for ongoing learning, events and knowledge sharing.

1.3 ACCREDITATION TYPES & FEES

To become accredited for the first time, there is a one-off £2000 + VAT (€2500/\$3000) fee for all organisations. This fee does not apply for organisations reaccrediting.

There are then two main categories of LCS accreditation – Member & Partner, and within each type, there are 4 tiers, which are explained below. You can choose the tier which suits you.

In addition to selecting a membership or partnership tier, you will need to purchase the certificates you intend to issue, the fee for which varies depending on how many are being purchased. These fees are shown in the table below. Certificates can be purchased at any stage during an accreditation cycle.

Member

Member Accreditation is for any company who is delivering improvement training internally, this could be within the public or private sectors.

The 4 membership tiers are, Micro, Core, Plus, Premium. Each tier offers different benefits, and varying levels of access to our community offerings, so it is important you consider the best option for you, your organisation, and your learners.

With Micro there is no requirement for a significant up-front investment. This tier is suitable for smaller organisations that have a small resource base and aim to carry out accredited training on a small scale.

Please be aware that with a Micro membership, you will not be able to issue more than 50 certificates over your 2-year accreditation period.

Membership Level Options	Micro (max 50 certs)	Core	Plus	Premium	
2 Year Accreditation	No Certificates	25 Certificates	25 Certificates	50 Certificates	
Fee	£1,000 + VAT €1,250 \$1,500	£4,500 + VAT €5,500 \$6,500	£7,000 + VAT €8,500 \$9,500	£13,000 + VAT €15,500 \$17,500	
Community Platform Access	Public Area Only	✔ 5 Users	✔ 10 Users	✔ 50 Users	
Events Calendar	✔	✔	✔ & Add Events	✔ & Add Events	
Jobs Page	✘	✔	✔ & Post Jobs	✔ View & post jobs	
Learning - Live & Recorded Webinars	✘	Limited	✔	✔	
Bite-size e-Learning	Limited	Limited	✔	✔	
Industry Specific Groups & Webinars	✘	✘	✔	✔ & Online Masterclass Training	
Events – Monthly Online Networking	✘	✔	✔	✔	
Member Hosted In-person Events	✘	✔	✔	✔	
Premium Events	✘	✘	✘	✔ 2 Per Year	
Annual Global Conference	Ticket purchase	Ticket purchase	15% Discount	✔ 2 Tickets + 15% Discount	
Additional Certificates	Individual -	Individual -	£30 + VAT	€35	\$40
Price per certificate	£30 + VAT	100 pack -	£22 + VAT	€26	\$30
	€35	500 pack -	£17.50 + VAT	€20	\$25
	\$40	1000 pack -	£15.00 +VAT	€17.50	\$20

Partners

Partner Accreditation is for companies who are delivering improvement training externally and those looking to leverage the LCS audience.

The 4 partner tiers are, Micro Partner, Partner, Gold Partner, Platinum Partner. Each tier offers different benefits, and varying levels of access to our community offerings, so it is important you consider the best option for you, your organisation, and your clients.

With Micro Partner there is no requirement for a significant up-front investment. This tier is suitable for start-ups or smaller organisations that have a small resource base and aim to carry out accredited training on a small scale.

Please be aware that with a Micro Partnership, you will not be able to issue more than 50 certificates over your 2-year accreditation period.

Partnership Level Options 2 Year Accreditation	Micro Partner (max 50 certs)	Partner	Gold Partner	Platinum Partner	
	No Certificates	25 Certificates	25 Certificates	50 Certificates	
Fee	£1,500 + VAT €2,000 \$2,500	£9,000 + VAT €10,500 \$12,500	£15,000 + VAT €17,500 \$20,500	£30,000 + VAT €35,000 \$40,500	
Community Platform Access	Public Area Only	✔ 5 Users	✔ 10 Users	✔ 50 Users	
Events Calendar	✔	✔	✔ & Add Events	✔ & Add Events	
Jobs Page	✘	✔ & post jobs	✔ & Post Jobs	✔ & Post jobs	
Market place	View Only	View Only	✔ Post courses & promote	✔ Post courses & promote	
Live & Recorded Webinars	Limited	Limited	✔	✔ & can add own content (limit agreed)	
Bite-size e-Learning	Limited	Limited	✔	✔ & can add own content (limit agreed)	
Sales Decks	✘	✘	✔	✔	
Mailing list sends to community	✘	✘	✔ 2 x per year	✔ 4 x per year	
Industry Specific Groups & Webinars	✘	✘	✔	✔	
Monthly Online Networking	✘	✘	✘	✔ 3 sessions per month	
Hosted In-person & Online Events	✘	✘	✘	✔ 1 in person & 2 Online per year	
Premium Events	✘	✘	Invite to attend	Invite to attend	
Annual Global Conference	Ticket purchase	Ticket purchase	15% Discount	✔ 2 Tickets + 15% Discount	
Additional Certificates Price per certificate	Individual – £75 + VAT €90 \$100	Individual - 100 pack - 500 pack - 1000 pack -	£75 + VAT €40 + VAT £32 + VAT €25 +VAT	€90 €45 €38 €30	\$100 \$55 \$43 \$35

