

**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** builds upon Level A to cover the requirements for using personality instruments. Level B Intermediate is 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 will broaden your understanding of personality tools through in-depth coverage of a second personality 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 & B Intermediate course allows you to become qualified to use both Level A and Level B tests. Optionally, delegates may study an additional instrument at the same time and achieve the Level B Intermediate 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 Psychological Testing.

Book on-line at  
[www.psytech.com](http://www.psytech.com)

### Course Fees

<b>Training Requirements:</b>	
Level A, B Int. & B Int. Plus .....	£1550
Level A & B Intermediate .....	£1300
Level A Only .....	£850
Level B Intermediate Only .....	£950
Level B Intermediate Plus Only .....	£250
Test Administration.....	£250

<b>Residential Requirements:</b>	
2 Nights .....	Add £170
4 Nights .....	Add £340
6 Nights .....	Add £510

### Course Dates for 2010

	Level A	Level B
February	3-5th	8-10th
April	14-16th	19-21st
June	2-4th	7-9th
August	4-6th	9-11th
October	6-8th	11-13th
December	1-3rd	6-8th

### Test Administration Courses 2009

March 9th	September 28th
June 10th	December 9th

Prices are subject to VAT. Costs include all test materials used in the training.

## Why you should choose Psytech's combined course

Studying with Psytech® offers a defined training route through all BPS Certificates of Competence, starting with Test Administration all the way through to Level B Full. 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 away from 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.

### Please note:

On receipt of your booking form you will be allocated a course place for which cancellation terms will apply (see below) and an invoice will be issued. However, Psytech® reserve the right to cancel places for which payment is not received within 15 days of invoice. Detailed joining instructions and pre-course material will be forwarded four 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 bookings as follows:  
Four weeks prior to the event – 50% of the total fee  
Two weeks prior to the event – no refund available

## 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 concepts of Reliability and Validity.

Day 2 – Further discussion on test use. Consider Reliability and Validity evidence 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 methods for 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 three months after the completion of the course. A detailed course programme is available on request.

## 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 Level B Intermediate 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 soon, this programme will combine a short taught element with supported distance learning and practice.
- **In-House Training**  
If you have five or more colleagues who wish to be trained (to Level A, B Intermediate, B Intermediate 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.
- **Test Administration Certificate**  
Psytech® offer one day public courses leading to the award of a BPS Test Administrator Certificate. Test Administrators are a valuable support to Level A and B trained colleagues, being able to administer and score tests before passing results on for interpretation and feedback. See overleaf for public course dates. In-house courses can be offered on request. Contact us for details.

Contact Information  
Call our Training Co-ordinator on  
+44 (0) 1525 720003  
or e-mail [training@psytech.com](mailto:training@psytech.com)

'Well done – a model for all training'

'This was a great course and extremely well presented'

'Genuinely was one of the most productive courses I have attended'

'Thank you... very thorough, patient and knowledgeable'

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# LEVEL A & B



PSYCHOLOGICAL  
ASSESSMENT  
TRAINING  
2010