

The background of the entire page is a dense, repeating pattern of teal-colored silhouettes of people in various walking and standing poses, creating a sense of a large crowd.

# **Psytech SA**

**understanding people**

# **Catalogue**

## Contents

Contents .....	1
Contact particulars .....	5
Psytech South Africa (Pty) Ltd .....	5
Psytech (SA) Cape (Pty) Ltd .....	5
Introduction to the catalogue.....	6
The Directors of Psytech SA.....	7
The team at Psytech SA .....	8
Nanette Tredoux .....	8
Clement Petersen .....	8
Zanele Mthimunye.....	8
Karen Viljoen .....	8
Elke Gevers .....	8
Lolly Chetty .....	8
Shenaaz Patel .....	8
Clarence Gibson .....	8
Sabelo Khumalo and Nicky Odinaka .....	8
Annette Edwards.....	9
Mary Mabaso .....	9
Betty Sewelo .....	9
Psytech Cape.....	9
Babette Barnard.....	9
Doreen Myburg .....	9
Psytech SA and Psytech Cape .....	9
Conditions of access to Psytech instruments in South Africa .....	10
Training and accreditation .....	11
Terms of payment.....	12
Purchasing of answer sheets.....	13
Example reports and Technical Manuals .....	13
South African norm groups and research.....	13
Personal consultation about using the tests .....	13
Customised competency-based computer-generated reports .....	14
Graduate Reasoning Tests (GRT1).....	15
Graduate Numerical Reasoning Test (NR1) .....	15

- Graduate Verbal Reasoning Test (VR1)..... 15
- Graduate Abstract Reasoning Test (AR1) ..... 15
- General Reasoning Tests (GRT2)..... 16
  - General Numerical Reasoning Test (NR2) ..... 16
  - General Verbal Reasoning Test (VR2)..... 16
  - General Abstract Reasoning Test (AR2) ..... 16
- Critical Reasoning Test Battery (CRTB2) ..... 17
  - Verbal Critical Reasoning Test (VCR2) ..... 17
  - Numerical Critical Reasoning Test (NCR2)..... 17
- Clerical Test Battery (CTB2) ..... 18
  - General Verbal Reasoning Test (VR2)..... 18
  - Clerical Checking Test (CC2) ..... 18
  - Numerical Ability (NA2) ..... 18
  - Spelling Test (SP2) ..... 18
  - Filing Test (FI2) ..... 18
- Technical Test Battery (TTB2)..... 19
  - Spatial Reasoning Test (SRT2) ..... 19
  - Mechanical Reasoning Test (MRT2) ..... 19
  - Visual Acuity Test (VAC2) ..... 19
- 15FQ Plus Questionnaire (15FQ+) ..... 20
- Occupational Personality Profile (OPPro) ..... 21
- Jung Type Indicator (JTI) ..... 22
- Occupational Interest Profile (OIP) ..... 23
- Values and Motives Inventory (VMI) ..... 24
- 360 Degree appraisal manager ..... 25
- GeneSys for Windows integrated assessment software ..... 26
- GeneSys Online Assessment System ..... 27
- Consulting and assessment services ..... 28
- Training Courses ..... 29
- Applied statistics and psychometrics..... 29
  - Target audience ..... 29
  - Purpose ..... 29
  - Duration: ..... 29
- Practical test administration ..... 30

- Target audience ..... 30
- Purpose ..... 30
- Duration: ..... 30
- Writing assessment reports for industry ..... 31
  - Target audience ..... 31
  - Purpose ..... 31
  - Duration ..... 31
- Psytech ability tests training course..... 32
  - Target audience ..... 32
  - Instruments covered ..... 32
  - Outcomes..... 32
  - Duration ..... 32
- Psytech personality tests training course..... 33
  - Instruments covered ..... 33
  - Outcomes..... 33
- Psytech Counselling and Development Training Course ..... 34
  - Instruments Covered ..... 34
  - Outcomes..... 34
  - Duration ..... 34
- Introduction to competencies course ..... 35
  - Target audience ..... 35
  - Purpose ..... 35
  - Duration ..... 35
- Job analysis and competency design course ..... 36
  - Target audience ..... 36
  - Purpose ..... 36
  - Duration ..... 36
- Competency based interviewing course..... 37
  - Target audience ..... 37
  - Purpose ..... 37
  - Prerequisite ..... 37
  - Outcomes..... 37
  - Duration ..... 37
- GeneSys system training (advanced)..... 38

Target audience ..... 38

Prerequisites..... 38

Purpose ..... 38

Duration: ..... 38

GeneSys Profiler Training ..... 39

    Target audience ..... 39

    Purpose ..... 39

    Duration ..... 39

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# Introduction to the catalogue

Dear Reader

In this catalogue you will find a summary of products, services and training offered by Psytech South Africa

Please feel free to contact us for a personal consultation on how we can help you address assessment problems. Bear in mind that the catalogue is only the beginning. We are in a position to provide customized solutions and even new measures to address your specific needs.

It is our aim to help our clients make good professional decisions. We also feel strongly about advancing proper assessment practice to protect the rights of the people being tested. We believe that in doing so, we are protecting the interests of the profession of psychology.

We would also like to refer you to another source of information – our website. The catalogue gets updated approximately once a year, but the website is updated more often, and contains more in-depth information about every instrument and assessment technique than we can possibly present in a printed catalogue

[www.psytech.co.za](http://www.psytech.co.za)

Whether you are a psychologist or a psychometrist, or a business person who needs the services of such a professional, we look forward to engaging with you.

Kind regards

Nanette Tredoux

Director: Psytech South Africa

# The Directors of Psytech SA

**Nanette Tredoux** is a psychologist born and educated in South Africa. She holds a Master's degree in Psychology (with distinction) from the Rand Afrikaans University and is registered with the Health Professions Council of SA in three categories: Research Psychology, Industrial Psychology and Counselling Psychology. Nanette has had over 20 years' experience in the development and support of psychological assessment instruments, and was one of the pioneers of computer-assisted assessment technology in South Africa, programming computerised tests since the late 1970's. She spent eighteen years with the NIPR/HSRC, two years with SHL South Africa, and became involved with Psytech South Africa when the company was founded in October 1998. Nanette has consulted widely on the subjects of computerised assessment, ethically compliant assessment practices and general psychometric research, and has delivered numerous conference presentations as well as contributed to books on assessment in South Africa. Nanette is active in psychology governance at a national level.

**Laurence Paltiel** is well-known as a Chartered Psychologist and trainer of test users in the United Kingdom and internationally. He is a published author and experienced conference speaker. CEO of Psytech International, he has initiated and participated in the development of numerous tests and questionnaires, and his instruments are used internationally. Laurence was born in Belgium and spent his formative years in Cape Town. South African issues such as fairness and appropriate test use are very important to him. He received his tertiary education in Belgium and the UK, and holds a Master's degree from the University of Sheffield.



