



British Psychological Society

## OCCUPATIONAL TESTING COURSE - LEVEL A

### CERTIFICATE COURSE IN OCCUPATIONAL TESTING FOR HUMAN RESOURCE PROFESSIONALS

- ◆ EVALUATE THE MULTITUDE OF TESTS AVAILABLE IN THE MARKETPLACE
- ◆ RECEIVE HIGH QUALITY TRAINING AT A REALISTIC PRICE
- ◆ BECOME FULLY ACCREDITED BY THE BRITISH PSYCHOLOGICAL SOCIETY

Let us help you to negotiate the minefield that is  
“Psychometric Testing”

TPS DEVELOPING ORGANISATIONS offers a highly professional, **totally independent** perspective on tests from a wide range of publishers.

## PROGRAMME DESCRIPTION

The **Level A course** provides a general foundation of understanding for ability and aptitude tests. Delegates will learn to select, administer, score and standardise test results. The course is highly interactive and there will be opportunity to work closely with the other delegates.

The course covers how assessors can ensure that assessment tools are used in an ethical and professional manner with regard to their limitations whilst maintaining the rights and responsibilities for candidates and clients.

TPS want the delegates to learn in a relaxed and informal manner and we endeavour to make all our courses as enjoyable as possible.

Alongside various learning sessions, each delegate will:

- ◆ Administer tests to a group of people
- ◆ Score and standardise test results
- ◆ Feedback a set of test results to an individual
- ◆ Work as part of a group to design and test validation projects
- ◆ Design a professional recruitment programme

## PROGRAMME CONTENT

The entire syllabus defined by the **British Psychological Society** for the **Level A Certificate in Occupational Testing** will be covered during the course, including:

**Selecting Tests -  
Ability Test or Personality Measure?  
Which to Choose, Why and When**

**Administering and Scoring Tests**

**Interpretation of Tests and Results**

**Reliability and Validity**

**Feedback Skills**

## PROGRAMME STRUCTURE

Prior to course commencement, all participants will be sent a pre-course manual. This contains basic statistical exercises to familiarise those out of practice, and also introduces theories, ideas and practices crucial to the content of the course. We strongly advise participants to take the time to work through the pre-course manual carefully.

During the actual course evening work will be required most nights.

Participants can expect various forms of teaching from group discussions, one-to-one advice and individual assessment throughout the course to participating in real psychometric testing sessions, administration and scoring.

## PROGRAMME VENUE

The course will be held in Oxford.

This course is an accelerated course. Due to the work load it is preferable although not essential for the course to be residential. Accommodation will need to be booked independently. The training venue does not provide any accommodation. Please contact our office if you need help finding suitable accommodation.

## COURSE DATES

**Call for 2010 dates**

## PROGRAMME FEES

TPS courses offer considerable value for money - up to £1000 less than other major suppliers.

All course notes, manuals and test materials are included in the programme fee.

The fees do not include accommodation. If you would like us to reserve a room on your behalf, we would be happy to do so.

Please let us know if you have any special dietary requirements in advance.

Fees are payable in advance, please advise us of invoicing instructions. No refunds will be issued for cancellations made less than 3 weeks prior to the commencement of the course although replacement delegates will be allowed.

Course fees	
Per delegate	£1,500

## THE COURSE TUTOR WILL BE AN INDEPENDENT CHARTERED PSYCHOLOGIST

### THIS MEANS

THE TUTOR IS NOT LINKED TO ANY TEST PUBLISHER

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TESTS ARE OBJECTIVELY APPRAISED

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CLAIMS OF TEST PUBLISHERS ARE INVESTIGATED CLOSELY

• • •

THE LIMITATIONS OF TESTS ARE CLEARLY STATED

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A WIDE RANGE OF TESTS ARE COVERED

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SPECIFIC TESTS PREFERRED BY PARTICIPANTS CAN BE USED DURING TRAINING

• • • • • • •

COURSES ARE LIMITED TO 12 PARTICIPANTS

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**DELEGATES WHO SUCCESSFULLY COMPLETE THIS COURSE WILL BE ENTITLED TO PURCHASE ABILITY TESTS AND INTEREST INVENTORIES FROM ALL MAJOR TEST SUPPLIERS**

## BOOKING FORM

Please use this form to fax or post your course booking.

1 .Delegate Name: .....

Job Title: .....

2. Delegate Name: .....

Job Title: .....

Company Name & Address:

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.....

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Phone No.: .....

Email: .....

Purchase Order Number: .....

Authorised by: Name: .....

Signature: .....

### The Small Print

VAT will be added to the course fee. Booking acknowledgement and an invoice will be issued once the booking form has been received. Places must be paid for in full before course commencement. No refunds will be given for cancellations less than 3 weeks before course commencement.

TPS reserves the right to alter course dates. In such cases a full refund shall be offered to confirmed delegates.

**IF YOU ARE UNABLE TO ATTEND THIS COURSE BUT ARE INTERESTED IN FUTURE DATES/COURSES, PLEASE COMPLETE THE FOLLOWING:**

- Please keep me informed of future course dates.
- My organisation is interested in running a course for our staff - please contact me.
- I would be interested in hearing about your Level B or Assessment Centre courses.
- Please send me further information on services offered by TPS Developing Organisations.

Name: .....

Title: .....

Organisation: .....

Address: .....

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Email: .....

Phone No.: .....