



LEAN IMPROVEMENT PROGRAMME

# ACCELERATE

Build Internal Lean Capability That Delivers  
Measurable Business Results.

## **Level 4 Improvement Practitioner Apprenticeship**

Everything your team, line manager and HR  
department need to know - in one  
document.

**2026-2027**



**A structured, applied programme that builds real lean improvement capability - and delivers measurable results in your organisation.**

Full module breakdown & learning outcomes

Funding & employer co-delivery options

How assessment & EPA project work

Programme intakes & pricing

Typical improvement project examples

How to register your team or cohort



**10 Month Programme**



**Level 4 Qualification**



**Employer-Based Learning**



**Workplace Improvement Project**



**Apprenticeship Levy-Funded**



# PROGRAMME OVERVIEW

Accelerate is the RKMS lean improvement programme, delivered as a Level 4 Improvement Practitioner Apprenticeship. Over ten months, learners develop the knowledge, skills and behaviours to lead meaningful improvement projects in their organisation - building a portfolio of evidence and completing a live EPA project that demonstrates measureable impact.

## What Learners Will Achieve

- Lead structured lean improvement projects from end to end
- Apply data-driven problem-solving in the workplace
- Engage and influence stakeholders at all levels
- Demonstrate measureable, evidenced business impact
- Build a professional EPA portfolio across the programme

## Who Is This Programme For?

- Team leaders and supervisors driving change
- Quality, operations, and CI staff
- Project leads and process owners
- Anyone supporting business improvement initiatives
- Employers building internal lean capability

## PROGRAMME STRUCTURE

The programme runs over 10 months: 8 months of structured on-programme learning and project development, followed by a 2-month End-Point Assessment (EPA) period.

|                                                      |                                         |                                       |                                            |
|------------------------------------------------------|-----------------------------------------|---------------------------------------|--------------------------------------------|
| <b>Months 1-5</b><br>Taught Modules & Tools Practice | <b>Month 5</b><br>Project Approval Gate | <b>Months 6-8</b><br>Live EPA Project | <b>Months 9-10</b><br>End-Point Assessment |
|------------------------------------------------------|-----------------------------------------|---------------------------------------|--------------------------------------------|

## EPA READINESS JOURNEY

Learners build their EPA readiness progressively throughout the programme. The professional Discussion portfolio of evidence develops across months 1-5, before moving into the live project phase.

|                                                                                                    |                                                                                |                                                                                                |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Months 1-5</b><br>Learn the tools, Practice the tools, Build PD evidence, Complete PD portfolio | <b>Months 6-8</b><br>Live project: Define, Measure, Analyse, Improve & Control | <b>Months 9-10</b><br>Presentation & Report<br>Professional Discussion<br>Multiple Choice Test |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|

# MODULE BREAKDOWN – MONTHS 1-5

Each monthly workshop builds on the last, combining taught content with structured workplace activities that generate EPA evidence and portfolio entries.

## Month 1: Induction & EPA Planning

### Workshop content

Programme induction, apprenticeship requirements, EPA overview, KSB's, OTJ requirements, team development, decision making, project management, project scoping and benchmarking concepts.

### Project Activity

Explore and evaluate potential workplace improvement opportunities using a Project opportunity Log. No project selection at this stage.

### EPA Evidence Generated

Initial OTJ records established  
Knowledge confirmation completed  
EPA Planning and KSB development evidence generated.

Reflective evidence started  
Project Opportunity Log created

## Month 2: Introduction to Lean & Improvement

### Workshop content

Lean principles, customer value, waste identification, process thinking, benchmarking and continuous improvement.

### Project Activity

Process observation, waste identification, workplace process reviews and benchmarking activities.

### EPA Evidence Generated

Portfolio evidence started  
Benchmarking reflections recorded

Lean tool application examples produced  
Process improvement opportunities identified

## Month 3: Problem Solving - Data Acquisition

### Workshop content

Data collection, measurement systems, operational definitions, sampling, data types, measurement validity and governance.

### Project Activity

Plan and undertake structured data collection activities to establish a reliable baseline and support improvement investigations.

### EPA Evidence Generated

Data collection evidence produced  
Governance and risk reflections recorded

Measurement planning examples documented  
Portfolio evidence generated

## Month 4: Problem Solving - Data Analysis & Improvement Decisions

### Workshop content

Statistical analysis, variation, SPC, capability, root cause analysis, prioritisation, experimentation and optimisation.

### Project Activity

Analyse workplace data, identify root causes, prioritise improvement opportunities and evaluate improvement options.

