



TRAINING COURSES 2010



TABLE OF CONTENTS

1. INTRODUCTION	2
Improve Selection, Development and Retention with PreVisor’s BPS accredited training courses.....	2
2. PREVISOR TRAINING TESTIMONIALS	2
3. PREVISOR TRAINING CENTRE - BRACKNELL	3
4. WHY CHOOSE PREVISOR?	4
5. BPS TRAINING ROUTES WITH PREVISOR	5
Route to BPS Level A accreditation with PreVisor	5
Route to BPS Level B accreditation with PreVisor	5
Route to Test Administration with PreVisor. With or without BPS accreditation.....	5
6. BPS VERIFIED COURSES	6
Level A: A theoretical and practical BPS Training Course.....	6
BPS Level B Intermediate (and Intermediate Plus*).....	6
Distance Learning Level A & B Combined Courses	7
7. TEST ADMINISTRATION AND CONVERSION COURSES.....	8
Test Administration Course.....	8
PeopleMapper Access and Conversion Course	8
Emotional Intelligence Workshop.....	9
8. ADDITIONAL COURSES	9
9. BESPOKE IN-HOUSE COURSES.....	10
In-House BPS Level A & B Joint Courses	10
In-House Level A Courses	10
In-House Level B Courses	10
Test Administration	10
10. 2010 TRAINING CALENDAR*	11
11. HOTELS AND AMENITIES	12
12. TERMS AND CONDITIONS.....	13

1. INTRODUCTION

Improve Selection, Development and Retention with PreVisor's BPS accredited training courses.

The PreVisor Academy operates in 7 regional locations throughout the UK and internationally offering public and distance learning courses as well as bespoke in-house courses. Our courses combine both theory and practical implementation to BPS standards.

PreVisor (ASE) was one of the founding organisations that contributed to the development of the BPS occupational test standards.

2010 sees the opening of PreVisor's Training Centre at our site in Bracknell. This new site enables us to provide a higher standard of course, with additional tutors and psychologists on hand to further improve the learning experience.

From our Bracknell site we are also able to provide delegates with access to a large volume of materials, as well as out online testing platforms.

“New for 2010 - We will be offering the Global Cognitive Index (GPI) Access Course.”

Credit crunch busting offers:

- Discount on advanced bookings for 2010*.
- Group booking discount for 2 or more delegates.
- Level A and B joint booking discount.



2. PREVISOR TRAINING TESTIMONIALS

‘I thoroughly enjoyed my BPS Level A course. The course administration was well organised, excellent venue and very professional trainer. Highly recommended.’

Claire Somogyi - HR Business Partner, One NorthEast

‘I just want to say a very big thank you in relation to our Level A and B courses delivered at Bank of Scotland last week. The whole process, from start to finish, was well organised and the facilitation of the event by Chris, Helen and Donna was excellent. Thanks again to you for your excellent organisational abilities in making a very complicated event seem like such a breeze.’

I am sure we will definitely be working with you again in the future.’

Gary Muir - Head of Learning and development, HBOS

3. PREVISOR TRAINING CENTRE - BRACKNELL

PreVisor's new training facility at our Bracknell office provides us with the ability to run courses more frequently and to a higher standard.

With more tutors on hand to run the courses, we are able to provide courses for both small and large groups.

We also have a vast library of testing materials available, so delegates can look at our assessments in greater detail with the tutors.

Our Select2Perform™ assessment platform is also available, so our delegates can experience our online testing capabilities first hand, and review over 1000 tests online.

Close to the M3, M4 and M25 the centre is ideally located for people travelling from around south England. We are also close to Gatwick and Heathrow airports.

Bracknell is also located on the London Waterloo to Reading train line, and so ideally located for major rail links.

The Training centre itself is within a Regus building, in the middle of Bracknell. We are just a short walk from Bracknell train station.

Nearby is Bracknell town centre, and we are also close to a number of pubs, restaurants and various accommodation. More detail around the local amenities can be found on page 13.

Throughout the year we will also be running various courses at our 6 other locations in the UK, please refer to our training calendar on page 12 for more information.

For more information on our Training Centres please call +44 (0) 1344 742 813 or email training@previsor.co.uk.