# The team at Psytech SA

**Nanette Tredoux** is a registered psychologist in the following categories: Research, Counselling and Industrial. She is responsible for overseeing all consulting and research at Psytech SA, and also does consulting, training and assessments. Her email address is: [nanette@psytech.co.za](mailto:nanette@psytech.co.za)

**Clement Petersen** is registered as a psychometrist (Independent Practice) as well as a registered counsellor. He is responsible for consulting and professional support on the use of Psytech products, assessment services and training. He is also responsible for the training of intern Psychometrists. His email address is: [clement@psytech.co.za](mailto:clement@psytech.co.za)

**Zanele Mthimunye** is a registered psychometrist (independent practice). Her responsibilities include assessment-related services and consulting and professional support on Psytech products. Her email address is [zanele@psytech.co.za](mailto:zanele@psytech.co.za)

**Karen Viljoen** is a registered psychometrist. Her responsibilities include assessment-related services and consulting and professional support on Psytech products as well as research. Her email address is [karen@psytech.co.za](mailto:karen@psytech.co.za)

**Elke Gevers** is an intern Industrial Psychologist. Her responsibilities include training, research and consulting on Psytech products, and professional support on Psytech products. Her email address is [elke@psytech.co.za](mailto:elke@psytech.co.za)

**Lolly Chetty** is an intern psychometrist who has in-depth knowledge of the Psytech instruments and systems, having been with Psytech SA for many years in a support role. Her email address is [lolly@psytech.co.za](mailto:lolly@psytech.co.za)

**Shenaaz Patel** is an intern psychometrist who brings extensive HR experience to the position. She does individual and group assessments and report writing.

**Clarence Gibson** is responsible for technical support and user training relating to Psytech SA software systems. His email address: [clarence@psytech.co.za](mailto:clarence@psytech.co.za)

**Sabelo Khumalo and Nicky Odinaka** are service consultants who will answer your questions regarding cost estimates related to the use of Psytech tests, bureau scoring, opening of accounts and first-line support on the software and online system. Their email addresses are [sabelo@psytech.co.za](mailto:sabelo@psytech.co.za) and [nicky@psytech.co.za](mailto:nicky@psytech.co.za)

**Annette Edwards** is Psytech SA's administrative manager and will handle any questions regarding your invoices and statements. Annette normally works four days a week. Her email address is [accounts@psytech.co.za](mailto:accounts@psytech.co.za)

**Mary Mabaso** is accounts administrative assistant, responsible for responding to queries regarding invoices and statements, and finalising quotes. Her email address is [accounts2@psytech.co.za](mailto:accounts2@psytech.co.za).

**Betty Sewelo** is responsible for general administration, switchboard and reception at the main office, and will probably be your first contact with Psytech SA. She also does processing of orders. Her email address is [info@psytech.co.za](mailto:info@psytech.co.za)

## **Psytech Cape**

Psytech Cape was formed specifically to provide service and support to Psytech SA clients in the Western Cape and surrounding areas.

**Babette Barnard** is a registered psychometrist (independent practice), and managing director of Psytech Cape. Her responsibilities include psychometric consulting services, training and client support (technical and sales), as well as bureau scoring and reporting. She is concerned with helping her clients grow and develop professionally through sharing information and industry knowledge. Her email address is [psytech@compueasy.net](mailto:psytech@compueasy.net)

**Doreen Myburg** provides administrative backup and support for Psytech Cape from the Gardens offices.

## **Psytech SA and Psytech Cape**

Clients who have had dealings with Psytech Cape, and then for some reason need to use certain services of Psytech South Africa, sometimes seem baffled by the fact that Psytech SA does not seem to know about them, and require them to apply for account facilities or be treated as a cash client. Psytech SA and Psytech Cape are separate entities. The two companies have an agreement that Psytech Cape will support clients in a given area. We serve over 1000 clients at Psytech SA and hence there has to be some red tape, simply because we cannot know everybody personally. We do not like it either, but it is a symptom of the different scales at which the two companies operate.

# **Conditions of access to Psytech instruments in South Africa**

The Psytech tests and questionnaires are psychological instruments; their use is therefore regulated by law, in a similar way as the use of certain scheduled medicines is controlled. Psychological tests may only be used under the supervision of a registered psychologist/Psychometrist independent practice.

We require the signature of a registered psychologist/psychometrist when test materials are ordered.

If a company does not have a psychologist/psychometrist independent practice, Psytech SA can refer the company to a registered person or one of our own psychologists/psychometrists can perform the service. We must, however, point out that the Health Professions Act and the Professional Board for Psychology determine the restrictions on the distribution and use of psychological test materials. We cannot supply materials to persons who may not legally use them, but we will do everything we can to put you in touch with registered professionals who know our products.

If one of our psychologists/psychometrists acts as supervising psychologist/psychometrist for a client, we insist on regular consultations to make sure that the test results are being used appropriately. The tests must be administered by a person who is legally entitled to do so, and in practice that means a psychometrist or psychologist. If a company does not have such persons in their employ, we can assist in making the appropriate arrangements to ensure that proper testing practice is adhered to.

It is our view that the interpretation and feedback of test results will always remain an activity that requires specialised training, and in that regard we support and adhere to the regulations of the Health Professions Council.

Please visit [www.hpcsa.co.za/board\\_psychology.php](http://www.hpcsa.co.za/board_psychology.php) to familiarise yourself with the regulations of the HPCSA.

# **Training and accreditation**

We do not require clients to undergo compulsory training in order to be allowed to use the tests. Registration with the Health Professions Council of South Africa in a category which is allowed to use tests in independent practice is sufficient.

We have training available, and are prepared to offer training courses in-house to organizations or groups of professionals.

Users who have not undergone training with Psytech and who do not have a certificate for such training issued by Psytech may not claim that they have been trained or accredited by Psytech.

Users who are required to produce proof of accreditation for tendering purposes and who have been using the tests for some time so that they believe they do not require training, may approach us for an accreditation workshop which will be based on submission and presentation of integrated reports on three case studies.

# Terms of payment

Psytech SA does business with organizations of all sizes, from solo practitioners to listed corporations. It is important for us to ensure that our accounts are administered prudently to ensure the continuity of supply to our clients who depend on us. We endeavour to treat our clients equally and fairly.

Psytech SA allows clients to open an account with us for the purchase of software, pencil and paper materials, consulting and software. An account allows a client a 30 day payment facility, as opposed to being required to pay before receiving products or services. New accounts are opened subject to a successful credit check to which the client must sign consent. Psytech will assign a credit limit based on the results of the credit check and the client's payment record. Clients may apply to have their 30 day payment limit increased. A poor payment record may result in the 30 day payment facility being withdrawn. Clients, who prefer paying upfront, do not agree to a credit check, or who are not granted 30 day payment facilities can still purchase from us, using a credit card, debit card, cheque or direct bank transfer. In such cases the funds have to show up in Psytech's bank account before goods or services are supplied. We reserve the right to refuse to accept cheques, and there may be a clearing period for cheques and credit cards.