### EPA Evidence Generated

Analysis and capability evidence produced  
Professional discussion preparation commenced

Experimentation and optimisation generated  
Portfolio evidence generated

# MODULE BREAKDOWN – MONTHS 1-5

## Month 5: Change Management & Workplace Organisation

### Workshop content

Change management, stakeholder engagement, workplace organisation, implementation planning, and sustainability

### Project Activity

Apply change management approaches, engage stakeholders, develop implementation strategies and identify, evaluate and gain approval for the EPA project.

### EPA Evidence Generated

Change management strategy documented  
EPA preparation activities completed

Stakeholder engagement evidence produced  
Project approval documentation and sponsor confirmation obtained.

## Project Approval Gate - End of Month 5

Learners must pass a formal approval gate before launching their live EPA project. All of the following must be in place:

- Professional Discussion portfolio of evidence completed
- Project sponsor confirmed
- Scope and objectives agreed
- Baseline measures / KPI's identified
- Project formally approved to progress



# EPA PROJECT PHASE - MONTHS 6 TO 8

From month 6, learners transition from taught workshops into live, employer-based improvement projects, supported by tutor coaching and regular project reviews using the DMAIC framework.

## Month 6

### EPA Project - DEFINE & MEASURE

Select and scope the EPA project, complete the project charter, gather VOC/VOB, identify stakeholders, create process maps and establish baseline measures, learners also deliver a 10-minute mock presentation at the start of this month.

#### END OF MONTH MILESTONES

Mock presentation delivered and feedback received  
Project charter completed  
VOC/VOB captured  
Baseline measures established

Live EPA project launched  
Problem statement and business case agreed  
Process map and/or SIPOC completed  
Data collection plan completed  
Report drafted  
DEFINE & MEASURE Presentation slides complete

## Month 7

### EPA Project - ANALYSE & IMPROVE

Analyse data, identify root causes, select and test solutions, implement improvements and engage stakeholders throughout.

#### END OF MONTH MILESTONES

Data analysis completed  
Improvement opportunities evaluated  
Improvement implementation evidenced  
Leadership and coaching evidence generated  
Root cause analysis completed

Solution selected and tested / piloted  
Stakeholder engagement evidence produced  
Report drafted  
ANALYSE & IMPROVE presentation slides complete

## Month 8

### EPA Project - CONTROL & COMPLETE

Measure benefits, implement controls, develop sustainability plans, reflect on project outcomes and finalise all EPA documentation.

#### END OF MONTH MILESTONES

Business benefits measured and evidenced  
Sustainability plan completed  
Lessons learned recorded  
Control measures implemented

Project outcomes evaluated  
Personal reflection completed  
Report finalised  
CONTROL presentation slides complete  
EPA evidence fully complete

### Gateway Submission

Before progressing to EPA, learners must submit their gateway declaration and the following documents:

Final EPA Project Presentation  
Final EPA Portfolio of evidence to support the Professional Discussion  
EPA Mapping Document  
Gateway Declaration

Final EPA Project Report - submitted after Gateway directly to the IEPA

# Typical Improvement Project Examples



Learners work on real projects within their own organisation. Projects must be achievable within programme timescales, have a clearly identified business need and deliver measureable benefit.

## **MANUFACTURING**

### **Reducing Machine Downtime**

Analysed casues of unplanned stoppages using SPC and root cause analysis. Implemented a preventivaive maintenance schedule and visual management system.

**37% reduction in unplanned downtime - saving £28,000 per year.**

## **HEALTHCARE / NHS**

### **Reducing Patient Waiting Times**

Mapped the patient journey, identified bottlenecks and redesigned the scheduling and triage process to reduce delays.

**Average wait cut from 24 days to 11 days - improving patient experience and access targets.**

## **LOGISTICS & WAREHOUSE**

### **Improving Order Pick Accuracy**

Performed pareto analysis on picking errors and introduced a zone-based picking system with visual controls.

**Pick accuracy improved from 91% to 98.4% - reducing rework costs by £15,000 annually.**

## **FINANCIAL SERVICES**

### **Streamlining a Complaints Process**

Used process mapping to identify duplicate handoffs and introduced a first-contact resolution protocol and dashboard.

**Average handling time cut by 34% - improving compliance and customer satisfaction.**

## **LOCAL GOVERNMENT**

### **Reducing Planning Application Backlogs**

Used value stream mapping to identify processing delays and redesigned the allocation workflow with clear case ownership.