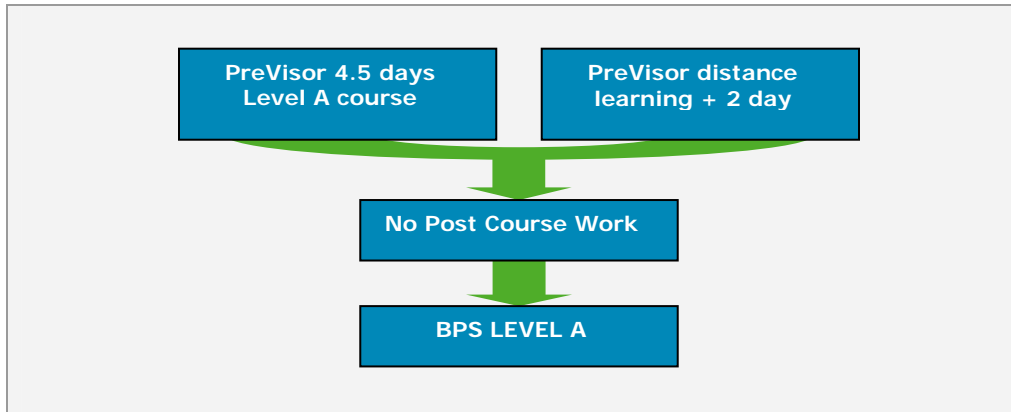


4. WHY CHOOSE PREVISOR?

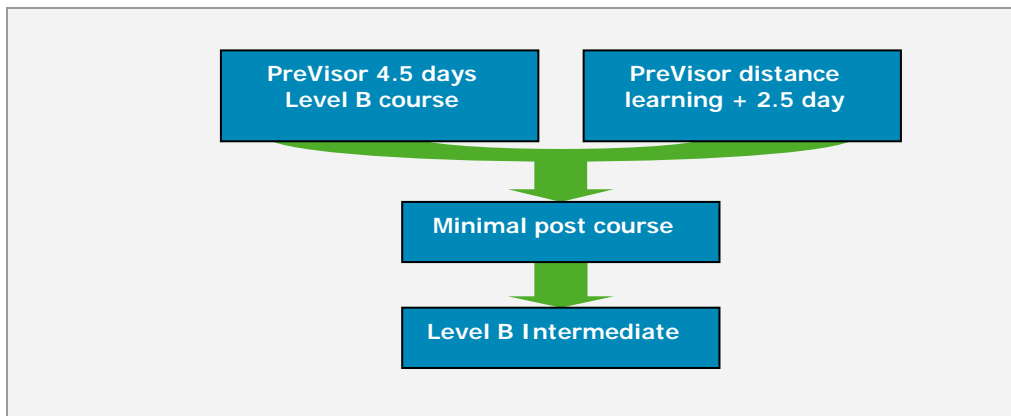
- **Accredited:** We are BPS accredited to train Level A and B (Intermediate Plus).
- **Quality:** Our training is either led or overseen by registered Chartered Occupational Psychologists who are recognised by the British Psychological Society (BPS). Our tutors hold Occupational Psychology qualifications ranging from PhD through to MSc.
- **Price:** All of our courses are highly competitive. As a publisher of online and paper-based assessments, we can offer added value test and assessment packages to prepare you and your organisation for running tests. We also offer a discount on your first order of assessments upon completion of our courses.
- **Internationally Recognised Qualification:** Our delegates receive the BPS certification, which is internationally recognised for its high standards for quality assessment management.
- **Locations:** PreVisor operates a full calendar of public training courses through the PreVisor Training Academy. The Academy operates in locations across the UK, including London, Bristol, Manchester, Newcastle, Edinburgh, Glasgow and Belfast.
- **In-company Training:** We offer in-company training options that can be adapted to meet your organisation's specific needs. We also have experience of operating our training in international locations for clients who are unable to attend courses in the UK.
- **Flexibility:** PreVisor offers a full suite of public and distance-learning courses, which are designed to build an understanding of objective, effective and fair recruitment practice. There are many different assessment routes to achieve BPS qualification, including our most cost-effective and time-efficient Combined Flexible Learning Level A and B course.
- **Recognised and Transferable:** Our BPS level A and B courses are recognised by all leading publishers, so your qualification is transferable and can be used for accessing tests from other leading test providers.
- **Experience:** Our tutors have many years of experience in consulting and training for many different types of organisations. They are able to support delegates at each stage of the learning process, providing real insights and case studies of implementing good test practice back in the workplace.
- **Support:** Free, comprehensive support is provided before, during and after you complete your course. As a registered user of PreVisor's assessments, we provide on-call duty consultant support to advise on any assessment matters you may have. Many people who attend our courses continue their professional network and contacts with our trainers back in their work environment.
- **Comprehensive Materials:** As a leading test publisher, we are able to provide a comprehensive insight and wide range of assessment choices. After completing our courses you will be better informed about the options open to you.
- **Thought leadership:** The future of assessment is online. Because PreVisor is a leader in this field (Winners, Best Technical Innovation in Online Recruitment Award 2008), our trainers can also provide insights into the latest methodologies and strategies when using online assessment in your organisation.

