Pearson TalentLens

The British Psychological Society
Registered Test

HR TRAINING

Verified BPS Ability and Personality Training 2023

www.**talentlens**.com

Pearson
TalentLens
www.talentlens.com

INTRODUCTION

Matt Stevens
EMEA Sales Director - Pearson Workforce Skills

OPTIMISE YOUR HR PROCESSES WITH OUR HELP AND EXPERTISE

We are pleased to present the **Pearson TalentLens 2023 Training Catalogue**.

We offer BPS Verified Test User: Occupational Ability an Personality training (Level A & B), as well as qualification and conversion courses in our trait and type personality instruments. Whether you need guidance in choosing your psychometric training courses or assistance with the administrative procedures required or registration, we are here to help you.

Our BPS Verified training courses help you take control of your recruitment and development testing. You will develop the skills to administer, interpret and feed back test results, saving your company thousands in test consultancy fees and equipping yourself with an industry recognised qualification. You are welcome to join us at our Head Office in London for one of our public courses For larger groups, we can come to you.

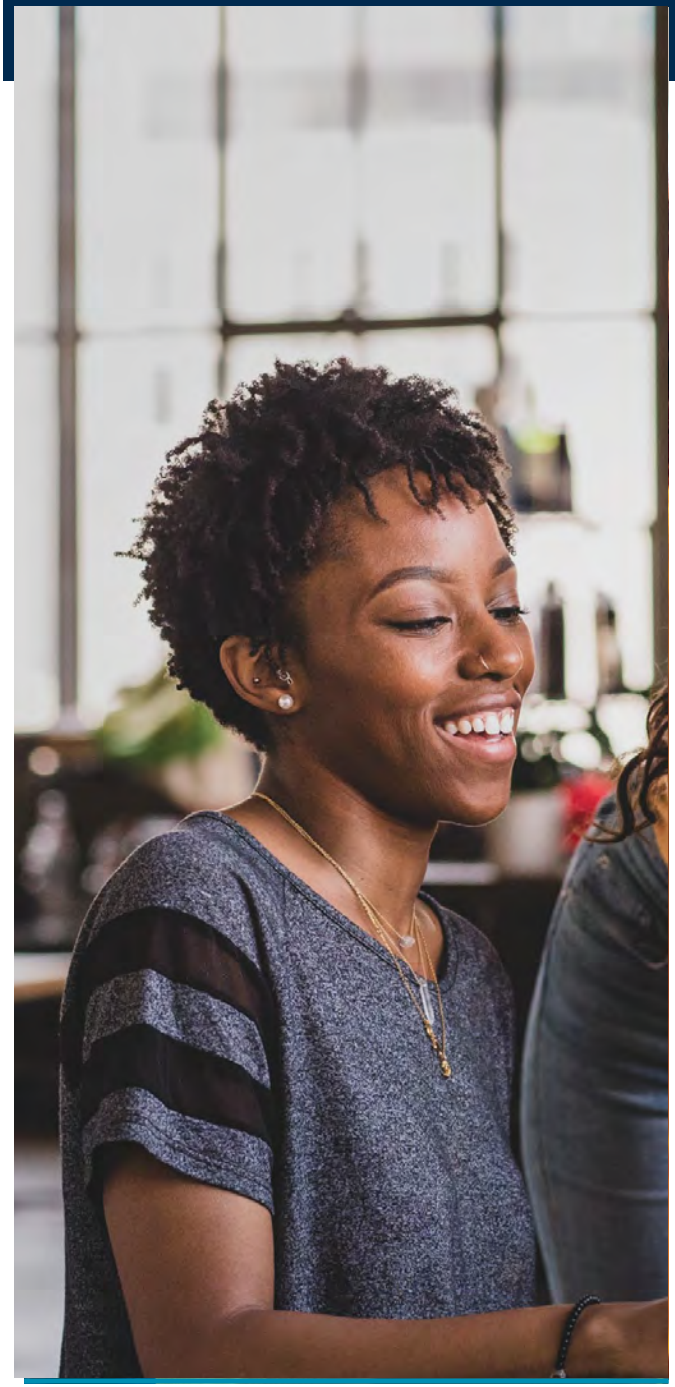
Experienced Trainers

Our courses are designed to ensure our commitment to the effective and ethical use of psychometric instruments. With trainers who are experienced Business Psychologists and experts in using the instruments. Our lead trainer, Angus McDonald, is the former chair o the BPS Committee on Test Standards; giving you the utmost confidence in the quality and reliability of your training course.

TalentLens Online - the future of assessment

Once qualified, you will be provided with free access to TalentLens Online, our new evaluation platform. We've designed it to improve your testing experience and make testing more enjoyable or your candidates. With great features, including multiple languages or assessments and reports, computer adaptive tests and much more.

To start your training journey, contact us on 0345 099 1485.



OUR QUALIFICATIONS

We offer qualification training that provides you with the theoretical knowledge and expertise required to use our published tools; advanced training to perfect practices and discuss your experiences, and methodology training to master professional assessments and their associated writing techniques.

