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Course Booking  
Psytech International Ltd  
The Grange  
Church Road  
Pulloxhill  
Bedfordshire  
MK45 5HE  
United Kingdom

## Psytech provides a wide range of **additional** training options

### LEVEL A

For those intending to use tests of ability, aptitude and vocational interest, but not personality measures, attendance on Part One of the Combined Course supplemented by distance learning will lead to the Level A Certificate of Competence in Occupational Testing.

### LEVEL B (INTERMEDIATE) PLUS

Available as an extension to the Combined Course as described overleaf, or for those already qualified at Level B (intermediate), as an additional study module, this leads to the Level B (intermediate) Plus Certificate of Competence in Occupational Testing.

### LEVEL B FULL

For B Plus Certificate holders, this programme consolidates and extends your learning to provide the highest level of training and qualification in occupational assessment available in the UK. Available in 2003, this programme will combine a short taught element with supported distance learning and practice.

### IN COMPANY TRAINING

If you have 5 or more colleagues who wish to be trained (to Level A, B (intermediate), B Plus or B Full), it may be convenient, efficient and cost effective to organise an in-house course. If the training is for one organisation, this provides the added benefit that the training can be focused on your assessment requirements, which is impossible on a public course.

### TEST ADMINISTRATION

To allow trained test users to delegate the administration of tests to a competent colleague, test administration training provides delegates with the skills to administer and score tests but not to interpret results. This can lead to the new Test Administration Certificate awarded by the BPS.

### CONTACT INFORMATION

Call Anne Godden, our training administrator on +44 (0) 1525 720003, or email [a.godden@psytech.com](mailto:a.godden@psytech.com)

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level a&b  
PSYCHOLOGICAL  
ASSESSMENT  
TRAINING  
2005



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# Introduction

Psychometric tests are complex measuring instruments which, if used correctly, can significantly improve human resource decisions and have a positive impact on productivity and job satisfaction. Inappropriate use of such tests not only negates the benefits of valid selection and development procedures but can also have an adverse effect on staff motivation. The competent use of psychometric instruments requires expertise in test selection, administration, scoring, interpretation and feedback of the results within the assessment context. Correct interpretation also requires an understanding of population statistics and measurement theory. Responsible and ethical use of tests requires a user to be able to establish and implement company-wide policies to ensure consistent and fair assessment practices that are beyond reproach.

Not surprisingly access to psychometric test materials is restricted to qualified users. In the UK the qualification system has been formulated by the professional body for Psychologists, the British Psychological Society (BPS).

## BPS CERTIFICATES OF COMPETENCE IN OCCUPATIONAL TESTING LEVELS A & B

The BPS has established two qualification levels in Occupational Testing known as Level A and Level B, although there are three levels within the B qualification; Level B (intermediate), Level B (intermediate) Plus and Level B Full.

**Level A** covers the requirement to use aptitude and ability tests.

**Level B** (intermediate) builds upon Level A to cover the requirements for using personality instruments. It's the practitioner level held by the majority of test users and is gained by demonstrating competence in an initial substantive personality instrument. Holding this certificate will give you access to all Psytech tests and the majority of assessments from major test publishers. Level B (intermediate) Plus requires delegates to demonstrate competence in an additional instrument. Level B Full is aimed at professionals and Chartered Psychologists who plan to specialise in occupational assessment services and wish to develop a broader, more general level of competence in applying assessment in a wide range of situations.



# Combined level A&B (Intermediate) Course WITH B PLUS OPTION

## THE PSYTECH ADVANTAGE

Psytech's combined Level A and B course allows you to become qualified to use both Level A and B tests. Optionally, delegates may study an additional instrument at the same time and achieve the B Plus certificate. By combining the two levels into a single course, delegates gain a more thorough grounding in the theory and application of psychological assessment as a whole. It also saves time by avoiding the duplication that occurs when the two levels are separated by weeks or months.

## WHO THE COURSE IS FOR

The combined course is designed for human resource professionals, line managers and psychologists who wish to use tests to aid selection, development and career counselling.

## COURSE OBJECTIVES

- To provide an in-depth grounding in the theory and practice of ability and personality testing
- To enable delegates to gain access to the widest range of tests of ability, aptitude, interests, values and personality.
- To equip delegates with the knowledge required to critically evaluate psychometric tests for specific applications.
- To provide a thorough and objective overview of the UK assessment market.
- To prepare delegates to implement objective assessment procedures for selection, development counselling and guidance that are consistent with equal opportunities and best practice considerations.
- To assess the role of computers in assessment.
- To enable delegates to qualify for the Level A, Level B (intermediate) and Level B (intermediate) Plus certificates of competence in occupational testing and to be included in the BPS Register of Competence in Occupational Testing.