Invoices and statements are sent out monthly. Interest is charged on balances outstanding over 60 days. Prompt and full settlement of accounts avoids incurring interest charges. If an account is outstanding for 90 days or more, we require the account to be settled in full before further products and services will be supplied.

## **Purchasing of answer sheets**

For every test booklet that is purchased, clients are required to purchase a minimum of five answer sheets. When these answer sheets run out, new answer sheets must be purchased. Copying of answer sheets is not allowed.

## **Example reports and Technical Manuals**

Would you like to see examples of the computer-generated reports for the Psytech tests? Would you like to know what South African norm groups are available? Psytech believes that your choice of tests should be based on an informed review of all the technical evidence supporting the test's use. To this end, Psytech are the only test publisher who makes all technical manuals available as a free download. This enables you to evaluate the merits of Psytech tests at your leisure and compare these with alternative instruments. Example reports and technical manuals can be downloaded from the Psytech SA and Psytech International websites.

[www.psytech.co.za](http://www.psytech.co.za)

[www.psytech.com](http://www.psytech.com)

## **South African norm groups and research**

You can also purchase a CD with the South African User Guide and Research Reference for all the tests, and this will give you a lot of information about South African norm groups, reliability, validity and other research.

## **Personal consultation about using the tests**

If you need help choosing tests for a project, do not hesitate to ask us. We are always happy to assist, and in most cases such consultations would be free of charge. We are also willing to assist users with validation studies, and advise on how to use such results to support decision making.

## **Customised competency-based computer-generated reports**

If you have invested in the development of an in-house competency model and you want computer-generated reports to address these competencies in an integrated manner, we can help. Psytech International has the capacity to customise integrated reports aligned to your own competencies. These are done on a consulting basis, but we are sure you will find the cost surprisingly affordable. Contact us for a consultation and to see examples of such reports.

# Graduate Reasoning Tests (GRT I)

The Graduate Reasoning Test Battery assesses high level numerical, verbal and abstract reasoning ability. It is quick to complete, cost effective and provides a comprehensive assessment of aspects of reasoning ability. It is a very challenging battery, intended for adults with post-graduate education, in intellectually demanding specialized roles.



## Graduate Numerical Reasoning Test (NR1)

Assesses the ability to use and understand complex numerical concepts, to reason using numbers and perceive logical relationships between numbers

Appropriate for work roles which require a high level of numerical ability, such as accountants, actuaries, financial analysts, and positions that require the interpretation of complex financial and technical data in numerical form.

## Graduate Verbal Reasoning Test (VR1)

Assesses high level verbal fluency advanced, vocabulary and the ability to understand and reason using words

Appropriate for work roles which require a high level of verbal ability such as senior management, persons responsible for formulating policy documents, legal advisors, high level negotiators, journalists, academics.

## Graduate Abstract Reasoning Test (AR1)

Assesses the ability to understand high level abstract logical problems and use new information outside the range of previous experience. This subtest has very little verbal content.

Appropriate for work roles which require the use of logical analysis in novel, intellectually demanding situations, such as engineers, inventors, scientists, systems designers, software developers and strategic planners.

<b>Format</b>	3 tests in one booklet
<b>Administration modes</b>	Pencil and paper, onscreen, online
<b>Scoring</b>	Computer data capture, GeneSys for Windows or online
<b>Duration</b>	28 minutes plus administration
<b>Educational level</b>	Post-graduate
<b>Reports</b>	Feedback and standard report
<b>Manuals</b>	Technical manual South African User Guide and Research Reference
<b>Training</b>	Psytech ability tests course
<b>Credit cost (GeneSys for Windows)</b>	1 credit for administration or data entry, reports are free
<b>Credit cost (GeneSys online)</b>	2 credits per report, administration is free



# General Reasoning Tests (GRT2)

The General Reasoning Test Battery assesses numerical, verbal and abstract reasoning ability. It is quick to complete, cost effective and provides a comprehensive assessment of aspects of reasoning ability across a wide range of educational levels. It is particularly useful for identifying persons who are likely to benefit from further training and development. In addition, it is useful for assessing whether applicants have the minimum reasoning ability level needed for a particular job or training course.



## General Numerical Reasoning Test (NR2)

Assesses the ability to use numbers in a logical efficient way.

Appropriate for roles that require a fair level of numerical ability. These may include sales roles, middle management positions, and technical roles.

## General Verbal Reasoning Test (VR2)

Assesses basic vocabulary, verbal fluency and the ability to reason using words

Appropriate for roles which require a degree of verbal ability, such as sales and administrative positions, clerical roles, customer contact roles, supervisory and middle management positions.

## General Abstract Reasoning Test (AR2)

Assesses the ability to understand logical problems and use new information outside the range of previous experience. This form of reasoning ability is least affected by previous education and achievement.

Suitable for assessing individuals of various educational backgrounds and cultural groups.

<b>Format</b>	3 tests in one booklet
<b>Administration modes</b>	Pencil and paper, onscreen (GeneSys for Windows or online)
<b>Duration</b>	28 minutes + administration
<b>Scoring</b>	Computer data capture, GeneSys for Windows or online
<b>Educational level</b>	Grade 10 upwards
<b>Reports</b>	Feedback and standard reports
<b>Manuals</b>	Technical manual South African User Guide and Research Reference
<b>Training</b>	Psytech ability tests course
<b>Credit cost (GeneSys for Windows)</b>	1 credit for administration or data entry, reports are free
<b>Credit cost (GeneSys online)</b>	2 credits per reports, administration or data entry is free

# Critical Reasoning Test Battery (CRTB2)

The Critical Reasoning Test Battery provides an occupationally relevant assessment of verbal and numerical critical reasoning ability. Its businesslike content ensures a high level of content validity and acceptability to respondents.



## Verbal Critical Reasoning Test (VCR2)

Assesses the ability to understand semi-technical or business reports and draw accurate logical conclusions from such written information

Can form a key assessment device for managerial and professional roles which require reliable interpretation of written information and appropriate decision making

## Numerical Critical Reasoning Test (NCR2)

Assesses the ability to understand and critically evaluate numerical information presented in tables, and accurately use this information in a logical way.

Can form a key assessment device for managerial, technical and professional positions which require a detailed understanding of financial, numerical and statistical data.

