

Accreditation Information

The ISSP urges members who have achieved significant success in the field to apply for higher levels of membership in order to enjoy the following benefits:

- *Both Professional members and Fellows of the Institute will receive a formal Six Sigma qualification equivalent to a Level 7 Programme from ILM. Until now there has been no formal qualification for Six Sigma Black Belt or Master Black Belt. This is an opportunity to prove the level achieved, on a national scale. Professionals and Fellows of the ISSP will also be entitled to have use of post-nominal letters.*
- *Fellows of the ISSP will be invited to participate in conferences and events. There will also be the opportunity to submit articles and research which will then be published on the website, as well as peer reviewing other's work. It is a chance to shape the Six Sigma community whilst monitoring progress and development within the field.*

Within this Accreditation Pack you will find information regarding both exclusive levels of membership:
Professional and Fellows.

Accreditation Process

In order to hold these prestigious statuses there is a strict process within the ISSP Accreditation Unit.

We have condensed this into a simple step-by-step guide, as follows:

- 1. Join as a Member.** All individuals must first join the ISSP as a Member: the standard level of membership. The fee at this stage is compulsory. If the candidate is successful in their later application for Professional or Fellowship status, the initial fee will be taken off their payment. In order to join as a Member please visit www.isspro.co.uk
- 2. Sit the ISSP Exam.** The ISSP has developed a 60 minute open book exam which can be accessed via the website. This test is designed for members to prove they have the knowledge and understanding that is required to be a successful Black Belt/Master Black Belt. *Please note: The exam for Professionals/Fellows is the same. The difference between the two levels is measured by other means, see below.* The exam is open book and multiple choice. The exam has a pass rate of 80%, and members who are successful will be invited to the next stage. Members who are unsuccessful are encouraged to re-sit the exam at a later date. There is no limit to the amount of times a member can sit the online exam. The ISSP is committed to providing support and feedback to those initially unsuccessful to ensure they improve and ultimately pass.
- 3. Submit Portfolio.** This stage requires applicants to submit their Six Sigma project work to be reviewed by the ISSP Board. It is at this stage where Professional applicants and Fellow applicants are separated. In order to continue the process, applicants are now required to submit a top up fee of either £30 (Professional) or £50 (Fellow), plus a £30 application fee. These fees are non-refundable regardless of the outcome of the application. They can be submitted via cheque made out to the Institute of Six Sigma Professionals. Professional applicants are required to demonstrate skills, knowledge and experience in the following areas:
 - Applicants must have completed at least 2 strategically significant business change projects. Evidence required: Summary of 2 projects in the last 18 months.

- They must have mentored other individuals within their improvement projects.
Evidence required: Summary of mentoring given, and references from at least one person mentored.
- Completion of formal Black Belt training. Evidence required: Summary of course outline and copies of any certificates issued.
- Specifically the applicant must demonstrate examples where they:
 - dealt with non normal data in appropriate circumstances.
 - completed measurement systems analysis to improve confidence in data collected.
 - used hypothesis testing to identify change.
 - used non linear regression to build accurate models of processes.
 - completed design of experiment studies to optimise processes.
 - ***Please note: Evidence of the above may be covered by the required summary of two recent projects. If not, additional evidence should be submitted.***

Members applying for Fellowship must provide all of the above, and in addition:

- Applicants must have developed significant business improvement knowledge, skills and behaviours in a variety of business improvement disciplines, such as LEAN, Theory of Constraints, PRINCE2 etc. Evidence required: Summary of projects and training certificates.
 - Delivered training for, and mentored, both black and green belts within their organisation. Evidence required: Summary of training and mentoring delivered, plus references from those mentored.
 - Have gained at least 2 years industrial sector experience at black belt level. Evidence required: Up to date CV.
 - Have maintained both a professional and development record over the past 2 years, examples include updating skills to meet the rapid advances of computer processing power to perform complex data analysis, attending networking and conference events, witting research papers on six sigma tool development. Evidence required: CPD record.
4. **Results sent to applicant.** Successful applicants will be notified via email within 14 days of receipt of the portfolio submission. They will receive a confirmation letter and their ISSP Certificate. Unsuccessful applicants will also be notified via email within 14 days. They will be provided with detailed feedback, including areas requiring improvement, to enable them to

reapply and successfully achieve their desired level. Unsuccessful applicants who reapply within one year will not be required to pay the application and top up fees again.

Guidance Notes on Membership Grades

- **Affiliate (£200 Annual Fee)*** – Affiliate membership is appropriate when joining as a business. It is essentially corporate membership. Affiliates will have access to all events at a discounted member rate, including some that will be tailored for rolling out Six Sigma across a business. They will also have the opportunity to contribute to the network, and offer services to members, such as posting Six Sigma job vacancies. Affiliates can also run events through the ISSP for their members of staff. Please contact info@isspro.co.uk for more details.

- **Member (£59 Annual Fee)***. Individuals who are qualified to Yellow or Green Belt standard can apply to become Members. However, it is not essential to have any Six Sigma training at all, merely an interest in Six Sigma is sufficient.

Members are entitled to attend events at a discounted rate and also will have full access to the Knowledge Centre, online CPD (Continuous Professional Development) facilities and job listings.

- **Professional (£89 Annual Fee)*** – In order to become a Professional member of the Institute of Six Sigma Professionals, individuals will be required to first join as a Member and then to have their Six Sigma training and experience accredited by the ISSP. Details of the ISSP standards and the process to apply for accreditation can be found in the resource library.

