



## COURSE PROSPECTUS

### **Certificate of Competence in Educational Testing (CCET)**

Accredited by The British Psychological Society

A route to the SpLD Practising Certificate for those with ATS

### **Certificate of Psychometric Testing, Assessment & Access Arrangements (CPT3A)**

Approved by The Joint Council for Qualifications

### **Real Supervision**

Support for your professional practice

### **Online Educational Profiling**

Learning Style and Reasoning Tests



## You want

- to develop confidence and competence when undertaking assessments using psychometric tests
- to join the British Psychological Society Register of Competence in Psychological Testing (Education)
- to upgrade your Approved Teacher Status (ATS) to a SplD Practising Certificate (write reports for the DSA or gain JCQ approval)
- to write reports for Access Arrangements with a JCQ Approved Qualification (the CPT3A is JCQ approved)
- to develop your practice through regular professional feedback and support and supervision
- to access and use an online professional toolkit to understand capabilities, style and development needs
- to enhance students' employability

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# Confidence through competence

## Real Training values learning and innovation

Real Training is a team of Chartered Educational Psychologists with a range of professional skills and experience. We have expertise in working with schools, colleges, universities, children's services, government, charities and the private sector. Our skills in assessing the needs of learners and learning environments are unrivalled.

Real Training was established in 2004 and has a successful track record. All our courses are accredited by the relevant body and where appropriate our assessment methodologies have been checked and verified.

## Benefits for you

You will be provided with a named personal tutor who will support and advise you throughout the course. The course will be tailored to your needs. Course materials are of the highest quality. We offer a range of flexible learning methods.

## Benefits for employers

Professional qualifications are an excellent way for your organisation to develop its capability and effectiveness. By ensuring that your staff are completely up-to-date with the latest thinking and practices you will find their individual performance and motivation improves. All our courses have accredited outcomes which make a real difference to practice. Courses include work based assignments and a choice of flexible study programmes.

## How do you want to study?

Real Training provides flexible study options because people learn in different ways and at different times. You can study at a time and place to suit you by collaborating with tutors and peers using our website Campus Online™ or you can attend intensive face-to-face teaching sessions – the choice is yours. We can also provide bespoke options for organisations.

Whatever method you choose you can be assured that we value active learning.



## Flexible Options

- Quality training materials
- Anytime, anyplace access to an online learning environment

## Intensive Options

- Face-to-face learning delivered by experienced trainers

## Bespoke Options

- Real Training has experience developing bespoke courses delivered in partnership with local governments and charities

## International Options

- Real Training has experience of delivering all of its courses outside of the UK. Call us to discuss a package to suit your needs.



Book now online at [www.realtraining.co.uk](http://www.realtraining.co.uk)  
or call us to discuss on +44 (0) 1273 35 80 80



# CCET

## Certificate of Competence in Educational Testing (Level A)

The only gold standard professional qualification in the use of ability, attainment and social competence tests in education.

Accredited and verified by the British Psychological Society this qualification is rapidly becoming the "industry standard" for competence in using educational psychometric tests.

This course will enable you to:

- Understand how educational tests are developed and standardised
- Use educational tests with great confidence and competence
- Analyse test manuals to decide if a test is reliable, valid & appropriate for your students
- Develop hypotheses about your students' learning
- Know when it is appropriate to undertake a test
- Interpret test scores and integrate test score information with other forms of assessment
- Analyse your students' needs thoroughly
- Write reports to communicate your understanding to others
- Understand and confidently interpret reports from other professionals
- Comply with the requirements of the Data Protection Act in your assessment processes
- Develop your competence, provide career opportunities and enhance your confidence
- Access a BPS online database of test reviews.

## CCET course structure

The British Psychological Society has determined the 71 core competences which are required for professionals to safely administer and interpret psychometric tests within an educational context. These are grouped in seven units.



