



**Saville**  
assessment

# Psychometric Testing Training

2024



[savilleassessment.com](https://savilleassessment.com)

# Get certified to use the most accurate psychometric tools on the market

We understand that your time is valuable. That's why our innovative course design makes for an efficient, engaging experience, setting you up to deliver market-leading talent assessments back in your workplace.



Our assessment portfolio **sets the market standard** having received 27/30 stars in the BPS independent review.



The Wave questionnaires provide the **best-in-class predictor** for potential, work performance, competencies, strengths and preferred culture.



Get immediate access to our suite of aptitude tests, measuring a variety of different abilities and **suitable for a wide range of roles and industries**.



Our assessments are available in **over 40 languages**, ensuring large-scale, global capability.

“

“The tools were great in giving us detailed and accurate information about each individual’s behavioral preferences and their abilities.”



“

“Saville Assessment have produced a range of Wave reports that are truly innovative and provide clear insight.”



# See our tools in action

Our experienced trainers have hands-on experience of using our tools with clients day-in and day-out, and can share top tips and real-life examples of how our assessments can help organizations **select** and **develop** better talent.

**Train with Saville Assessment if you want to be able to:**



## Hire Talent

Provide an engaging candidate experience

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Make quick decisions supported by valid data

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Transform onboarding into a two-way engaging experience



## Build Talent

Help improve manager effectiveness

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Identify potential and build your talent pipeline

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Use powerful feedback to drive better workplace performance



## Lead Talent

Identify potential risk behaviors in leaders

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Create personalized high-potential leadership programs

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Identify where leaders will have the most critical business impact

# Experienced trainers, exceptional resources, unique experience



Experience our tools through a range of practical exercises, workshops and role plays.



Learn the science behind our tools and study real-life case studies to help understand how the tools can make a positive difference to your organization.



Our courses are delivered via E-Learning, virtual tutored sessions or a combination of both to provide an immersive and engaging experience.



Our assessment tools are researched and developed in-house, making our Course Directors true subject-matter experts.



We keep our virtual sessions small, allowing for plenty of valuable time with our tutors and a chance to work alongside fellow HR professionals.



Our courses come with exclusive starter packs (including complimentary assessments) and access to our members area – a goldmine of valuable resources.

“

“The course director was very passionate about the topics, made it come to life – clear and concise.”

**RICOH**  
imagine. change.



# Flexible online learning

Minimize your time, maximize the impact



We appreciate that your time is precious; that's why we've made our psychometric testing training courses even more flexible, allowing you to fit them around your work and personal commitments.

Learn to use Wave – the most powerful personality tool on the market – and our Swift aptitude tests competently and confidently to improve how you select and develop talent.

Our online learning combines E-learning modules with virtual training sessions alongside other delegates, led by our highly experienced tutors. This flexible training confers eligibility to full BPS and EFPA accreditation.



Our tutored virtual sessions make use of polls, quizzes and virtual break-out rooms for group work, giving you the full face-to-face training experience virtually.



Our E-learning modules teach you the theory behind our assessments and can be completed at your own pace, with a designated consultant on hand to help you every step of the way.

# Swift Aptitude & Wave – Test User: Occupational Ability & Personality

(formerly BPS Level A & B)

£2,720 +VAT (including assessment starter pack)



**2.5 day of virtual  
tutored online training**



**8-12 hours of  
E-learning modules**

Upon completion of this combined online course, you will gain immediate access to our suite of aptitude tests, behavioral screeners and the Wave personality questionnaires, recognized for being the best predictors of workplace performance and potential.

The first part of the course - Test User: Occupational Ability - comprises one full-day tutored session and approximately 4 hours of home learning, and focuses on the best-practice use of aptitude tests.

While the second part - Test User: Occupational Personality - uses the same format and teaches you how to confidently use personality questionnaires professionally in the workplace.

## Key learning objectives

- Ensure a fair and lawful selection process
- Build efficient and robust screening processes
- Practice personality profiling techniques
- Delve into individuals' workplace personalities
- Prepare and deliver high-quality performance feedback

Please Note: The E-learning modules must be completed successfully ahead of attending the virtual tutored sessions. Our virtual tutored session can either be split over two sets of dates or combined. Where a delegate chooses to complete across two sets of dates, the ability component must be completed before the personality one.