Professional members of the organisation will have opportunities to access the Knowledge Centre, the job listings and gain further discounts on a wide range of events and services. They will also be able to use the online CPD programme to enhance their knowledge and work their way towards Master Black Belt status.

- **Fellow (£109 Annual Fee)*** – To become a Fellow, individuals must be qualified Master Black Belts to ISSP Standard. In addition to benefiting from the wide ranges of features that the other levels of

membership have access to, Fellows will also have the opportunity to contribute to the Knowledge Centre; by writing and peer-reviewing articles, run events and be invited to guest-speak at conferences. They can also monitor their development with the online CPD programme.

Potential Fellows must submit an additional application at either Member or Professional stage and will be awarded the prestigious award should they meet the ISSP Fellow of Six Sigma Professional standard.

* All fees are subject to VAT.

Institute of Six Sigma Professionals Standards

The ISSP define a **Yellow Belt** as an individual who has a good understanding of Six Sigma; it is general awareness that is useful for those who are not directly involved but will be supporting, sponsoring and resourcing Six Sigma projects. Yellow Belt qualified individuals should understand the following:

- The principles and importance of business improvement.
- The DMAIC process as an improvement and project management model and the key activities required for each stage.
- The importance of determining the “voice of the customer” and defining “value” in terms of customer requirements.
- The basics of measuring and analysing performance, through key performance indicators and simple statistics.
- The identification and evaluation of solutions.
- The best methods to established ongoing process control and improvement through Standardisation.

A typical Yellow Belt programme: Study time: 1-2 days, with no formal assessment.

The ISSP define a **Green Belt** qualified individual as someone who is able to solve technical and challenging problems through the Six Sigma method. Individuals will be able to understand:

- The principles of Six Sigma and how it can be used as a powerful business improvement tool.
- The tools and techniques needed to analysis a value chain, and subsequent process maps.
- How to use the 7 Quality Tools to challenge and improve the status quo.
- The concepts needed to make change stick.
- The power of software to simulate processes and improvement opportunities.
- Basic well known Six Sigma statistical tools such as hypothesis testing, linear regression and simple full factorial design of experiments (DoE).

A typical Green Belt programme: Study time: 5 – 8 days in the class room, plus a minimum of 3 support and mentoring days from a Black Belt. Assessment would be through a project, lasting no more than 3 months and deliver significant business improvement.

Both **Yellow Belt** and **Green Belt** trained individuals are entitled to join the Institute of Six Sigma Professionals (ISSP) as a **Member**.

A qualified **Black Belt**, as defined by ISSP, will not only know the topics listed above and be able to apply Six Sigma, but will also be able to manipulate the methods in order to be successful in different circumstances. Individuals with this level of knowledge will be able to select the most appropriate method depending on the situation. They will be able to generate innovative and creative ways to solve complex challenges. Specifically they will need to understand everything at Green Belt standard, and:

- The DMAIC process and Six Sigma overview.
- Project selection & management.
- Defining the problem.
- Voice of the customer, with stakeholder analysis.
- Advanced process mapping, X's & Y's, C/E matrix and basic statistics.
- Use statistical software such as Minitab.
- Data collection & sampling strategies.
- Advanced process capability studies, non normal capability studies, DPMO/PPM/Yield and Z scores.
- Measurement systems analysis, Gauge R&R, bias and linearity.
- Measuring the cost of poor quality.
- Hypothesis testing – normal and non-normal, continuous and discrete data.
- Confidence intervals, correlation, non linear regression and non linear regression analysis and modelling.
- Multi-variance studies.
- Advanced DoE techniques, including Reverse DoE.
- Evolutionary Operation and Response Surface Methodology.
- FMEA, Force Field Analysis, JIT and Lean Thinking.
- Mistake Proofing.
- Advance process stability and control charting.
- Statistical process control/Non normal SPC charting.

A typical Black Belt programme: Study time: 20 – 25 days in the class room, plus a minimum of 6 support and mentoring days from a Master Black Belt. Assessment would be through a minimum of 2

strategically important projects, each lasting no more than 6 months and delivering significant business improvement.

Individuals who meet the above criteria may apply to become a **Professional** member of the Institute of Six Sigma Professionals after passing an online exam with a minimum mark of 80% and providing a portfolio of evidence to the ISSP accreditation unit. If a potential member has been on a Black Belt course but not within ISSP standards, they will be asked to complete a CPD programme to meet the requirements before they are granted Professional status.

The final level of Six Sigma is a **Master Black Belt**. ISSP characterises this as an individual who, after gaining Black Belt status, has:

- Evidence of continuous personal development. They should be able to show they have had at least two years experience of continuous project work. They should also be seen to be attending conferences and seminars to continually develop their skills within the Six Sigma field.
- Mentored and supported Yellow, Green and Black Belts within their organisations and/or consultancy projects.
- Been involved with the training, or at least the steering of training, of lower levels.
- Have significant sector experience within their chosen field.

In order to become a **Fellow** of the Institute of Six Sigma Professionals, an individual must go through the ISSP Accreditation Unit.. They will need to prove they have developed a discipline and practice in the field, and pushed boundaries within Six Sigma. Essentially, they should be “ambassadors” for the subject within their sector or organisation, for example, written articles or books, given speeches etc. They should also be able to provide a Personal Development Record proving their knowledge, achievements and improvements over many years. They will have to pass an online exam as part of their professional accreditation, with a minimum mark of 80% and provide an portfolio of evidence.

Professionals and **Fellows** of the Institute will receive formal awards accredited by the ISSP and will therefore require formal application to the accreditation unit.