<b>Unit 1</b> <b>Assessment needs</b>	<ul style="list-style-type: none"><li>• Why are tests used?</li><li>• What are psychometric tests?</li><li>• Different types of tests and testing</li><li>• Formative and summative assessment</li></ul>
<b>Unit 2</b> <b>Basic statistical principles</b>	<ul style="list-style-type: none"><li>• Averages and standard error</li><li>• Confidence in the scores obtained</li><li>• Using statistical tables and converting raw scores to standard scores</li></ul>
<b>Unit 3</b> <b>Reliability and Validity</b>	<ul style="list-style-type: none"><li>• Correlation as an estimate of relationship between two measures</li><li>• Does the test measure what it says it measures?</li><li>• Does it measure accurately?</li></ul>
<b>Unit 4</b> <b>Using the right test</b>	<ul style="list-style-type: none"><li>• Using catalogues and practical considerations when using tests</li><li>• Using norms and identifying restrictions and bias</li></ul>
<b>Unit 5</b> <b>Test administration</b>	<ul style="list-style-type: none"><li>• Test practice</li><li>• Planning and preparation</li><li>• Establishing rapport</li></ul>
<b>Unit 6</b> <b>Test results</b>	<ul style="list-style-type: none"><li>• Scoring and interpretation of results</li><li>• Integration of test data with other assessment information</li></ul>
<b>Unit 7</b> <b>Confidentiality</b>	<ul style="list-style-type: none"><li>• Maintaining security</li><li>• Use of results</li><li>• Data protection, rights and responsibilities</li></ul>



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## Study routes

### Online course

Accessibility and flexibility underpin this option. Start when you want to and work at a pace to suit you. Throughout the course you will make use of our active learning website which we call Campus Online™. This is a sophisticated internet based facility that supports learning, provides a mechanism for responsive tutoring, encourages communication with peers and enables you to monitor your own progress. You will receive a high quality training manual.

Most people will require 10-20 hours per unit to complete units 1-4 and 7. Units 5 & 6 will probably require about 15-25 hours per unit.

### 4-day intensive course

The 4-day intensive course covers all aspects of the Certificate of Competence in Educational Testing (Level A). During the 4 days you will receive tuition, take part in discussions and undertake a range of evaluation tasks to demonstrate your increasing competence, some of which need to be done in the evening. No attendance is required beyond the 4-day course but you will be required to complete a number of assessments with suitable clients following the course and write these up as professional reports and to video one assessment. You are also asked to undertake a small amount of work before the course so that you are well prepared. The 4 days are intended to be flexible and we will respond to the needs of the group. However there is a broad structure which is as follows:

## Intensive course programme

<b>A few weeks before</b>	<ul style="list-style-type: none"><li>• Receive course manual</li><li>• Read course guide and unit 1</li><li>• Write a short paper related to unit 1</li></ul>
<b>Day 1</b> 10am - 5pm	<ul style="list-style-type: none"><li>• Registration, welcome and introductions</li><li>• Defining assessment and the role of testing</li><li>• Introduction to statistics</li><li>• Evening assignment</li></ul>
<b>Day 2</b> 9am - 4pm	<ul style="list-style-type: none"><li>• Statistics continued</li><li>• Choosing tests fit for purpose</li><li>• Introduction to test administration</li><li>• Evening assignment</li></ul>
<b>Day 3</b> 9am - 5pm	<ul style="list-style-type: none"><li>• Test administration, scoring and interpreting data</li><li>• Case studies</li><li>• Evening assignment</li></ul>
<b>Day 4</b> 9am - 4pm	<ul style="list-style-type: none"><li>• Report writing</li><li>• Legal frameworks</li><li>• Advice regarding portfolio</li></ul>
<b>Afterwards</b>	<ul style="list-style-type: none"><li>• Arrange to have one test administration videoed and sent to us as part of your assessment of competence</li><li>• Administer a range of tests to clients and write up professional reports</li><li>• Construct and submit portfolio</li></ul>

## Licensed providers

For organisations that want to deliver the CCET in-house, we can provide a license to use our materials and our online platform. This is a cost effective way for organisations to train staff. We provide the entire infrastructure required including manuals and access to the website. We can also train local tutors to support and assess their students. If required, we can support applications to the BPS for verification as assessors.

## Who can apply?

The CCET course is relevant to anyone who works in the education sector and who administers tests. Whilst no pre-qualifications are necessary, it is important that you have access to educational tests (or a willingness to acquire them) and that you have opportunities to use tests in an educational setting.

