



Quest Partnership
Business Psychologists

Tel: 01285 861734 Email: admin@questpartnership.co.uk

Test User Training: Occupational Ability and Personality

(formerly Level A & B)



the british
psychological society





Training Content

- Understand the range and types of tests available, including the latest innovations and developments in assessment.
- When and How to apply tests professionally.
- Conduct a job analysis and identify the assessment requirements.
- Have an appreciation of other assessment methods.
- Administer, score and interpret aptitude tests.
- Understand the concepts and issues related to online assessment
- Make informed decisions using test data.
- Provide quality feedback to clients and candidates.
- Design and write professional assessment and development reports for different clients.
- Integrate tests into a wider recruitment or assessment process, linking assessments to organisational competences.
- Have a sound grasp of statistical concepts used in testing e.g., test reliability and validity.
- Maintain appropriate records and data for audit, research and feedback purposes.

Blended Learning

Providing all the knowledge and expertise included in the classroom-based training option with the addition:

- Open for enrolment continuously.
- Module-based place of work or home study that you start anytime and progress at your own pace.
- Workbooks, Webinar-based sessions and Training Videos via interactive online training platform.
- Practical Session face-to-face via Video Conference Call.
- On-going support from Business Psychologists & Tutors throughout the learning experience.
- Part-time the course takes approximately 35 hours, typically completed over 1 – 6 months.
- Full-time the course can be completed within a week.



Specific Modules for each Qualification

BPS defined competencies that Test Users must demonstrate:

Assistant Test User

- Able to administer and score specific tests under the supervision of a person qualified at Test User level or above.
- Have awareness of broader issues related to testing and test use, of limitations and value of using tests, and know when to seek more expert help.
- Are not able to make choices about which tests should be used or provide interpretations of test scores beyond those provided in standard reports.
- Maintaining security and confidentiality of the test materials and the test data

Test User Ability

- Ability and aptitude: Occupational
- The basic principles of scaling and standardisation
- Basic principles of norm-referenced interpretation
- Test theory – Classical test theory and reliability
- Test theory – Item response theory
- Validity and utility: Occupational
- Relating assessment to job requirements
- Deciding when psychological tests should or should not be used as part of an assessment process
- Making appropriate use and interpretation of test results
- Issues associated with interpretation
- Providing oral feedback
- Providing written feedback

Test User Personality

- Personality
- Personality assessment
- Influences on personality
- The basic principles of scaling and standardisation
- Basic principles of norm-referenced interpretation
- Test theory – Classical test theory and reliability
- Test theory – Item response theory
- Validity and utility: Occupational
- Relating assessment to job requirements
- Deciding when psychological tests should or should not be used as part of an assessment process
- Making appropriate use and interpretation of test results
- Issues associated with interpretation
- Providing oral feedback
- Providing written feedback

Full Qualification in Test Use *(Formerly Level A & B)*

Verified by the British Psychological Society (BPS)

- This globally recognised, professional psychometric qualification allows you to be included on The British Psychological Society's Register of Qualifications in Test Use (RQTU).
- Completion of this training enables you to demonstrate to current and future employers your competence in Test Use, giving you access to psychometric tests and assessments that would otherwise be restricted.
- Promoting excellence in psychology and providing the **GOLD** standard for psychometric practitioners.

Continuous Professional Development CPD

- Supporting Continuous Professional Development (CPD) obligations.
- This CPD activity for the full qualification is 35 hours for the completion of the four modules.
- Ensuring competence to practice and career progression through talent development.
- Global standard for commercial training providers psychometric training.
- Eligible for inclusion in your personal CPD and maintenance of competence plans.

COMPLIMENTARY 'PSYCHOMETRIC SOLUTIONS' PACKAGE

Once you have completed your training, we will provide you with our **Assessments Starter Pack**.

- 🌀 Free Quest 'Assessments Solutions' Online Platform Account
- 🌀 Supported by our in-house Chartered Psychologists
- 🌀 Pre-loaded with 200 complimentary credits (worth £200.00)
 - No Contract
 - Easy-to-use
 - Pay-as-you-go
 - Customisation & Client Branding
 - Mobile Optimised
 - Instant Access 24/7
 - Excellent Reliability

ASSESSMENT SOLUTIONS ONLINE PLATFORM



COMPLIMENTARY 'PSYCHOMETRIC SOLUTIONS' PACKAGE

Access to the Identity® Personality Questionnaire for Selection, Recruitment and Development.