Conducted in small groups, our training courses allow you to do the following:

- discover the major theories based on our understanding of human behaviour (intelligence, personality, motivations, interests, etc.)
- acquire basic knowledge of psychometrics, an essential for being able to use assessment solutions and methods
- learn to interpret the results, thus enabling you to communicate more effectively and make better decisions as your feedback is more reliable and detailed
- have discussions with other professionals and recognised experts.

BPS Verified Courses

It is important to us that you have confidence in your training course, and feel supported throughout. So all of our Level A and B Test User courses are run by our BPS Verified Assessor, Angus McDonald. BPS Verifie Assessors, are:

- Chartered Members of the BPS and;
- hold a BPS Qualification in Test Use in the relevan Test User Level and;
- are current members of the Register of Qualification in Test Use (RQTU).

Further information about BPS Verified Assessors can be found at https://ptc.bps.org.uk

TRAINING CALENDAR 2023

For more information contact our team at info@talentlens.co.uk or call 0345 099 1485

BPS ABILITY AND PERSONALITY COURSES (PAGES 8-10)

BPS Remote Combined Ability & Personality course
£2,499+ VAT. In-house prices available on request

BPS Remote Test User in Ability 2 days | **£1,399 + VAT** Group prices available on request	**BPS Test User Virtual Classroom in Personality** 2 days | **£1,399 + VAT** Group prices available on request
Distance learning that you can complete flexibly at your own pace.	25–26 January | 15-16 March |10-11 May | 13-14 September | 22-23 November

SOSIE REMOTE COURSES (PAGES 11-12)

SOSIE Qualification Course 2 days | **£755 + VAT**	**SOSIE Conversion Course** 1 day | **£323 + VAT**
25 – 26 January | 15-16 March | 10-11 May | 13-14 September | 22-23 November	26th April | 8th November

GOLDEN PERSONALITY PROFILER COURSES (PAGES 13-14)

Golden Qualifying Course 2 days | **£755 + VAT**	**Golden Conversion Course** 1 day | **£323 + VAT**
8-9 February | 14-15 June | 4-5 October	Dates on request

TEA-OCC TRAINING COURSE (PAGE 15)

TEA-Occ
1-2 hour online \| **£129.50 + VAT per person**
£895 for an in-house group session (max 12 delegates)

To start your training journey, contact us on 0345 099 1485

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ABOUT THE TRAINERS

Angus McDonald

Angus is a Chartered Psychologist with over 20 years experience of working with psychometric and other forms of assessment in organisational, educational and research contexts. During this time he has worked on many high-profile consultancy projects and is the author of numerous published tests, questionnaires and assessment exercises. He runs training courses in conjunction with Real Training and the Association for Graduate Careers Advisory Services (AGCAS), and regularly contributes articles on assessment to the TalentLens blog.

Angus is committed to promoting excellence and best practice in the application of psychology to organisations, particularly in the areas of psychometric tests and other forms of assessment. He is a member of the British Psychological Society's (BPS) Committee on Test Standards, the Deputy Senior Verifier for the Society's Test User Educational qualification and a member of their Test Review Panel. An experienced project manager, consultant and trainer, Angus believes passionately in the ethical use of assessment to enhance individual and organisational effectiveness

Lucy Sharp

Lucy teaches our product training courses: SOSIE and Golden and our BPS Test User: Occupational, Ability qualification. She is a consultant for TalentLens UK, providing clients with job analysis, test administrations, team facilitation sessions and conducts validity research with our assessments.

OUR CLIENTS

Some of the clients we have trained include:

To start your training journey, contact us on 0345 099 1485

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Overview:
BPS Verified qualification

Target Audience:
Those wishing to use Ability/Aptitude tests for recruitment, selection or development purposes, such as: HR managers, recruiters, occupational psychologists, training managers and team leaders.

Teaching Method:
Mixture of self study, taught content, group and individual work via virtual classroom.

Pre-course Qualifications Needed:
None

BPS Accredited:
Yes

Duration:
4 days (2 Ability, 2 Personality)

Ability: Self Study at own pace

Personality Dates:

25 – 26 January

15-16 March

10-11 May

13-14 September

22-23 November

Fees:

£2,499 + VAT

(includes course material)

Group prices available on request.

BPS TEST USER: REMOTE COMBINED ABILITY AND PERSONALITY

This BPS Verified course has been designed to provide training leading to the fulfillment for the British Psychological Society's Cert ficate of Competence in the use of ability and personality tests. Completing this course will enable you to use all major UK ability and aptitude tests, plus Pearson TalentLens' personality traits and values tools, saving you money and allowing you to undertake recruitment and development campaigns on your own terms. Our high quality, competitively priced training is offered either through face to face public workshops, in-house courses (five delegates minimum) or via a blended approach

"I enjoyed attending both the Test User Ability and Personality programmes from TalentLens UK and will hopefully be in a position to use the knowledge I have gained very soon within my role. Lucy and Angus were brilliant facilitators and made the learning journey particularly enjoyable."
Mel Dawson, Head of Learning and Development, RGN & NMC Registered Teacher

Objectives:

After attending, delegates will:

- Gain an industry standard qualification, required by many consu tancies and organisations.
- Be able to purchase and administer ability tests from ALL reputable test publishers.
- Be able to add personality instruments from other test publishers, subject to completion of relevant conversion courses.
- Reduce the cost of hiring external consultants, assessors and recruiters who are often used to carry out test administration.

