



**COMBINED ONLINE AND PUBLIC TRAINING**

**TRAINING WITH KCP**

... making psychology accessible





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BPS LEVEL A&B ONLINE + PUBLIC TRAINING

## ABOUT KCP



**Knight Chapman Psychological (KCP)** is a specialist consultancy of Chartered Occupational Psychologists.

Established in 1988, KCP is a leading provider of assessment and consultancy solutions at work. Our goal is to make the theory, principles and practice of applied psychology more accessible to businesses, public sector organisations and individuals across the globe.

Our extensive portfolio of products and services includes:

- ◆ Ability and Aptitude Tests
- ◆ Assessment/Development Centre Exercises
- ◆ Personality and Motivation Questionnaires
- ◆ Management Development Tools
- ◆ BPS Certificates of Competence in Occupational Testing Training
- ◆ Training in Assessment Techniques
- ◆ Individual and Group Assessment
- ◆ Dyslexia Screening
- ◆ Occupational Cognitive Behavioural Therapy
- ◆ Cognitive Hypnotherapy

“I find KCP’s products straightforward to use for candidates and managers. Their comprehensive range of products is suitable for a thorough selection or development process at all levels. There is also a reliability factor with KCP tests that is missing from other products promising a similar outcome. As an organisation, KCP are always helpful, professional, prompt and efficient - nothing is too much trouble, at whatever time of day. With KCP, you get the personal service you would normally receive from a smaller organisation but the professional products you would expect from a larger corporate.”  
**Karen North, Director of Employee Services & Operations, Cancer Research UK**



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## FEATURES AND BENEFITS

### WHY GAIN THE BPS CERTIFICATES OF COMPETENCE?

As individuals we all strive to fulfill our potential and seek satisfaction at work. We want to be treated fairly, and we want to enjoy what we do.

As employers, we want to find the very best people for our organisation. We try to create a workplace that is both productive and harmonious.

Above all, we require decisions about our lives to be fair and objective.

Whilst no assessment technique is perfect, ability tests and personality questionnaires bring greater objectivity and transparency to the decision making process.

### FEATURES OF KCP'S PUBLIC TRAINING

- Our Test Administration, Level A and B training can be completed online with short, intensive face-to-face workshops
- Limited attendance requirement - practical sessions conducted at KCP
- All courses fully verified by the British Psychological Society
- Multi media learning materials

### BENEFITS

- Level A - only a half day workshop. Level B - just 1 day away from home/work
- Study the pre-course assignments at your own pace
- Tutorial support available 7 days a week
- Course Director has 37 years experience as an Occupational Psychologist
- Access to a broad range of tests and questionnaires
- Join an international network of practitioners
- Competitively priced

### PRICES

- |                            |             |
|----------------------------|-------------|
| ■ Test Administration only | £450 + VAT  |
| ■ Level A                  | £900 + VAT  |
| ■ Level B (Intermediate)   | £900 + VAT  |
| ■ Level A and B Combined   | £1400 + VAT |



# BPS LEVEL A&B ONLINE + PUBLIC TRAINING

## ESSENTIAL INFORMATION

### WHAT INSTRUMENTS WILL I BE ABLE TO USE?

Your Level A Certificate of Competence will enable you to score and interpret ability and aptitude tests from all major publishers.

At Level B, all publishers have to nominate a specific “substantive instrument” to the BPS. In our case, this is the Managerial and Professional Profiler - MAPP.

Here’s what the BPS Review has to say about MAPP:

“Overall, the MAPP is a well constructed, easy-to-use questionnaire which gives information on a range of occupationally relevant scales relating not only to personality but also to work-related values. It is, therefore, a potentially powerful instrument for the full range of uses in employee selection, development and guidance at the managerial and professional level and **offers considerably more** than many other popular instruments which deal exclusively with personality.”

MAPP gives you:

- Assessment of personality and motivation
- Online, PC or paper based administration
- Expert reporting options including a full trait based analysis, interview questions and predictions of Jungian Type
- Exceptionally high reliabilities
- Foreign language versions

In addition, you will have access to the full range of KCP’s questionnaires and development tools.