<b>Format</b>	2 tests bound in one booklet.
<b>Administration modes</b>	Pencil and paper, onscreen via GeneSys for Windows or online. Calculators are not used for the Numerical Critical Reasoning Test.
<b>Duration</b>	40 minutes plus administration
<b>Scoring</b>	Response data capture via GeneSys for Windows or online
<b>Educational level</b>	Tertiary qualification
<b>Reports</b>	Standard report (GeneSys for Windows) New Standard report (GeneSys online)
<b>Manuals</b>	Technical manual South African User Guide and Research Reference
<b>Training</b>	Psytech ability tests course
<b>Credit cost (GeneSys for Windows)</b>	1 credit for data entry or administration, reports are free
<b>Credit cost (GeneSys online)</b>	2 credits per report, administration or data entry is free

# Clerical Test Battery (CTB2)

The clerical test battery provides a quick, comprehensive and cost effective measure of a range of abilities and skills relevant to clerical and administrative roles.



## General Verbal Reasoning Test (VR2)

Assesses basic vocabulary, verbal fluency and the ability to reason using words

Appropriate for roles which require a degree of verbal ability, such as sales and administrative positions, clerical roles, customer contact roles, supervisory and middle management positions. This is the same Verbal Reasoning Test found in the General Reasoning Test Battery.

## Clerical Checking Test (CC2)

Assesses the ability to check verbal and numerical information (names, addresses, code numbers, telephone numbers etc.). It is a test of speed and precision.

Appropriate for roles where fast and accurate checking of information is important – not necessarily limited to clerical roles.

## Numerical Ability (NA2)

Assesses the ability to use numbers efficiently in clerical and administrative contexts.

Appropriate for roles where typical clerical numerical tasks are important, such as calculating or checking expenses, prices etc.

## Spelling Test (SP2)

Assesses the ability to spell commonly miss-spelled words correctly.

Appropriate for roles requiring the production or checking of relatively simple written communications and documents, where accuracy of spelling is important.

## Filing Test (FI2)

Assesses the ability to order units of written information alphabetically.

Appropriate for roles where speed and accuracy of alphabetical ordering will improve efficiency.

<b>Format</b>	4 tests in one booklet.
<b>Administration modes</b>	Pencil and paper, onscreen and online. Filing test: Onscreen and online only.
<b>Duration</b>	27 minutes plus administration time
<b>Scoring</b>	Response capturing, GeneSys for Windows or online
<b>Educational level</b>	Grade 10 plus
<b>Reports</b>	Standard and feedback reports
<b>Manuals</b>	Technical manual South African User Guide and Research Reference
<b>Training</b>	Psytech ability tests training course
<b>Credit cost (GeneSys for Windows)</b>	1 credit for data entry or administration, reports are free
<b>Credit cost (GeneSys online)</b>	2 credits per report, administration or data entry is free

# Technical Test Battery (TTB2)

The Technical Test Battery assesses three important aptitudes that are relevant in technical roles. It can be combined with the General Reasoning Test Battery for a more comprehensive aptitude assessment.

It is intended for the assessment of applicants, trainees, apprentices or technicians in a variety of trades or craft fields.



## Spatial Reasoning Test (SRT2)

Assesses spatial ability from two perspectives: Visually constructing a three-dimensional object, and visually relating an object to its pre-constructed patterned form. Items consist of diagrams which assess the ability to visualise shapes and objects in three dimensions. Items have been selected to represent a wide range of shapes like cubes, pyramids, cones, rhomboids and various other multi-faceted shapes.

Appropriate for roles such as draughtsmen, interior decorators, builders, pattern cutters, model makers, architects, tailors, upholsterers, packaging designers, mechanics, etc.

## Mechanical Reasoning Test (MRT2)

Assesses the ability to understand mechanical concepts and physical principles in operation. Respondents who have studied physical science at school will find this an advantage. Items have been selected from a wide variety of areas including optics, electricity, fluids and mechanics.

Appropriate for roles where a basic understanding of mechanical and scientific principles is relevant such as appliance repair technicians, machine operators, mechanics, maintenance workers, plumbers, electricians etc.

## Visual Acuity Test (VAC2)

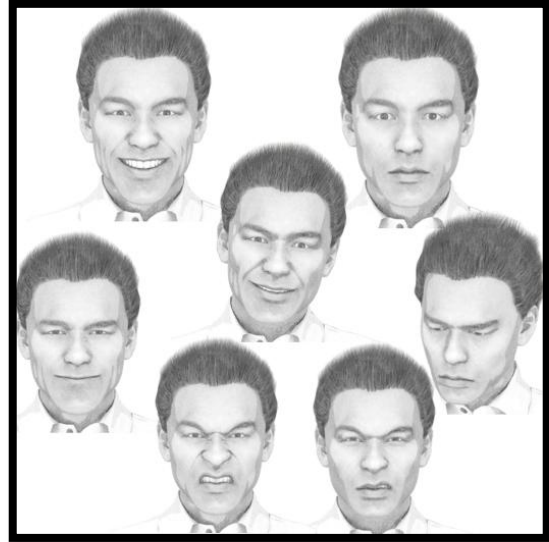
Measures the ability and disposition to work with highly detailed technical material such as wiring or circuit diagrams. Respondents have to follow a single pathway through a complex maze. Assesses visual and attentional capacity which is relatively independent of general ability.

Designed to be administered on a computer, this test is appropriate for roles that involve checking, repairing and replacing electrical and electronic circuitry and components.

<b>Format</b>	Mechanical and Spatial Reasoning Tests: separate booklets. Visual Acuity: Only computer-administered.
<b>Administration modes</b>	Pencil and paper, onscreen and online. Visual Acuity: Onscreen and online only.
<b>Duration</b>	45 minutes plus administration time
<b>Scoring</b>	Response capturing, GeneSys for Windows or online
<b>Educational level</b>	Grade 12 plus
<b>Reports</b>	Standard and feedback reports
<b>Manuals</b>	Technical manual South African User Guide and Research Reference
<b>Training</b>	Psytech ability tests training course
<b>Credit cost (GeneSys for Windows)</b>	1 credit per subtest for data entry or administration, reports are free
<b>Credit cost (GeneSys online)</b>	2 credits per report, administration or data entry is free

# 15FQ Plus Questionnaire (15FQ+)

The 15FQ+ is a general-purpose factor-based personality measure for selection, counselling and development. It uses the familiar, well-researched model developed by R. B. Cattell. Because it uses established constructs, it enables many users to build on their existing expertise and training. In its development, a balance between internal consistency reliability and breadth of measurement was maintained.