Course Content:

There are 3-4 hours of pre-coursework.

Ability

- Reliability (theory and application)
- Statistics
- Validity (theory and application)
- Observed feedback
- Fairness and bias and legal aspects of testing

Days 3 & 4 – Personality

- Foundations of personality assessment (as set by the BPS)
- Scales. Reliability and validity
- Introduction to interpretation and feedback
- Feedback of a course delegate's personality profil
- Administering SOSIE & writing reports

Within 3 months of attending, delegates are required to complete some post coursework.

BPS TEST USER: OCCUPATIONAL REMOTE ABILITY (LEVEL A)

This BPS verified course has been designed to provide training leading to the fulfillment for the British Psychological Society's Certificate of Competence in the use of Ability tests. Completing this course will reduce the costs of your recruitment campaigns by enabling you to purchase, administer and feed back all major UK ability tests.

"A stimulating and immensely challenging course and above all, enjoyable. Encourages the delegate to challenge their own assumptions."
William Greenwell, Director, Harvey Nash PLC

Objectives:

After attending, delegates will:

- Be able to purchase and administer ability tests from ALL reputable test publishers.
- Obtain an industry standard qualification, required by many con ultancies and organisations.
- Reduce the cost of hiring external consultants, assessors and recruiters who are often used to carry out test administration.
- Achieve the essential precursor to the BPS Test User: Occupational Personality (Level B) qualification
- Be able to register their qualification with the BPS

Course Content:

- Reliability (theory and application)
- Statistics
- Validity (theory and application)
- Introduction to and preparation for test administration
- Test administration and scoring
- Observed feedback
- Fairness and bias in testing
- Legal aspects of testing
- Administration and feedback plenary session

Overview:

Within 3 months of attending, delegates are required to complete some post coursework.

Overview:
BPS Verified qualification

Target Audience:
Anyone who would like to use Ability/ Aptitude tests (i.e verbal reasoning, numerical, abstract reasoning, SJTs) for recruitment, selection or development purposes.

Teaching Method:
Distance learning that you can complete flexibly at your own pace.

Pre-course Qualifications Needed:
None

BPS Accredited:
Yes

Steps to Qualify:
Complete reading and coursework in your own time, logged on an Online portal. There are then 3 practical exercises carried out via a phone/video call arranged your assigned trainer. Your assigned trainer will be on hand to answer any questions via call or email throughout your qualification.

Equipment needed: You will need a laptop or desktop computer with access to a camera & microphone for video calls.

Fees:
£1,399 + VAT

(includes course material).

Group prices available on request.

To start your training journey, contact us on 0345 099 1485

BPS TEST USER: OCCUPATIONAL PERSONALITY (LEVEL B)

Overview:
BPS Verified qualification

Target Audience:
Anyone wishing to use an instrument which measures both personality Traits and Values in one questionnaire for recruitment, coaching, career development and individual/team development.

Teaching Method:
Mixture of taught content, group and individual work via virtual classroom.

Pre-course Qualifications Needed:
BPS Test User in Ability

BPS Accredited:
Yes

Duration:
Two days

Dates:
25 – 26 January
15-16 March
10-11 May
13-14 September
22-23 November

Equipment Needed:
You will need a laptop or desktop computer with access to a camera & microphone for video calls.

Fees:
£1,399 + VAT
(includes course material).
Group prices available on request.

This course has been designed to provide training leading to the fulfillment for the British Psychological Society's Certificate of Competence in the use of personality tests.

Completion of this BPS Verified course provides an industry standard qualification and enables the use of Pearson TalentLens' traits and values tool, SOSIE. It provides a comprehensive understanding of personality constructs and their use in occupational environments.

"A wonderful journey of self discovery. This course helped me identify what my preferences are and how they might impact my views and relationships at work and at home. Thanks!"
Naima Latreche, People Development Manager

Objectives:

After attending, delegates will:

- Gain an industry standard professional qualification
- Be able to purchase and administer SOSIE
- Be eligible for conversion courses for other personality tools.
- Reduce the cost of hiring external consultants, assessors and recruiters who are often used to carry out test administration.

Course Content:

There are 2-3 hours of pre-coursework.

Day 1

- Foundations of personality assessment (as set by the BPS)
- Personality & value scales
- Reliability and validity of SOSIE
- Introduction to interpretation and feedback of the tool

Day 2

- Practical feedback sessions
- Administering SOSIE
- Ethical use of the tool
- Administer & feedback SOSIE to two people and write feedback report

Within 3 months of attending, delegates are required to complete some post coursework.

SOSIE CONVERSION TRAINING

A training course for those already trained to use and interpret Trait-based personality instruments.

Overview:

A course for those already qualified in Trait-based personality instruments to become trained in Pearson TalentLens' trait and values tool, SOSIE.

Target Audience:

Those already trained to use and interpret Trait-based personality Questionnaires. Including: HR Managers, Recruiters, Team Leaders, Occupational Psychologists.