This course requires no previous psychometric testing experience and is suitable for HR, recruitment and talent professionals looking to equip themselves with the best tools for hiring, building and leading their talent.

## 2024 course dates

9th - 10th January	19th - 20th June
6th - 7th February	9th - 10th July
27th - 28th February	13th - 14th August
12th - 13th March	8th - 10th October
19th - 20th March	22nd - 24th October
16th - 17th April	12th - 14th November
14th - 15th May	10th - 12th December
11th - 12th June	18th - 20th December

## Assessment starter pack

All Test User: Occupational Ability & Personality course bookings include an exclusive assessment starter pack worth £650:

- Hire Talent Interactive Card Deck
- Build Talent Interactive Card Deck
- 3 x Work Strengths Behavioral Profiles
- 3 x Wave Professional Styles Expert Reports

# Swift Aptitude – Test User: Occupational Ability

(formerly BPS Level A)

£1,360 +VAT (including assessment starter pack)



**1 day of virtual tutored  
online training**



**4-6 hours of  
E-learning modules**

This course certifies you to use our industry-leading aptitude tests. Suitable for a wide-range of job roles, they are proven to improve the caliber of shortlisted candidates, minimize group differences and maintain a diverse applicant pool.

Through one full-day virtual session and approximately four hours of E-learning modules, you'll learn how to confidently administer tests, interpret results, use dynamic candidate reporting and deliver best-practice feedback.

## Delegates will be able to:

- Conduct a job analysis and identify the psychometric assessment requirements
- Administer aptitude tests and interpret candidate results
- Run professional testing sessions
- Ensure a fair and lawful selection process
- Predict job success and performance
- Give best-practice feedback to candidates
- Use dynamic candidate reporting to help guide selection and cut-off scores
- Integrate ability testing and behavioral fit scores with applicant tracking systems

Please Note: The E-learning modules must be completed successfully ahead of attending the virtual tutored sessions.

This course requires no previous psychometric testing experience and is suitable for HR, recruitment and talent professionals looking to equip themselves with the best tools for hiring, building and leading their talent.

## 2024 course dates

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9th January	19th June
6th February	9th July
27th February	13th August
12th March	8th October
19th March	22nd October
16th April	12th November
14th May	10th December
11th June	

## Assessment starter pack

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All Test User: Occupational Ability course bookings include an exclusive assessment starter pack worth £165:

- Hire Talent Interactive Card Deck
- 3 x Work Strengths Behavioral Profiles

# Wave – Test User: Occupational Personality

(formerly BPS Level B)

£1,360 +VAT (including assessment starter pack)



**1.5 days of virtual  
tutored online training**



**4-6 hours of  
E-learning modules**

Get certified to use the Wave personality questionnaires professionally in the workplace. Recognized for possessing the highest validity, using the smartest AI (Artificial Intelligence) for forecasting workplace performance and potential.

This unique blend of online tutored sessions and home learning teaches you how to analyze candidate reports and interpret profiles to drive superior selection and development activities.

## Learn to:

- Get immediate access to the full suite of Wave personality assessments and the knowledge to confidently use them
- Use the integrated suite of Wave reports for selection, onboarding and development
- Use report profiles to drive improved interviewing and better recognize high-caliber candidates
- Objectively, fairly and reliably profile behaviors in line with role requirements
- Minimize the risks associated with hiring decisions and shortlist the best candidates
- Accurately identify potential and build talent pipelines
- Delve deeper into individuals' personalities and provide high-quality candidate feedback

Please note: This training course requires delegates to be Test User: Occupational Ability (Level A) qualified. The E-learning modules must be completed successfully ahead of attending the virtual tutored sessions.

This course requires no previous psychometric testing experience and is suitable for HR, recruitment and talent professionals looking to equip themselves with the best tools for hiring, building and leading their talent.

## 2024 course dates

10th January	20th June
7th February	10th July
28th February	14th August
13th March	9th - 10th October
20th March	23rd - 24th October
17th April	13th - 14th November
15th May	11th - 12th December
12th June	19th - 20th December

## Assessment starter pack

All Test User: Occupational Personality course bookings include an exclusive assessment starter pack worth £375:

- Hire Talent Interactive Card Deck
- Build Talent Interactive Card Deck
- 3 x Wave Professional Styles Expert Reports



# We're here to help at every stage

We are committed to helping you get the best value experience from our training and tools. Included in the price of the course, you will also receive the following:

## ✓ Your own designated consultant

Each learner will be paired up with one of our experienced consultants when they sign up to the course. This consultant will be an expert in ability and personality psychometrics, and can be contacted at any time throughout the course to check your understanding.