### COURSE TUTOR

Your course tutor throughout your training will be:

**Andy Roberts** (BSc, CPsychol, CSci, AFBPSS, BPS Verified Assessor, T538, CFIPD, Registered Psychologist)

### CONTACTING KCP DURING YOUR TRAINING

If you need any help with your course assignments, or technical assistance with setting up your webcam, you can contact Andy or one of his team on the telephone numbers and email addresses given below. During normal office hours (Monday-Friday between 8am-6pm) somebody will always be available to help you on the main KCP telephone number. Out of office hours, including weekends, we do try to ensure that we are as accessible as possible. If you call the main KCP number in the evening or at the weekend, you may be diverted to a mobile or you can call the mobile direct (see number below). If you reach a voicemail, just leave a brief message and your contact details, and somebody **will** get back to you as quickly as possible.

Main KCP telephone no	+44 (0)1273 487333 (when office closed, number automatically diverts to a mobile)
Mobile	+44 (0)7818 878687 (weekends and evenings)
Email	andy@kcpltd.com or cathy@kcpltd.com



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# MAPP REGISTRATION



The  
British  
Psychological  
Society

## Certificate of Registration as a Psychological Test

This is to certify that the **English** language version of **Managerial & Professional Profiler** has been audited against the technical criteria established by the European Standing Committee on Tests and Testing of the European Federation of Psychologists Associations.

It is hereby certified that **Managerial & Professional Profiler** meets the minimum psychometric requirements for use as a psychological test.

This Registration has been granted by the British Psychological Society's Psychological Testing Centre in good faith on the basis of documented evidence provided by the publisher of **Managerial & Professional Profiler**, which has been subject to independent review. Full details of the audit and evaluation process can be found on the BPS: PTC website: [www.psychtesting.org.uk](http://www.psychtesting.org.uk).

This Registration does not constitute a recommendation of use. Responsibility for the appropriate and proper use of **Managerial & Professional Profiler** and the information provided by it rests solely with the test user. Independent reviews of psychological tests are published periodically by the BPS: PTC, and should be consulted by test users for detailed evaluations.

This Registration was granted on **03/11/2005** and is valid until **02/11/2010**.

***British Psychological Society: Psychological Testing Centre***



Psychological Testing Centre  
[www.psychtesting.org.uk](http://www.psychtesting.org.uk)

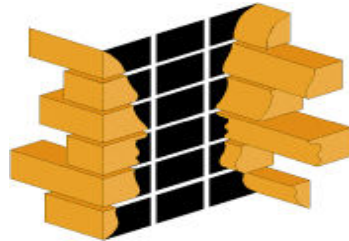
Incorporated by Royal Charter



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**MAPP PROFILE CHART**



**Managerial and Professional Profiler**  
Managers ♦ Professionals ♦ Consultants



**MAPP**

Name \_\_\_\_\_  
\_\_\_\_\_

**Profile**





# MAPP PROFILE CHART

## The Managerial and Professional Profiler

The Managerial and Professional Profiler (MAPP) is a self-report questionnaire designed to measure characteristics which are important in the occupational setting. These characteristics are categorised under four headings:

- People
- Task
- Feelings
- Values

The person's Response Style is also measured. This is an indication of the individual's style in answering the questions rather than their personality in the broader context.

When receiving feedback on their profiles, respondents should be reminded of the following points:

in particular occupational roles, but there is no such thing as a profile that is generally "good" or generally "bad".

This is a self-report assessment instrument. The results are therefore an indication of how the respondent perceives their own personality and values.

No questionnaire is infallible. Although the results are generally accurate, respondents may disagree with scores on some scales.

The scores are based on comparisons of results with a specific norm group. The scores have not been compared with results from the general population.

		STENS																			
		1	2	3	4	5	6	7	8	9	10										
R1	ST	Has tended to give responses which are socially acceptable or desirable. Has been less self-critical in self-evaluations. May have oriented responses towards perceptions										<b>Self-critical</b> Has tended to respond in an open, frank and self-exposing manner. Has probably attempted to present self in a way									
RS		●	●	●	●	●	●	●	●	●	●										
		12-20	21-24	25-28	29-31	32-35	36-39	40-43	44-46	47-50	51-60										
		Percentiles										1	4	11	23	40	60	77	89	96	99