Teaching Method:

Mixture of taught content, group and individual work via virtual classroom.

Pre-course Qualifications Needed:

BPS Test User in a different trait too

BPS Accredited:

Yes

Duration:

One day

Schedule:

9.00 – 17.00

Dates:

26th April | 8th November

Equipment Needed:

You will need a laptop or desktop computer with access to a camera & microphone for video calls.

Fees:

£323 + VAT

(includes course materials).

Objectives:

- Enables you to purchase, administer and interpret Pearson TalentLens' Traits and Values tool, SOSIE.
- Reduces the cost of hiring external consultants, assessors and recruiters who are often used to carry out test administration.
- Free test platform access.

Course Content:

Pre-course work involves completion of the SOSIE questionnaire, plus reading about the construct, validation and reliability of the instrument.

What you will learn:

- Background to SOSIE
- The trait personality scales
- The values scales
- Using SOSIE for selection and individual and team development
- Practical exercises (mapping SOSIE to job specs, exploring profiles etc
- Feedback exercise: exploring your own profil

To start your training journey, contact us on 0345 099 1485

SOSIE QUALIFICATION TRAINING

A qualification allowing you to purchase, administer and interpret the SOSIE, Pearson TalentLens' traits and values instrument, used in staff recruitment and development. SOSIE is used in recruitment, coaching, career development and individual, team and leadership development contexts.

"A really informative and developmental course which was very practical and I can instantly utilise it in my organisation."
Lorraine Metcalf, Human Resources Director

Overview:
A qualification allowing you to purchase, administer and interpret the SOSIE, Pearson's new indepth trait instrument.

Target Audience:
Anyone who wants to purchase, administer and interpret the SOSIE, Pearson's in-depth trait instrument.

Teaching Method:
Mixture of taught content, group and individual work via virtual classroom.

Pre-course Qualifications Needed:
None

BPS Accredited:
No

Duration:
Two days

Schedule:
9.00 – 17.00

Dates:
25 – 26 January | 15-16 March |
10-11 May | 13-14 September
22-23 November

Equipment Needed:
You will need a laptop or desktop computer with access to a camera & microphone for video calls.

Fees:
£755 + VAT
(includes course materials).

Objectives:

- Enables you to purchase, administer and interpret SOSIE.
- Reduces the cost of hiring external consultants, assessors and recruiters who are often used to carry out test administration.
- Free test platform access.

Course Content:

Day 1

- Overview of SOSIE
- Personality & value scales
- Reliability and validity of SOSIE
- Introduction to interpretation and feedback of the tool
- Prepare for day 2's practical session: feedback of a course delegate's personality profil

Day 2

- Practical feedback sessions
- Administering SOSIE
- Ethical use of the tool
- Practical applications of SOSIE: recruitment & development
- Administer & feedback SOSIE to 2 people and write feedback report

Post course requirements:
Delegates are expected to administer

GOLDEN PERSONALITY PROFILER CONVERSION TRAINING

This course has been designed for experienced practitioners of Jungian Type Personality instruments who wish to use the in-depth GPP which combines Type with elements of Trait personality.

"Really useful in identifying the differences between Golden and the MBTI and highlighting the advantages of Golden"
Andy Gibb, Director, Connaught Search

Objectives:

- Enables you to purchase, administer and interpret the GPP from Pearson TalentLens.
- Reduces the cost of hiring external consultants, assessors and recruiters who are often used to carry out test administration.
- Free test platform access.
- The GPP is highly cost-effective compared with other instruments on the market

Course Content:

Pre-course work involves completion of the GPP questionnaire prior to attending and reading about the construct, validation and reliability of the instrument.

- Jungian Typology – a refresher
- Why the GPP? – Type and the Golden model
- Exploration of the Global and Facet scales
- Uses and practical applications of GPP in coaching, individual and team development
- Practical exploration of GPP sample profile

Overview:

Become trained in a global personality type tool.

Target Audience:

Experienced practitioners of Jungian Type Personality instruments looking to expand their knowledge base.

Teaching Method:

Mixture of taught content, group and individual work via virtual classroom

Pre-course Qualifications Needed:

BPS Test User in a different type too

BPS Accredited:

Yes

Duration:

One day

Schedule:

9.00 – 17.00

Dates:

Dates on request.

Please contact for us more info
0345 099 1485 / info@talentlens.co.uk

Equipment Needed:

You will need a laptop or desktop computer with access to a camera & microphone for video calls.

Fees:

£323 + VAT

(includes course materials).

To start your training journey, contact us on 0345 099 1485

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GOLDEN PERSONALITY PROFILER QUALIFICATION TRAINING

Become qualified in world class personality type tool. Open to all - no pre course qualifications required. The GPP qualification course is suitable for anyone wh wants to use this instrument but who does not have any previous experience of Type Personality questionnaires.

GPP is widely used in development discussions and interventions to help participants understand themselves better.

"Excellent grounding to the tool. Would recommend to anyone interested in personality profiles."
Scott Lichtenstein, Director

Overview:
Become trained in a global personality type tool.

