



British Psychological Society & European Federation of Psychological Associations

(BPS/EFPA Level 1 & 2 Certification)

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COURSE CONTENT AND OUTLINE

Professional Certificates are the established qualifications for anyone seeking career development in the world of talent management. They are sought-after qualification for those involved in professional recruitment, coaching, mentoring, building high performance teams and leadership consultancy.

The BPS EFPA Occupational Test User: Ability & Personality Programme will provide you with experiential and reflective practice as well as theoretical understanding of occupational and ability testing in the workplace. Throughout the course you will be introduced to the history of testing, statistical calculations and issues associated with supervising tests, dealing with candidates and giving feedback

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 enable delegates to successfully implement objective assessment methods for selection, development, counseling and guidance
- Choose the right tests to meet your purpose
- Administer all categories of test
- Score all categories of test
- Interpret the results of both ability and personality measures
- Write reports suitable for all stakeholders in the testing cycle
- Feedback results directly to the respondent for all categories of occupational testing

COURSE COVERAGE AND BENEFITS

Foundations of Psychometrics

Core knowledge and skills allowing you to understand and evaluate psychometric instruments.

Assessment Skills

Deciding when to use psychometrics, administering tests, and managing candidates.

Feedback Skills

Planning and delivering feedback sessions with candidates to inform and explore test results, and implications for selection and development.

Report Writing Skills

Preparing high impact reports for candidates and clients.

Ability and Aptitude Assessment

Understand how to access and use a wide range of ability and aptitude assessment tools.

Assessment of Personality Using Trait

In-depth exploration of applications of Trait in organizations.

We adopt an informal and friendly approach to our training blending practical work, face-to-face teaching, and self-directed work.

TWO OPTIONS OF GETTING CERTIFIED

OPTION #1

Attend an in-class certification together with other participants

- ▶ A public certification date will be determined by Qaitas International

OPTION # 2

Start your certification at your own convenience through “blended” mode

- ▶ Independently go through the materials and booklets
- ▶ Attend x2 tutorial sessions, and our Psychometrics Cafe
- ▶ If you choose this option, we need 7 working days notice so we can prepare your learning plan, and set up the tutorials.
- ▶ You would meet with a tutor either once or twice per week and attend a psychometric testing support group.
- ▶ It will amount to setting aside approximately x3 hours per week to engage in tutor-based and support activities.
- ▶ The tutorial sessions can be set at a time that is convenient for you.
- ▶ The Psychometrics Cafe runs every 3rd Thursday of each month between 3:30pm - 4:15pm (Dubai time). It is open to all those who have either completed the course, and those who are interested in using psychometric tests. This is the only session that is fixed

GENERAL AGENDA (IN-CLASSROOM SETTING)

Time	Description
8:30 AM – 8:45 AM	Assembly
9:00 AM	Training Starts
10:30 AM – 10:45 AM	1st Coffee Break
12:30 PM – 1:15 PM	Lunch Break
3:00 PM – 3:15 PM	2nd Coffee Break
5:00 PM	Training Ends

Monday–Friday:

Evening work approximately 1 Hour

Location:

TBA

Regional Office
Office 2604 The Citadel Tower
Business Bay
Dubai, UAE

TIMETABLE

- The course is offered in various modes: 4-day taught, online or via blended learning (a mix of taught and online sessions).
- There will be a range of exercises that you will need to complete before your competence can be affirmed. In view of this, once you have enrolled on the programme you will be expected to complete a combination of assignments either pre-course, inclass and after class, as homework. It is important that you manage the completion and submission of these so as to avoid delays with receiving your qualification.

TIMETABLE

Day	AM Session	PM Session
1	<ul style="list-style-type: none"> ● Group familiarization ● Outline and structure of course ● What is psychometric testing? ● Differences between Ability and Aptitude ● Difference between Maximum performance and typical performance ● Types of tests used in work and occupational testing environments 	<ul style="list-style-type: none"> ● Define intelligence ● Describe theories of intelligence ● Difference between single and construct theories of intelligence ● Outline the link between intelligence and occupational testing ● Group differences in intelligence and adverse impact ● Ability and environmental influences ● General and specific intelligence
2	<ul style="list-style-type: none"> ● Discuss theories of personality ● Type and trait approaches to personality ● Outline the 'Big Five' approach to personality ● Differentiate between ways in which personality is assessed ● Informal methods of biases ● Differentiate between trait and state measures ● Reliability of measures 	<ul style="list-style-type: none"> ● Ipsative and forced choice items ● Reliability ● Scientific testing ● Implicit and explicit factors ● Environmental and genetic determinates, and attributes ● Race, personality ethnicity, culture, age, gender may interact with personality and ability

