

Qualification Specification

The Advanced Analytics Solutions Level 4 Quality Practitioner

Qualification number: 610/6094/X

Qualification Summary

Qualification Title	Advanced Analytics Solutions Level 4 Quality Practitioner
Ofqual qualification number (QN)	610/6094/X
Guided Learning Hours (GLH)	100
Total Qualification Time (TQT)	330
Minimum Age	18
Qualification Purpose Summary	<p>This qualification prepares learners to work in a wide range of organisations including automotive, defence, food, pharmaceutical, nuclear, retail, financial services, logistics services, public sector and government. It is designed for learners who need to ensure that their organisations fulfil the requirements of their customers and other stakeholders.</p> <p>This qualification prepares learners to deploy effective Quality Practices in their area of responsibility to ensure their organisations fulfil the contractual and regulatory requirements of their customers and other stakeholders and will develop the learner's skills in four main areas:</p> <ol style="list-style-type: none"> 1. Quality Planning (planning a delivery system for reliable outputs, such as implementing Quality Management Plans) 2. Quality Assurance (providing confidence to stakeholders that Quality standards are maintained, such as conducting audits) 3. Quality Control (verifying a product or service is meeting agreed specifications, such as carrying out inspections) 4. Continuous Improvement (preventing recurrence of poor quality through analysis and addressing the root cause of poor quality, such as conducting investigations).
Grading	Fail/Pass/Distinction
Assessment Methods	Work Based Project with questions, Professional Discussion underpinned by portfolio of evidence.

**Work/Industry
placement experience**

Learners must produce a work based project during the gateway period, subject, title and scope of which will be agreed between the employer and the EPAO.

A portfolio of evidence during the on-programme period of the apprenticeship containing evidence related to the KSBs that will be assessed by the professional discussion will also be required.

Change Control

This section summarises the changes made to this qualification specification.

Version	Publication Date	Summary of Changes
1.0	July 2025	First publication

SECTION ONE - INTRODUCTION

Introduction

If you are using this qualification specification for the purposes of planning training delivery, please ensure that you use the most up to date version.

In the event of a conflict between this document and the assessment plan published by Skills England then the latter takes precedence.

Aims and Objectives

This qualification prepares learners to deploy effective Quality Practices in their area of responsibility to ensure their organisations fulfil the contractual and regulatory requirements of their customers and other stakeholders.

On completion of this qualification learners will be able to:

- Contribute to the formulation of quality strategy, such as reducing product defects or improving service performance and support the achievement of these by themselves or others, such as other employees or suppliers. This may include environmental performance or sustainability criteria
- Contribute to the formulation of output related customer satisfaction activities, such as Right First Time and On-Time delivery and support the achievement of these by themselves or others, such as customer stakeholders, other employees or suppliers
- Contribute to the formulation of supplier performance measurements, such as improving quality of supplied goods or services and support the achievement of these by themselves or others, such as other company employees or employees throughout a multi-tier supply chain. This may include sustainability criteria
- Be responsible for deployment of Quality Policies, Processes and Procedures as defined in the organisation's Quality Management System and identification of opportunities for improving the Quality Management System
- Plan and conduct audits/assurance in line with the organisation's audit plan/programme to meet customer/organisational/regulatory audit requirements
- Identify, investigate and contain nonconformances and advise on actions to prevent recurrence
- Inspect/verify/validate a Product or Service against stated product requirements/acceptance criteria/service levels, such as checking the weight or dimensions of a product or timely delivery of a service
- Develop quality control/assurance plans for the product, service or project they are responsible for, such as product dimensional control, on-time service delivery
- Advise on and/or use tools and techniques to improve quality performance, such as reducing waste, improving right first time delivery, reducing noncompliance
- Gather and analyse routine quality performance data and produce relevant reports to support governance, assurance and improvement activities

- Guide and support others inside the Quality Function or in other functions to improve quality competence and quality performance
- Support the development of new/changed products or services, through identifying/quantifying quality risks and contribute to the analysis and mitigation/prevention of these risks.

Support Handbook

This qualification specification must be used alongside the Guidance Handbook for Employers, Learners, and Training Providers, which is available on request as well as the formal Assessment Plan available from Skills England. The handbook contains additional supporting information to help with planning and delivery and general information on assessment to help learners, employers and training providers plan.

