



# Psychometric Testing

**Unlocking potential, driving excellence.**

## Workshop and test details

Develop leadership, increase productivity, manage talent and elevate your career... psychometric testing can unlock your potential. Our tried and tested Quintax<sup>®</sup> system provides fair and objective standardised tools to assess skills, aptitudes (knowledge) and personality. A half-day workshop will set out the opportunities to utilise test for a variety of purposes, such as:

**Recruitment and selection:** Enhance decisions when hiring or promoting.

**Team and service development:** Increase productivity, drive excellence and manage change.

**Career development and transition:** Help others or yourself in career progression within a local government context.

**Develop leaders:** Harness your authentic approach to leadership. Equally ideal for emerging leaders and experienced senior leaders seeking career enhancement.

## How does it work?

**Step 1:** During the morning, you attend a half-day session to better understand the purpose of the test, how to take it and how to make best use of the results.

**Step 2:** During the afternoon, you take the 30-minute online test at a time allocated to you.

**Step 3:** You receive your confidential test result report highlighting personal profile, strengths and areas for improvement

**Step 4:** The following day, you join a pre-booked 1-2-1 feedback session with a qualified trainer registered with the British Psychological Society, who will help you to interpret the test and explore next steps to work towards your goals.

**Please note:** if you are joining to explore the Psychometric Test for roll-out in your team, service, directorate or council, you will have the opportunity to gain experience from a user perspective, prior to commissioning further work.

**Please note there are no right or wrong answers to these tests.**

All data protection and confidentiality issues will be strictly adhered to in accordance with APSE's policy on Psychometric testing.

*\*Quintax<sup>®</sup> is a registered trademark of Stuart Robertson and Associates*

## Who should attend?

Psychometric testing has a wide appeal. The workshop and test are suitable for anyone who wants to understand more about their personality, behaviours, strengths, areas for improvement and how they can utilise this information to be more successful and effective in work.

Those responsible for recruitment selection and development will have the opportunity to explore ways in which online psychometric testing can complement talent management processes.

## Learning Outcomes

- Appreciate the principles of and uses of psychometric testing for individual officers and elected members within a local authority.
- Discover the benefits of different tests for career development; leadership development; relationship building; talent management; and recruitment and selection.
- Analyse the key measures used for performance tests and how to interpret them.
- Apply on-line test process with a simulation exercise to assess your personality traits and behaviours.
- Appraise your post-test guidance to help you realise the benefits of psychometric insights and apply them in practice.

## Trainer Profile

Jan Kennedy was the former Head of Training with APSE where she spent 15 years on the learning, skills and development arm of the Association, until November 2019 when she became an Associate Trainer.

Jan was an executive officer in a central government training team before moving to local government in 1999, where she joined Liverpool City Council as a member of the corporate training team. Jan managed the One Stop Shop training programme and the Lifelong learning Employability curriculum in Community Education.

In addition to holding a Certificate in Post 16 Education, CIPD in training and development, HNC in Business and finance and a CLAIT advanced in ICT, Jan is also qualified in psychometric testing - Level A and B and is a member of the British Psychological Society (BPS), and a registered data protection officer registered with ICO, the Information Commissioner's Office.

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## Programme

For further information, please contact [training@apse.org.uk](mailto:training@apse.org.uk)

### Step 1: Workshop

09:15 - 09:30	REGISTRATION (and Tech Check)
09:30 - 11:00	<b>UNIT 1: Background to Psychometrics</b> <ul style="list-style-type: none"><li><input type="checkbox"/> History and regulations</li><li><input type="checkbox"/> Types of testing</li><li><input type="checkbox"/> Making best use of tests in a local authority context</li></ul>
11:00 - 11:15	COMFORT BREAK
11:15 - 12:30	<b>UNIT 2: Behavioural Testing</b> <ul style="list-style-type: none"><li><input type="checkbox"/> The Quintax model</li><li><input type="checkbox"/> Test simulation</li><li><input type="checkbox"/> Interpreting results</li></ul>
12:15 - 12:30	PLENARY AND CLOSE

### Step 2: Test

1pm - 3pm	You receive an email with login details Log in to take your test. Please advise APSE immediately if you are not able to access your test.
	<b>UNIT 3: Take your test</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Complete all questions</li><li><input type="checkbox"/> There are no right or wrong answers</li></ul>

### Step 3: Results

PM - the same day.

Individual work

#### UNIT 4: Your Psychometric Report

- Receive and review your results
- Identify areas you would like to raise during your feedback session.

### Step 4: Feedback

PM - the next day.

A pre-agreed 15-minute appointment.

Join your meeting appointment in plenty of time  
Use Teams link from Step 1: Workshop.

#### UNIT 4: Your Psychometric Report (cont.)

- Review results with guidance from qualified tutor
- Ask questions. Devise plan/next steps








Build on your strengths to unlock your potential!



## In-house - tailored training to meet your needs.

APSE would be delighted to provide psychometric testing to support you with recruitment, selection, team/service development and talent management.

In-house packages are flexible, depending on the needs of your authority. The standard package includes:

-  A pre-course consultation so we can tailor the workshop, test process and feedback appointments to meet your needs.
-  Learner Needs Analysis (prior to workshop).
-  Customisation of the materials to highlight desired focus, as required.
-  Delivery of the workshop on a mutually convenient date and time to meet your authority's needs and working patterns.
-  Analysis of individual tests and provision of feedback appointments to review results.
-  Analysis of workshop feedback, which we share with you.
-  Summary Results feedback, to maximise impact, if required.

Workshops are suitable for up to 10 participants, delivered via Microsoft Teams as standard. However, smaller or larger numbers are possible, as is onsite delivery.

If trainer travel, accommodation and subsistence are required, these are charged at cost in addition to the fees.

If you have further questions or would like to discuss a package to meet your needs, please contact the training team, who are ready to help:

[training@apse.org.uk](mailto:training@apse.org.uk)

## About APSE Training

APSE (Association for Public Service Excellence) is a not-for-profit local government think tank, working with over 300 councils throughout the UK, promoting excellence in public services.

APSE is the foremost specialist in local authority front line services, hosting a network for front line service providers in areas such as waste and refuse collection, parks and environmental services, leisure, school meals, cleaning, housing, and building maintenance.

APSE Training aims to provide inspiring and impactful lifelong learning and development opportunities, nurturing talent and enabling growth. A broad range of courses are available via the APSE website and as bespoke in-house courses.

APSE Training is compliant with APSE's Quality Assurance processes under ISO 9001, ISO 14001, ISO 27001 and GDPR. We are also a Platinum Carbon Literate Organisation, which demonstrates our commitment to raising awareness of the climate crisis.

## Contact us

### The team is ready to help.

Please direct enquiries to: [training@apse.org.uk](mailto:training@apse.org.uk) | 0161 772 1810

APSE Head of Training: [Fiona Sutton-Wilson](#)

Senior Training Officer: [Amy Caldwell](#)

Training Co-ordinator: [Helen Reed](#)

Business Support Assistant (Finance): [Daniel Lee](#)



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