Target Audience:
Anyone who wants to use this instrument but who does not have any previous experience of Type Personality questionnaire. Including HR Managers, Trainers, Occupational Psychologists, Team Leaders and Line Managers.

Teaching Method:
Mixture of taught content, group and individual work via virtual classroom.

Pre-course Qualifications Needed:
None

BPS Accredited:
No

Duration:
Two days

Schedule:
9.15 – 17.00

Dates:
8-9 February | 14-15 June
4-5 October

Equipment Needed:
You will need a laptop or desktop computer with access to a camera & microphone for video calls.

Fees:
£755 + VAT
per person

Objectives:

- Enables you to purchase, administer and interpret the GPP from Pearson TalentLens.
- Reduces the cost of hiring external consultants, assessors and recruiters who are often used to carry out test administration.
- Free test platform access.

Course Content:

Pre-course work

Pre-course work involves completion of the GPP questionnaire and some reading – circa 2 hours.

What you will learn

- The theory, development and science of the GPP
- Type and the Golden model
- Giving feedback (theory and practice)
- Practical group work
- Observed administration and feedback with a candidate
- Application, feedback and report writing for GPP (post-course)

Post-course work:

Delegates are expected to administer the GPP, provide feedback on and submit two written reports.

TEST OF EVERYDAY ATTENTION FOR OCCUPATIONAL ASSESSMENT (TEA-OCC) ONLINE TRAINING

Online or Face-to-face training course for professionals wishing to use the TEA-Occ.

Overview:
Learn how to administer the Test of Everyday Attention for Occupational Assessment (TEA-Occ)

Target Audience:
Anyone wishing to use the TEA-Occ to test levels of attention for recruitment, selection or development purposes.

Teaching Method:
One hour online training course

Pre-course Qualifications Needed:
BPS Test User Training in Ability

BPS Accredited:
N/A

Duration:
One hour

Dates:
On request

Location:
Online

Fees:

£129.50 + VAT
per person

£895
for an in-house group session (max 12 delegates)

Objectives:

- Enables you to purchase, administer and interpret the TEA-Occ from TalentLens.
- Protects the organisation from hiring unsuitable candidates for safety critical roles.

Course Content:

Online:

- Welcome and introductions
- Introduction to the TEA-Occ and subtests
- Background, development and standardisation
- Scoring the test
- Administration and scoring video
- Q&A and close

Inhouse:

- Welcome and introductions
- Introduction to the TEA-Occ and subtests
- Background, development and standardisation
- Completion of the test by delegates
- Test administration practical
- Scoring the test
- Scoring practical
- Q&A and close

Coming Soon
Critical Thinking Training Workshops
Visit the Critical Thinking Hub for details

To start your training journey, contact us on 0345 099 1485

IN-HOUSE TRAINING

In tune with your needs

As experts in the world of business, TalentLens HR consultants are in tune with your needs. They can deliver the training programmes featured in this brochure via virtual classroom.

We can provide the necessary training to your colleagues so they are qualified to interpret the results of the tests and questionnaires.

Easy to integrate in-company training courses

If you are interested in hosting a training course, please contact us.

Tell us:

- the context of your request;
- the number of employees to be trained (up to 12 people per session);
- how the training is to be organised: desired dates and location.

We will then send you a proposal including:

- the detailed course content
- the dates of the training based on your availability
- the fees.

If you have any questions about organisation and fees, contact our team 0345 099 1485 or info@talentlens.co.uk

www.talentlens.com

Our website provides access to the information you are looking for and offers simplifie and intuitive navigation. On the website you will find the information your require about our company, our tests, our training, as well as our regularly updated news. You can also keep in touch with us via a contact form and pre-register for training sessions. With its responsive design, our website can be accessed from anywhere, whether on a tablet or smartphone, as it adapts to fit your screen. We hope that you will visit the website on a regular basis to keep up-to-date with our activities!

To start your training journey, contact us on 0345 099 1485

HOW DO I REGISTER?

Here are some tips to help you register and process your application.

A limited number of participants can attend each of our training courses. You therefore need to check availability with our Customer Services Team on **0345 099 1485** or email **info@talentlens.co.uk**

Pre-Registration

You can choose your training dates on our website: **www.talentlens.com/services/training.html**

Our Customer Services Team will then contact you and provide you with a registration form (subject to availability on your selected dates. The booking will only be confirmed once the completed registration form has been received. You have 2 weeks to provide us with all required documents. If we have not received your registration form one week before the start of the training, we reserve the right to make your place available.

To Con irm Your Registration - Contract Documents

Please complete all sections of the registration form and return it to Pearson TalentLens - Halley Court - Jordan Hill Business Park - Oxford - OX2 8EJ, together with a deposit of 30% of the total amount due for the training inclusive of VAT by bank cheque made out to Pearson Education Ltd or by postal order:

Pearson Education Limited, KAO TWO, Kao Park,
Harlow, Essex, CM17 9NA

Bank Wire to: HSBC Bank PLC, London
A/c No: 71060627
Sort Code: 40-02-50
IBAN: GB61MIDL40025071060627
SWIFT/BIC: MIDLGB22
Bank address HSBC Bank PLC London

If your internal procedures require you to raise a purchase order, please attach it to the registration form.