## People

		STENS																			
		1	2	3	4	5	6	7	8	9	10										
P1	ST	Cool; guarded; seemingly unfriendly. Maintains distance. Avoids involvement in other people's problems. Appears unsympathetic. Doesn't express affection										<b>Affectionate</b> Warm and affectionate. Is kind-hearted and caring. Likely to be approachable. Shows affection for people									
RS		●	●	●	●	●	●	●	●	●	●										
		12-26	27-30	31-34	35-37	38-41	42-45	46-48	49-52	53-56	57-60										
		Percentiles										1	4	11	23	40	60	77	89	96	99
P2	ST	Enjoys own company. Doesn't feel a strong need for social contact. Happy with solitary										<b>Sociable</b> Likes company. Avoids solitary pursuits. Prefers to work with others rather									
RS		●	●	●	●	●	●	●	●	●	●										
		12-23	24-27	28-31	32-35	36-39	40-43	44-46	47-50	51-54	55-60										
		Percentiles										1	4	11	23	40	60	77	89	96	99
P3	ST	Shy and reticent, particularly in unfamiliar social settings. Unable to disguise apprehension in difficult social situations. Reluctant to speak up boldly. Finds social										<b>Confident</b> Projects a confident image. Finds it easy to overcome shyness. Mixes									
RS		●	●	●	●	●	●	●	●	●	●										
		12-27	28-31	32-35	36-38	39-42	43-46	47-50	51-54	55-58	59-60										
		Percentiles										1	4	11	23	40	60	77	89	96	99
P4	ST	May fail to convince others, even when right. Avoids pushing ideas on others; agrees to differ. Dislikes selling, persuading or										<b>Convincing</b> Persistent in convincing others of a particular view. Likes negotiating. Enjoys the process of									
RS		●	●	●	●	●	●	●	●	●	●										
		12-23	24-26	27-29	30-32	33-35	36-39	40-42	43-45	46-48	49-60										
		Percentiles										1	4	11	23	40	60	77	89	96	99
P5	ST	Uninterested in the complexities of people's motives and feelings. Takes others at face value. Tends not to notice subtle hints in										<b>Perceptive</b> Interested in motives behind behaviour. Notices what people are thinking									
RS		●	●	●	●	●	●	●	●	●	●										
		12-29	30-33	34-36	37-39	40-43	44-46	47-50	51-53	54-56	57-60										
		Percentiles										1	4	11	23	40	60	77	89	96	99
P6	ST	Artful; calculating. Cautious about revealing thoughts and opinions. Tactful; discreet. May										<b>Candid</b> Frank and open about opinions. Speaks mind. Lets people know where they									
RS		●	●	●	●	●	●	●	●	●	●										
		12-26	27-29	30-32	33-35	36-38	39-40	41-43	44-46	47-49	50-60										
		Percentiles										1	4	11	23	40	60	77	89	96	99
P7	ST	Submissive; uncomfortable in leadership role. Avoids taking control of others. Tends not to										<b>Assertive</b> Dominant; assumes leadership. Gives directions; organises people. Asserts self. Makes presence felt.									
RS		●	●	●	●	●	●	●	●	●	●										
		12-28	29-32	33-35	36-38	39-41	42-44	45-48	49-51	52-54	55-60										
		Percentiles										1	4	11	23	40	60	77	89	96	99
P8	ST	Would rather capitulate than risk conflict. Accepts not always having own way. Makes concessions and compromises. Flexible, but										<b>Uncompromising</b> Stubborn; insists on getting own way. Pursues own route without compromise. Gets very frustrated if own									
RS		●	●	●	●	●	●	●	●	●	●										
		12-22	23-24	25-27	28-30	31-33	34-36	37-39	40-41	42-44	45-60										
		Percentiles										1	4	11	23	40	60	77	89	96	99



