**Learner Contact Details:**

Name:

Contact Address:

Postcode:

Contact Number:

E-mail:

**LEARNER DECLARATION**

*I confirm that the answers in Assessment 1 were completed by me, represent my own ideas and are my own work.*

Learner signature: Date:

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**Question 1. Describe the five main principles of lean organisation techniques. (AC 1.1)**

**1.**

**2.**

**3.**

**4.**

**5.**

**Question 2. Explain the benefits of a lean environment (AC 1.2)**

**Question 3. Describe the process for conducting a productivity needs analysis. (AC 2.1)**

**Question 4. Undertake a productivity needs analysis in a specified organisation. (You may wish to produce this information separately and attach the evidence to this assessment booklet or email to your Assessor/Tutor) (AC 2.2)**

**Remember to follow the four steps of a PNA:**

1. **Measure the relevant areas**
2. **Prioritise measures**
3. **Set objectives**
4. **Processes needed to reach the objectives**

**Areas to be measured:**

**Prioritise the measures:**

**Objectives:**

**Now think about the processes that need to be implemented to meet your objectives:**

|  |  |
| --- | --- |
| **Objectives** | **Processes** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Question 5. Produce a process map using appropriate symbols and terminology for an identified process. (You may wish to produce this information separately and attach the evidence to this assessment booklet or email to your Assessor/Tutor) (AC 3.1)**

**Process Identified:**

**Well done!**

**You have completed your Assessment 2, please check you have answered all the questions and signed the learner declaration on the front page, before submitting to your Assessor/Tutor.**