- A certificate of attendance and a certificate of completion are provided to each participant after the training. However, for qualification training, the diploma serves as the certificate of completion.
- If the client has requested a training agreement on the registration form, it will be sent to them via post or email.
- The training programme can be downloaded from our website **www.talentlens.com/uk/services/training.html**

Processing Your Application

Only complete applications can be given firm and fina registration.

Two to three weeks before the training, each participant receives a notification via email or post that provides the exact training schedule, the location and directions, as well as the training organisation's internal rules.

TERMS AND CONDITIONS FOR BOOKING PUBLIC TRAINING COURSES

Pearson TalentLens ("TalentLens") is a brand of Pearson Clinical and Talent Assessment, part of Pearson Education Ltd, a company incorporated and registered in England with company number 872828, whose registered office is at Edinburgh Gate, Harlow, Esse CM20 2JE

1 Training Course terms, content and prices

1.1 The details of the design and content of training courses, and their prices, are correct at the time of publication, but they may be subject to change without notice.

1.2 TalentLens reserves the right to cancel or reschedule training courses without penalty or liability if there are insufficien bookings, or for reasons outside TalentLens control.

1.3 TalentLens reserves the right to change these terms and conditions at any time without prior notice.

2 Payment

2.1 Fees are payable 28 days before the start of all training courses either by credit card or, where agreed, by Purchase Order. Immediate payment by credit card will be required on any bookings received within 28 days of the course start date.

2.2 Where, on completion of a qualification course, you would normally become entitled to purchase restricted test materials, TalentLens will only award that qualification when payment of the relevant course fee has been received in full.

2.3 All payment will be in pounds sterling (£).

2.4 VAT at the standard UK rate is chargeable on all fees for TalentLens training courses held in the UK, regardless of the country of residence of the attendee

2.5 TalentLens reserves the right to charge interest and costs of recovery in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 (as amended).

2.6 The cost of overnight accommodation is not included in the course fee, and you are expected to make your own accommodation arrangements if necessary.

3 Ownership of materials included in training course fees

3.1 It is a condition of sale that ownership of materials shall not transfer to you or your employer (as the case may be) until full payment is received by TalentLens in respect of the relevant course. If payment is not received by its due date, TalentLens may repossess any materials that have not been paid for.

4 Transfer policy

4.1 Once a course has been booked, if you wish to transfer from one date to another the following transfer fees are payable:

Transfer request received by TalentLens	Fee payable
Fewer than seven days before the programme starts	50% of the fee is payable
Between seven and 28 days before the programme starts	25% of the fee is payable

All requests for transfer must be made in writing.

5 Cancellation policy

5.1 If you need to cancel your booking you must let us know in writing. TalentLens reserves the right to charge for cancellation and for loss of fees.

The following charges apply:

Cancellation received by Talentlens	Fee payable
Fewer than seven days before the course starts, or if the participant fails to attend	Full fee payable
Between seven and 28 days before the course starts	50% of the fee payable
More than 28 days before the course starts	No fee payable, except a charge for any pre-course materials already dispatched and not returned to us

6 Substitutions

6.1 Substitutions can be accepted without charge at any time, provided that the substitute fulfils the entrance requirement and has completed any pre-course study.

To start your training journey, contact us on 0345 099 1485

TERMS AND CONDITIONS FOR BOOKING PUBLIC TRAINING COURSES

7 Liability

7.1 Talentlens will notify participants as soon as reasonably possible if a course has to be cancelled.

7.2 TalentLens will also try to ensure that any description of the design or content of training courses is as informative as possible, but it is for participants to take responsibility for deciding whether or not a programme is suitable for their needs.

Please note that successful completion of such courses requires participants to demonstrate an understanding of underlying principles and competence in administration and feedback of the instrument(s) concerned.

7.3 In no event shall Pearson Clinical and Talent Assessment or its employees, agents, licensors or contractors be liable for any incidental, consequential, punitive or multiple damages of any kind.

8 Exclusions

8.1 Any condition, representation or warranty that might otherwise be implied or incorporated within these terms and conditions by reason of statute or common law or otherwise is hereby expressly excluded to the fullest extent permitted by law.

9 Variation

9.1 These terms and conditions shall apply to the exclusion of all other terms and conditions, including any that you attempt to apply under any purchase order, booking confirmation or any other document; and, no variation of these terms and conditions requested by you shall be effective unless in writing and signed on behalf of TalentLens from Pearson by one of its directors.

10 Governing law

10.1 This Agreement shall be governed by and construed in accordance with the laws of the United Kingdom, without reference to any conflict of law principles

TALENTLENS TRAINING - DATA PROTECTION

At Pearson TalentLens we pride ourselves in protecting your personal data ("Data"). Here you will find all of the information needed to understand how TalentLens processes your Data and protects your rights.

Data Protection Officer: your "Data" point of contact – Pearson TalentLens has an appointed Data Protection Officer. For questions about your Data, you can contact us

Data Protection Officer
Pearson
80 Strand
London
WC2R 0RL
United Kingdom

You may also email us at **dataprivacy@pearson.com**.