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## MAPP PROFILE CHART

### Task

STENS 1 2 3 4 5 6 7 8 9 10

Task	ST	1	2	3	4	5	6	7	8	9	10	Description
T1	ST											<b>Free-thinking</b> Looks at problems in a fresh, unconstrained manner. Avoids preconceptions. Likes tasks for which systems/methods have not yet been
RS		•	•	•	•	•	•	•	•	•	•	
		12-26	27-29	30-32	33-35	36-38	39-41	42-44	45-47	48-50	51-60	
T2	ST											<b>Strategic</b> Takes a global perspective. Makes longer term plans/policies. Concerned with wider implications. Leans towards the theoretical and may be less concerned with
RS		•	•	•	•	•	•	•	•	•	•	
		12-25	26-28	29-31	32-35	36-38	39-41	42-45	46-48	49-51	52-60	
T3	ST											<b>Intuitive</b> Sets more store by impression than logic. Makes intuitive decisions based on what feels right, rather than analysing
RS		•	•	•	•	•	•	•	•	•	•	
		12-23	24-26	27-30	31-33	34-36	37-40	41-43	44-46	47-50	51-60	
T4	ST											<b>Distractable</b> Easily bored by repetitive tasks. May fail to finish less interesting work. Avoids involvement with routine
RS		•	•	•	•	•	•	•	•	•	•	
		12-17	18-21	22-25	26-29	30-33	34-37	38-41	42-45	46-49	50-60	
T5	ST											<b>Systematic</b> Organised, methodical approach to work. Maps out what needs to be done in advance. Uses systems and priorities to structure work. Keeps things
RS		•	•	•	•	•	•	•	•	•	•	
		12-27	28-31	32-35	36-39	40-43	44-46	47-50	51-54	55-58	59-60	
T6	ST											<b>Cautious</b> Requires unhurried consideration before coming to a decision. Dislikes being rushed. Avoids risks and
RS		•	•	•	•	•	•	•	•	•	•	
		12-18	19-22	23-25	26-28	29-32	33-35	36-38	39-42	43-45	46-60	

Percentiles 1 4 11 23 40 60 77 89 96 99

### Feelings

STENS 1 2 3 4 5 6 7 8 9 10

Feelings	ST	1	2	3	4	5	6	7	8	9	10	Description
F1	ST											<b>Self-assured</b> High self-esteem. Feels good about self, even in difficult situations. Rarely experiences self-doubt. May feel
RS		•	•	•	•	•	•	•	•	•	•	
		12-20	21-24	25-29	30-33	34-37	38-42	43-46	47-51	52-55	56-60	
F2	ST											<b>Anxious</b> Generally anxious, even when things are going well. Maintains an internal tension. Rarely feels completely relaxed. Worries about work. Finds it difficult to
RS		•	•	•	•	•	•	•	•	•	•	
		12-16	17-20	21-25	26-29	30-33	34-37	38-41	42-45	46-49	50-60	
F3	ST											<b>Sensitive</b> Easily upset. Takes things personally and finds it hard to ignore criticism; is concerned about what others think; is more emotionally affected by
RS		•	•	•	•	•	•	•	•	•	•	
		12-20	21-24	25-28	29-32	33-36	37-40	41-44	45-48	49-52	53-60	
F4	ST											<b>Expressive</b> Readily shows feelings. May find it difficult to control emotions. More volatile. Prefers to let off steam rather
RS		•	•	•	•	•	•	•	•	•	•	
		12-19	20-23	24-27	28-31	32-35	36-38	39-42	43-46	47-50	51-60	

Percentiles 1 4 11 23 40 60 77 89 96 99

Norm Group: Composite group of managers and professionals (2001)