## 15FQ+ Scales

Distant-aloof	Empathic
Low Intellectance	High Intellectance
Affected by feelings	Emotionally Stable
Accommodating	Dominant
Sober-Serious	Enthusiastic
Expedient	Conscientious
Retiring	Socially Bold
Hard-headed	Tender-minded
Trusting	Suspicious
Concrete	Abstract
Direct	Restrained
Self-assured	Apprehensive
Conventional	Radical
Group-orientated	Self-sufficient
Informal	Self-disciplined
Composed	Tense-driven

## Validity scales

Infrequency  
Central Tendency  
Faking Good  
Faking Bad  
Social Desirability

## Derived scales

Team Types  
Leadership styles  
Subordinate styles  
Selling and influencing styles  
Career themes  
Positive Work Attitude  
Emotional Intelligence

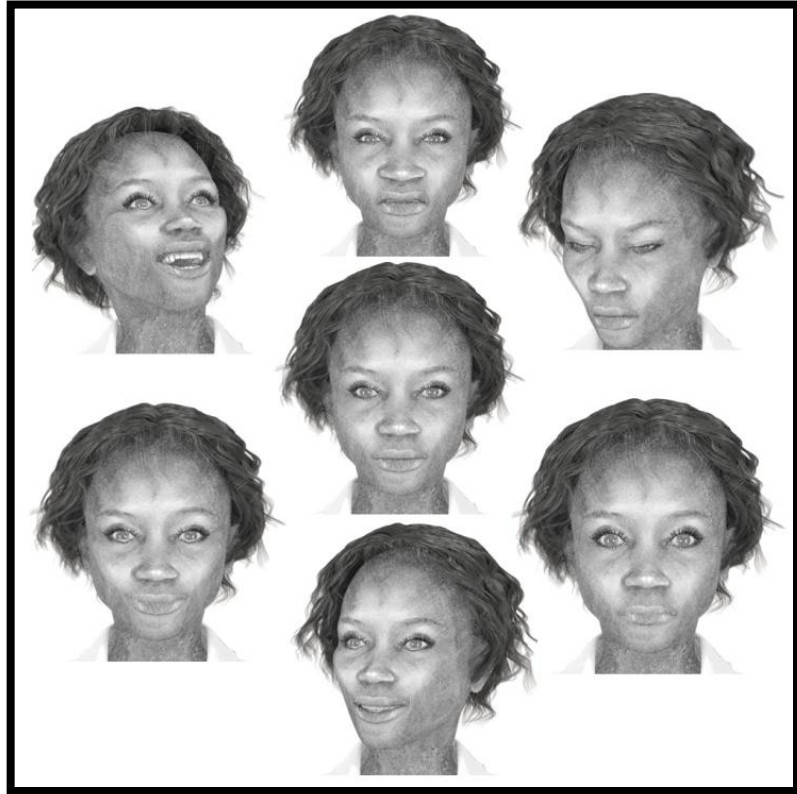
## Second-Order Factors

Introversion-Extraversion  
Low anxiety-High anxiety  
Pragmatism-Openness  
Independence-Agreeableness  
Low Self Control – High Self Control

<b>Format</b>	Booklets and answer sheet
<b>Administration modes</b>	Pencil and paper, onscreen and online
<b>Duration</b>	40 minutes plus
<b>Scoring</b>	Response capturing, GeneSys for Windows or online
<b>Educational level</b>	Grade 12 plus Pre-screening for English Proficiency is advised
<b>Reports</b>	Standard report Extended report Profiles report Ideal Profile match report (GeneSys for Windows) Emotional Intelligence Report (Online only) Competencies Report (Online only) Derailer Report (Online only) Conflict Modes Report (Online only)
<b>Manuals</b>	Technical manual South African User Guide and Research Reference
<b>Training</b>	Psytech personality questionnaires training course
<b>Credit cost (GeneSys for Windows)</b>	4 credits for onscreen administration or data entry. GeneSys for Windows reports are free.
<b>Credit cost (GeneSys online)</b>	Between 4 and 6 credits per narrative report.

# Occupational Personality Profile (OPPro)

The Occupational Personality Profile is a general-purpose personality measure. Comprising 98 items, it is quick to complete and cost-effective. Nevertheless the report, based on nine personality dimensions, gives a very comprehensive, useful and understandable overview of a person's likely behaviour in a work situation.



## OPPro scales

Accommodating	Assertive
Detail-conscious	Flexible
Cynical	Trusting
Emotional	Phlegmatic
Reserved	Gregarious
Genuine	Persuasive
Composed	Contesting
Optimistic	Pessimistic
Abstract	Pragmatic

## Derived scales

Team types  
Leadership styles  
Subordinate Styles  
Selling and Influencing Styles  
"Big Five" derived scores

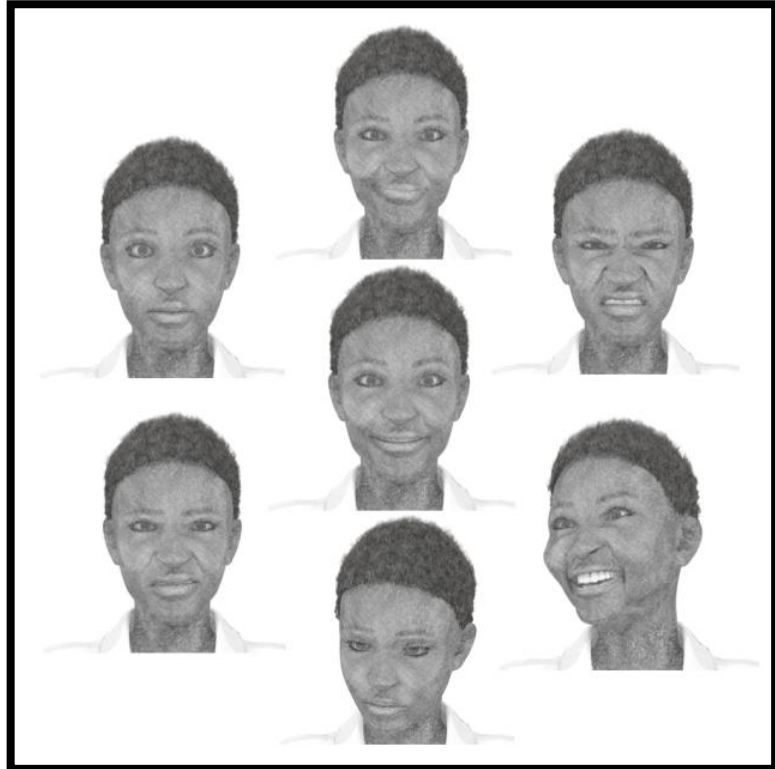
## Validity scales

Distortion scale (Social desirability)  
Central Tendency

<b>Format</b>	Booklet and answer sheet
<b>Administration modes</b>	Pencil and paper, onscreen and online
<b>Duration</b>	20 minutes plus
<b>Scoring</b>	Response capturing, GeneSys for Windows or online
<b>Educational level</b>	Grade 12 plus Pre-screening for English Proficiency is advised
<b>Reports</b>	Extended report Feedback Report Ideal Profile Match report (GeneSys for Windows only)
<b>Manuals</b>	Technical manual South African User Guide and Research Reference
<b>Training</b>	Psytech personality questionnaires training course
<b>Credit cost (GeneSys for Windows)</b>	3 credits for onscreen administration or data entry. GeneSys for Windows reports are free.
<b>Credit cost (GeneSys online)</b>	5 credits per narrative report.