This qualification specification contains all the qualification-specific information you will need that is not contained in the Guidance Handbook.

Guidance for entry and registration

This qualification is designed for learners who wish to deploy effective Quality Practices in their area of responsibility.

Registration is at the discretion of the Training Provider, in accordance with equality legislation, and Individual employers will set their own entry requirements.

There are no specific prior skills or knowledge a learner must have for this qualification; however, learners will find it helpful if they have recent experience of using a range of standard office based communication software such as presentation tools, data analysis tools and report writing tools.

Training Providers are responsible for ensuring that learners are capable of achieving the learning outcomes (LO's) and complying with the relevant literacy, numeracy and health and safety requirements.

Learners registered on this qualification should not undertake another qualification at the same level, or with a similar title, as duplication of learning may affect eligibility for funding.

Achieving this qualification

To be awarded this qualification, learners are required to successfully achieve a pass or better in both mandatory assessment methods.

Refer to the qualification content for further information.

To achieve this qualification, learners must successfully demonstrate their achievement of all of the knowledge, skills and behaviour criteria as detailed in this qualification specification.

Progression

Learners who achieve this qualification could progress to many further learning opportunities including the following:

- Level 4 Improvement Practitioner
- Level 5 Improvement Specialist

Resource requirements

There are no mandatory resource requirements for this qualification, but Training Providers must ensure learners have access to suitable resources to enable them to cover all the appropriate learning objectives.

Learners will need to have access to:

- Standard office IT equipment to gather, analyse and present projects
- Software such as Excel or similar capable of analysing issues
- Advanced tools such as Tableau, Minitab, JMP, SPSS, SigmaXL, or Data Analysis Toolkit are not required however learners will benefit from an ability to use one or more of these tools.

How this qualification is assessed

Assessment is a process of measuring a learner's knowledge and skill against the standards set in a qualification.

This qualification is externally assessed and quality assured.

The assessment consists of two components:

- An externally assessed work based project with questioning
- An externally assessed portfolio of evidence

Learners must achieve at least a pass in both of these assessments to gain this qualification.

All the evidence generated by the learner will be assessed against the standards expected of a Level 4 Quality Practitioner for each learning objective.

Unless otherwise stated in this specification, all learners taking this qualification must be assessed in English and all evidence presented for external assessment must be in English.

SECTION TWO - CONTENT AND ASSESSMENT GUIDANCE

This section provides details of the structure and content of this qualification.

The types of evidence listed are for guidance purposes only. Other types of evidence are acceptable if all learning outcomes are covered, and if the evidence generated can be externally assessed and quality assured.

The explanation of terms shows how the terms used in the qualification content are applied to this qualification, this is contained in Section Three.

Assessment Method 01 Work Based Project with Presentation and Questioning

Assessment Summary		
<p>This mandatory assessment element requires apprentices to submit a formal work based project within 22 weeks of the gateway. The project should be based on an area of operation that the apprentice works in with a brief summary of around 500 words describing what the project will cover and an initial project plan being submitted to the EPAO for agreement. The summary is not assessed.</p> <p>The project must be a contextualised work-based project report of 4,000 words +/- 10% excluding appendices, references, figures, tables etc. The work-based project report will be reviewed for evidence that the knowledge, skills and behaviours assigned to the work-based project are inherent in the apprentice's practice.</p> <p>Apprentices will prepare and deliver a presentation that appropriately covers the KSBs assigned to this method of assessment. The presentation and questioning element lasts for 60 minutes in total. The presentation of the work-based project will last for typically 35 minutes (+10% at the discretion of the independent assessor) followed by typically 25 minutes (+10%, at the discretion of the independent assessor) for questions and answers. The independent assessor will ask a minimum of 5 questions to establish the apprentice's understanding of the presentation and how it demonstrates the relevant KSBs.</p> <p>Please refer to the Guidance Handbook for Employers, Learners, and Training Providers for further information regarding the ID verification process and details regarding the set-up of assessment.</p> <p>To achieve a pass in this assessment all pass criteria must be met, to achieve a distinction all pass and distinction criteria must be met.</p>		
KSB Ref. Number	Knowledge, Skill or Behaviour criteria	Learning Objectives <i>In order to achieve a pass grade the learner must demonstrate that they can do or know ...</i>
K1, K2, K4, K5, K6, K8, K9, K10, K11, K13,	N/A	<ul style="list-style-type: none">Describes the key considerations and approaches that need to be taken into account with the project which enable changes in organisations, products or services