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## MAPP PROFILE CHART

### Values

STENS 1 2 3 4 5 6 7 8 9 10

Value	ST	Description	1	2	3	4	5	6	7	8	9	10	Notes
V1	RS	Not interested in money or outward displays of wealth. Places more emphasis on interest or enjoyment at work than on material reward. Doesn't value the pursuit of possessions or	•	•	•	•	•	•	•	•	•	•	<b>Material Wealth</b> Puts emphasis on material wealth and domestic comfort. Is motivated by financial rewards. May be jealous of those who are better off. Likes
			12-24	25-27	28-31	32-34	35-37	38-40	41-43	44-46	47-50	51-60	
V2	RS	Prefers co-operation to competition. Is less concerned about making comparisons between self and others. Loses gracefully. Is interested in own standards rather than those	•	•	•	•	•	•	•	•	•	•	<b>Competition</b> Motivated by competition. Compares own achievements with others. Measures own success on a relative basis. Strongly dislikes losing. May feel envious of
			12-24	25-27	28-31	32-34	35-37	38-41	42-44	45-47	48-50	51-60	
V3	RS	Motivated more by process than outcome. Low need for achievement. Able to be contented, even when not working towards a	•	•	•	•	•	•	•	•	•	•	<b>Results</b> Motivated by the potential to get results. Obtains job satisfaction primarily from seeing own achievements. Sets mind on the final outcome. Likes to get on with
			12-28	29-31	32-34	35-37	38-40	41-43	44-46	47-49	50-52	53-60	
V4	RS	Low need for respect/recognition. Relatively indifferent to people's opinions. Doesn't expect thanks for good work. Motivated more by own perceptions of good work than other	•	•	•	•	•	•	•	•	•	•	<b>Recognition</b> Values respect and praise from others (including peers, subordinates, boss). Responds well to judicious praise. Likes to be seen to be good at job.
			12-22	23-25	26-29	30-32	33-36	37-40	41-43	44-47	48-51	52-60	
V5	RS	Favours democratic management. Sets little store by status. Dislikes having to submit to the authority of others. Negative values for autocratic leadership. Questions authority and expects own judgements to be questioned by	•	•	•	•	•	•	•	•	•	•	<b>Personal authority</b> Values respect for own status. Enjoys the power element of personal authority. Favours a hierarchical reporting structure. Retains the right to demand unquestioning support from
			12-24	25-27	28-31	32-34	35-38	39-41	42-44	45-48	49-51	52-60	
V6	RS	Unwilling to take on burdensome responsibilities. Would rather share accountability for critically important jobs. May feel more comfortable when somebody	•	•	•	•	•	•	•	•	•	•	<b>Responsibility</b> Finds own responsibilities a reward in themselves. Demotivated when not given responsibility for tasks. Likes to have accountability and is unwilling to share
			12-25	26-28	29-32	33-35	36-39	40-42	43-45	46-49	50-52	53-60	
V7	RS	Not impressed by intellectuals. Negative values for academics. Believes theoretical arguments to be irrelevant. Feels that society	•	•	•	•	•	•	•	•	•	•	<b>Intellect</b> Admires people with high intellectual capacity. Prefers work with an intellectual content. Likes the company of clever people. Discontented in an
			12-25	26-28	29-31	32-34	35-37	38-41	42-44	45-47	48-50	51-60	
V8	RS	Favours the familiar and predictable. Maintains interest after novelty has worn off. Rarely seeks novelty for its own sake. Content with unchanging work and	•	•	•	•	•	•	•	•	•	•	<b>Novelty</b> Dislikes the predictable. Looks for new experiences. Dissatisfied in an unchanging environment. Becomes restless
			12-25	26-29	30-32	33-36	37-40	41-44	45-48	49-52	53-55	56-60	
V9	RS	Has less need to put something of self into work. Less likely to look for opportunities for self-expression. Puts little emphasis on creativity as a satisfier at work. Content with	•	•	•	•	•	•	•	•	•	•	<b>Self-expression</b> Likes to express self at work. Dislikes work which leaves no scope for originality. Is motivated by contributing something of self. Likely to be
			12-25	26-29	30-32	33-36	37-39	40-43	44-46	47-50	51-53	54-60	
V10	RS	Values personal rather than collective responsibility. Feels that first duty is towards self. Has less sympathy for those who don't or won't help themselves. Doesn't feel a need	•	•	•	•	•	•	•	•	•	•	<b>Altruism</b> Places emphasis on work that benefits others. More likely to make sacrifices for other people. May be unhappy with work that lacks a positive impact upon others. Is
			12-22	23-26	27-29	30-32	33-36	37-39	40-42	43-46	47-49	50-60	
V11	RS	Less dependent on friendship. More oriented towards task than people. Sees intimacy in the workplace as inappropriate. Need for	•	•	•	•	•	•	•	•	•	•	<b>Intimacy</b> Attaches very high value to closeness in relationships. Needs affection and friendship. Values camaraderie. Puts
			12-23	24-26	27-29	30-32	33-36	37-39	40-42	43-46	47-49	50-60	
V12	RS	Takes work and self seriously. Dislikes frivolity. Feels that people are often too	•	•	•	•	•	•	•	•	•	•	<b>Levity</b> Enjoys jokes. Values humour and light-heartedness. Feels that seeing the funny side is healthy. Enjoys the company
			12-26	27-29	30-32	33-36	37-39	40-42	43-45	46-48	49-51	52-60	
V13	RS	Rarely or never worries about the long term future. Attaches little importance to the notion of security. May find the prospect of a "safe"	•	•	•	•	•	•	•	•	•	•	<b>Security</b> Needs security. Will avoid choices which involve the risk of losing security. Likes to know how the future will develop. Unsettled by uncertainty.
			12-22	23-25	26-29	30-32	33-36	37-39	40-43	44-46	47-50	51-60	
V14	RS	Attaches no value to work for its own sake. Values other aspects of life as much as or more than career. May choose not to work if	•	•	•	•	•	•	•	•	•	•	<b>Work</b> Feels that work is necessary for character and self-respect. Enjoys hard work. Identifies with career. Would be miserable if unemployed. Believes that people should work whether they have to or
			12-25	26-28	29-31	32-35	36-38	39-41	42-45	46-48	49-52	53-60	