# Jung Type Indicator (JTI)

This questionnaire offers a reliable, cost-efficient assessment of personality according to Jung's typology. The Jung Type Indicator enables users to leverage their knowledge of this familiar, well-established theoretical framework. The JTI is highly economical to use and psychometrically robust. The computer-generated report is comprehensive, giving particular insight into a person's likely behaviour at work.



## Jung Type Indicator Scales

Extravert	Introvert
Sensing	Intuitive
Thinking	Feeling
Judging	Perceptive

The JTI measures people's thinking styles and the way they deal with information. The JTI is especially useful for counselling, team building and considering how people will react in group settings. Because it provides a balanced, constructive approach to assessment that focuses on the strengths and development needs of each personality type, Jung's personality theory constitutes an important and valuable component of many training and development programmes.

<b>Format</b>	Booklet and answer sheet
<b>Administration modes</b>	Pencil and paper, onscreen and online
<b>Duration</b>	10-15 minutes
<b>Scoring</b>	Response capturing, GeneSys for Windows or online
<b>Educational level</b>	Grade 12 plus Pre-screening for English Proficiency is advised
<b>Reports</b>	JTI Standard report
<b>Manuals</b>	Technical manual South African User Guide and Research Reference The Jung Type Indicator: The Sixteen Types ( <i>special manual for feedback and workshops</i> )
<b>Training</b>	Psytech personality questionnaires training course
<b>Credit cost (GeneSys for Windows)</b>	1 credit for onscreen administration or data entry. GeneSys for Windows reports are free.
<b>Credit cost (GeneSys online)</b>	2 credits per narrative report.



# Occupational Interest Profile (OIP)

This economical measure, using simple language, combines a basic five-scale personality questionnaire (work needs) with work interests in one questionnaire. If combined with the General Reasoning Test Battery, an integrated report is available that makes career recommendations while taking ability, personality and interests into account.



## OIP Vocational Interests

Persuasive  
Scientific  
Practical  
Administrative  
Nurturing  
Artistic  
Logical

## OIP Work needs

Need for excitement  
Stability  
Need for change  
Need for people  
Need for control

South African reliabilities have proven to be very robust. Norms for South African learners have been collected. The OIP is intended for adults and young persons over the age of 15. It can be used for vocational guidance, subject choice and mid-career vocational guidance.

<b>Format</b>	Booklet and answer sheet
<b>Administration modes</b>	Pencil and paper, onscreen and online
<b>Duration</b>	20 minutes
<b>Scoring</b>	Response capturing, GeneSys for Windows or online
<b>Educational level</b>	Grade 9 upwards
<b>Reports</b>	OIP feedback report OIP Careers report (with GRT2)
<b>Manuals</b>	Technical manual South African User Guide and Research Reference
<b>Training</b>	Psytech instruments for guidance and development
<b>Credit cost (GeneSys for Windows)</b>	2 credits for onscreen administration or data entry. GeneSys for Windows reports are free.
<b>Credit cost (GeneSys online)</b>	4 credits per narrative report.



# Values and Motives Inventory (VMI)

The Values and Motives Inventory assesses those things that are important to people because they affect relationships with others, factors which could sustain and motivate behaviour and performance in the workplace, and intrinsic or personal values that guide an individual's decisions with respect to everyday choices. It is particularly useful for coaching and counselling persons who have already completed their training, but who are faced with major change or important career decisions. The VMI can help a person explore what they really want from life.



## Interpersonal values

Altruism  
Affiliation  
Affection

*(Influence an individual's approach to relationships)*

## Extrinsic motives

Achievement  
Economic status  
Security/safety  
Aesthetics

*(Factors which sustain behaviour in the workplace)*

## Intrinsic values

Moral values  
Traditional values  
Independence  
Ethical values

*(Guide everyday decisions)*

<b>Format</b>	Booklet and answer sheet
<b>Administration modes</b>	Pencil and paper, onscreen and online
<b>Duration</b>	20 minutes
<b>Scoring</b>	Response capturing, GeneSys for Windows or online
<b>Educational level</b>	Grade 12 upwards
<b>Reports</b>	Feedback report Extended report
<b>Manuals</b>	Technical manual South African User Guide and Research Reference
<b>Training</b>	Psytech instruments for guidance and development
<b>Credit cost (GeneSys for Windows)</b>	2 credits for onscreen administration or data entry. GeneSys for Windows reports are free.
<b>Credit cost (GeneSys online)</b>	3 credits per narrative report.

# 360 Degree appraisal manager

This 360 degree appraisal system, available through the Psytech online system, makes it easy and convenient to administer your 360 degree appraisal project. The system is completely customisable to your own competencies, or you can use Psytech's competency model and select the behavioural rating items you would like to use. Each project requires responses from the person being rated, and at least one other rater. User friendly reports, comparing responses from all raters, are generated in an instant. These reports can be made anonymous so that raters cannot be identified.



## ***The Psytech Competency Model***

### **Integrity**

- Integrity
- Dependability
- Realistic Self-assessment
- Risk Avoidance
- Responsibility

### **Creativity**

- Innovation
- Adaptability
- Holistic Thinking
- Strategic
- Ideas Generation

### **Logical and Analytical**

- Rationality
- Numerical Skills
- Critical Appraisal
- Decision making
- Analytical

### **Interpersonal Skills**

- Relationships
- Empathic
- Interpersonal Support
- Diplomacy
- Appropriate Assertion

### **Resilience**

- Emotionality
- Composure
- Tension
- Suspiciousness
- Impulsivity

### **Persuasiveness**

- Communication Skills
- Written Skills
- Coaching
- Social Presence
- Listening Skills

### **Planning and Organising**

- Time Management
- Future Orientated
- Prioritisation
- Delegation
- Planning

### **Quality Orientation**

- Detail Consciousness
- Task-Focus
- Task Finishing
- Systematic
- High Standards

### **Energy and Drive**

- Energy
- Self-Motivation
- Results-Orientated
- Motivating
- Initiative

This competency model can be used as it is, or you can use it as a starting point. You can use a subset of the model, or define your own behavioural rating items. You are in control. When using your own competencies it is recommended that a thorough job analysis is conducted prior to embarking on the project. Psytech can assist with the project from job analysis to feedback stage, on a consulting basis. Comprehensive computer-generated reports are available as soon as all raters have completed the questionnaire.

The cost of the 360 degree appraisal manager is very modest – a single credit is used per rater. This system is only available for administration via the online system.

# GeneSys for Windows integrated assessment software

The GeneSys Assessment Software for Windows is a comprehensive software system for test administration, scoring of pencil and paper answer sheets, report generation, data management and matching respondents to ideal profiles. This is a software package that you purchase and install on your own computer. The system enables users to set up any number of stand-alone testing stations, and generate reports on one computer. Thus you can set up a whole testing facility for the price of one system.