1.4 ACCREDITATION RESPONSIBILITIES

With each accreditation type, it is the accredited organisation's responsibility to manage and deliver their improvement programme to the minimum standards outlined by the LCS Framework. This includes training both virtually and in-classroom, as well as all related coaching and project support provided to learners. The accredited organisation is also responsible for the continuous improvement of its own programme, the development of its trainers and coaches, and keeping its details up to date in the LCS Members Portal.

Certificates can only be issued through the LCS Members Portal and certification records are held centrally by the LCS. Certificates issued outside the Portal will not be valid. N.B. Exception – existing accredited organisations not yet on the Portal.

Testing/Knowledge Check

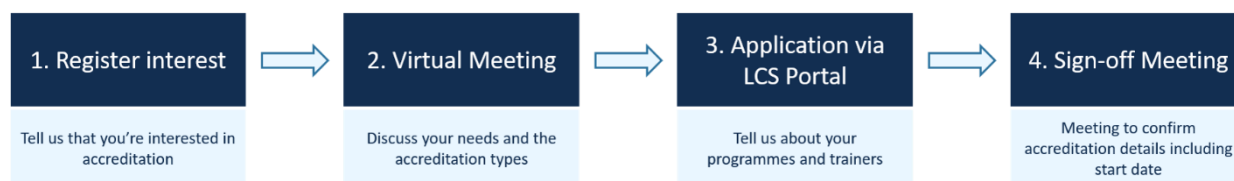
Across all levels of the LCS Framework, learners must complete a test or knowledge check to be eligible for certification. With Micro and Micro Partner, the accredited organisation has the choice whether to administer these tests locally or via the LCS's online testing system. If the tests are conducted by the LCS, a £500 + VAT (€600/\$700) for the 2-year accreditation period will be added to the membership fee.

With all other membership tiers, responsibility for testing sits with the accredited organisation.

2. ACCREDITATION PROCESS

2.1 KEY STAGES

The main stages in the accreditation process are shown below. The lead time from interest to accredited varies depending on how ready your programme is, and how quickly you can complete the application through the LCS Portal.



Stage	Activity	Who
1	Register interest in LCS Accreditation	Applicant
2	Virtual meeting to discuss your needs	Applicant/LCS
3	Applicant signs-up to LCS Members Portal	Applicant
3a	Gap analysis (optional)	Applicant/LCS
3b	Accreditation Submission	Applicant
4	Accreditation sign off meeting & Formal sign-off in the Portal	Applicant/LCS

2.2 STAGE DETAILS

2.2.1 ONBOARDING

When you reach out about LCS Accreditation, you will be invited to a virtual meeting with the LCS to discuss your needs. At this meeting, we will explore each of the accreditation options available and talk to you about the benefits of joining our global community.

Following the meeting, you will be issued the necessary resources to consider your options and discuss within your organisation if necessary. You will also be invited to sign-up to our LCS Members Portal. Once the decision to accredit has been made, you will be invited to complete the accreditation application on the LCS Members Portal.

2.2.2 TRAINING PROGRAMME

At this time, you will have the opportunity to conduct a gap analysis on your programme against the LCS Framework by completing the submission workflow on the Portal. We also have a [Programme Readiness Check](#), if you would prefer to complete this offline. The LCS Team can support this process as necessary.

The seven levels of the LCS framework are shown below, but also refer closely to the [LCS Level Descriptions](#):

1-Fundamental	Level 1a	Awareness	
	Level 1b	Diagnosis & Analysis	
	Level 1c	Improvement & Implementation	
2- Technical	Level 2a	Implementation & Design	
	Level 2b	Implementation & Leadership	
3- Strategic	Level 3a	Strategic Enterprise	
	Level 3b	Strategic Supply Chain	

The Portal will guide you through the submission of your programme details, asking questions which ensure the LCS receives the assurances needed that your programme aligns with the framework. You can also refer to our dedicated [LCS Portal User Guide](#) on the LCS website.