Percentiles 1 4 11 23 40 60 77 89 96 99














KCP Questionnaire Series

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# BPS LEVEL A&B ONLINE + PUBLIC TRAINING

## KCP QUESTIONNAIRES

	<b>MAPP</b> The Managerial and Professional Profiler	<b>Suitability:</b> Managers, Professionals, High Potential Graduates
	<b>MAPP-8</b> The Managerial and Professional Profiler	<b>Suitability:</b> Managers, Professionals, High Potential Graduates (ideal for pre-screening - shorter admin time)
	<b>RPMQ</b> Roberts Personality and Motivation Questionnaire	<b>Suitability:</b> Customer Service, Sales, Call Centre, Administrative, Graduates
	<b>RWP</b> Roberts Workstyles Profiler	<b>Suitability:</b> Skilled, Semi-skilled, Shopfloor, Operative
	<b>RSP</b> Retail Staff Profiler	<b>Suitability:</b> Retail Staff
	<b>LSQ</b> Leisure Services Questionnaire	<b>Suitability:</b> Bar, Waiting, Kitchen Staff
	<b>MAPP-EI</b> Emotional Intelligence	<b>Suitability:</b> Managers, Professionals, High Potential Graduates
	<b>PAQ</b> Personal Adaptability Questionnaire	<b>Suitability:</b> Change management - all staff facing change
	<b>ISQ</b> Influencing Styles Questionnaire	<b>Suitability:</b> Managers
	<b>CIQ</b> Career Interests Questionnaire ('Explore')	<b>Suitability:</b> Career counselling and development
	<b>TSQ</b> Team Survey Questionnaire ('Together')	<b>Suitability:</b> All staff levels, measuring team performance and potential
	<b>RTQ</b> Roberts Type Questionnaire	<b>Suitability:</b> All staff levels



# BPS LEVEL A&B ONLINE + PUBLIC TRAINING

## LEVEL A COURSE OVERVIEW

Your Level A training comprises the following elements:

**Theoretical:** Units 1, 3, 5, 6, 7 & 8 - a combination of:

- Background reading/study (via a series of Factsheets to be downloaded and printed, and some online videos and slide shows)
- Work assignments completed via your online assessment portfolio
- Two online Case Studies, the International Bank Case Study and the Clerical Assistant Case Study.  
For the **International Bank Case Study**, we will **send you** the relevant materials (**Potentia**), at the start of your training.  
For the **Clerical Assistant Case Study**, you will **download** the relevant materials in PDF format (**Ministra**).

**Practical:** Modules 2 and 4 - during your Level A training, you will undertake **two** practical test administration sessions at KCP in Lewes. We will **send you** the test materials for both sessions (**Practica Numerical & Verbal Tests**) at the outset of your training.

### Notes

**Assessment Portfolio online assignments:** As soon as you complete and submit any of your online assignments, you will always receive confirmation of the correct answers. However, our online system does not currently allow for your answers to be saved once they have been transmitted, so we recommend that for reference, you print a copy from screen of your completed assignments **before submitting** to us. If you do not have access to a printer, just call or email us and we will be happy to email you a copy of your transmitted answers.

**ON COMPLETION OF ALL EIGHT LEVEL A MODULES, YOU WILL BE FORMALLY SIGNED OFF BY US IMMEDIATELY AND WILL RECEIVE A KCPT TEST USER CERTIFICATE AND YOUR BPS APPLICATION FORMAT YOUR WORKSHOP.**



## LEVEL A TYPICAL TIMETABLE

It is impossible to be precise about how long it will take you to complete your KCP Online Level A training modules. Much will depend upon how much time and effort each delegate is able to put in.