## ✓ Reference books

We provide both Swift and Wave reference books which you can refer back to after the course. These will be PDF versions of the online technical course content so you don't need to worry about making notes as you go through the e-learning.

## ✓ Check-in call

Once you've completed the e-learning part of this course, you have the option of booking a check-in call to address any questions you have on what's been covered so far and what will be covered in the practical part of the course.

## ✓ Practical workbook

You will receive a hard copy and digital copy of the practical workbook to use on the virtual, face-to-face part of the course for both Swift and Wave. This will have plenty of space for notes and will include key points we recap over the day.

## Prefer shorter sessions with smaller groups?

Make our training work for you. In September, we are offering a new modular approach of four half-day sessions allowing you to fit certification around your busy schedule.

### Option 1

Tuesday mornings – 3rd, 10th, 17th & 24th September

### Option 2

Wednesday afternoons – 4th, 11th, 18th, 25th September

Email [info@savilleassessment.com](mailto:info@savilleassessment.com) for more info and availability.

# Leadership Impact Practitioner

£680 +VAT (including assessment starter pack)



**1 day of virtual tutored online training**

Our approach to leadership assessment goes beyond measuring competencies; it focuses on measuring the impact of leaders and links specific behaviors with organizational outcomes. Become an expert in utilizing the Leadership Impact model and transform how you profile, identify, select and develop your leaders.

This highly engaging and practical course gives you a fresh perspective on the latest leadership trends, teaching you the background to the Leadership Impact and Risk models.

## Key learning objectives

- Immerse yourself in a new and powerful approach, measuring Leadership Impact and Risk
- Learn how to articulate and profile leadership requirements in line with organizational strategy
- Practice a new way of hiring and developing leaders where they are likely to create the most positive impact
- Access tools that are built specifically for senior assessment and development
- Gain confidence and experience in driving developmental conversations using the Leadership Impact Expert Report

Please note: You will need to be Wave-qualified to attend this course. Please see page 6 or 11 for options to become Wave-qualified.

## 2024 course dates

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27th March

27th November

26th June

## Assessment starter pack

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All Leadership Impact course bookings include an exclusive assessment starter pack worth £500:

- Lead Talent Interactive Card Deck
- 2 x Leadership Impact Expert Reports
- 2 x Leadership Risk Reports

# Wave Transfer

£680 +VAT (including 1-hour telephone consultation)



**4 hours of E-learning modules**

This online conversion course is for those trained in a personality tool recognized by the BPS (British Psychological Society) looking to add Wave personality assessments to their skillset.

It has approximately four hours of content to work through and can be completed at your own pace and convenience.

## Key learning objectives

- Use the integrated suite of Wave reports for selection, onboarding and development
- Delve deeper into individuals' personalities and provide high-quality candidate feedback
- Objectively, fairly and reliably profile behaviors in line with role requirements

## 1-hour telephone consultation

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Each booking includes a complimentary call with one of our expert consultants, during which delegates will receive feedback on their own Wave report and advice on how to interpret the results, as well as the chance to practice delivering best-practice feedback to candidates. Delegates must attend this call to complete the course in full.

Please note: Delegates booking onto this course must have an existing BPS TUOP (Level B) qualification.

## Prefer the tutored approach?

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£780 +VAT



**1 day of virtual tutored online training**

We also offer this conversion course as a virtual online session with our experienced trainers on the following dates:

13th February

20th November

17th July

You'll see our tools in action and take part in interactive group activities. Get in touch and our team will be happy to tell you more about these sessions.

# Wave Performance 360

£680 +VAT (including 45-minute feedback session)



## 3 hours of E-learning modules

This dynamic course can be completed online at your own convenience and qualifies you to use our Performance 360 tool, facilitating powerful performance feedback and development activity.

Once accredited, you get access to two tools - Wave Performance 360 and the Leadership Impact Expert 360 - allowing you to accurately assess the performance, attitude and potential of individuals at different levels within your organization.

