



The British  
Psychological Society  
Accredited



- › European Federation of Psychologists Associations
- › Combined Occupational Test User Course
- › EFPA Level 1 & 2 Certification



## Why the Need?

Whilst psychometric tests can significantly improve human resource decisions and result in productivity gains, such benefits can only be achieved by competent use of these complex instruments. Inappropriate use cannot only totally negate the benefits of using valid selection procedures, but it can also have an adverse effect on staff motivation.

Competent use of psychometric instruments not only requires expertise in selecting, administering and scoring tests, but also the interpretation of the results.

AADC limits access to psychometric test materials to qualified users. The qualification system has been formulated by the professional body for psychologists, the European Federation of Psychologists Associations (EFPA).

## Combined Occupational Test User Course

Verified to EFPA Standards [formerly BPS Level A and B] AADC's Combined Occupational Test User Course allows you to become qualified to use both Occupational Ability Tests and Personality Assessments. The internationally recognised BPS/EFPA awarded Occupational Test User Certificates gained, enables you to become a completely independent occupational test user.

## Learning Outcomes

- Choosing the right tests to meet your purpose.
- Administering all categories of test.
- Scoring all categories of test.
- Interpreting the results of both ability and personality measures.
- Writing reports suitable for all stake-holders in the testing cycle.
- Conveying feed-back results directly to the respondent for all categories of occupational tests.

## Qualification Achieved

EFPA (European Federation of Psychological Associations) Certificates at Levels 1 & 2: Assistant Test User (ATU – Previously BPS Test Administrator), Test User Ability (TUA – Previously BPS Level A), Certificate at Level 2: Test User Personality (TUP – Previously BPS Level B Intermediate).

## Support

AADC offer full support, including pre-course reading to help you prepare for training, comprehensive training materials with post-course monitoring and guidance.

## Combined Occupational Test User Course

AADC combined EFPA Level 1 & Level 2 course allows you to become qualified to use both Level 1 (ability) and 2 (personality) tests. By combining the two levels in a single course, delegates are able to obtain a more thorough grounding in the theory and application of occupational assessment as a whole. This not only saves time, but also avoids the unnecessary duplication that occurs when the two levels are separated by weeks or months.

### Who is the Course For?

The combined course is designed for Human Resource Professionals, Line Managers and psychologists who wish to use tests as an aid to selection, development and career counselling. AADC have trained thousands of people to help them gain their BPS/EFPA Certificates of Competence in Occupational Testing.



## 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, interest, values and personality.
- To equip delegates with the knowledge required to critically evaluate psychometric tests for specific applications and successfully implement objective assessment methods for selection, development, counseling and guidance.
- To provide a thorough and objective overview of the assessment market and the roles of computers in assessments.
- To enable delegates to qualify for the **Level 1** Assistant Test User Certificate (Test Administration) and **Level 2** Test User Ability & Test User Personality Certificates of Competence in Occupational Testing, and to be included on the EFPA Register of Qualified Test Users (RQTU).

On completion of the Level 2 part of the course there is a small amount of project work to be completed. This is required by BPS / EFPA and it normally takes 2-3 months for delegates to complete. As part of the accreditation process for Level 2, delegates are required to submit and present a portfolio of their project work on a final follow-up day, the dates of which are arranged with the delegates at the end of the course.

***Whilst there is project work to gain full EFPA certification, delegates demonstrating competence will be able to use Psychometric tests and GeneSys software after they have finished the course and been signed off by the trainer/verifier.***

## Course Programme

### Pre-Course Reading

The pre-course reading materials include: introductory reading, basic algebra revision, personality assessment completion.

### Day 1

Introduction to ability test usage, ITC (International Test Commission's) modes of administration, test administration, test scoring and professional and ethical standards.

### Day 2

Psychometric principles, using statistics within test usage, using standardized scores, practical exercises, ability feedback and reliability.

### Day 3

Advanced concepts in psychometrics, setting up and validating a battery of tests, bias and fairness in testing, item response theory.

### Weekend Homework

Critical evaluation of test materials and introduction to personality theory assignment.

### Day 4

Personality theory review, 15FQ+ methodology, scoring, profiling, uses and limitation of personality tests, Cattell's 16PF primary and global factors, 15FQ+ personality assessment, report writing, case study.

### Day 5

Profile similarity coefficients, competency based selection exercises, personality feedback

### Follow Up day

Case study presentation by delegate in regard to level 2 course assessment





## Cost

The cost for the course is **AED 11,500**; this includes all course manuals and materials, course refreshments and a light lunch on each day of the course. There is a fee of approximately **AED 1,500** to the B.P.S. for the certificates and entrance onto the central register for qualified practitioners on completion of the full process. Course fees must be paid in full prior to the commencement of the course.

## Delegate Substitution

We are happy to accept substitute delegates where necessary, but would request that the pre-course reading sent to the original delegate be given to the substitute delegate as soon as possible to ensure they are fully aware of the course content at the commencement of the course.

## Bookings

To reserve a space on this course, please contact AADC to find out next available course dates, location, and to receive a registration form.

Tel +971 (0)4 390 0799

Email: [training@arabianassessment.com](mailto:training@arabianassessment.com)

## Deposit

We always expect a high demand for places on this course, leading us to introduce a deposit payment system. In order to confirm your place we require a deposit of AED 4,000 (33% of the course cost). **We regret that we are unable to confirm any place until deposits have been paid.**

Further, we cannot send out pre-course materials and questionnaires until course fees have been paid in full.

We would encourage all potential delegates to confirm their places on this course at the earliest possible opportunity in order to avoid disappointment.

## Cancellation Policy

If the delegate is unable to attend the designated course, a cancellation fee is applicable. Within 30 days of commencement of the course - Full deposit. Within 14 days of commencement of course – 50% course fee, within seven days of commencement of course - Full course fee is forfeit.





**Course Tutor: Carl Francis**

**Head of UK Operations, Psytech International**

**British Psychological Society  
Chartered Psychologist  
Health Professions Council Registered  
Occupational Psychologist**

Carl is a Chartered Psychologist of the British Psychological Society holding a Practicing Certificate from the Health Professions Council and is a member of the BPS Specialist Group in Coaching Psychology, as well as a Fellow of the Institute for Learning.

Carl is the Head of UK Operations for Psytech International having worked with them since 2000. He has over 15 years experience in Psychometric Assessments and over 20 years experience in Organisational Development and Training, both in the UK and internationally, particularly in the Middle East.

Carl is a registered member of the Institute of Leadership and Management and holds certification in Coaching. Carl also holds all the BPS Certificates of Competence up to Full Level B.

### **Course Reviews:**

*"The course was well structured. I would recommend other people to join the course."* AA, Islamic Affairs and Charitable Activities Department

*"Great! Sets up from zero to "good to go", with some solid delivery and useful self-study exercises."* GD, RAK Bank

*"Thanks for making the learning as enjoyable as humanly possible. I certainly feel a lot more knowledgeable now. A cracking course that is well run, thanks to AADC!"* SC, Abu Dhabi Investment Authority

*"Intensive course, but very interesting and it will add value to my career."* NS, Abu Dhabi Airports Company

*"Thank you so much for your support and your guidance during the course. I had a wonderful experience throughout the training and I have the training team to thank for that"* MS, Dolphin Energy Limited