



# LEAN SIX SIGMA CERTIFICATION CRITERIA



## Introduction

The Australian Organisation for Quality offers members who have attained an appropriate level of knowledge of Lean Six Sigma principles and demonstrated the ability to put them into practice, certification as Lean Six Sigma practitioners.

## Benefits of Certification

1. Improve employability- be a stand out candidate for prospective employers and/or clients
2. Reduce the selection list for recruitment consultants
3. Facilitate desired career transitions in the area of business improvement
4. Benchmark yourself against the best practitioners in Australia
5. Achieve status and recognition among your professional peers
6. Benefit from active promotion of your status as a quality professional
7. Achieve professional recognition for your abilities against a recognised competency standard

## Levels of Certification

Four levels of certification are available:

- Certified Lean Six Sigma Yellow Belt (CL6σYB)
- Certified Lean Six Sigma Green Belt (CL6σGB)
- Certified Lean Six Sigma Black Belt (CL6σBB)
- Certified Lean Six Sigma Master Black Belt (CL6σMBB)

## General Certification Requirements

1. Be current financial year member of AOQ-QLD. This includes individual membership or employees of a company that has Corporate membership.
2. Provide evidence of successful completion of the relevant AOQ-QLD Lean Six Sigma Training course or,
3. Provide full details of alternative Lean Six Sigma training that has been successfully completed. This will be evaluated by the Lean Six Sigma Certification review panel against the RABQSA competencies. Refer to:

Yellow Belt: [www.rabqsa.com/docs/downloads/TCD67.pdf](http://www.rabqsa.com/docs/downloads/TCD67.pdf)

Green Belt [www.rabqsa.com/doc/downloads/TCD69.pdf](http://www.rabqsa.com/doc/downloads/TCD69.pdf)

Black Belt [www.rabqsa.com/doc/downloads/TCD68.pdf](http://www.rabqsa.com/doc/downloads/TCD68.pdf)

Master Black Belt TBC

4. Provide evidence of successful implementation of Lean Six Sigma methodology. Details of the requirements for each level are given below:

5. Payment of the appropriate application fee

**In addition to the above applicants are required to provide:**

#### **Lean Six Sigma Yellow Belt**

- 1 no further requirements

#### **Lean Six Sigma Green Belt**

1. a detailed report on one project that the applicant has participated in as a Green Belt and that has delivered benefits to the organisation.
2. confirmation from the organisation that the stated benefits have been achieved.

#### **Lean Six Sigma Black Belt**

1. evidence of completion of mandatory requirements in the following table.
2. evidence of completion of additional requirements to the value of 500 points.

| <b>Requirement</b>  | <b>Points</b>         |
|---|-----------------------|
| A detailed report of a project that has delivered benefits to the organisation and on which the applicant was a Black Belt.       | Mandatory Requirement |
| A detailed report of a second project that has delivered benefits to the organisation and on which the applicant was a Black Belt | 100 points            |
| Delivery of Lean Six Sigma Training   | 100 points            |
| Coaching & mentoring of project teams   | 100 points            |
| Black belt level examination with a mark of at least 80%  | 100 points            |
| Demonstrated competence in the use of advanced statistical tools  | 100 points            |
| Demonstrated competence in change management methods and techniques   | 100 points            |

#### **Lean Six Sigma Master Black Belt**

Master Black Belt certification requires the following:

1. Provide evidence of completion of mandatory requirements in the following table.
2. Provide evidence of completion of additional requirements to the value of 600 points.

| <b>Requirement</b>                            | <b>Points</b>         |
|---|-----------------------|
| Prior certification to Black Belt             | Mandatory Requirement |
| Minimum of 3 years experience as a practising | Mandatory Requirement |

|   |            |
|---|------------|
| <p>Black Belt.</p> <ol style="list-style-type: none"> <li>1. In leading successful Projects using a variety of the tools available to them.</li> <li>2. In delivering training, and preparation of contextual-based training materials – ie, training materials relevant to a particular workplace.</li> <li>3. In providing technical advice and review of project work particularly where the use of advanced tools is involved.</li> <li>4. As leaders and ambassadors within their organisation, coaching several Black Belts in a coordinated body of work.</li> </ol> |            |
| Possession of an applicable degree from a recognised university which included statistics as a core module.   | 100 points |
| Certificate IV in Training & Assessment   | 50 points  |
| Submission of reports of two projects that delivered substantial benefits to the organisation and that were led by the applicant as Black Belt.   | 100 points |
| Provide evidence of active participation in a team which has successfully designed, developed and deployed a Lean Six Sigma program.  | 150 points |
| Provide evidence of successful implementation of change management methodologies and techniques   | 100 points |
| Demonstrated competence in conflict resolution and psychology.  | 100 points |
| Provide evidence of Leadership/management.  | 100 points |
| Evidence of selecting and planning improvement projects including developing/refining methodology.  | 100 points |

## Application Fee

The application fee, payable in advance is:

- Yellow Belt \$100 plus GST
- Green Belt \$200 plus GST
- Black Belt \$250 plus GST
- Master Black Belt \$275 plus GST

The fee is not refundable if the application is withdrawn or unsuccessful

Travel expenses, unlikely but if deemed necessary, incurred by the Review Panel are to be met by the applicant/applicant's organisation.

