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brochure

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About KCP learning

KCP is passionate about the benefits of objective assessment. With over 45 years' experience of assessment and development in the workplace we have committed ourselves to passing on our practical knowledge, skills and experiences in delivering outstanding assessment solutions.

Our Managing Director, Principal Psychologist and developer of all our learning programmes worked as an HR and L&D practitioner in transport, public administration and pharmaceuticals prior to moving into consultancy. As a result he is well positioned to understand the practicalities and realities of the workplace and the needs of employees at all levels.

Our learning offerings have evolved over the years and we have been the pioneers of remote learning in psychometrics and assessment since 1991. Our online e-learning approach is ground-breaking and has led the way in RQTU training since 2009.

Benefits of KCP learning

- No time away from work or home
- Study at your own pace
- Tutorial support available 7 days a week
- Access to a broad range of tests, questionnaires and simulation activities
- Join an international network of practitioners
- Competitively priced
- Course Director has over 45 years experience as an Occupational Psychologist

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Why gain the BPS RQTU qualifications?

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.

The BPS RQTU qualifications provide test users, candidates and members of the public the reassurance of knowing that tests and questionnaires are being used appropriately, responsibly and in line with current psychometric knowledge.

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FAQ - what tests and questionnaires will I be able to use?

Your Test User - Ability qualification will enable you to administer, score and interpret the full range of KCP ability and aptitude tests as well as those from all major publishers. Some of these publishers may ask you to do some additional product specific training. but most won't.

For Test User - Personality, all publishers have to nominate a specific "substantive instrument" to the BPS. In our case, this is the Managerial and Professional Profiler - MAPP. In addition, you will have access to 12 KCP questionnaires and development tools suitable for assessing managerial, professional, administrative, sales, retail, skilled and semi-skilled and hospitality staff.
However, you can add other instruments if you wish. as all major test publishers recognise the BPS RQTU qualifications. Again, some may ask you to undertake some questionnaire specific training.

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 administration
- Expert reporting options including a full trait based analysis, interview questions and predictions of competencies, leadership and team roles.
- Exceptionally high reliabilities
- English, US English, Dutch, French, German, Spanish and Russian versions

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bps rqtu assistant test user (atu)

Who
Typically, administrative staff in HR/L&D or consultancy

Where work requires
Someone who is 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.

Note:

- Assistant Test Users are not able to make choices about which tests should be used or provide interpretations of test scores beyond those provided in standard reports.
- Assistant Test Users will be an individual who uses specific tests in well-defined and constrained contexts, such as routine recruitment and selection procedures or standardised assessment for staff development programmes and who operates within organisational policies and directives on testing and test use. Choice of tests and details of how they are to be used and applied is outside the Assistant Test User's responsibility.

What
- module one - introduction to testing
- module two - administering tests to one or more candidates - Part One
- module three - administering tests to one or more candidates - Part Two
- module four - maintaining security and confidentiality of test materials and the test data

How long
Typically 4 hours

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bps rqtu test user - ability (tua)

Who

HR/L&D professionals, consultants, or line managers. They may be involved in testing for personnel selection, development or career guidance and advice.
It is a BPS requirement that delegates hold the ATU qualification prior to doing this programme.

Where work requires

Someone who is able to:

- make choices between tests and to determine when to use or not use tests.
- have an understanding of the technical qualities required of tests sufficient for understanding use but not for test construction.
- work independently as a test user.
- have the necessary knowledge and skills to interpret specific tests.

What

- module one - ability and aptitude
- module two - basic principles of scaling and standardisation/principles of norm referenced interpretation
- module three - classical test theory and reliability/item response theory
- module four - validity and utility
- module five - relating assessments to job requirements
- module six - interpretation and providing oral and written feedback
- module seven - deciding when tests should or should not be used

How long

Typically 15 hours

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bps rqtu test user - personality (tup)

Who

HR/L&D professionals, consultants, or line managers. They may be involved in testing for personnel selection, development or career guidance and advice.
It is a BPS requirement that delegates hold the ATU qualification prior to doing this programme.

Where work requires

Someone who is able to:

- make choices between tests and to determine when to use or not use tests.
- have an understanding of the technical qualities required of tests sufficient for understanding use but not for test construction.
- work independently as a test user.
- have the necessary knowledge and skills to interpret specific tests.

What

- module one - personality and influences on personality
- module two - personality assessment
- module three - basic principles of scaling and standardisation/norm referenced interpretation
- module four - classical test theory/item response theory
- module five - validity and utility/relating assessment to job requirements
- module six - mapp interpretation and providing oral and written feedback
- module seven - deciding when tests should or should not be used

How long

Typically 10 hours (modules 3, 4 and 5 are common to tua and tup so need only be completed once)

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bps rqtu re-affirmation of competence (atu/tua/tup)

Who

Qualified test users either the obsolete Level A and Level B route or those who have completed BPS RQTU training but have lapsed their membership on the Register.

Where work requires

Someone who is able to:

- make choices between tests and to determine when to use or not use tests.
- have an understanding of the technical qualities required of tests sufficient for understanding use but not for test construction.
- work independently as a test user.
- have the necessary knowledge and skills to interpret specific tests.

What

- test administration
- scoring tests and questionnaires
- interpreting ability test results and personality questionnaires
- providing accurate and comprehensive feedback of test/questionnaire results
- writing reports for candidates and third parties

How long

Typically 4 hours

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advanced certificate in psychological assessment (acpa)

Who
HR/L&D professionals, consultants.

