##### How to Complete:

* Replace the instructions and guidance text in the grey shaded boxes with your response for each section; attach or embed supporting documents where appropriate.
* Note that some templates that need to be completed are embedded in this document and can be opened and used.
* It is assumed that the general support infrastructure already in place for the existing accredited programme will also be available to support the new training, so its details do not need to be included in this form.

# General Details

|  |  |
| --- | --- |
| Organisation Name |  |
| Current LCS levels covered | Eg 1a, 1b, 1c |
| New LCS levels to be covered | Eg 2a |
| Brief details of the business background to increasing the levels covered |  |
| Number of certificates to be issued at the new levels (pa) |  |
| Targeted date for implementation |  |

# New Training Programme Details

## Course(s) Detail

|  |
| --- |
| Describe the new course(s) – eg title, aims and learning outcomes covering the new level(s). |

## List of Topics Covered

|  |
| --- |
| List the topics covered in the new courses(s). |

## Learning Time

|  |
| --- |
| Detail the overall learning hours of the new course(s) (eg 15 hours on 3 separate days spread over 2 months).  This can include reading, research, classroom based training, project work and assessment. |

## TRAINING MATERIAL EXAMPLES

Provide representative examples of presentations, workbooks, guides and other handouts used in courses.

Embed below or attach separately.

|  |  |
| --- | --- |
| Embed documents here -> |  |

## Blended Learning

|  |
| --- |
| If applicable, state if you use the web to deliver any part of the training programme. Where this is the case, provide details of the learning management system used, the learning path taken, the nature of the courses delivered and the nature of any tests taken.  Provide screenshots of the online programme or allow LCS assessors to experience the system via a web link. |

## LCS alignment matrix

Complete an alignment matrix showing how the training links to the levels of lean competency. A copy of the matrix is embedded[[1]](#footnote-1) below. Word and Excel versions are available – the latter is for larger or more complex systems.

|  |  |
| --- | --- |
| Embed document here ->  (blank template attached) |  |

Check box to indicate example materials are embedded below

|  |  |
| --- | --- |
| Embed documents here -> |  |

## teaching style

|  |
| --- |
| Describe the teaching style employed - eg lectures, workshops, level of interaction, practical exercises, linkage to workplace activities etc. |

## practical activities

|  |
| --- |
| Describe practical activities used in teaching. |

# Assessment

## Overall Assessment Approach

|  |
| --- |
| An explanation of the assessment approach that will be used for the new course(s), indicating how knowledge will be assessed and ensuring that learning outcomes have been achieved.  The assessment approach should ensure it is consistent with some key underlying principles underpinning the LCS, namely:   * There should be a knowledge test for each LCS level where a certificate is awarded * There should be implementation evidence linked to courses and assessment (except 1a) * An appropriate course of training should be delivered for each LCS level where a certificate is awarded |

## Types of Assessments

|  |
| --- |
| List the type of assessments that are used by the new tarining – eg multiple choice tests (Inc. on line), exams, interviews, group projects, A3 reports, project implementation reports etc.  Where multiple choice tests are being used, these will typically be 50 questions in length for each level. See the **LCS Guide to Developing Multiple Choice Tests** on the LCS Website. |

## Assessment Examples

Provide examples of assessments – eg multiple choice questions and answers, exam questions, interview guides etc

Check box to indicate example assessments are attached

or

Check box to indicate example assessments are embedded below

|  |  |
| --- | --- |
| Embed documents here -> |  |

## Pass Marks & Resits

|  |
| --- |
| Detail the policy relating to pass marks and re-sitting tests after test failure.  Note that the pass mark for a typical multiple choice test (without negative marking) should be at least 66%. After failing a multiple choice test a learner would usually be allowed one further attempt. If that is failed, then the learner would usually be required to have further training input before a third attempt was permitted. |

## Formal mechanisms to Assess Implementation Projects

[Applies to LCS level 2]

|  |
| --- |
| Describe the approach for the assessment of Level 2 implementation projects (see notes below). |

### Practical Element – Level 2

*For LCS level 2, the evidence of the practical implementation of lean knowledge should be more formalised and the training system should ensure that candidates submit a* ***project implementation report****, clearly documenting how the candidate as implemented a lean initiative, demonstrating appropriate knowledge and expertise. This report should be formally assessed.*

*Further information is contained in the document* ***Project Implementation Report Guide*** *on the* [*LCS Website.*](http://www.leancompetency.org)

*To complete the assessment for level 2, both the knowledge and implementation aspects need to be passed.*

# Delivery, Teaching Methods & Staffing

## Teaching Methods

|  |
| --- |
| Provide an account of the teaching methods used for the new course(s), eg lectures, workshops, on-site activities, use of case studies, simulations, exercise etc. |

## Delivery capability matrix

Update your existing delivery capability matrix

|  |  |
| --- | --- |
| Embed document here  (blank template attached) |  |

## Trainers Biographical Information

If you have new trainers, provide their biographical information (lean work experience/teaching credentials). A template for this is embedded below.

|  |  |
| --- | --- |
| ☐ Embed document here  (blank template attached) |  |

# Admissions

## Methods and Criteria Used to Select Course Participants

|  |
| --- |
| Outline the selection policy for participants for the new course(s). This should include the selection process,typical level in organisation, job titles, etc. This may not be relevant for consultancies |

1. To embed a file in this document 1) copy the file icon; 2) place cursor in destination location; 3) Click paste special; 4) select Microsoft Excel/Word Worksheet Object and check Display as Icon; 5) Click OK [↑](#footnote-ref-1)