5. BPS TRAINING ROUTES WITH PREVISOR

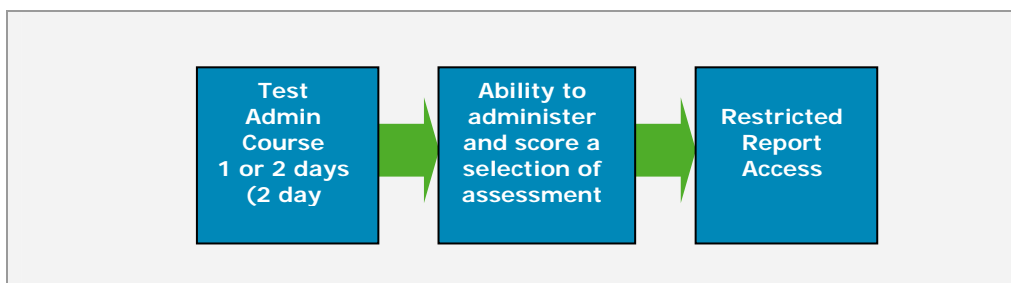
Route to BPS Level A accreditation with PreVisor



Route to BPS Level B accreditation with PreVisor



Route to Test Administration with PreVisor. With or without BPS accreditation



6. BPS VERIFIED COURSES

Level A: A theoretical and practical BPS Training Course

This course brings the theoretical aspects of using psychometric tests into a practical context, and in an organisational context e.g. how to choose the right test, how to interpret results, implementing a validation process, providing feedback to clients etc.

The scenario focussed discussion exercises will give you the opportunity to review the use of psychometric testing for screening, sifting, as part of assessment centres, for individual development and careers guidance.



Great value BPS Level A Training

- If you book both Level A & B together you will be entitled to a £400 discount
- 4 ½ Day full course - £1850 + VAT
- 2 Day distance learning Course: £795 + VAT
- Requirements: No previous training required

BPS Level B Intermediate (and Intermediate Plus*)

Our course is essential for anyone wanting to use personality assessments as part of their selection and development process.

You will have access to TWO different personality tools (PeopleMapper the Workplace Personality Questionnaire and the new Global Personality Inventory). Our Occupational Motivation Questionnaire and Emotional Intelligence Questionnaires are also included.

The scenario case study based approach focuses on using the four assessments in the settings of Team Building, Selection of Customer Service Staff through an assessment centre approach, Selection of Director level appointments and Individual Development.

There is a strong emphasis on practical interpretation and feedback skills.



Great Value BPS Level B Training

- If you book both Level A & B together you will be entitled to a £400 discount.
- 4 ½ Day full course - £1995 + VAT
- 2 Day Distance Learning: £975 + VAT
- Requirements: Level A qualification
- To gain the level B Intermediate plus qualification, you are required to do a post course assignment.

Distance Learning Level A & B Combined Courses

Training to achieve BPS level A & B Intermediate Plus is available as a 2 day + 2 ½ day package, respectively. This flexible option includes background reading, worksheets and test-yourself exercises which are completed prior to attending each of the 2 + 2 ½ day courses.

Attendance on a two day course for Level A covers test administration, scoring and feedback skills along with an end-of-course assessment. Attendance on a 2 ½ day course for Level B covers interpretation and feedback of a range of personality assessments.