## Lean Six Sigma Certification

### Operating Procedures

The award of Lean Six Sigma certification (Green Belt, Black Belt or Master Black Belt) shall be made by the AOQ-QLD's Professional Membership Committee, acting on the recommendation of the Lean Six Sigma Review Panel.

The Lean Six Sigma Review Panel shall consist of:

- the chairperson of AOQ-QLD's Lean Six Sigma Division or nominee
- two Certified Six Sigma Black Belts or Master Black Belts who are members of and nominated by the Lean Six Sigma Division

### **Project Submission Requirements**

1. For each project a report summarising:
  - the project background.
  - the DMAIC process and all tools used.
  - the results of any pilot, listing all statistical tests done on data.
  - a summary of the project benefits in the Hard and Soft categories.
  - Implementation Plan and Control System.
2. A signed affidavit from the Deployment Champion, Financial Manager or Company Senior Manager/Director that the company benefits listed in the report are true and accurate.
3. When required, any request for confidentiality of sensitive information must be made before the submission.

### **Review Procedure**

All applications shall be made using the application form. This should be mailed to AOQ-QLD, PO Box 15205, CITY EAST, 4002.

The application will be reviewed to ensure that it complies with the administrative requirements and qualifications.

The application will then be forwarded to the Lean Six Sigma Review Panel chair who will arrange for the panel to conduct the review.

If the training is not undertaken by AOQ-QLD, review the alternative qualifications.

Each member of the Lean Six Sigma Review Panel will independently rate the applicants project report/s. The panel will then moderate the results to establish a consensus rating. The panel chair will forward a report with recommendations to the Professional Membership Committee.

Where the applicant does not meet the requirements the applicant shall be informed in writing with a summary of the reasons.

The applicant may be asked to resubmit the project report and/or provide additional evidence of their experience or qualifications. If the applicant has clearly failed to meet the requirement they will be required to submit a new application.

### **Certification of Lean Six Sigma Professionals**

Where the applicant is successful they will be awarded a certificate.

Where appropriate, a formal award ceremony may be held at the annual Lean Six Sigma Conference.

## APPENDIX

### PROJECT REPORT MARKING SCHEME – BLACK BELT

#### Mandatory:

- The report must be well presented, with correct grammar and spelling and clearly written in good English.
- The pages must be numbered and there must be a table of contents, including the figures
- The report must have an executive summary of no more than one typed page. This must briefly describe the issue the approach and outcomes.
- The report must have a separate section for each of the DMAIC steps
- The report must include a conclusion that describes the actions that were taken and/or the recommendations, and the results to the extent that they were evident at the time of writing
- The report must contain sufficient summary data to allow the results to be verified. This may be contained in appendices. Confidential information may be withheld/modified, but not to the extent that it prevents full evaluation

Reports that do not comply with the above will not be considered.

#### Assessment Criteria

The assessment criteria are grouped into three broad categories:

- Technical ability
- Personal qualities
- Results/Outcomes

The normal pass mark is 80%.

Where a project is particularly deficient or flawed in a particular area an examiner may request that additional evidence be provided to support the report, even if it achieves the pass mark.

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| <b>DMAIC Process:</b><br>Did the project follow each stage in the Six Sigma DMAIC process thoroughly and systematically? Was each stage completed, with a tollgate review or equivalent, before moving on to the next? | 10 |
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| <b>Use of Tools:</b><br>Did the project use a range of Six Sigma process improvement tools? Were they the appropriate choice for the project and stage?  | 10        |
| <b>Collection &amp; Analysis of Data:</b><br>Did the applicant collect appropriate data and analyze it using appropriate statistical methods. Did they carry out controlled tests/experiments where appropriate? | 10        |
| <b>Data Driven:</b><br>Was the project data driven, or did it make assumptions and take opinions as fact (with particular regard to VOC)?  | 10        |
| <b>Teamwork and Leadership:</b><br>Did the applicant demonstrate the ability to work well with people, both team members and others involved with the process?   | <b>20</b> |
| <b>Organization:</b><br>Did the applicant demonstrate the ability to organize their time and resources efficiently and effectively?  | 10        |
| <b>Initiative:</b><br>Did the applicant show determination in overcoming obstacles? Did the applicant come up with ideas and pursue them diligently  | 10        |
| <b>Outcomes:</b><br>Do the changes and recommendations follow logically from the study? Were they explained and justified clearly. Did (or would) the project provide a substantial benefit to the organization? | <b>20</b> |
| <b>TOTAL:</b>  | 100       |