Note that you can choose to become accredited to any level and then amend this to encompass additional levels at any point during an accreditation period. For example, the initial accreditation could cover just Level 1a, or Levels 1a, 1b and 1c. You can also add additional courses at levels you are already accredited to. There is a £500 + VAT (€600/\$700) fee for each change of this nature. Accreditation tiers can also be upgraded if circumstances dictate. In this situation the organisation will be invoiced for the difference in fee paid initially to that of the new tier.

2.2.2 ACCREDITATION SIGN-OFF MEETING

Once the accreditation submission is complete and approved in the Portal, you will be invited to book a virtual sign-off meeting. In this meeting we will review the overall submission, discuss accreditation and membership details, and agree administration and communication procedures. You will not have access to certificates until the sign-off meeting is completed.

2.2.3 ACCREDITATION CONFIRMED

Following the sign-off meeting, providing there are no outstanding issues to resolve, your submission will be fully approved in the Portal and you will have access to your accreditation details, the Accredited Organisation Certificate, the Approved Trainer Certificates, and the ability to issue Personal Certificates to your learners.

The accredited cycle runs for 2 years, at which point the organisation can renew its licence following successful completion of a renewal process, which involves a reaccreditation review (see Section 4).

2.2.4 AMENDMENTS

It is likely that the training programme will undergo continuous or incremental change over the period, for example, because of learner feedback, knowledge advances, new initiatives, etc. There is no requirement to inform the LCS of every change, however, if major changes

are made, then the organisation should inform the LCS team and discuss implications prior to the changes being implemented, and the details updated in the LCS Members Portal.

The following table describes the types of change organisations typically make and the associated amendment fee.

Type of Change	Amendment Fee
Course Material Changes	£500 + VAT (€600/\$700)
Adding of Levels	£500 + VAT (€600/\$700)
Addition or removal of Approved Trainers	None
Upgrading your membership tier	Price difference between existing and new tier

2.3 ASSESSMENT

Prior to being eligible for LCS certification, learners need to demonstrate both knowledge and practical capability for each LCS level through which they progress, except for Level 1a, where only the knowledge aspect applies.

Demonstrating knowledge is typically achieved through a test/knowledge check either at the end of each training course, or at the end of each module within it.

There are several ways to demonstrate practical capability. For LCS levels 1b and 1c, evidence of a learner's practical capability can be in a variety of formats, but should always take place in their daily role – practical simulations as part of training courses do not classify as enablers for demonstration of lean competency. The learner should have played a meaningful role in the activity, usually as part of a team with a specific role or on an individual basis. The evidence should be endorsed by an appropriate manager/stakeholder to signify it is an accurate account of what happened.

For LCS Level 2, the evidence of the practical capability should be more formal, for example through an assessed project implementation report, clearly demonstrating aspects such as leadership and planning.

Testing/Knowledge Check

If you have opted for Micro or Micro Partner accreditation type, you will need to choose whether to administer these tests locally or via the LCS's online testing system. With all other accreditation tiers, responsibility for testing sits with the accredited organisation. If the tests are conducted by the LCS, a £500 + VAT (€600/\$700) fee for the 2-year accreditation period will be added to the accreditation fee.

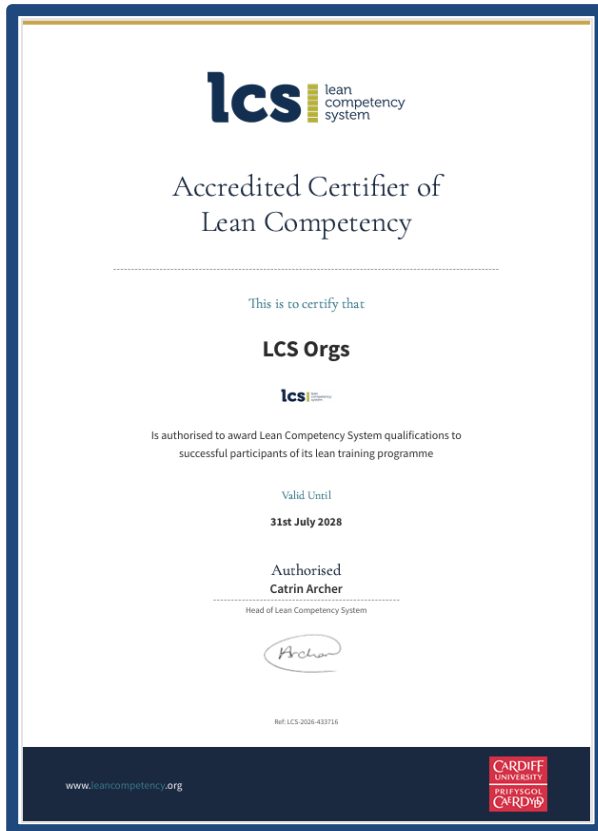
The LCS has a bank of questions that can be used to create tests, or organisations are free to develop their own. The final set of questions needs to reference the actual course material delivered and any other contextual information. This will involve you examining the course material delivered (e.g. presentations) to ensure it is correctly aligned and contextualised.

