



# Training Guide

Selby & Mills Limited  
Tregoning Mill  
St. Keverne  
Helston  
Cornwall    Tel: 01326 280382  
TR12 6QE    Email: [info@selbymills.co.uk](mailto:info@selbymills.co.uk)  
United Kingdom    Web site: [www.selbymills.co.uk](http://www.selbymills.co.uk)

# Introduction

The use of psychometric materials is restricted to those people who have received appropriate training.

We provide 4 levels of training for those who wish to use our materials: -

Course	For
<b>Bronze</b>	Those who wish to use our internet delivered competency reports in a selection or counselling context.
<b>Silver</b>	Those who wish to administer and interpret our Ability materials in a selection or counselling context.
<b>Gold</b>	Those who wish to use all of our materials including full psychometric reports.
<b>Occupational Testing – Personality (Formerly Level B)</b>	This B.P.S. verified course is for those who wish to use all of our materials including full psychometric reports and have easier access to other publisher’s personality questionnaires.

Full details of our courses follow including costs & schedule.

This information may also be found on our web site at [www.selbymills.co.uk](http://www.selbymills.co.uk)

### Comments from some recent attendees:-

*Thank you so much for all your help, patience and excellent teaching, I enjoyed the training very much.*

*I thoroughly enjoyed the course...*

*I really enjoyed the course and the relaxed style of presentation.*

*It was a great course, I really enjoyed it.*

*I thoroughly enjoyed the course - as I'm sure you could tell. I found it stimulating, and actually very rewarding.*

## Questionnaire access

The qualification that you need in order to use our questionnaires is as follows: -

Questionnaire	Reports	Qualification required
<b>Ability tests</b>	Assessment	Silver
<b>Assessor</b>	Careers Advice	None
	Competencies	Bronze
	Psychometric	Gold
<b>Employment</b>	Assessment	Bronze
<b>Entrepreneur</b>	Feedback	None
	Counsellors	None
<b>Management Potential</b>	Feedback	None

We recognise the B.P.S. Occupational Testing – Ability qualification as equivalent to our Silver qualification and the B.P.S. Occupational Testing – Personality as equivalent to our Gold qualification. We also accept equivalent qualifications from organisations that we recognise.

All users of our materials are required to confirm that they will abide by our code of ethics in their use of our Psychometric materials.

Full details of our questionnaires and the reports generated from them are available on our web site [www.selbymills.co.uk](http://www.selbymills.co.uk)

If you have any queries or are unsure of your current level of qualification then please contact us.

# Training Guide

## Bronze, Silver & Gold Courses

These courses may either be completed via Distance Learning Materials or by Classroom Courses

### Distance Learning

Course Title	Pre-requisite	Cost	
Bronze	None	Free	The Distance Learning materials may be freely downloaded from our <a href="#">web site</a>  Assuming satisfactory completion of each of the workbooks we will send you an appropriate certificate confirming your qualification and you will then be able to use the appropriate psychometric materials.
Silver	Bronze	Free	
Gold	Bronze	£345	

### Classroom Courses

For those people who prefer classroom training we regularly provide these at client's locations. We can tailor courses to meet client's exact requirements. Please ask for details.

### B.P.S. Occupational Testing – Personality (Formerly Level B)

This is a career qualification that gives complete or substantial savings on training for many Personality questionnaires including automatic full access to all our personality questionnaires.

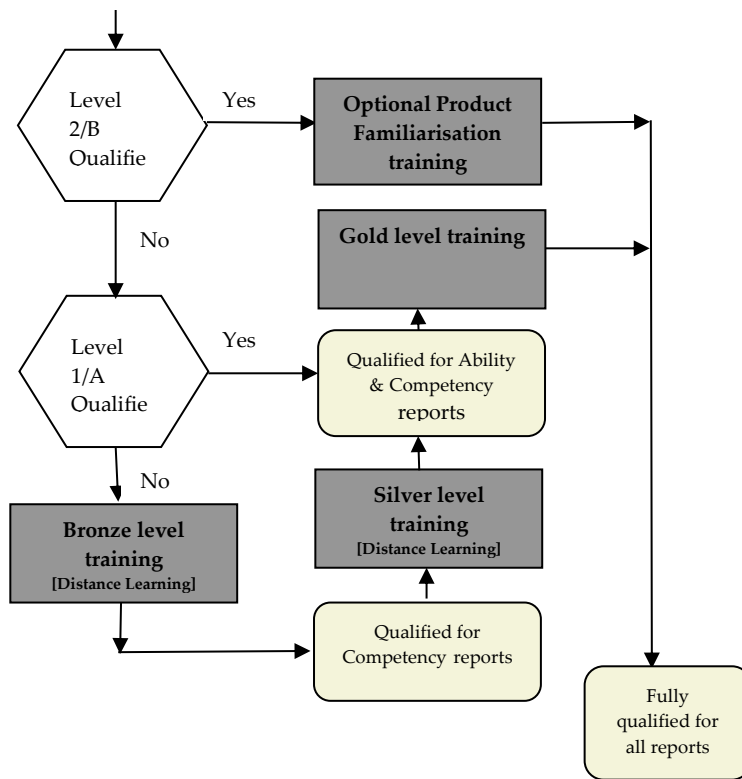
Our course is fully approved and our course director has been verified by The British Psychological Society to endorse applications for successful delegates to join the BPS register of competence in occupational testing at personality level.

The course comprises a 3-day workshop plus post course work. Upon satisfactory completion of the post course work we will endorse your application to the BPS to have your qualification registered with the Society.

We regularly provide these courses at client's locations or can arrange them in the Bath area.

# Training Guide

The use of psychometric materials is restricted to those people who have received appropriate training.



We provide 3 key levels of training: -

Course	For	Form
<b>Bronze</b>	Those who wish to use our internet delivered competency reports in a selection or counselling context.	Distance learning materials.
<b>Silver</b>	Those who wish to administer and interpret our Ability materials in a selection or counselling context.	Distance learning materials.
<b>Gold</b>	Those who wish to use all of our materials including full psychometric reports and have an understanding of multi-cultural issues.	Distance learning materials.

We can also provide classroom courses including a 3 day course that covers Bronze, Silver & Gold.

**In addition we can also provide training for B.P.S. Occupational Testing – Personality (Formerly Level B)**

This B.P.S. verified course is for those who wish to use all of our materials including full psychometric reports and have easier access to other publisher's personality questionnaires.

3 days class work and post course work.

The qualification that you need in order to use our questionnaires is as follows: -

Questionnaire	Reports	Qualification required
Ability tests	Assessment	Silver or Level 1/A
Assessor	Careers Advice	None
	Competencies	Bronze or Level 1/A
	Psychometric	Gold or Level 2/B
Employment	Assessment	Bronze or Level A
Entrepreneur	Feedback	None
	Counsellors	None
Management Potential	Feedback	None

We recognise B.P.S. & A.P.A. qualifications and equivalent from appropriate organisations worldwide.

All users of our materials are required to affirm that they will abide by our code of ethics in their use of our Psychometric materials.