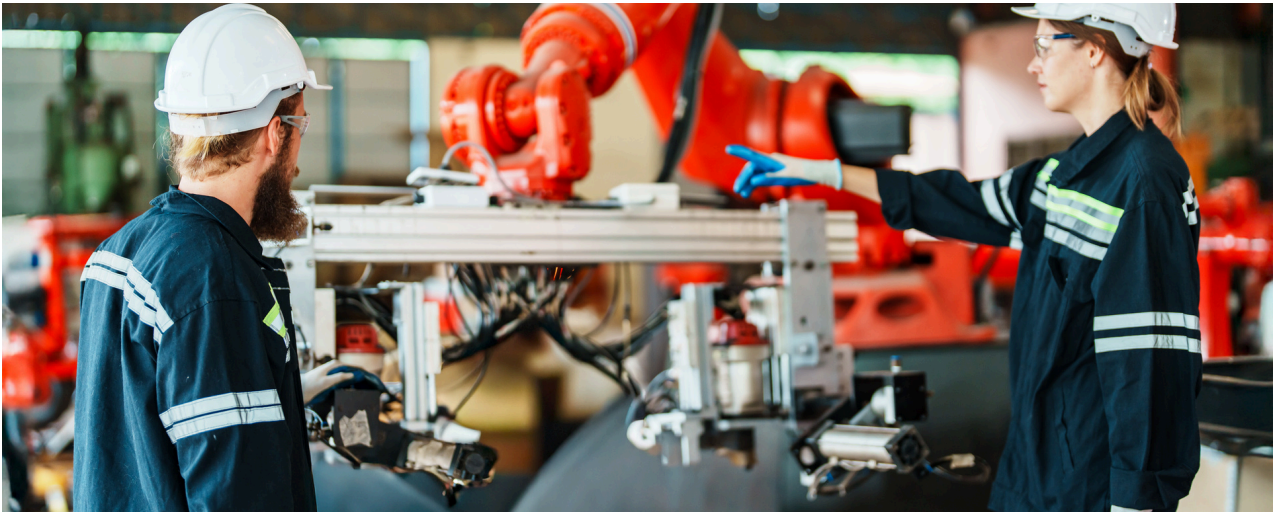
**Processing time reduced by 28% - meeting government turn-around targets for the first time.**

## **RETAIL & DISTRIBUTION**

### **Reducing Supplier Lead Time Variability**

Collected and analysed supplier delivery data and engaged suppliers in a KPI-driven collaborative improvement initiative.

**Lead time variaility reduced by 45% - improving stock availability and reducing emergency orders.**



## HOW ASSESSMENT WORKS

Evidence, project work and assessment preparation are built throughout the programme.

01

### **Multiple Choice Test**

A knowledge-based test covering lean and improvement principles, tools and techniques from across the programme.

Typically 40 questions, time-limited. Completed independently online under supervised conditions.

02

### **Project Presentation & Report with Underpinning Questions**

Learners present their EPA improvement project to an independent assessor, demonstrating tool application and impact achieved.

A presentation and 1 page A3 or 1-3 page report covering Define, Measure, Analyse and Control - Followed by assessor questions.

03

### **Professional Discussion**

A structured discussion with an assessor, drawing on the learners evidence portfolio built throughout Months 1-5.

The professional discussion portfolio is built progressively, creating 13-15 pieces of individual evidence. Learners evidence their knowledge, skills and behaviours (KSB's) through reflective practice, workplace activities and documented examples.



# FUNDING, PRICING & HOW TO REGISTER

Accelerate is funded through the apprenticeship levy system, making it a highly cost-effective route to building lean capability in your organisation.

## Pricing summary

| Employer Type                   | Funding Route                                    | Employer cost                       |
|---------------------------------|--------------------------------------------------|-------------------------------------|
| Levy-paying employer            | Digital Apprenticeship Service (DAS) Account     | £0 (where levy funds are available) |
| Non-levy employer               | 95% Government funded / 5% employer contribution | Max £300 per delegate               |
| Levy-payer - insufficient funds | 95% Government co-investment                     | Max £300 per delegate               |

## Programme Intakes

### Set Intakes Throughout the Year

RKMS runs set cohorts of the Accelerate programme throughout the year. To find out when the next available cohort starts and to register your interest, visit the programme page on the RKMS website.

[www.rkmsuk.co.uk/lean-management/](http://www.rkmsuk.co.uk/lean-management/)

## How to Register Your Team or Cohort

1

### Register Your Interest

Visit [www.rkmsuk.co.uk/lean-management/](http://www.rkmsuk.co.uk/lean-management/) and complete the enquiry form or contact our team directly. We will confirm the next available intake and answer any initial questions.

2

### Eligibility & Onboarding

We will confirm learner eligibility for the apprenticeship and help you set up your Digital Apprenticeship Service Account if you do not already have one.