#### **Tests included:**

General Reasoning Test Battery  
Graduate Reasoning Test Battery  
Critical Reasoning Test Battery  
Abstract Reasoning Test  
Clerical Test Battery  
Technical Test Battery  
Occupational Interest Profile  
Values and Motives Inventory

#### **Advantages**

Lower credit cost per test  
No cost for additional reports  
Remote administrator system.  
Data management and export  
Set up customised reports  
Set up customised batteries  
Set up ideal profiles  
No cost for ideal profile reports  
Generate customised norms  
High quality narrative reports  
No connectivity needed for testing

#### **Recommended for**

Assessment of large groups  
Assessment-intensive practices  
Large-scale cost-sensitive operations  
Projects requiring multiple reports

The GeneSys for Windows system comes in two components, the full system, and the GeneSys Remote Questionnaire Administrator, which only allows the administration of tests. The Remote Questionnaire Administrator can be installed on several computers. To generate reports on a computer, you need to have the full system installed with a "dongle", plus enough credits on the dongle for scoring the tests. You can buy additional dongles if you want to run multiple full systems.

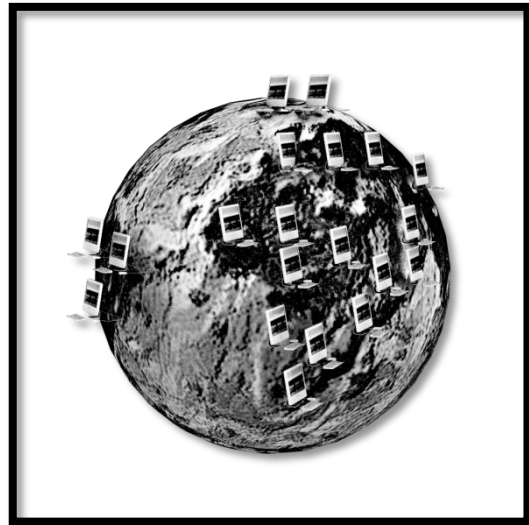
On GeneSys for Windows, credits are used to score tests – this can happen when a test is administered, when you score an answer sheet, or when you import responses from the Remote Questionnaire Administrator. On GeneSys for Windows, credits are not used to generate reports.

Training courses for GeneSys for Windows:

- GeneSys Assessment System (Advanced training).
- GeneSys Profiler training

# GeneSys Online Assessment System

GeneSys Online offers users access to all the tests that are available on GeneSys for Windows, plus some additional ones. The reports also differ, with some new reports being available only on the online system. This is a "pay as you go" system. You only pay for the credits that you use. There is no charge for setting up an online account for you, and you can have access within minutes. This system is highly suitable for professionals setting up a new practice. If you like to use measures from different publishers, the low cost and accessibility of GeneSys Online makes it simple and cost-effective to add the full spectrum of Psytech measures to your toolkit.



#### Tests included:

General Reasoning Test Battery  
 Graduate Reasoning Test Battery  
 Critical Reasoning Test Battery  
 Abstract Reasoning Test  
 Clerical Test Battery  
 Technical Test Battery  
 Occupational Interest Profile  
 Values and Motives Inventory  
 360 degree appraisal system  
 Genos (Recruitment report)  
 Sales Preference Inventory

#### Online-only reports

15FQ+ Emotional Intelligence  
 15FQ+ Competencies report  
 15FQ+ Derailer report  
 15FQ+ Conflict modes  
 360 degree Appraisal  
 Revised ability test reports  
 Customised integrated reports

#### Recommended for

Small practices  
 Occasional users  
 Users needing the new reports

#### Advantages

No cost for software  
 Bigger range of reports  
 Less expensive than bureau service  
 Administer tests online  
 Score answer sheets online

New tests and reports are being added to the GeneSys online system on an ongoing basis. An ideal profile matching facility has yet to be added to GeneSys online.

You can decide how you want to use GeneSys online. You can use it to test individuals or groups of people on-screen. Or you can use it in conjunction with pencil and paper testing, using the online facility to score the answer sheets. Data management capability is being added to the online system.

If you own GeneSys for Windows, you can use GeneSys Online as well when you need access to the new reports and tests. When planning a project, users should consider the most cost-efficient way to combine the two systems. When requesting access to the system, you need to provide Psytech with your registration particulars with the HPCSA.

Training sessions are arranged periodically for new users of GeneSys Online, or for those who need a refresher on how to use the software.

# Consulting and assessment services

Psytech SA offers consulting services related to assessment, development and counselling, as well as research. We can consult on specific assessment projects, on the appropriate use of assessment techniques, the development of policy regarding the use of psychometric tests, and governance of assessment practices in organisations.



Some examples of the services we offer:

#### **Assessment services**

- Competency profiling
- Assessment battery design
- Test administration
- Competency based interviewing
- Integrated report writing
- Feedback on assessments
- Follow-up consultations
- 360 appraisal delivery

#### **Development services**

- 360 appraisal design
- Simulation exercise design
- Training course development
- Personal development plan design
- Assessment policy development
- Competency model design

#### **Professional consultation**

- Validation research
- Career-related counselling
- Assessment policy review
- Job analysis
- Professional supervision

Every project is considered individually and quoted for separately. Quotes are itemised as far as possible, taking into account material, scoring costs and professional time. Travel and ad hoc project-related expenses are usually billed afterwards based on actual costs incurred. Please feel free to engage with us on the challenges you face. Our professionals and support staff are at your service. We do not charge for the first exploratory consultation.

# Training Courses

## Applied statistics and psychometrics

### **Target audience**

Psychologists, Interns, psychometrists.

### **Purpose**

Introduction to or revision of the basic concepts needed for understanding the properties of psychological measures and how test results are interpreted.

- Gain clarity on the statistical elements of psychometric testing
- Know the different ways in which raw scores can be transformed, how and why norms are developed and how to interpret test performance.
- Understand bias and fairness in testing.

### **Duration:**

2 days

# **Practical test administration**

## **Target audience**

Intern psychometrists and intern psychologists. Qualified psychometrists and psychologists wishing to improve their skills in practical test administration

## **Purpose**

Learn to administer tests responsibly, ethically and effectively in the multicultural South African environment.

- Understand the legal and ethical framework of test use in South Africa.
- Be able to identify psychological tests.
- Be able to identify non-psychological tests that must meet similar requirements to those that apply to psychological tests.
- Understand the historical background to testing in South Africa.
- Understand the concepts of bias and fairness.
- Be familiar with the rights of respondents.
- Be able to distinguish between different types of assessments.
- Be able to prepare for a testing session.
- Be able to answer questions from respondents.
- Understand administration issues in pencil and paper as well as computerised testing.
- Understand the issues impacting on the choice of norm groups.
- Be able to do basic norm-based interpretation of test results for feedback.

## **Duration:**

2 days

# **Writing assessment reports for industry**

## **Target audience**

Psychologists, interns, psychometrists

## **Purpose**

Developing skills in writing integrated assessment reports based on multiple sources of information

- Achieve a clear, concise and professional report writing style.
- Adapt the style of your report for different categories of recipient.
- Use computer generated reports effectively in compiling your own reports.
- Align reports to competencies.