The
British
Psychological
Society

Great Value BPS Level A&B Training

- 4 ½ Day distance learning course - £1495 + VAT
- The level A & B course days can be completed on separate weeks of the year
- Requirements: No previous qualification needed



7. TEST ADMINISTRATION AND CONVERSION COURSES

Test Administration Course

This practical one-day course will equip you with the knowledge and skills required to administer and score psychometric tests on behalf of a qualified Level A test user. You will have the opportunity to learn how to administer and score both ability and personality assessments.

The course includes:

- The Principles of Psychometric Testing
- Administering measures of Ability & Personality
- Scoring and interpreting assessment scores
- The ethics and responsibilities of the test administrator

When you have successfully completed the course you will be:

- Competent in both administering and scoring assessments
- Fully able to plan and run testing programmes

Course Overview

- Duration: 1 Day
- Price: £450 + VAT
- NB. This does not qualify you to give feedback or to purchase your own materials. Materials may only be purchased by a registered Level A user
- Requirements: No previous training required

PeopleMapper Access and Conversion Course

These one-day or two-day practical courses will teach you all you need to know about PeopleMapper, PreVisor's workplace personality questionnaire. PeopleMapper is the latest innovation in personality testing and has been designed from a fresh perspective with both the practitioner and candidates in mind. Every aspect of test use has been considered and this measure will compliment any practitioner's portfolio of tools.

You will learn the background and rationale behind this groundbreaking workplace personality assessment, score and norm your own profile and take part in practical feedback sessions in the afternoon.

The courses include the different options for using the measure including:

- Paper and pencil
- Software – including competency based reporting options
- Online

The one-day course is available via a distance learning route. This is possible by completing a portfolio of work at home and oral feedback via telephone.

Access Course:

- Duration: 3 days
- Price: £900 + vat
- Requirements: No previous training required

**Can't afford a day out of the office?
We have the solution!**

Conversion Course:

- Duration: Distance learning - 1 day telephone feedback
- Price: £395 + vat
- Requirements: BPS level B intermediate

Emotional Intelligence Workshop

PreVisor's Emotional Intelligence Questionnaires were the first psychometrically designed assessments of emotional intelligence to be published in the UK. This suite of assessments also includes 360° functionality.

The workshop provides full training in the background, concepts and significance of emotional intelligence. It includes a practical session on emotional intelligence feedback.

This one-day course is available via a distance learning route. This is possible by completing a portfolio of work at home and oral feedback via telephone.

Overview:

- Duration: 1 day
- Price: £500 + vat
- Requirements: BPS level B intermediate

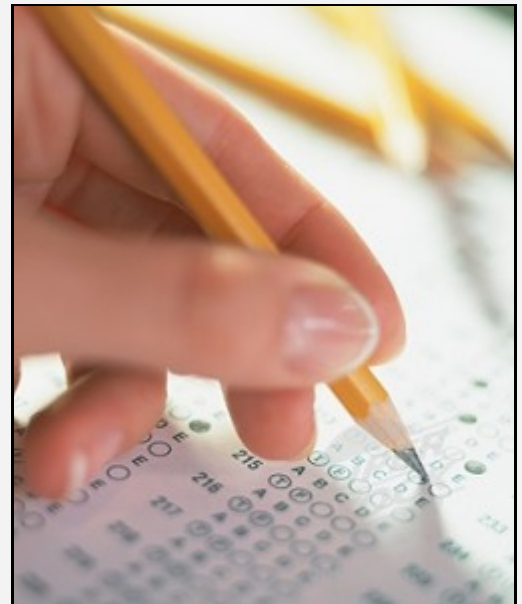
Can't afford a day out of the office? We have the solution!

- Conversion Course:
- Duration: Distance learning - 1 day telephone feedback
- Price: £395 + vat
- Requirements: BPS level B intermediate

8. ADDITIONAL COURSES

Other courses we have available can be seen below. These courses are offered as public and in-house courses. Please contact us for further details.

- Competency Profiling
- GPI Access Course (new for 2010)
- Using 360° assessment to Drive Transformation
- The Type Dynamics Indicator Qualifying Course
- Psychological TYPE In-depth + Learning Styles – The TDI Conversion Course
- Cymbion-Online Job competency Analysis Course
- Competency Based Interview and Design Course
- Recognising & Managing Stress in the Workplace
- Assessor Training & Assessment/Development Centre Design
- Effective Performance Management
- Aston Team Performance Inventory- Organisational Performance through teams



9. BESPOKE IN-HOUSE COURSES

All of PreVisor's Training courses are available to be run in-house, at your own offices. This offers our clients the ability to train in their own environment, and reduce costs dramatically.