Why do we collect your Data? – Pearson TalentLens collects your Data for the purposes of organising and managing training courses: from your registration, to issuing your diploma/certification

To communicate with you – We may also use your contact information to send you updates and training offers that ma be of interest to you. Pearson TalentLens has a legitimate interest in sending this to you, as we believe you would reasonably expect to hear from us in this way. However, to ensure that your privacy and your rights are respected, you can, at any time and at no cost, opt out of receiving these communications by clicking the unsubscribe link provided for this purpose or by contacting our data protection office

You maintain control of the Data we collect about you – Pearson TalentLens only collects data that is strictly necessary for the objectives outlined above. We therefore inform you in our collection forms whether the information is required or optional, and you are free to decide whether or not to provide it.

Transfer of your Data – Pearson TalentLens processes your Data confidentially on its own behalf. We only send your Data to authorised third parties. We will only transfer your Data outside the European Union to send a participant based outside the European Union their certification

We limit how long we keep your Data – Pearson TalentLens keeps your Data only as long as needed for it to meet its processing objectives. With regard to sending communications, Pearson TalentLens keeps your contact Data for 3 years after the last contact from you.

Your rights over your Data – In some regions, such as the EEA (European Economic Area), you may have certain rights in relation to your personal information, including the right to:

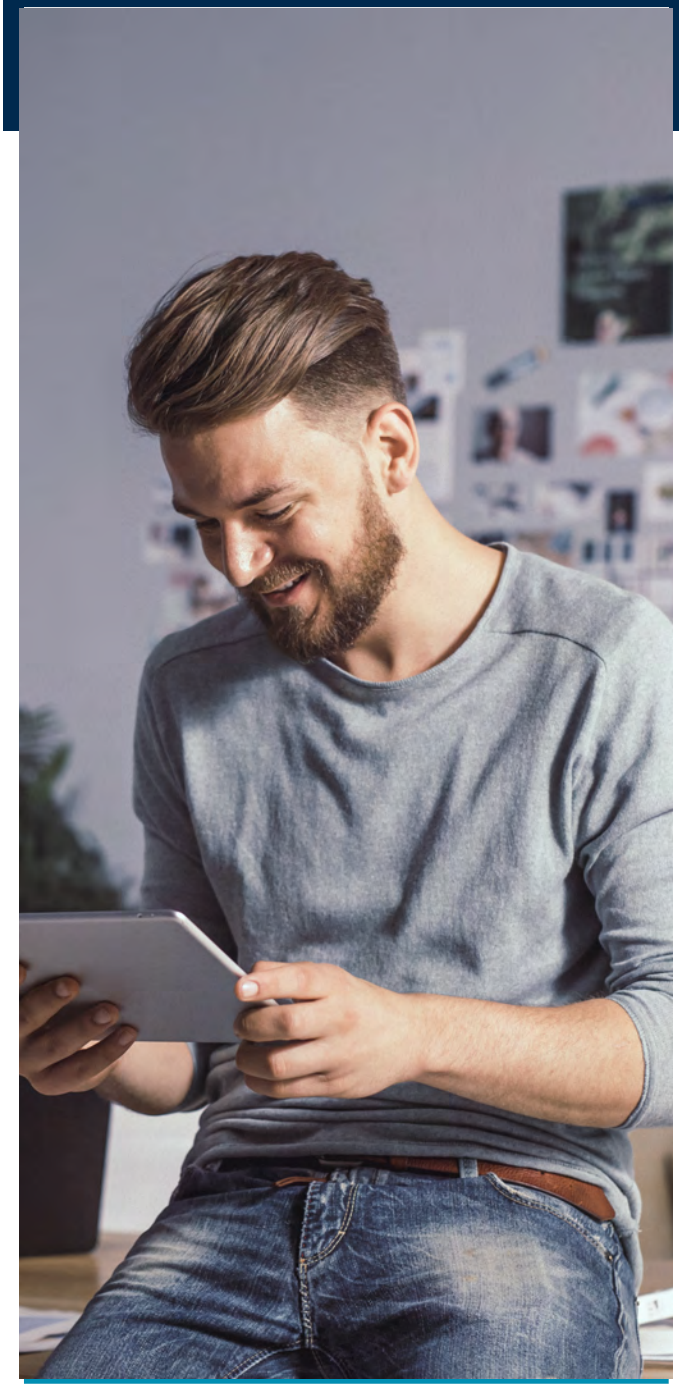
- request access to and obtain a copy of your personal information
- rectification of your personal information if it is no longe accurate or erasure of your personal information if our retention is no longer necessary for the purposes for which it was collected
- restrict or object to the processing of your personal information in certain circumstances
- data portability (if applicable)

If you wish to exercise any of your rights in relation to your personal information please send your request to us. We will consider and act upon any request in accordance with applicable data protection laws.

You can file a claim – Pearson TalentLens would like to remind you that you have the right to complain to the Information Commissioner (if you are in the UK) or to your local data protection supervisory authority if you are unhappy with our privacy practices notified under this Privacy Notice.