## Key learning objectives

- The knowledge to effectively structure and deliver impactful development feedback sessions
- The skills to combine Performance 360 tool with the unique level of insight offered by the various Wave reports
- The skills to administer the 360 program and interpret the results from the Performance 360 Expert Report
- Best-practice knowledge of using our Performance 360 tool to explore performance and potential to drive personal development, coaching and leadership effectiveness

## 45-minute feedback session

Our experienced consultants will help you develop the skills to interpret and feedback results in an impactful way. The team will be happy to share their experiences and help you to design and manage an effective 360 program that follows best practice. Delegates must attend this call to complete the course in full.

Please note: You will need to be Wave-qualified to attend this course. Please see page 6 or 11 for options to become Wave-qualified.

## Prefer the personal touch?

£780 +VAT



## 1 day of virtual tutored online training

We also offer this 360 course as a virtual session with our experienced trainers on the following dates:

14th February

21st November

18th July

You'll see our tools in action and take part in interactive group activities. Get in touch and our team will be happy to tell you more about these sessions.

# Interview Skills

£680 +VAT



**1 day of virtual tutored online training**

This course requires no previous psychometric training and equips individuals involved in front-line recruitment with the skills to conduct fair, objective, best-practice interviews.

This highly-participative online course gives delegates practical experience of using different assessment methods and applying best-practice interviewing techniques.

Delegates will learn how to ask effective questions and use our interactive Interview Guide to make professional, objective evaluations of candidate performance.

## Key learning objectives

- Understand a range of different interviewing techniques
- Conduct a structured and comprehensive interview, using effective questioning and probing techniques
- Show awareness of how psychological biases can influence our perception of others.
- Use our Interview Guide to plan and structure questions
- Systematically evaluate candidate performance in order to make effective selection decisions
- Learn to maintain diversity, equity and inclusion throughout your selection process
- Carry out assessments in full compliance with Data Protection and Equal Opportunities legislation

## 2024 course dates

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21st May

29th October

# Meet our training team

Our assessment tools are developed in house by our Research and Development team and used by all of our Course Directors and Course Tutors on a daily basis, working directly with clients to improve how they hire, build and lead talent.



## Rab MacIver

Rab is the R&D Director at Saville Assessment, responsible for product development. He has led the function since inception, designing our flagship assessments with the help of our experienced team of research psychologists. Rab is also our lead BPS-Verified Assessor, he is responsible for our BPS-Verified course content and leads our training courses in Scotland.



## Jasmin Lewis

Jasmin is the Business Development Manager at Saville Assessment and handles initial training enquiries, through to post-course care and support. Jasmin will be happy to answer any queries or questions you may have about our training courses, ensuring that you choose the right option for you and have everything you need for a smooth training experience.



## Karen Fung

Karen is Principal Consultant and Head of Training at Saville Assessment. Alongside her work to design assessment strategies with high profile clients, she is passionate about shaping client readiness to get the most value from assessment solutions. Karen also takes special interest in developing the Saville training delivery team, ensuring continuous improvements to course offerings and ensuring the best possible learning experience for our clients.



## Lucy Costello

As a Consultant, Lucy helps to develop and update our course content, ensuring we offer effective and enjoyable training to all our delegates. She has hands-on experience of using our tools with clients on a daily-basis, supports delegates with their E-Learning, and helps facilitate our interactive training sessions. Lucy will be happy to answer any questions you may have throughout the training, ensuring that you gain the knowledge and skills to start using our assessments to make a real difference to your organization.

# Who we have trained



# See what people are saying

“

I thoroughly enjoyed the pace, the knowledge and professionalism of the director as well as the opportunity to learn about this well-known tool!

“

I really enjoyed the course – moving to a virtual environment was an excellent solution.

“

The Course Director was engaging, excellent at explaining everything and used fantastic examples that brought the materials to life.



“

First time I have completed a virtual course and it all went very smoothly.

“

Excellent Course Director, approachable and knowledgeable, great energy and enthusiasm.

“

Good balance between listening and practice. Both tutors were very enthusiastic and have much knowledge of the system: professionals!





# Saville

assessment

[info@savilleassessment.com](mailto:info@savilleassessment.com)

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