

The British Psychological Society offers certification in psychometric testing to individuals who complete the requirements and can demonstrate competence at two levels.

**Level A** covers general foundations of testing, and the performance skills associated with test administration and interpretation of ability tests.

**Level B** complements Level A. It increases the scope of the scheme to cover personality assessment and the interpretation and the use of personality tests.

Together, Level A and Level B provide a set of standards which define the competent user of psychological tests in occupational settings.

Whereas Level A covers the basic under-pinning knowledge of psychometrics and practical skills associated with the use of tests (administration, scoring and analysis), and focus on the practical elements associated with tests of maximum performance, Level B extends this to include tests of typical performance - especially those requiring interpretation in terms of psychological theories or models.

## Level A

Level B is considered to incorporate and build on Level A. It is not an alternative qualification: the Level B standards do not, therefore, repeat elements contained in Level A, except where matters covered at Level A need to be reconsidered in relation to issues associated with tests of typical performance.

Level A contains 7 Units of Competence which are as follows:

### Unit 1

Psychological Testing: Defining Assessment Needs

### Unit 2

The Basic Principles of Scaling and Standardisation

### Unit 3

The Importance of Reliability and Validity

### Unit 4

Deciding when Psychological Tests should or should not be used as part of an Assessment Process

### Unit 5

Administering Tests to one or more Candidates and dealing with Scoring Procedures

### Unit 6

Making appropriate use of Test Results and Providing Accurate Written and Oral Feedback to Clients and Candidates

### Unit 7

Maintaining Security and Confidentiality of the Test Materials and Test Data

Satisfying the core requirements set out in the Units of Competence and providing evidence of supervised fieldwork, as proof of competence, does not give the trainee the right to obtain and use whatever materials they wish, nor can it be counted as a formal qualification in psychology.

The Certificate can be used as evidence of competence when applying to publishers to register as a qualified test user. However a large number of test publishers will provide test materials at Level A to those who are eligible and have received the Certificate of Competence in Occupational Testing (Level A), without further training being required.

The requirements for Level A certification must be completed before Level B Intermediate is embarked upon.

## Level B (Intermediate)

There are 3 levels of qualification at Level B available. This sheet covers the Intermediate Level B qualification for people who wish to have sufficient foundation knowledge and expertise in the use of one appropriate personality level instrument.

Level B encompasses a number of issues which are contained in 5 Units of Competence which are summarised here. Broadly they cover the following:

- What makes the assessment of personality and interests different from that of ability/aptitude?
- How and why is personality assessment used?

- How can we ensure that assessment tools are used in an ethical and professional manner with due regard for their limitations and for the rights and responsibilities of assessor, candidate and client?

Some of these issues require broader, deeper knowledge, for example:

- The concept of a small number of common underlying dimensions of personality which are found across a wide range of self-report inventories.
- The links between theories of personality and measures of personality.

Other aspects of the training are concerned with:

- Extending practices
- The role and use of feedback
- Ways of reporting information about personality and interests
- Ethical issues

The 5 Units of Competence, which are covered in the Level B Intermediate training, are summarised above, and these will lead to significant exemptions from training if people wish to register as a user of a second major personality instrument, subsequent to training. The training is focussed around the use of a single personality instrument.

In the case of our training, the instrument will be a measure of Psychological Type. There are a number of such measures available, such as the Champagne Type questionnaire, Myers-Briggs Type Indicator, Occupational Type Profile.

## The Training Framework

For those with no previous test use experience, Level A training comprises a 3 day workshop plus a period of supervised fieldwork. During this period a log is completed which provides evidence of the developing competence of the trainee. This process normally requires a minimum of one month and a maximum of 3 months for completion.

Level B (Intermediate) also involves a 3 day workshop followed by a period of supervised fieldwork. During this period a log is completed which provides developing evidence of the competence of the trainee.

The requirements for certification are defined by the BPS and may be scrutinised by contacting the PTC (Psychological Testing Centre), on 0116 254 9568 at the British Psychological Society offices in Leicester.

Assessors are verified and their training materials are verified by the BPS. There is a relatively small cadre of people who maintain such qualifications in the UK and tutors on our courses are drawn from this group. All verified assessors must work to the defined checklist in order to establish the competence of the trainee.

## Charges

Level A £960 per person  
 Level B (Intermediate) £960 per person  
 inclusive of fieldwork test materials.

If you are unsure of your current level of qualification then please contact us for help.

For further details please contact:

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