3

### Agree Cohort Details

Confirm the number of learners, agree start dates and complete the required employer and learner agreements. Group cohorts can be arranged for five or more learners.

4

### Programme Begins

Learners are enrolled, receive their induction pack and learning resources, and are introduced to their RKMS tutor ahead of the first workshop.

# WHY RKMS?

We are a trusted operations partner focused on measurable outcomes, not just certificates. Our training pays for itself through the real-world improvements your staff implement.



Practical, hands-on approach



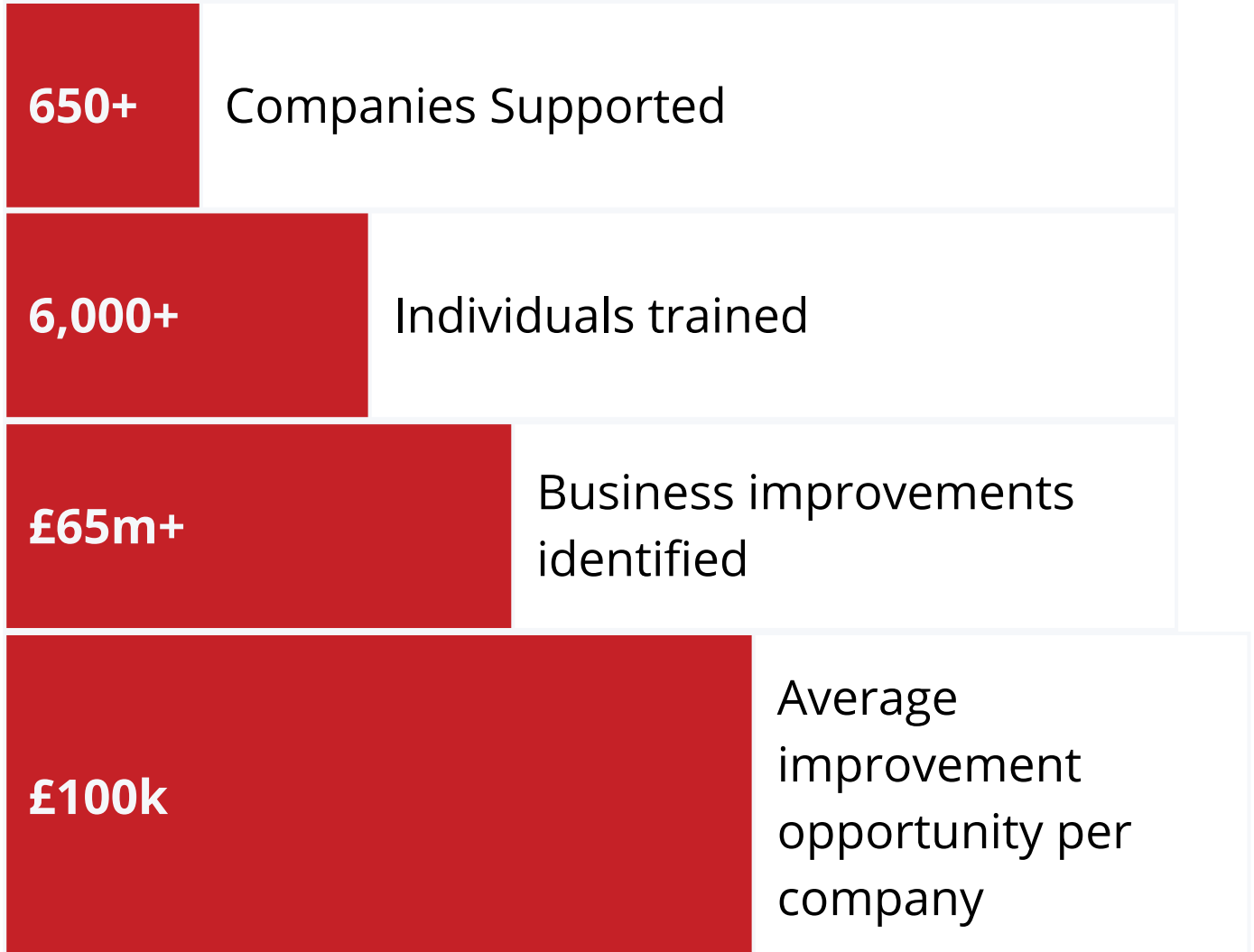
Delivered by experienced Lean and Agile specialists



Built around real business challenges, not generic classroom theory



Ofsted GOOD Provider



**REGISTER YOUR INTEREST**



**RKMS**  
GROUP