

**PART D**

**Documents Provided**

## Diploma in Business Improvement Leadership

Indicate documents you have provided to support your application for RPL.

Required Documents for Diploma Level Application	Tick the items you can provide	For Assessor Use
Project Charter (problem statement / definition, scoping, business case etc)		2, 11, 12
Project Plan (showing a plan for the completion of a project)		2
Meeting Agendas (using the OPRA format)		1
Data Collection Plan (plan to collect key Y and X data, operational definitions)		10, 12,
Control Charts plus other Charts and Data Presentations (control charts with interpretation PLUS other charts for analysis)		8, 9, 10, 12
5S / 6S Evaluation & Evidence of Improvement (audit report and before and after photos)		4,
Quick Changeover Improvement (SMED) (SMED Report with evidence of improvement)		5
Time Value Analysis, Takt Time Chart and Balanced Process (evidence of achieving balance including NEW process map & release system)		6,
Root cause analysis tools (evidence of use of fishbone, cause effect structure trees etc to solve problems)		11, 12
Implementation Plan for Solutions (rolling out solutions)		2, 12
Risk Management Plan / Risk Profile (should include planned controls to manage risk)		2, 3, 5
Final Project Report showing application of Six Sigma and DMAIC methodology (shows use of cause and effect analysis / problem solving methods / post implementation monitoring)		2, 11, 12,
Documentation of Lessons Learnt (reported learnings shared)		2

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Required Documents for Diploma Level Application	Tick the items you can provide	For Assessor Use
Affidavit of project completion and the generation of value for the business		2
Risk Audit or Safe Work Audit or Observation of Workplace (this can be either risk or safe work oriented)		3,

**Declaration**

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate Signature: \_\_\_\_\_

Date:

## Advanced Diploma in Business Improvement Leadership

Indicate documents you have provided to support your application for RPL.

Required Documents for Advanced Diploma Application	Tick the items you can provide	For Assessor Use
Project Charter (problem statement / definition, scoping, business case etc)		3,
Project Tracking (whatever mechanism used to track project progress and business efficiency and cost improvements)		1, 4,
Value Stream Analysis / Map (shows key metrics through the value stream and includes metrics around cost and value of time – if no cost metrics, form of cost analysis must be provided separately )		6,
Cost Value Analysis (show analysis of costs against value adding and non value adding process steps)		4, 5
Process Waste Analysis (cost) (show identification of business wastes and cost associated with these)		5,
Lean Tool Application for Waste Reduction (spaghetti diagrams, time value analysis, pull systems, balancing)		5, 6
Gage R&R (Repeatability and Reproducibility) (statistical output and application, evidence of analysis of excess variation)		8,
Control Charts plus Process Capability Representations (control charts with interpretation PLUS process capability methods)		2, 3,
Cause and Effect Analysis Tools (Ishikawa, 5 whys, tree diagrams, structure trees etc)		1, 3
Correlation and Linear Regression Study Output (correlation results, XY plots, linear regression study and interpretation)		2,
Hypothesis Testing Reports with Conclusions (parametric and / or non parametric tests, anova etc)		1, 9
FMEA (evidence of the analysis PLUS implementation of actions to improve PLUS new process flowchart)		7,
Designed Experiment (DOE) with the design and the final model (include design PLUS first run results PLUS final model interpretation)		10

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Required Documents for Advanced Diploma Application	Tick the items you can provide	For Assessor Use
Implementation Plan for Solutions (rolling out identified solutions)		1, 3, 4, 5, 6, 7
Final Project Report showing application of Six Sigma and DMAIC methodology (shows use of cause and effect analysis / problem solving methods / post implementation monitoring)		3,
First Level House of Quality (QFD) (first level house PLUS what course of action this led to)		11

**Declaration**

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate Signature: \_\_\_\_\_

Date: