

LEAN MANUFACTURING OPERATIVE - LEVEL 2

WHY YOU?

A Lean Manufacturing Operative will be expected to carry out their work safely and meet the exacting quality standards demanded in a fast paced and efficient processing environment and develop into a multi-skilled operator through process ownership. A lean manufacturing operative can be required to carry out manufacturing activities on multiple products with different specifications consecutively.

They will be required to prepare, control, contribute to and complete manufacturing operations, and follow manufacturing processes and standard operating procedures whilst adhering to specific safe working policies & procedures. A Lean Manufacturing Operative will be responsible for maintaining Health and Safety requirements at all times. They will be required to contribute, develop and support improvement in the manufacturing operation using continuous improvement methods. They will be responsible for carrying out quality checks throughout the manufacturing operations to ensure quality is built in and that any defects or concerns are highlighted and dealt with in line with relevant quality standards.

DURATION: 12-18 months - x3 four week blocks
OR 1 week every six weeks (approx) or a mixture of both to suit employer needs

TRAINING LOCATION: Blackburn

ENTRY REQUIREMENTS: A minimum of two GCSEs at grade 3 (D) or above in English and Maths. Other equivalent qualifications are acceptable.

JOB ROLES INCLUDE: Manufacturing Production Operative, Manufacturing Assembly Operative; Manufacturing Inspection/Quality Assurance Operative; Manufacturing Logistics Operative; Manufacturing Material Handling Operative; Manufacturing Process/Finishing Operative

OUR OFFER INCLUDES:

- Training 2000 registration and pass
- Structured delivery programme
- Assessor visits and reviews in your workplace
- Synoptic / end point assessment
- Accredited Health and Safety training
- Awareness training in drugs, financial and driver safety

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COURSE DETAILS

A LEAN MANUFACTURING OPERATIVE WILL HAVE THE FOLLOWING KNOWLEDGE AND UNDERSTANDING OF:

- 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 or other relevant environmental standards
- Production: Their individual roles and 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 or other relevant quality standards
- Problem Solving: The tools and methods of effective problem solving using data, reports and documents to resolve production related issues e.g. A3 report, graphs, matrices and escalate concerns
- 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
- Work Place Organisation: How to maintain a safe and efficient work site through work place organisation e.g. 5s and process ownership

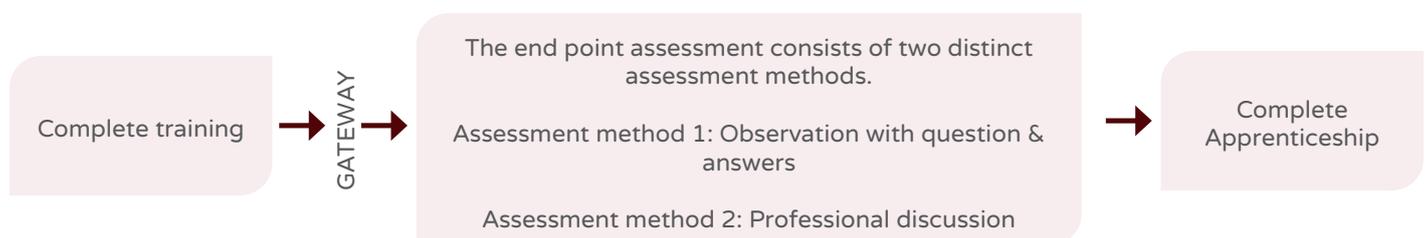
CORE SKILLS: A LEAN MANUFACTURING OPERATIVE WILL HAVE THE SKILL AND UNDERSTANDING TO:

- Health & Safety: Work safely at all times, complying with health and safety legislation, regulations, and other relevant guidelines. Identifying risks within their processes and support/carry out countermeasure activities to improve safe working. Manage tooling, equipment and materials daily in-line with supplier standards e.g. COSHH (Control of Substances Hazardous to Health).
- Environmental: Comply with environmental procedures and systems and contribute to the achievement of specific standards e.g. ISO 14001 or other relevant environmental standards and use the 4R's (Reduce, Re-use, Recycle, Recover) where possible.
- Production: Demonstrate their ability to carry out their role effectively, efficiently and flexibly maintaining lean manufacturing principles to meet customer's demands e.g. JIT

IN ADDITION TO THE CORE KNOWLEDGE AND SKILLS LEAN MANUFACTURING OPERATIVES MUST COMPLETE ONE OF THE FOLLOWING JOB ROLES OPTIONS:

1. Lean Manufacturing Operatives working within a Production/Assembly role will be able to meet the requirements of two different production/assembly processes or assignments
2. Manufacturing Operatives working within an Inspection/Quality assurance role
3. Manufacturing Operatives working within a Logistics/Material handling role
4. Manufacturing Operatives working within a Production processing/finishing role

END POINT ASSESSMENT



- Lean Manufacturing Operations: Demonstrate their skill and knowledge following SOPs and building their versatility across a number of 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 legibly using the correct terminology required to meet the quality standard e.g. ISO 9002
- Problem Solving: Demonstrate their ability to identify and resolve problems within the lean manufacturing environment using effective problem solving tools and techniques. Manage problems that may occur during the manufacturing process within the limits of their responsibility and escalate as appropriate
- 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. Identifying and eliminating the 7 wastes (defects, over production, transportation, waiting, inventory, motion and processing)
- Communication: Demonstrate communication skills which include oral, written, electronic (PC), information boards or visual displays to effectively share information
- Work Place Organisation: Maintains and monitors the work site efficiently and effectively at all times using the elements of sifting, sorting, sweeping, spick & span (5's) within the lean manufacturing environment

A LEAN MANUFACTURING OPERATIVE REQUIRES THE BEHAVIOURS THAT WILL ENSURE THEY ARE:

- Punctual, reliable and takes responsibility for their own actions.
- Show respect for others, having regard for diversity and equality.
- Respond positively to change in the working environment.
- Integrates within the team and supports others.
- Can work independently and effectively in challenging situations.
- Maintains quality of work under pressure.
- An open and honest communicator.
- Listens to other people's opinions.
- A positive and respectful attitude.
- Follows instructions and guidance and demonstrates attention to detail.
- Seeks opportunities to develop and adapt to different situations, environments or technologies.

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YOUR APPRENTICESHIP CAREER PATH

Below is an example career path showing how you can progress up to a Level 6 qualification. At the end of every qualification you have the option to leave your education and progress with your career - you don't need to study up to level 6.



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