For further information visit
www.pearson.com/corporate/privacy-notice

To start your training journey, contact us on 0345 099 1485



CHOOSING A LEADER IN TALENT ASSESSMENT

Pearson TalentLens has been an international player in assessment and supporting people, with a presence in Europe, America, Asia, Australia and Africa since 1921. Its mission is to help organisations select and develop employees with the greatest potential through psychometric testing.

Specialists in applied psychology

Our in-house research and development team works in close conjunction with some of the most prestigious UK and international authors and trainers.

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Our scientific rigour, tried and tested methodologies and unconditional compliance with legal and ethical regulations ensure a high level of quality.

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TalentLens provides innovative solutions to:

- Predict performance
- Prevent turnover and demotivation
- Reduce behavioural risks at work
- Assess critical thinking.

We have a rich catalogue that enables you to measure aptitudes, explore personality, and identify the motivations, interests and values of everyone.

CHOOSING A LEADER IN TALENT ASSESSMENT

We help you implement and optimise your HR processes for:

- recruitment
- assessment, career guidance
- career development and personal development
- team cohesion
- job analysis and skills management
- welfare at work
- motivation and commitment of your employees.

To see the full range of assessment solutions, go to our website www.talentlens.com.

Our Team. Your Service

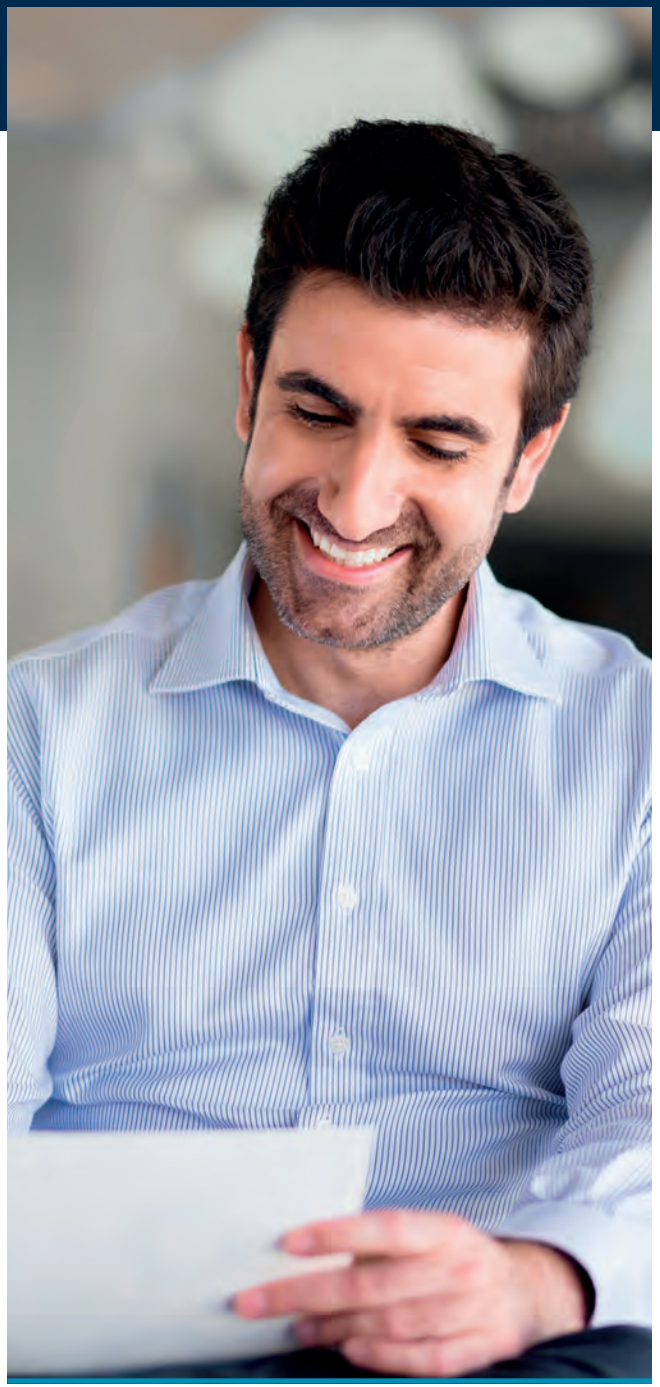
As experts from the business world, the primary objective of our consultants is to provide you with ongoing assistance to review your practices, understand and define your needs, and support you in choosing and using our assessment solutions.

We can support you with:

- choosing your inter-company or in-company training and the administrative procedures required.
- the development and implementation of customised services in response to your HR needs.
- administering tests and questionnaires from our dedicated test platform, see the results of candidates and make well-supported hiring decisions.
- providing the necessary training so you and your colleagues are qualified to interpret the results of th tests and questionnaires.

To start your training journey, contact us on 0345 099 1485

CHOOSING A LEADER IN TALENT ASSESSMENT



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If you don't have an in-house, specialist HR consultant you can outsource the entire assessment process to one of our Assessment Consultants. All our Consultants have a solid track-record in providing HR services to organisations and guarantee a reliable, trusted, simple and cooperative service that fits your HR budget

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Contact us on 0345 099 1485 or info@talentlens.co.uk

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www.TalentLens.com
0345 099 1485

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