## WHY YOU SHOULD CHOOSE PSYTECH'S COMBINED COURSE

Studying with Psytech provides a defined training route from Level A through to B Full (available 2005). Delegates can elect to study a range of instruments including Type Indicators.

## ACCESS TO WIDE RANGE OF TESTS

Psytech's combined course gives immediate access to over 100 tests covering aptitudes, abilities, vocational interests, values and personality from a number of reputable publishers.

## TIME AND COST SAVINGS

By combining both levels into a single integrated course and by making judicious use of pre-course, evening and weekend assignments, delegates save both in course fees and in time off work.

## EXCELLENT REVIEWS

Although Psytech's courses are demanding, they are well received with excellent reviews from delegates.

## FULLY VERIFIED

Psytech procedures have been fully verified by the British Psychological Society as meeting the assessment requirements for the Certificates of Competence in Occupational testing.

## UNBIASED PERSPECTIVE

Psytech's courses are tutored by highly experienced Occupational Psychologists who present an unbiased perspective of the assessment field.

# Course Programme

## Pre-course

Introductory reading, revision of basic algebra, pre-course assignment.

**Day 1** – Introduction to testing and the classes of tests with examples. Discuss why tests are used and useful. Consider the measurement of ability and making test scores meaningful through the use of statistical concepts. Learn about standardised score scales. Introduce the concept of Reliability.

**Day 2** – Further discussion on test use. Consider test Validity, and the use of tests to predict performance. Practical sessions on test administration and scoring.

**Day 3** – Consideration of professional and ethical issues, including Data Protection. Define test bias and discuss ensuring test fairness and equal opportunities. Workshop on test construction. Assessment of Underpinning Knowledge.

**Day 4** – Review of Personality Theory focusing on the 16PF model. Develop practical skills with 15FQ+ and 16PF5; scoring, profiling, dealing with distortion, interpretation and reporting. Undertake a case study.

**Day 5** – Further work on interpretation and report writing. Exercise in selecting tests with regard to accepted quality standards. Consider methods of using test data to support selection decisions and development interventions. Critically assess computer and internet-based testing.

**Day 6** – Overview of the principles and practice of feedback for all categories of test to decision-makers and respondents. Undertake practice sessions in ability test and personality assessment feedback using either 15FQ+ or 16PF5.

**Follow-up** – Case-study presentations by delegates and Level B Course assessment. The follow-up day is arranged 3 months after the completion of the course. A detailed course programme is available on request.

### Please note:

On completion and return of the booking form you should assume that you are booked onto the event and that the booking will be held for two weeks. The invoice will be issued immediately upon receipt of the booking form and prompt payment of the invoice will secure the booking. Detailed joining instructions and pre-course material will be forwarded 4 weeks prior to the commencement of the course, subject to payment having been received.

### Refunds due to cancellation

Please note that refunds will be made on fully secured booking as follows:  
4 weeks prior to the event – 50% of the total fee  
2 weeks prior to the event – no refund available

Well done – a model for all training

This was a great course and extremely well presented

Thank you . . . very thorough, patient and knowledgeable

Genuinely was one of the most productive courses I have attended

# Booking Form

Delegate Name \_\_\_\_\_

Organisation \_\_\_\_\_

Email \_\_\_\_\_

Address – for joining instructions

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Address – for invoice

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

## Course Fees – please tick

- Training Requirements:
- Level A, B (Intermediate) & B Plus . . . £1550
  - Level A & B (Intermediate) . . . . . £1300
  - Level A Only . . . . . £850
  - Level B (Intermediate) Only . . . . . £950
  - Level B Plus Only . . . . . £250

## Residential Requirements

- 4 Nights . . . . . Add £280
- 6 Nights . . . . . Add £420
- Non-residential

Prices do not include VAT – Costs include all test materials used in the training.

## Course Dates for 2005 – please tick

- Feb 2, 3, 4 & 7, 8, 9
- April 6, 7, 8 & 11, 12, 13
- June 1, 2, 3 & 6, 7, 8
- Aug 3, 4, 5 & 8, 9, 10
- Oct 5, 6, 7 & 10, 11, 12
- Dec 7, 8, 9 & 12, 13, 14

## Where did you hear about our course

- People Management
- The Psychologist
- Recommendation
- Personnel Today
- Web Search
- Other (please state)

Are you BPS Level A qualified?  yes  no

## Relevant qualifications/experience

eg. Psychology courses, Statistics, experience of specific test measures, counselling, recruitment and selection etc.

Continue overleaf if necessary

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