A wide range of professionals have already completed the course with Real Training, including teachers and tutors working in:

- Mainstream primary and secondary schools
- Special schools
- FE & HE institutions
- Independent & International schools and colleges.



## How will I be assessed?

Your competence is assessed by:

- Completion of at least one written task per unit
- Completion of a short open book test paper – completed at home or your place of work
- Attendance at a Competence Day – a face-to-face training and assessment event, usually in London, at which you take part in discussions and deliver short presentations
- Submission of a short portfolio of three assessment reports and commentaries.

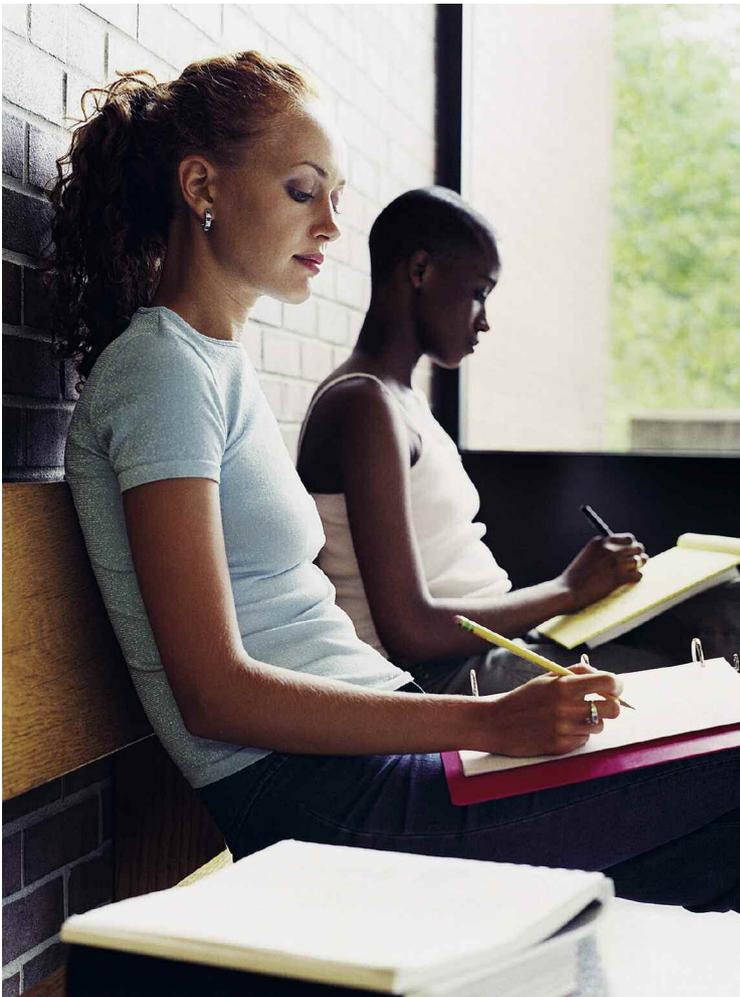
## How are the course and qualification accredited?

Tutees who demonstrate the competences at the end of the course receive verification from Real Training. Tutees can then apply to The British Psychological Society for the certificate and to be included on the Register of Competence in Psychological Testing (Education).

Throughout the course you will be tutored by qualified Educational Psychologists and you will be fully supported in learning the skills to write assessment reports that are concise, accurate and helpful.



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# CPT3A

## Certificate of Psychometric Testing, Assessment & Access Arrangements (CPT3A)

CPT3A = CCET + Access Arrangements Course

The CPT3A is probably the quickest route to recognition by the Joint Council for Qualifications (JCQ) for writing access arrangement reports. It consists of the CCET course and a short online extension called the Access Arrangements Course (AAC). This course is delivered in partnership with Dyslexia Action. The AAC additional modules cover dyslexia and access arrangements for public examinations.

This course will enable you to:

- Achieve all objectives and outcomes for the CCET course
- Learn about the theory, research background and current teaching approaches relating to dyslexia
- Confidently complete an assessment protocol for a dyslexic learner, using relevant and up-to-date test instruments
- Write access arrangement reports for public examinations
- Access annual updates and summaries of JCQ guidance and regulations.