Note that the practical aspect of the assessment (e.g. project or initiative delivery) is still managed by the accredited organisation.

More information on the LCS administered test can be found [here](#).

3. ADDITIONAL INFORMATION

3.1 LCS CERTIFICATES



Once accredited, you will receive a certificate indicating your organisation's accredited status which will be downloadable from the Portal.

Trainers/Coaches of accredited programmes will also receive certificates which are downloadable from the Portal.

Learners who successfully complete an accredited training programme and the required assessments are eligible to receive a Certificate of Lean Competency from the LCS organisation. These are issued by nominated people within an accredited organisation, directly from the LCS Members Portal.

The accredited training programme's company logo and authorising signatory are placed on the learner certificates. This information is provided during the submission phase.

As explained in section 1.3, the accredited organisation must purchase learner certificates before being able to issue them. The Organisation and Approved Trainer certificates are included with the membership fee.

3.2 COMMUNICATIONS & PROMOTION

The accredited organisation may communicate its LCS status via standard channels (e.g. brochures, website, social media etc) and use the LCS logo and accreditation insignia where appropriate.

Prior approval must be obtained from Cardiff University for any use of the University logo.

The accredited organisation's logo will feature on the LCS website. Each accreditation and reaccreditation is celebrated with an optional Linked In post, which will be discussed at the sign-off meeting.

3.3 ACCREDITATION TERMS

Accredited organisations must abide by the Accreditation Terms, a copy of which can be found [here](#). You will be invited to review this, and accept them, as part of the submission process. Accreditation cannot be completed without acceptance of the terms. These terms will be valid for 2 years from the agreed accreditation commencement date.

The LCS may terminate accreditation at any point during the period should it consider that the accredited organisation has breached the terms and conditions.

3.4 ONGOING COMMUNICATION & INTERACTION

The LCS organisation will not schedule inspection visits over the licence period, though will welcome opportunities for Gemba visits which, for example, could involve observing the training programme in operation, or undertaking specific supporting activities or projects, such as performance reviews, process confirmation, material development or investigatory research.

There is also an opportunity for collaboration in several areas, which can be discussed during the accreditation process.

3.5 LCS COMMUNITY PLATFORM



The LCS Community Platform is a space to connect with fellow improvement practitioners, share experiences, and accelerate your learning and impact. This provides a platform to encourage lean practitioners to continue their personal and professional development.

The facility promotes peer-to-peer learning and includes teaching resources, topical articles, networking facilities, collaboration groups, discussion forums and events signposting.

Share this platform with your trainers, learners and wider groups to become part of a vibrant, supportive, and forward-thinking improvement community.

4. REACCREDITATION

4.1 REACCREDITATION PROCESS

3-months prior to the expiry of the 2-year accreditation cycle, the LCS Members Portal will notify the accredited organisation's main point of contact. At this point, the "Reaccreditation" option will be unlocked, and you can begin the process of completing this in the Portal.

The main stages in the reaccreditation process are shown below:

Stage	Activity	Who
1	3-month reminder of expiry & invitation to reaccredit	Portal to Accredited Org
2	Nominated person completes reaccreditation submission in Portal	Accredited Org
3	Accreditation sign off meeting	Accredited Org/LCS
4	Formal sign-off in the Portal; Organisation reaccredited	LCS

If there have been no major changes to the programme since the previous submission, or the last amendment was made, the reaccreditation submission will simply require you to state this. If there have been changes, you will be able to notify the LCS Team of these in the Portal. In both cases, the submission will be reviewed and approved by the LCS Team, prior to you being invited to a sign-off meeting.

4.2 REACCREDITATION FEE

There is no fee to complete the process of LCS Reaccreditation, however, as when newly accrediting, organisations will select an accreditation type as per the fee tables shown in 1.3, and any unused certificates are carried over.

4.3 TERMINATION

If an organisation wishes to terminate rather than reaccredit, you should inform the LCS Team as soon as possible. At the end of the accreditation period, access to the organisation's area of the LCS Members Portal will be removed and the associated benefits provide by the selected tier will also cease. Your Approved Trainers will lose their Approved Trainer status (unless they are associated with another accredited organisation). Your learners will still be able to access their own individual area to download their certificates.