If you choose to train in-house you will reduce costs by removing both travel and accommodation costs. As well as this the courses are cheaper to run in house per delegate than it is to send them on private courses.

All of the courses we offer can be adapted to suit the needs of an individual company. If you would like to discuss tailoring any of our courses please get in touch.



In-House BPS Level A & B Joint Courses

- Distance Learning courses Level A & B - £1395+ vat (total of 4.5 days)
- Level A & B full courses - £2825 + vat (2x 4.5 day courses)

In-House Level A Courses

- The full course £1500+ vat (4.5 days)
- Distance learning course £695 + vat (2 Days)
- Distance Learning course £900 + Vat (3 Days covering statistics)

In-House Level B Courses

- The full course £1600+ vat (4.5 days)
- Distance learning course costs £900 + vat (2 days)

Test Administration

- The full course costs £350+ vat (1 day)

NB –

- All prices are on a per person basis.
- Prices do not include tutors travel and accommodation (if required).
- Other courses are available please call the office for details

10. 2010 TRAINING CALENDAR*

BPS LEVEL A – FULL COURSES

11-15 January, Bracknell
 8-12 February, Bracknell
 8-12 March, Manchester
 10-14 May, Edinburgh
 26-30 July, Edinburgh
 2-6 August, Bracknell
 13-17 September, Newcastle
 11-15 October, Bracknell

BPS LEVEL A – DISTANCE LEARNING

7-8 January, Bracknell
 1-2 February, Bracknell
 9-10 March, Bracknell
 8-9 April, Bracknell
 11-12 May, Edinburgh
 1-2 June, Bracknell
 1-2 July, Newcastle
 19-20 July, Leeds
 3-4 August, Bracknell
 2-3 September, Edinburgh
 12-13 October, Bracknell
 8-9 November, Bracknell

**GPI ACCESS COURSE
(new for 2010)**

24-25 February, Bracknell
 22-23 March, Bracknell
 26-27 May, Edinburgh
 14-15 June, Bracknell
 29-30 September, Newcastle
 4-5 November, Manchester

COMPETENCY PROFILING

25-26 January, Bracknell
 6-7 April, Birmingham
 6-7 September, Bracknell
 1-2 November, Manchester

OBJECTIVE INTERVIEWING SKILLS

29-30 April, Bracknell
 16-17 August, Edinburgh

BPS LEVEL B – FULL COURSES

18-22 January, Bracknell
 15-19 February, Bracknell
 19-23 April, Manchester
 7-11 June, Bracknell
 9-13 August, Bracknell
 20-24 September, Newcastle
 18-22 October, Bracknell

BPS LEVEL B – DISTANCE LEARNING

27-29 January, Bracknell
 3-5 February, Bracknell
 3-5 March, Bracknell
 16-18 March, Manchester
 5-7 May, Edinburgh
 16-18 June, Bracknell
 7-9 July, Newcastle
 14-16 July, Leeds
 18-20 August, Bracknell
 8-10 September, Edinburgh
 6-8 October, Bracknell
 10-12 November, Bracknell

LEARNING STYLES INDICATOR

24-26 March, Bracknell
 21-23 July, Bracknell
 15-17 November, Bristol

EMOTIONAL INTELLIGENCE WORKSHOP

5th January, Bracknell
 28th May, Bracknell
 5th July, Leeds
 23rd August, Edinburgh
 29th October, Bracknell

ASSESSMENT CENTRE DESIGN

29-31 March, Bracknell
 23-25 June, Bracknell
 29-31 July, Leeds

TEST ADMINISTRATION - 1 DAY

6th January, Bracknell
 22nd February, Manchester
 1st April, Bracknell
 4th May, Edinburgh
 6th July, Bracknell
 31st August, Bracknell
 1st October, Birmingham
 29th November Bracknell

TEST ADMINISTRATION - 2 DAY BPS

15-16 March, Bracknell
 17-18 May, Edinburgh
 12-13 July, Bracknell
 4-5 October, Birmingham