The CPT3A course starts with the completion of the CCET via your chosen study route (see page 6). After completing the CCET we estimate that most people will require between 10 and 30 hours of additional study to complete the CPT3A. This depends on prior experience and qualifications. This course is run in conjunction with Dyslexia Action.

### Who can apply?

For entry onto this certificate course, applicants must fulfil the criteria below:

- Be a teacher / tutor (or recognised as suitable for the task of teaching / tutoring / assessing by the applicant's head of centre / employer)
- Have experience or interest in working with, teaching and assessing pupils with dyslexia and/or other specific learning difficulties.

## How is the CPT3A structured?

### Complete CCET course structure

- Units 1-7 CCET course
- Short test paper CCET course
- Competence day CCET course
- Portfolio CCET course

### After finishing the CCET these short modules are completed:

#### AAC Module 1

Know about the research background and theory relating to dyslexia

- Describe current thinking about dyslexia
- Review and evaluate current approaches to dyslexia
- Identify key strengths and weaknesses of dyslexic learners and evaluate those effects on learning
- Understand the main characteristics of other specific learning difficulties

#### AAC Module 2

Complete an assessment protocol for a dyslexic learner using relevant and up-to-date test instruments

- Summarise an appropriate test protocol for learners with dyslexia
- Choose and apply relevant test instruments for a particular dyslexic learner
- Report findings in a professional format

#### AAC Module 3

The JCQ Regulations and Guidance for Candidates Eligible for Adjustments in Exams

- Summarise current regulations and guidance for candidates eligible for adjustments in examinations
- Specify adjustments which apply to dyslexic learners.

“Thank you for such an enjoyable day on Friday. The assessments were relaxed, non threatening and supportive. It was great to meet you all and the people who I’ve talked to previously on the forum. I’ve really enjoyed the course and feel that I’ve learnt a great deal making me more confident in assessing pupils and reporting back to parents etc. I would certainly recommend the course to others and explain how supportive the website and tutors are.”

Liz Pearsall  
SENCO

“I was very impressed by the standard of work and planning that had clearly gone in to the course materials and the very intuitive website. The tutors were always very helpful and speedy in responses to queries and questions.”

Paul Strange  
Specialist Dyslexia Teacher and Assessor



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# Real Supervision

## Online access to support for your professional practice

A service for qualified practitioners delivered by Chartered Psychologists

Community and expert advice to develop your professional practice. Receive constructive feedback on your reports and difficult cases. Find answers to difficult questions. Debate tricky issues. Maintain your professional standards and ensure you abide by the BPS Code of Good Practice for Educational Testing. Access Real Supervision from anywhere with an internet connection.

- Access to a secure online community
- Access to resources such as test reviews
- Online feedback on case reports
- Discuss the meaning of test results
- Options to receive telephone supervision

Real Training recommends that specialist assessors hold professional indemnity insurance.

## Who should use Real Supervision?

Authorised and qualified test users who have approved access to working with their client group.



For more information see  
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# Online Educational Profiling

## Understanding capabilities, style & development needs

Secondary Schools and FE Colleges require efficient and valid mechanisms to:

- Personalise learning
- Demonstrate value added
- Screen for talents and barriers to learning
- Enhance students' employability.

Real Training can provide a suite of online tests which profile skills and abilities of students. In partnership with Team Focus we provide you with training and cost effective access to a range of quality tests that can be used with young people and adults.

A one day training course provides you with:

- An understanding of the principles and structure of online tests
- Access to the most comprehensive set of online tests in the UK
- Evaluation of your competence to use online tests
- Unlimited access to online tests for the first year for you, your school or college.



## Online tests

- Emotional literacy and intelligence
- Learning style
- Verbal reasoning
- Numerical reasoning
- Non-verbal reasoning
- Memory and attention test
- Career interests inventory

## Who can apply?

This course is open to educators with appropriate training and experience in the use of psychometric tests. The course is primarily aimed at those working in the 14-19 & FE/HE sectors. It may also be of interest to staff working in KS3 and even at the upper end of the primary phase. It is not suitable for early years or KS1.

We recommend that this course is completed in conjunction with the CCET. This will lead to the Real Training Certificate of Educational Profiling.



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## Contact us

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In partnership with:

APT

Dyslexia Action

Morson Projects

Team Focus

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