

Certification – What to expect



- Certification sessions give everyone the opportunity to achieve externally recognised BQF certification for their practical application, skills and capability
- You get a 45 min slot to share recent examples of the application of your chosen discipline/s tools and techniques. There is no rigid format for presentation so you can use your existing documentation and presentation packs as evidence. It helps if you are able to summarise any documentation and send 48 hours in advance of the one to one.
- During the one to one session we expect you to present your executive summary and we ask you some questions about the evidence you share and give you the opportunity to bring your experience to life
- This is your opportunity to share all your brilliant knowledge, expertise and experience and our ambition is to help you be the best you can be.. celebrating and recognising the skills and capability you have put into practice
- We provide some feedback in real-time and summarise what was brilliant and a few things you may want to focus on to become even better. If you have gaps that prevent you from achieving the level you are aiming for we give you the feedback and you have the opportunity to come back in an agreed timeframe.
- If you achieve the standards BQF will issue you with a formal certificate and register you on their database

BQF Certification Levels – Continuous Improvement



BQF Continuous Improvement Associate - Project/Initiative Review

Helps or supports the CI lead to deploy a culture of continuous improvement.

BQF Continuous Improvement Practitioner - Project/Initiative Review

Takes the lead with a team to deploy a culture of continuous improvement. Support and coach team members within the organisation to embed Continuous Improvement tools and techniques.

BQF Continuous Improvement Advanced Practitioner - Project/Portfolio Review

Takes the lead with multiple teams across the value stream to deploy a culture of continuous improvement. Support and coach CI leads/Managers within the teams to deploy and embed Continuous Improvement.

BQF Continuous Improvement Master Practitioner - Self Reflective Career/Portfolio Review

Takes the lead within the business division or enterprise to deploy a culture of continuous improvement. Support and coach CI leads/Managers within the organisation to deploy and embed Continuous Improvement. Builds and embed Continuous Improvement into the strategic goals of the business.

Continuous Improvement Readiness



For Continuous Improvement certification, you will need to show an understanding of the topics listed below and share your team Performance Board and Bug Board, with additional evidence of a completed problem you have solved.

You will be expected to:

- Identify the teams customer's and establish what they value
- Understand the purpose of the team and how they contribute to the organisations goals
- Agree a set of KPI's that the team use to track how they are doing against their goals
- Create a team performance board
- Embed the culture where the team discuss their performance on a frequency that suits the business needs
- Set up a bug board to visibly show the things that could be improved
- Set up a prioritisation method to prioritise the teams improvement activity
- Develop a process for allocating who will work on improvements and how it will be managed operationally to commit the time to undertake
- Use a structured problem solving method that uses data to understanding and implement solutions that address root causes
- Ensures that any learning is shared back with the team and wider business if appropriate
- Celebrates successes and recognises the improvement along the way