However, it is our experience that the following schedule is typical for most students.

- **Module 1:** theoretical study/online assignment - **allow 2 hours study time**
- **Module 2:** preparing for practice test admin session – **allow 1.5 hours study time**
- **Module 2:** completing practice test admin session via webcam – **allow 30 minutes**
- **Module 3:** theoretical study/online assignments – **allow 3 hours study time**
- **Module 4:** preparing for assessed test admin sessions - **allow 1.5 hours study time**
- **Module 4:** completing assessed test admin & feedback session at KCP – **0.5 days**
- **Module 5:** online assignment – **allow 3 hours study time**
- **Module 6:** International Bank Case Study – **allow 2 hours study time**
- **Module 7:** Clerical Assistant Case Study – **allow 1.5 hours study time**
- **Module 8:** online assignment – **allow 30 minutes study time**



# BPS LEVEL A&B ONLINE + PUBLIC TRAINING

## LEVEL B COURSE OVERVIEW

Your Level B training comprises the following elements:

**Theoretical:** Modules 1, 2, 3, & 4 - a combination of:

- Background reading/study (via a series of Factsheets which can also be downloaded and printed, and some online videos)
- Work assignments completed via your online assessment portfolio
- One Case Study
- Report writing - the BPS require you to complete three reports in total. These will be based on the three MAPP feedbacks from your practical sessions - see below)

**Practical:** Module 5 - after some background reading and completion of the theoretical elements of Module 5, you will undertake the following practical sessions at KCP in Lewes:

1. a **practice** MAPP feedback session
2. an **assessed** MAPP feedback session
3. a **final** MAPP feedback session (**you will require “guinea pig” for this - see note 2 below**). This session is required for your third and final report but will be **conducted at your home or workplace without KCP involvement**.

## Notes

**1. Guinea Pigs:** For your third and final report you will need to have a guinea pig. He/she will need to complete the MAPP questionnaire online, ahead of their feedback session with you, and will also need to be briefed properly about their role in your training. You will be emailed a 'Guinea Pig Information Sheet' at the outset of your training, and you should give your guinea pig a copy of this before he/she completes MAPP.

**2. Assessment Portfolio online assignments:** As soon as you complete and submit any of your online assignments, you will always receive a summary of your performance and confirmation of the correct answers. However, our online system does not currently allow for your answers to be saved once they have been transmitted, so we recommend that for reference, you print a copy from screen of your completed assignments **before submitting** to us. If you do not have access to a printer, just call or email us and we will be happy to email you a copy of your transmitted answers.

**ON COMPLETION OF ALL FIVE LEVEL B MODULES AND YOUR THREE REPORTS, YOU WILL BE FORMALLY SIGNED OFF BY US IMMEDIATELY AND WILL RECEIVE A KCP TEST USER CERTIFICATE AND YOUR BPS APPLICATION FORM WITHIN A FEW DAYS.**



## LEVEL B TYPICAL TIMETABLE

It is impossible to be precise about how long it will take you to complete your KCP Online Level B training modules. Much will depend upon how much time and effort each delegate is able to put in.

However, it is our experience that the following schedule is typical for most students.

- **Module 1:** theoretical study/online assignment/completing three online personality questionnaires – **allow 3.5 hours study time**
- **Module 2:** theoretical study/online assignment – **allow 2 hours study time**
- **Module 3:** theoretical study/online assignment – **allow 3 hours study time**
- **Module 4:** online assignment - **allow 45 minutes study time**
- **Module 5:** preparing for feedback sessions – **allow 2 hours study time**
- **Module 5:** completing practice feedback sessions at KCP – **1 day workshop**
- **Module 5:** Case Study - **at KCP, part of your 1 day workshop**
- **Follow-up report writing** based on feedback sessions – this is a BPS requirement. Three reports are necessary. Report templates are supplied by us, to speed up the process. **Allow 3 hours study time in total (1 hour per report).**



## TEST ADMINISTRATION COURSE OVERVIEW

Your Test Administration training comprises the following elements:

**Theoretical:** Modules 1, 3 and 5 - a combination of:

- Background reading/study (via a series of Factsheets to be downloaded and printed, and an online video)
- Work assignments completed via your online assessment portfolio

**Practical:** Modules 2 & 4 - during your Test Administration training, you will undertake **two** practical test administration sessions at KCP. **We will send you the test materials for both sessions (Practica Numerical & Verbal Tests) at the outset of your training.**

### Notes

**Assessment Portfolio online assignments:** As soon as you complete and submit any of your online assignments, you will always receive a summary of your performance and confirmation of the correct answers. However, our online system does not currently allow for your answers to be saved once they have been transmitted, so we recommend that for reference, you print a copy from screen of your completed assignments **before submitting** to us. If you do not have access to a printer, just call or email us and we will be happy to email you a copy of your transmitted answers.