PEOPLEMAPPER ACCESS COURSE

26-28 April, Bracknell
 28-30 June, Edinburgh
 25-27 October, Bracknell

TEAMMAPPER - ATPI

23rd February, Bracknell
 22nd June, Bracknell
 1st September, Bristol
 3rd November, Bracknell

TDI CONVERSION COURSE

26th February, Bracknell
 2nd March, Bracknell
 3rd June, Bracknell
 27th August, Manchester

TDI & LEARNING STYLES INDICATOR

24-26 March, Bracknell
 21-23 July, Bracknell
 15-17 November, Bristol

11. HOTELS AND AMENITIES

There are a number of hotels close to the Training Centre in Bracknell, to suit all budgets, so whether you prefer luxury at the Coppid Beach Hotel or a comfy bed and breakfast there is accommodation for you.

Below is a list of just some of the Hotels, Premier Inns, and B&B's in the area, as well as a list of local pubs and restaurants. This should help you when deciding where to book your accommodation. Please also bear in mind we are on the direct train line to London, and our site is commutable for much of the south east

Premier Inn

This accommodation is based at the same site as us and is only a 2 minute walk from the training centre itself. It is also located adjacent to a friendly family pub.

There is a second Premier inn just a 5 minute walk away also located next to a befeater pub.

<http://www.premierinn.com/pti/hotellinformation.do?hotelId=23843>

Coppid Beach Hotel

This 4 star hotel is just a short taxi drive from our location and is equipped with a gym and swimming pool, as well as a bar and restaurant. This hotel is ideal for a more luxurious stay whilst you train with us.

<http://www.coppidbeech.com/>

The Grange Bracknell Hotel

This modern 4 star hotel is located above Bracknell Town Centre, just a short walk from us. Complete with bar and restaurant, this Hotel is ideal for those who like a modern yet comfortable hotel.

<http://www.grangehotels.com/Hotels-London/Grange-bracknell-Hotel/Grange-bracknell-Hotel.aspx>

Tenterden guest house

For those with a tighter budget Tenterden guest house Bracknell is a quiet, well kept privately run guesthouse on the outskirts of Bracknell, less than a mile from the town centre and the Training Centre itself. Tenterden is a spacious ten bedroom guest house with excellent facilities. These include – en-suite ,TV, tea and coffee facilities as well as a fridge and microwave. A full English breakfast is available during the week and full continental is available at the weekend.

<http://www.tenterdenguesthouse.co.uk/>

Local Bars and Restaurants

- The Weather Vane – 01344 319 520
- The Golden Retriever - 01344 868535
- Peacock Farm Inn- 01344 423481
- The Downshire Arms- 01344 423 585
- The Manor – 01344 885 347
- Frankie & Benny's - 01344 303003



12. TERMS AND CONDITIONS

- Your booking will not be confirmed until receipt of a signed proposal.
- You will be invoiced on the first working day of the month your course will be running.
- If you have made a joint booking and the courses are spread over a number of months, the cost of the courses will be divided equally across the months and invoiced accordingly.
- The public course fees include all lecturing fees, course materials, administration, refreshments and lunch.
- Accommodation costs (if applicable) include dinner, bed and breakfast. In-house course fees cover all lecturing fees, course materials and administration.
- You will also be charged tutors travel and accommodation expenses separately if you are running an in house course.
- PreVisor understands that unforeseen difficulties do occasionally arise and prevent course attendance; nevertheless, failure to attend can cause considerable administrative work and loss of revenue. If you wish to amend your booking and push your course date back this can be done, however this may mean a charge of 15% of the course fee to cover loss of revenue and administration.
- Any complete cancellations made more than 8 weeks in advance will not incur a cancellation fee.
- Any cancellations made after this threshold will be charged 50% of the course fee, any cancellations made with less than 2 weeks notice will be charged 100% of the course fee.
- Failure to attend the course without prior notice will result in the delegate being charged the full amount of the course fee, including accommodation if applicable.
- Any direct delegate substitutions to prevent non-attendance will be accepted up to 3 weeks before the course without charge.
- PreVisor reserves the right to change the course details, content, tutor and other services without prior notice.
- PreVisor reserves the right to change the course dates up until 3 weeks before the course start date.