

# Notes

## Optional BPS Accreditation

If you would like to register with the British Psychological Society (BPS), you are required to complete some post-course work to ensure that you meet the requirements of the BPS. You can then be signed off by Saville Assessment as having met the required standards for the BPS Test User: Occupational Personality certificate.

The requirement for accreditation with the BPS is to produce two written reports based on Wave Styles assessment results. One of these must integrate evidence from a 'live' feedback discussion.

## Task One: Selection Report for a Hiring Manager

Review the job description, Tradigital background information and Wave Professional Styles Expert Report contained in the **Selection Case Study** brief.

Review the key personal characteristics required for the role. (TIP: identify five or six of the 12 competencies listed on the last page of the Wave Professional Styles Expert Report).

Look at Sam Jenkins' Wave Professional Styles Expert Report and write a report based on Sam's suitability for the Business Development Manager role. You should consider:

- What are the key competencies required for the role?
- What are Sam's likely strengths in relation to these key competencies?
- What are Sam's potential development needs in relation to these competencies?
- What areas would you recommend are probed further at interview? Include some specific interview questions to help the interviewer.

For guidance, there is an **Example Written Selection Report** provided in this section, which outlines the content and format that should be followed.

## Task Two: Development Report for an Individual

For this report you need to set up an individual to complete a Wave Focus Styles assessment online via our Bureau service. You will be emailed details on how to set up a Wave

Styles assessment for your post-coursework after the course. You can contact our Bureau service on:

**Bureau.Manager@savilleassessment.com** or +44 20 8619 9006.

Once Wave Focus Styles has been completed by your chosen volunteer, you will receive access to their Expert Report and will then need to schedule a feedback session with them.

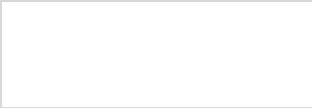
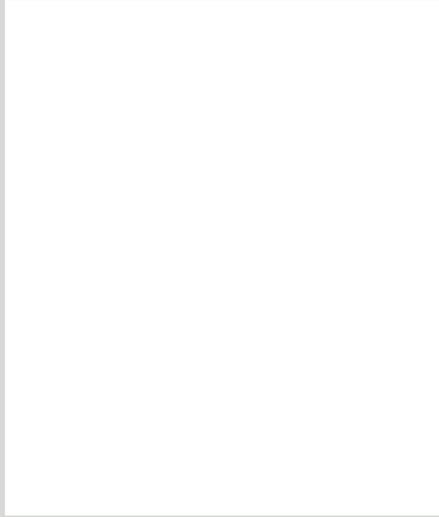
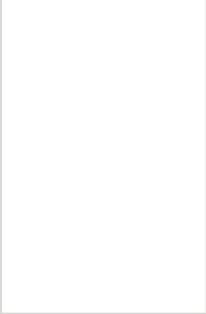
You are required to write a development report based on your feedback session. This report should incorporate information both from the Wave Focus Styles Expert Report and your notes from the feedback session.

You should aim to cover at least four Wave sections in your written report and must discuss at least one motive-talent split and one normative-ipsative split (if present on the profile).

For guidance, there is an **Example Written Development Report Based on a Feedback Session** provided in this pack, which shows how information from a feedback session can be integrated into a written report.

## Next Steps

Once you have completed all the reports, please email **training.administrator@savilleassessment.com** or post them to your Course Director at Saville Assessment, ensuring that you include the relevant Wave Focus Styles Expert Report for the written development report based on an individual of your choice. Note that you are advised to remove any personally identifiable information from the documentation forwarded to us, in order to ensure confidentiality. Any data received will be treated by Saville Assessment as strictly confidential.



## About Saville Assessment, a Willis Towers Watson Company

Our integrated approach to talent solutions helps organisations achieve their business objectives. We decrease risks and increase good opportunities associated with talent assessment and development. Representatives in over 80 countries equip us to support projects all over the world. Whether early-careers recruitment or leadership development, local authority or multinational corporation, we help all our clients unlock potential and achieve results. Learn more at [www.savilleassessment.com](http://www.savilleassessment.com)