**ON COMPLETION OF ALL FIVE TEST ADMINISTRATION MODULES, YOU WILL BE FORMALLY SIGNED OFF BY US IMMEDIATELY AND WILL RECEIVE A KCP TEST ADMINISTRATOR CERTIFICATE AND YOUR BPS APPLICATION FORM WITHIN A FEW DAYS.**



## TEST ADMINISTRATION TYPICAL TIMETABLE

It is impossible to be precise about how long it will take you to complete your KCP Online **Test Administration** training modules. Much will depend upon how much time and effort each delegate is able to put in, and of course their own personal deadline.

However, it is our experience that the following schedule is typical for most students (a total of just over **4 hours**).

- **Module 1:** theoretical study/online assignment - **allow 2 hours study time**
- **Module 2:** preparing for practice test admin session – **allow 1.5 hours study time**
- **Module 3** completing 2 test admin sessions at KCP – **0.5 days**
- **Module 4:** online assignment – **allow 30 minutes study time**
- **Module 5:** online assignment – **allow 30 minutes study time**



"KCP Level A and Level B internet based training does exactly what it says on the tin! They offer a full online/webcam based study course which allows you to work at your own pace - in my case 10 days! I can't praise them enough for the care they took to make sure they were available to fit in with my timescales, that I had the materials I needed at the times I needed them and that the technology worked! The course materials were comprehensive, easy to access and navigate through, and provided everything needed to learn successfully in this area. It was a revelation to me to be trained in this way and I would wholeheartedly recommend them to anyone who prefers to study at their own pace, in their own time, or who gets frustrated at the pace of face to face training. A slick, comprehensive set up where they have thought of everything and can't do enough to help you succeed."

**Kareen Cranston, Cranston Cognition**

"I am so happy I found KCP's totally online training course for the British Psychological Society's Level A and Level B certificates in psychometric/personality testing. I needed to learn at a distance and Hong Kong to England is certainly that. KCP's staff are truly helpful and patient with all queries. The teaching material is very interesting, easy to comprehend and logically organised. I actually enjoyed doing both of these courses. I can highly recommend this course to anyone with or without distance learning needs."

**Scarlett Mattoli, (Hong Kong based delegate)**

"It was quite daunting trawling through the internet, looking for a level A and level B psychometric training course. However, I need not have worried - after finding and phoning Cathy Roberts at KCP, the process of joining and training was very straightforward.

KCP offer Level A and Level B completely online. All of my practical assessments were carried out via webcam, and the whole process was very easy to follow. The feedback on my online assignments came back very quickly on all occasions and KCP's friendly team were always available to give me help and advice every step of the way.

With KCP, delegates are encouraged to work at their own pace, which takes the pressure off in today's hectic world. It was a great way to study, and I would definitely recommend KCP to anyone wishing to train in psychometrics. Thank you KCP, you were a fantastic help!"

**Angela Batten**

I have called on Andy's services on numerous occasions for many different reasons and every time he has delivered excellent solutions for a much more reasonable price than some of the big names in the same field as KCP. He has always delivered superb training in the use of psychometrics and assessment techniques, constructed bespoke instruments, provided high quality materials and given me really helpful advice and support when called upon. I would strongly recommend the work of KCP Ltd and Andy himself to anyone who needs assessment, selection or development tools or personal development in this area.

**Drew Hopkins, Principal Learning & Development Consultant at KBR**

"The Kier Group has been using MAPP extensively since 2003 in both management development and selection. We like the ease of use, the psychometric robustness of the questionnaire, and the fact that it provides us and our managers with much richer data than other occupational competence based questionnaires."

**Paul Sealy, Head of Group Training and Development, Kier Group**



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