Seven Occupational Reports – can be created immediately per respondent, providing you with key information for the whole employee life-cycle.

- ❑ **Interview Report** - *Fully interpreted with Quick-Look Summary for interview.*
- ❑ **Feedback Report** - *Overview of candidates' preferences & how they might relate to aspects within the role.*
- ❑ **Talent Report** - *Full comprehensive report includes key competencies: decision making, dealing with pressure, motivation, interpersonal, influencing, leadership & organisation.*
- ❑ **Career Focus Report** - *Insight to occupational preferences including details of vocations that may best suit them.*
- ❑ **Onboarding Report** - *Integrate individuals successfully to the team by identifying their strengths and development needs.*
- ❑ **Manager's Remote Working Report** - *This report is for those that have responsibility for others. It focuses on three areas: Delivering, Building Trust & Managing Self.*
- ❑ **Staff's Remote Working Report** - *This report is for staff to help them cope with the challenges of remote working and to effectively work with others who are working remotely*

Workplace Behavioural Profiling

identity
personality questionnaire

ONLINE PORTAL:

- Generate Usernames & Passwords
- Email your respondents
- Generate & download your reports
- Include your own logo



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COMPLIMENTARY 'PSYCHOMETRIC SOLUTIONS' PACKAGE

Access to our Business Reasoning Test for Selection, Recruitment and Development.

Business Reasoning Report – can be created immediately per respondent, providing you with 3 key test scores.

- ❑ **The Total Test Score** - *This is total test score and therefore covers verbal, numerical, and elements of inductive and deductive reasoning. Business Data Skills Test.*
- ❑ **Business Verbal Test Score** - *How well has the individual understood the business written information. This is often referred to as verbal critical reasoning. It looks at the ability of the candidate to accurately assimilate and correctly understand the written business information.*
- ❑ **Business Numerical Test Score** - *How well Sam Sample has understood the business data. This is often referred to as numerical critical reasoning. It includes understanding business numerical information and being able to do the correct calculations to work out answers. But it also includes the ability to assimilate nonnumerical business data as well, such as identifying relationships and understanding the real meaning of data.*

Measuring elements of both deductive and inductive reasoning. The test is adaptive, weighted and non-speeded. This test supports your selection process by giving you the results on how they will perform in real world situations that require joint verbal and numerical data skills.

Verbal &
Numerical
Critical
Reasoning
Test



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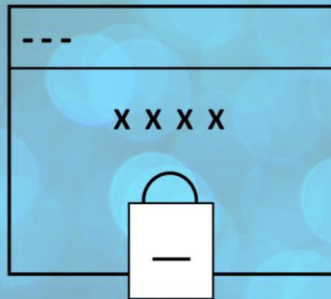


ASSESSMENT SOLUTIONS ONLINE PLATFORM

WORKPLACE BEHAVIOURAL PROFILING & ABILITY TESTING

Assessments include; Identity® designed specifically to assess aspects of personality relevant in predicting work performance, and our Business Reasoning Test, to see if the candidate can identify the links/ relationships between the verbal and numerical data and apply this within their role.

ASSESSMENT SOLUTIONS ONLINE PLATFORM



SECURE LOGIN

How does the platform work?

- Login & Purchase Credits (200 complementary credits already loaded)
 - Add respondent details
 - Add completion date
 - Automatically send invitation, username & password emails
 - Download interpreted reports & profiles
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- Reports can be tailored for specific roles / competencies
 - Questionnaire & reports can be branded with your logo

UNDERSTAND YOUR CANDIDATE'S WORKPLACE PREFERENCES, PREDICT PERFORMANCE, IDENTIFY CHARACTERISTICS CRITICAL FOR EACH ROLE, INCREASE RETENTION, AND SECURE FUTURE SUCCESS WITH TALENT DEVELOPMENT.

Test User: Occupational, Ability and Personality (TUOA/TUOP) - BPS QUALIFICATIONS

Designed for: *HR managers, recruiters, occupational psychologists, training managers and team leaders who wish to become Professional Psychometric Practitioners.*

Test User Training offers professional BPS qualifications for those using psychometric assessments as part of their role.

All courses are delivered by experienced Business Psychologists with expertise and extensive experience in helping individuals and organisations meet their Human Resource & Talent Development assessment needs.

Your tutor will support and guide you in becoming an expert user of ability and personality instruments, before, during and after your training.

For more information or to enrol -> [[Open Courses](#)]



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