Where work requires
Someone who is able to:

- administer, score and interpret ability tests and personality/development questionnaires (please see the detail for BPS RQTU (atu, tua, tup)
- conduct rigorous analyses of the characteristics needed for effective job performance
- demonstrate in-depth behavioural interviewing skills
- plan, develop and run assessment/development centres

What
KCP's ACPA uniquely combines the BPS accredited RQTU programmes (atu, tua, tup) with an in-depth exploration of job analysis, behavioural interviewing skills and the design, development and conduct of assessment and/or development centres.

- Module A - Introduction to Testing and Test Administration
- Module B - Ability Testing In Depth
- Module C - Behavioural Interviewing Theory and Practice
- Module D - Personality Assessment In Depth
- Module E - Assessment/Development Centre Skills and Practice

How long
Typically 50 hours

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certificate in psychological testing (cpt)

Who

HR/L&D professionals, consultants, line managers who want to use KCP tests and questionnaires but do not wish to be on the BPS Register.
The programme includes elements of our BPS Verified Assessment Portfolios so delegates can upgrade with us at a later date and gain BPS Certification and entry on the RQTU.

Where work requires

Someone who is able to:

- administer, score and interpret KCP ability tests and personality/development questionnaires in a fair, objective and secure fashion
- understand the statistical principles of psychological testing and apply these to assessment/development activities and decisions

What

KCP's CPT provides a thorough grounding in ability testing and personality assessment and gives immediate access to 12 ability tests at all occupational levels and 12 personality and development questionnaires.

- Module A - Assessing People at Work
- Module B - Administering, Scoring and Interpeting Results
- Module C - Fundamental Psychometric Concepts
- Module D - Practical Feedback and Reporting Skills
- Module E - Practical Post Course Assessments (Ability and Personality)

How long

Typically 14 hours

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certificate in modern trainability testing (mtt)

Who

HR/L&D professionals, line managers and front-line trainers who want to predict those people who are most likely to successfully complex and/or expensive training programmes.

Where work requires

Someone who is able to:

- identify candidates who are capable of training success
- reduce training times, expense and drop-out rates
- ensure candidates have a "realistic job preview"

What

KCP's Modern Trainability Testing programme is revolutionary. It has been designed by a psychologist who worked with the inventor of trainability testing and who has designed a number of real-life trainability tests as a psychologist and training practitioner.

- Module A - Introduction to Trainability
- Module B - Identifying the Training Task
- Module C - Developing the Trainability Test
- Module D - Validating the Trainability Test
- Module E - Follow up

How long

Typically 16 hours plus back home practical test development

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assessment centre techniques (act)

Who

HR/L&D professionals, consultants, line managers

Where work requires

Someone who is able to:

- comprehensive, multiple technique assessments for selection, placement or development
- identify assessment criteria and behavioural characteristics
- design or select appropriate assessment methodologies
- administer and run effective assessment and development centres

What

- Module 1 - Background to Assessment Centres
- Module 2 - Identifying the Competencies
- Module 3 - Assessment Techniques
- Module 4 - Module Four - Assessor Skills
- Module 5 - Centre Administration
- Module 6 - The "Wash-up"

How long

Typically 8 hours

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behavioural interviewing skills (bis)

Who

HR/L&D professionals, consultants, line managers and anyone who wants to conduct powerful interviews that focus on evidence rather than impression.

Where work requires

Someone who is able to:

- identify job requirements in a systematic way
- construct questions that are sharply focused on underlying behaviours
- record and rate candidate objectively

What

The interview is the most commonly used selection technique. It is also the weakest in terms of predicting job success. Luckily, its effectiveness can be improved by having a clear idea about what characteristics are necessary for job performance and applying a rigorous and structured approach.

- Module 1 - Why Interviews Fail
- Module 2 - Job Analysis Techniques
- Module 3 - Advanced Interviewing Skills

How long

Typically 8 hours

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training testimonials

"I thought the materials and tuition were superb, easy to work through and you are very approachable and down to earth - also excellent value for money; I funded this myself and KCP were more affordable in terms of fees, and the online dimension just made the whole thing more accessible.....overall a great experience, so thank you so much for making this a lot less onerous than it could have been. I would love to keep in touch, I shall miss our chats, you feel like part of the family now."
Linda Jenkins, Lecturer, Aberdeen Business School, Dept of Information Management

"I thought I would write you a note of thanks for your support during my recent distance learning programs. As an instructional designer, I found KCP's materials to be clear and also to support a diverse range of learning styles, from the provision of the 'bare bone' data sheets through to the in depth manuals (which I read and found accessible and comprehensive), with the choice of reference onscreen or in hard copy format. What really differentiated the learning experience was the very fast response to questions and also completed assignments, which allowed me to maintain momentum and complete the courses quickly against a tight deadline. I would not hesitate to use KCP in the future and I would be pleased to recommend your services to others."
James Graham MSc PMP, President, Training4Change, Seattle, Washington

"I must say that it certainly has been an excellent process for our team. I thought that it was really great that this training was not impersonal and inflexible, as I thought an online program would be, but actually allowed our delegates to work together in such a meaningful and beneficial way. Again, allow us to express our appreciation to Cathy for her patient and tireless input into the development of our team. We all have gained tremendously. Regards!!"
Hazel-Ann Dillon, The Strategic Advancement Centre, Trinidad (team of ten delegates)

"Thank you for the wonderful experience of training with you and for the unwavering support throughout the course."
Marie Therese De Villiers, Dubai-based delegate

"Just thought I'd drop you a quick line to say thanks for all your support during my training. It's been a great experience all round...so refreshing that your company considers those of us without corporate backing and unlimited funds/
Dr Kate Hammond

"KCP 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 certificates in psychometric/personality testing. KCP's staff are truly helpful and patient with all queries. 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)



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