

Test User: Occupational, Ability Programme

Leading to registration as a Test User:
Occupational, Ability (formerly the "Level A"
certificate)

About Test User: Occupational, Ability

OPP®'s programme in the use of ability tests is accredited by the British Psychological Society (BPS). The BPS accreditation demonstrates that successful delegates are fully competent and adhere to internationally recognised standards, applying psychometric instruments in a professional and ethical manner.

This qualification offers access to a wide portfolio of ability and aptitude tests, suitable for use with employees at all levels, such as assessment for selection, recruitment or career guidance.

From 2012, the qualification will also contribute towards eligibility for the new European certificate in test use.

Is this programme for me?

This programme is for you if you are:

- A human resources practitioner in the areas of selection and development
- A recruitment and selection specialist
- A manager or consultant wishing to use ability or aptitude tests within selection and assessment
- A coach wishing to use ability tests and interest inventories for career guidance

This programme is open access, which means that you do not need any previous knowledge or experience to attend.

What are the benefits for me and my organisation?

On successful completion of this programme, you will:

- Be eligible to be registered as a Test User: Occupational, Ability – formerly known as the British Psychological Society Certificate of Competence in Occupational Testing (Level A)

- Be able to purchase, administer and apply all products within the OPP ability and aptitude testing range (the ABLE® Series, Saville Consulting Aptitude Tests and Strong Interest Inventory®)
- Be able to objectively evaluate, advise and select the appropriate instrument(s) to meet your needs
- Be able to access a range of additional aptitude and ability tests from a number of other test publishers

What will I learn?

- Administration, interpretation and feedback skills
- Evaluation methods for psychometric instruments to determine the appropriate test for any given purpose or situation
- Opportunities to integrate instruments effectively into selection/recruitment procedures
- Legislation requirements to ensure selection methods are fair and meet equal opportunities
- Ethical use of instruments
- Reliability and validity measures
- History behind construction and development of instruments
- Comprehensive understanding of OPP's portfolio of ability and aptitude tests

Duration

3 days

Location

Oxford

Leeds

Bristol

Dublin

Programme outline

The programme uses a variety of teaching methods, including distance learning, interactive exercises, group work, presentations and real-life practice sessions. Each participant will receive individual feedback during an observed practice session by experienced trainers. Some pre- and post-attendance work is required.

Participants must successfully complete the pre-work and practical assessments, and demonstrate their competence through fieldwork, to achieve the qualification.

The following areas will be covered:

- Introduction to psychometric testing
- Test administration, scoring, interpretation and feedback of test results
- Evaluation of psychometric instruments, including reliability and validity
- Choosing and integrating tests into selection/recruitment procedures
- Familiarity with OPP's ability and aptitude product range
- Construction and development of tests
- Equal opportunities and fair selection
- Ethical use of the instruments

What materials will I receive?

- Comprehensive course notes
- Free registration on OPPassessment, OPP's online administration tool
- Two free expert reports to experience the Swift Aptitude Assessments

What are the pre-work requirements?

- Completion of two web-based e-learning modules
- Completion of pre-course reading

Dates and prices

Visit our website to view our training dates at www.opp.eu.com/calendar and view our full price list at www.opp.eu.com/pricelist.

How can I book?

- Call our Customer Service team on **0845 603 9958**
- Email enquiry@opp.eu.com

For more information about training programmes and products visit our website at www.opp.eu.com or speak to our Customer Service team on **0845 603 9958**.

Do you have six or more people who wish to attend? Why not try one of our in-house programmes?

OPP has many years' experience of providing 'in-house' programmes for clients, where one of OPP's renowned psychometric programmes is run exclusively for your employees at a venue of your choice. Benefits include:

- Flexibility – date and venue to suit you, and tailored to your organisation's needs
- Value – can cost significantly less per participant
- Quality – can increase employee motivation and improve teamwork within your organisation

Call our Customer Service team on **0845 603 9958** to discuss your in-house options.