## **Duration**

2 days



# **Psytech ability tests training course**

## **Target audience**

Psychologists, interns, psychometrists.

## **Instruments covered**

- General Reasoning Test Battery (GRT2)
- Graduate Reasoning Test Battery (GRT1)
- Critical Reasoning Test Battery (CRTB2)
- Abstract Reasoning Test (ART)
- Clerical Test Battery (CTB2)
- Technical Test Battery

## **Outcomes**

- Understand the constructs measured by each of the subtests of every Psytech ability battery.
- Understand the prior knowledge requirements for each of the tests.
- Understand the implications of proper test administration for the psychometric properties of the tests.
- Be able to identify the most suitable tests for a particular purpose.
- Use individual subtests in the compiling of test batteries.
- Be familiar with the reference materials for the test batteries.
- Understand the considerations regarding cross-cultural use of ability tests.
- Understand the interpretation of score levels in the computer-generated reports.

## **Duration**

1 day

# **Psytech personality tests training**

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## **course**

### **Instruments covered**

- The 15 Factor Questionnaire Plus
- The Occupational Personality Profile
- The Jung Type Indicator

### **Outcomes**

- Understand the different approaches each of these questionnaires takes to the measurement of personality.
- Know the groups for which the tests are suited.
- Understand the considerations regarding cross-cultural use of personality questionnaires.
- Understand the considerations regarding language proficiency in the use of personality questionnaires.
- Have an understanding of the validity and reliability of the scales and how these are derived.
- Know the typical behaviour that can be expected from low scorers and high scorers on each scale.
- Have an understanding of the range of norm groups available for the 15FQPlus and the Occupational Personality Profile.
- Gain insight and understanding by analyzing your own results/
- Know how to use the reference materials available for each test
- Know how to use computer-generated reports responsibly and professionally.
- Be familiar with the different computer-generated reports for these tests and what they cover.
- Understand the importance of the validation interview and feedback.
- Be able to make simple links between questionnaire dimensions and competencies.

# Psytech Counselling and Development Training Course

## **Instruments Covered**

- The Values and Motives Inventory
- The Occupational Interest Profile

## **Outcomes**

- Understand the constructs measured by the VMI and OIP.
- Understanding the differences between assessment for counselling and development at different life stages.
- Be able to compile an appropriate assessment battery for counselling or development assessment.
- Understand the different contexts in which assessment for development takes place.
- Be able to integrate information from other sources with structured tests to facilitate counselling.

Note: In this course it is assumed that the delegates will be familiar with the Psytech ability and personality tests.

## **Duration**

1 Day

# Introduction to competencies course

## **Target audience**

HR Practitioners, Line managers, Psychologists, Psychometrists.

## **Purpose**

Clarify and provide insight into best practice approaches to competencies and their role in making decisions about people in a work environment.

- Understand the use of the term competency and related terms.
- Distinguish between competencies for training, performance management and selection.
- Be able to define competencies clearly and appropriately.
- Understand the relationship between competencies and legally controlled psychological constructs.
- Understand how good competency definitions can facilitate good practice with regard to assessment and development of people.
- Be aware of competency-related resources and how to access and use them.

## **Duration**

1 Day

# **Job analysis and competency design**

## **COURSE**

### **Target audience**

HR Practitioners, Line managers, Psychologists. Psychometrists.

### **Purpose**

Provide the delegate with best practice approaches and easy to use tools to assist in job analysis and competency design.

- Be able to gather sufficient evidence about work requirements to determine the choice of measurement techniques.
- Be exposed to various structured techniques to find out what people do and how that influences the person requirements for their roles.
- Understand the theoretical foundation of job analysis, competence and competency modelling.
- Receive practical training in different job analysis techniques:
  - Group techniques
  - Semi-structured individual job analysis interviews
  - Checklists
  - Critical Incident Interviews
  - Profile specification questionnaires
- Plan a job analysis project.
- Identify role players and stakeholders involved in job analysis.
- Write up a competency.
- Draw up an assessment matrix.

### **Duration**

2 days

# Competency based interviewing course

## **Target audience**

HR Practitioners, Line managers, Psychologists. Psychometrists.

## **Purpose**

Practice skills to conduct interviews based on identified competencies.

## **Prerequisite**

Knowledge of competencies and of the competency model used in your organisation.

## **Outcomes**

- Be able to construct a competency based interviewing model.
- Complete a job-analysis worksheet and customise the interview to the particular job.
- Be exposed to future-orientated competencies and the circumstances in which they are appropriate.
- Work through an inventory of core competencies generic to many positions, and formulate sample questions and target behaviours per level.
- Create and customise behaviour based questions for job analysis.
- Customise a structured rating sheet to document job analysis interviews.

## **Duration**

2 days.

# GeneSys system training (advanced)

## Target audience

Psychologists and support staff in charge of a GeneSys system, who need to be able to use the system at an advanced level.

## Prerequisites

- Delegates need to have a good working knowledge of the Windows operating system.
- Delegates need to bring a laptop computer with GeneSys installed on it and a dongle. Credits used during training will be restored afterwards.

## Purpose

To enable users to make use of the sophisticated features of the GeneSys system.

- Be able to install GeneSys on stand-alone computers and networks.
- Be familiar with the operation of the GeneSys system – setting up respondents, administering tests. Capturing pencil and paper data, selecting norms and generating reports.
- Know how to set up the Remote Questionnaire Administrator (RQA) in a computerised test room.
- Be able to use the RQA's control panel to set up and control testing stations on a network.
- Be familiar with creating and managing groups of respondents on GeneSys.
- Know how to create and update norm groups.
- Be able to export and import data for backup purposes, sharing data with other users and for research.
- Be able to use the customisation features in GeneSys to set up custom batteries and customise reports.
- Understand how to use customised batteries on the GeneSys Remote Questionnaire Administrator.
- Be able to update GeneSys.
- Understand the technical, legal and ethical aspects of internet-based testing.

## Duration:

1 day

# **GeneSys Profiler Training**

## **Target audience**

Psychologists and psychometrists who need to use the Profiler module for project work.

## **Purpose**

- Becoming proficient in using the Profiler module on GeneSys.
- Understand the meaning of role profiling and how to use the profiling tool.
- How to approach determining the competencies required for a particular job.
- Creating ideal personality and ability profiles for a particular job.
- Use the profiling system to compare a person's measured behavioural dimensions to the ideal profile for a particular job.
- Using the different comparison analyses appropriately.
- Understand the difference between ideal profiles for a job and profiles for specific competencies.
- Create competency based profiles.
- Link competency sets to composite profiles.
- Creating profiles through averaging and knowing when it is appropriate.
- Reporting on profile match reports.

## **Duration**

1 day