<p>K14, K15, K17</p> <p>S3, S4, S5, S7, S8, S9, S10, S12</p> <p>B2, B3</p>		<p>and explains how internal/external drivers for change can influence their priorities and objectives (K14, K15)</p> <ul style="list-style-type: none"> • Describes and applies business improvement tools and techniques in the project and how they have used these to identify, collect and analyse data relevant to the quality performance of their processes and products/services (K13, S3, S4) • Explains how they identify quality specific requirements from technical documents, contractual and commercial inputs and stakeholder statements and how they have converted the information into performance measures/objectives for the organisation. Explains how the organisation is able to manage their specific product / services to meet customer requirements (K4, K6, K10, S8) • Demonstrates the application of the process of identifying, analysing and prioritising quality specific risks and opportunities and how they have supported the development, implementation and effectiveness of resulting actions (S5) • Explains how their plans, measures, manages and monitors its own quality objectives (K11) • Demonstrates the tools/methods that are used to identify and manage internal and external stakeholders, explains what other options are available including tools for analysing and prioritising customer/stakeholder quality requirements and how these support quality related activities (K5, S12) • Explains the organisation's operating environment including the markets it operates in, roles and responsibilities, who its stakeholders are and what they require from the organisation (K1) • Explains the environment in which products/services are supplied and what factors may have an impact on their performance when meeting customer and legislation/regulatory requirements (K2) • Evaluates the effectiveness of structured problem-solving techniques within the project and justifies their choice of tools to review measurement systems (S7, S10) • Identifies techniques used for improving awareness and performance and applies appropriate tool or method to identify gaps in process performance outlining plans to close them (K17, S9) • Outlines the products/services life cycle stages of their project and summarises the implications for quality (K8) • Explains the process design concepts used in the organisation as well as showing how this supports specific organisational objectives (K9)
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		<ul style="list-style-type: none"> Explains how they take into consideration a broad view of different perspectives and factors and follow the ethical, procedural and operational guidelines set out by the organisation (B2, B3)
Distinction Criteria In addition to satisfying all the pass criteria the following must also be met to achieve a distinction award		
K1, K2, K4, K5, K6, K8, K9, K10, K11, K13, K14, K15, K17 S3, S4, S5, S7, S8, S9, S10, S12 B2, B3	N/A	<ul style="list-style-type: none"> Justify their considerations and approaches to enable change in the organisation, products or services and identifies those internal and external drivers which have had the biggest influence on priorities and objectives (K14, K15) Provides considered justification for the tools they have used and how the outputs of each tool are used to improve the quality of performance of their processes and products/services (K13, S3, S4) Justify their choice of the tools used to develop performance measures/objectives and demonstrates how the metrics comply with the specific requirements (K4, K6, K10, S8) Demonstrates how the application of risk and opportunity management has led to the ongoing monitoring of risks/opportunities to understand the effectiveness of the resulting actions and if new actions are required (S5) Justify their facilitating role in ensuring the alignment of organisation's quality objectives and functional/business objectives (K11)

Assessment Method 02 Professional Discussion underpinned by a Portfolio of Evidence

