



Quest Partnership

Business Psychologists

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Assessor Skills Training

ALIGNED WITH THE NEW BRITISH PSYCHOLOGICAL SOCIETY (BPS)
Assessment Centre Standard



the british
psychological society



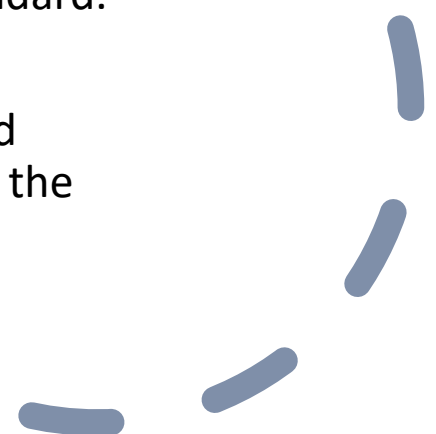
Why Choose Quest Partnership for your training?

Whether your Assessment Centre is for high volume recruitment or for higher-level strategic and technical roles, for you to utilise the full potential and value of Assessment Centres (ACs), you need to ensure that your Assessors and Observers are fully equipped with the knowledge and skills required for their role – and this course does just that!

Aligned with the new British Psychological Society's (BPS) AC Standards, this Assessor Skills Training course has been developed by Chartered Business Psychologists to improve the standard of Assessors and Observers skills across all industries.

Our very own Max Choi was a **Co-convenor of the BPS AC Standards Working Group** who wrote the BPS Assessment Centre Standard. Max is an expert in aligning best practices to the new Standard.

The Standard covers both assessment and development centres and takes an evidence-based approach based on the latest research findings on common areas of poor practice. Increases the predictive validity of your assessment processes – make the right people decisions first time.



Training Content

ALL ELEMENTS OF THE BPS ASSESSMENT CENTRE STANDARD ARE COVERED, INCLUDING:

- Understanding what makes an effective AC.
- The role of Assessor as well as other roles within an AC.
- Effective assessment of AC exercises.
- Training in Behavioural Assessment Techniques.
- How to observe, record, classify, evaluate and give feedback effectively.
- Become competent to evaluate performance against pre-determined job-related behaviours.
- Equality and Diversity.
- Effectively manage the centre results to maximise understanding and decisions made.



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 assignments and webinars.
- On-going support from Business Psychologists & Tutors throughout the learning experience.
- **Part-time**:- the course takes approximately 35 hours, typically completed within 1 - 3 months.
- **Full-time**:- the course can be completed within a week.



Who Should Participate?

The course has been designed for:

- Human Resources Managers
- Talent Acquisition Specialists
- Learning & Development Professionals
- Staff who are interviewing, managing and evaluating performance.
- Anyone involved in the assessment of people within an occupational setting.



Specific Modules for each Standardisation

BPS defined competencies that Assessors & Observers must demonstrate:

Introduction to Assessment Centres

- Background to Assessment Centres.
- What is an Assessment Centre?
- Training and Standards
- The Benefits of the Assessment Centre Approach
- Communications with Candidates
- People Resources for Assessment Centres
- The Role of the Assessor
- Job Analysis
- Different AC Exercises
- Selection Tests & Questionnaires

Skills of Assessment

- ORCEF
- Observe
- Subjectivity versus Objectivity
- Record
- Practising Observe & Record
- 2nd Practice Observe & Record: The One-To-One Exercise
- Classify & Evaluate
- Practising Classifying and Evaluating
- The Not So 'Strict & Morale Orcefian'! Use of Early 'Anchors'
- Role-Playing Skills
- Feedback

Assessment Centre Procedures

- The Wash Up Process
- Communicating the Outcome of the Assessment Centre
- Equality, Diversity, & Special Needs
- Preparation for the AC
- The End? Or just the Beginning?
- Appendix 1: Competencies
- Appendix 2: Assessor / Observer Briefing for Participants

Key Benefits of learning via Training Platform

- Working at your own pace in your own environment.
- Highly cost-effective compared to face-to-face workshops.
- Engaging learning through a range of activities e.g., support videos, practical assignments, and webinars.
- No formal examination or workplace assessment.
- Business Psychologist Tutor support throughout the learning experience. (*via telephone, email and video conference calls*)
- Not restricted by course dates – start straight away!
- Ongoing support from our Psychologists to ensure Assessor delivery adheres to any future Assessment Centre Best Practice changes.
- Supporting Continuous Professional Development (CPD) obligations.
- Ensuring competence to practice and career progression through talent development.



Continuing Professional Development

Established in 1996,

The CPD Certification Service is the world's leading and largest CPD accreditation service.

This course provides a Certificate awarding 35 hours of CPD.

Assessor Skills Training For Assessment Centres

Our commitment to you is that on completion of this course all your new Assessors will be competent to evaluate candidates' behaviour effectively with both professionalism and confidence. As part of this commitment, we will ensure your delegates receive an engaging training experience that will enhance their skill set, benefit your candidates and also make them more effective within your organisation.

*This Assessor Skills Training takes approximately 35 hours to complete depending on previous experience. Each participant will receive a **Certificate of Competence in Assessor Skills & Observer Skills** from Quest Partnership Limited, we are an award winning registered training provider with the BPS and the CPD Certification Service.*



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