TIMETABLE

Day	AM Session	PM Session
3	<ul style="list-style-type: none"> ● Score distribution and measures of central tendency ● Identify difference between raw scores and standardised scores ● Outline difference between point scores, banding and ranking of candidates ● Norm-reference and other methods ● Degree of error and sample means ● Variation of means and SD of samples ● Choosing norm groups or reference groups representativeness of the sample that the norm group is based ● Implications of using separate norm groups 	<ul style="list-style-type: none"> ● Classical test theory ● Correlations and scatter graphs ● Reliability and measurement/ Unreliable test scores ● Item response theory ● Validity ● Utility and selection
4	<ul style="list-style-type: none"> ● Student workshop ● Practitioner skills workshop 	<ul style="list-style-type: none"> ● Practitioner skills workshop – Ability ● Practitioner skills workshop – Personality

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PROGRAMME DIRECTOR BIOGRAPHY

Programme Director is Dr. Michelle Hunter-Hill

- Dr. Michelle Hunter-Hill, BSc, MA, MSc, PGCE, HCPC, PhD, CPsychol, AFBPsS Chartered Occupational Psychologist | EFPA BPS Verifier | OP Business Partner | Associate Professor | S-P Executive Coach
- **Dr Hunter-Hill** is a Chartered Occupational Psychologist, Psychometrician, Professor and Executive Coach who specializes in helping individuals and organizations to better manage performance-related issues. Michelle is an Associate Fellow and accredited Psychometric Verifier of the British Psychological Society, and is qualified and verified to host BPS EFPA (formally known as Level A & B) curriculum courses; she delivers this as per the Profile XT route. Her key role concerns designing selection and assessment tools for recruitment and development of leadership, particularly those that provide information about personality and ability. Michelle also designs executive education courses and curriculums across a range of different sectors. Working alongside (or on behalf of) the management team as an external consultant/expert she uses robust measuring tools to inform selection decisions; manage the process of change successfully; encourage, engage and motivate people; and, train and coach executives (and staff) to enhance performance.

PROGRAMME DIRECTOR BIOGRAPHY CONT'D ...

- Working internationally, Michelle engages with clients in both public and private sectors, predominately in the UK, Europe and the Middle East. She designs and delivers custom and bespoke assessment materials and strategies to ensure individuals (various levels of seniority, including board level directors) personally develop. In attainment of this, she designs and employs psychological strategies (including psychometrics) to assess, select and develop staff, and leadership. Working alongside (or on behalf of) the management team as an external consultant/ expert she designs and delivers assessment and development centres, and uses robust measuring tools to inform selection decisions; manage the process of change successfully; encourage, engage and motivate people; and, train and coach executives (and staff) to enhance performance. Besides this, Michelle plays a fundamental role in working with leading universities as a means to internationalize higher education.
- Michelle boasts over a decade of experience directing, leading and lecturing at premier universities. In this capacity, her role involves managing executive education and Masters level courses, such as the MSc Occupational and Business Psychology, MBA in Leadership and Sustainability, and MSs in Business Management. In addition to this, Michelle delivers level 7 modules in CIPD Leadership and APM Project Management.

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THE INVESTMENT FEES – PER PERSON

Service	Payment to	Cost	Notes
Certification delivery *	Qaitas International Management Consultancies	USD 3,195 / AED 11,500 per Person	Price includes a course completion certificate that will verify that you have completed the training and assessment requirements needed to move forward to the next step of attaining your Test User qualification.
Registration with BPS (Optional – subject to your interest)	British Psychological Society (BPS)	204 British Pounds / AED 1,100 per Person	Price is subject to change according to BPS at the time of submitting the registration
Registration with EFPA (Optional)	European Federation of Psychological Associations (EFPA)	20 Euro / AED 200 per Person	Price is subject to change according to EFPA at the time of submitting the registration

Confirming your participation/seat is conditioned to the completion and agreement to the registration form and full advance payment of the above stated fee(s). The above fee excludes travel and accommodation, if any.

THANK YOU !