Assessment Summary		
<p>This mandatory assessment element consists of a learner led professional discussion lasting 60 minutes, to include a minimum of 10 open style questions from the assessor to clarify or follow up evidence. The independent assessor has the discretion to increase the time of the professional discussion by up to 10% to allow the apprentice to complete their last answer. Further time may be granted for apprentices with appropriate needs, in-line with the EPAO's Reasonable Adjustments Policy. The professional discussion will be audio-recorded.</p> <p>The apprentice and the independent assessor will have access to their own copies of the portfolio (either electronic or bring a copy with them) throughout the discussion and both can refer to it as needed. The apprentice can draw on the contents of the portfolio to underpin the discussion, selecting items to inform and enhance their answers.</p> <p>Details of other arrangements may be found in the Guidance Handbook.</p> <p>To pass this assessment element learners must achieve all criteria at pass level. To achieve a pass in this assessment all pass criteria must be met, to achieve a distinction all pass and distinction criteria must be met.</p>		
KSB Ref. Number	Knowledge, Skill or Behaviour criteria	Learning Objectives <i>In order to achieve a pass grade the learner must demonstrate that they can do or know ...</i>
K3, K7, K12, K16, K18, K19 S1, S2, S6, S11 B1, B4, B5	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Explains the purposes of auditing and demonstrates planning and conducting system, product or process audits and the provision of follow up reports (K12, S6) Selects and applies methods of communication which reflect the internal/external stakeholder audience and the level to which quality strategy is targeted within the organisation (S2, S11) Interprets and evaluates how their organisation applies regulations that affect their industrial sector (S1) Explains the principles of the foundation of quality and the quality management systems establishing a method of working within them which takes into consideration different points of view and follows the ethical, procedural and operational guidelines set out by the organisation (K19) Explains how they promote a quality culture in their organisation and why it is important to include sharing best practise and continuous improvement and how this leads to organisational performance improvements (K16, B1) Describes the different sources and methods for maintaining their own development and the activities they have planned, undertaken and recorded in

		<p>seeking continuous professional development in their quality profession (K18, B5)</p> <ul style="list-style-type: none"> Explains what is meant by risk management tools and the techniques they would use to identify, assess and mitigate the risks associated with new product/service development and improvement, process and supply chain management (K7) Describes how the organisation's strategy is sensitive to the perception of stakeholders and how this knowledge is used to inform priorities at a tactical level in their organisation (K3) Demonstrate how they are able to engage with internal and external customers to ensure that their requirements are understood and the priority in the implementation of their activities (B4)
Distinction Criteria In addition to satisfying all the pass criteria the following must also be met to achieve a distinction award		
K1, K2, K5, K6, K7, K10, K13, K14, K15 S5, S9, S10, S11, S13, S14 B1, B2, B5, B6, B7	N/A	<ul style="list-style-type: none"> Provides considered justification of their system, product or process audit plans and methodology (S6) Justifies their selection of the methods they use to communicate with internal/external stakeholders and the way in which they target quality strategy to different levels within the organisation (S2, S11) Justifies the methods they use to promote a quality culture and details how they changed behaviours of others to improve ways of working in their organisation (K16, B1) Evaluates the risk management tools that are used within the organisation and recommendations that have been made to change the methods used on audits that they have undertaken (K7)

OVERALL GRADING

Results from each of the two assessment methods are combined to arrive at the overall grade awarded.

Project Presentation with Questioning	Professional Discussion underpinned by portfolio	Overall Grade
Fail	Fail	Fail
Pass	Fail	Fail
Fail	Pass	Fail
Distinction	Fail	Fail
Fail	Distinction	Fail
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Pass	Pass
Distinction	Distinction	Distinction

SECTION THREE - EXPLANATION OF TERMS

This table explains how the terms used are applied to this qualification (not all verbs are used in this qualification)

Define	Give the meaning of a word or phrase
Demonstrate	Show an understanding of a subject
Describe	Provide details about the subject or item
Explain	Provide details about the subject with reasons showing how or why
Give examples of ...	Provide relevant examples to support the subject
Identify	List or name the main points
Indicate	Point out or show using words, illustrations or diagrams
Locate	Find or identify
List	Make a list of words, sentences or comments
Outline	Identify or describe the main points
Plan	Think about, organise and present information in a logical way. This could be presented in writing, as diagrams or an illustration.
Show	Give information that includes clear knowledge about the subject
State	Give the main points in brief, clear sentences
Use	Take an item, recourse or piece of information and link it to the question or task.

SECTION FOUR - SUPPORT

Support Materials

The following support materials are available to assist with the delivery of this qualification and may be available on our website, via ACE360 or on request.

- Guidance Handbook for Employers, Learners, and Training Providers
- Learning resources
- Guidance materials by KSB

We do not explicitly endorse any source of learning materials however there is a wealth of material available on the topic in academic textbooks, media and social domains.

Training Providers are cautioned to be circumspect when selecting sources.

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