

The ABLE® (Aptitude for Business Learning) Series of exercises combines the richness of a work simulation with the objectivity of a psychometric instrument. Ground-breaking contextualised exercises that teach, then test to give a dynamic measurement of ability to learn.

## Vetting Applications

Target group	Supervisors; new managers, graduates; clerical, administrative and secretarial staff; sales staff, call centre/ customer service staff; team leaders
Skills measured	Applicants need to extract and integrate information from different sources. The exercise requires interpretation of information provided and judgements have to be made about which information to apply in different conditions
Time required	40 minutes, timed, in a supervised setting
Qualification required	BPS Level A

### What is Vetting Applications?

The Vetting Applications exercise teaches the candidate a set of procedures concerned with deciding whether or not an applicant is eligible for a loan and, if they are, the maximum size of the loan. Information has to be extracted from different sources, integrated and interpreted to be able to make a sufficient decision.

#### How will candidates be assessed?

The task in the test is set within the context of a Sports Trust providing sporting facilities. An *assessment guidelines* booklet provides the candidate with fictional details and rules about the types of schemes and funding applicants may apply for eg upgrades, new equipment or staffing. It also gives information regarding rules governing the supply of funds from the Trust; capital grants, capital loans and revenue loans, in addition to certain rules which govern the provision of capital grants. In an Application for Funding Booklet the candidate will find fictional application forms with details about type of applicant, amount required, and purpose of scheme etc. to base the decision on. An *answer booklet* contains a regional representative's report which is a third source for the decision. From these different bases of information the candidate is expected to build up a pattern of knowledge on how to proceed and come to a conclusion in the decision-making process and apply this knowledge into different cases.

The task is completed when the candidate has indicated his or her recommendations, in the separate *answer booklet*, whether the capital grant is eligible/ineligible and for what percentage of the maximum capital grant.



### What information will be provided?

The information provided in *the assessment guidelines booklet* is presented in either a written or tabular format in the different sections. There are a total of 14 cases of applications in the *applications for funding booklet* and *answer booklet* (excluding cases used as examples) and 6 separate section sheets within the *assessment guideline booklet*. Candidates are assessed on their skill in interpret the information provided and make judgements about which rules to apply and why, to the particular cases.

No prior knowledge of a Sports Trust is required and candidates with knowledge of these sectors will not have an unfair advantage; the test assesses learning, not prior knowledge. A preparation leaflet is available which briefs candidates on what to expect.

### What skills will be assessed?

- Ability to learn new procedures quickly
- Ability to interpret client needs
- Ability to understand and analyse problems
- Ability to sift and sort data
- Exercising discretion and judgment
- Concern for order, accuracy and customer service
- Speed of working
- Numerical and verbal skills
- Flexibility and adaptability

### What comparison groups are available?

In occupational testing we interpret individuals' scores by comparing them against samples of applicants, incumbents etc. The following samples or norm tables are available:

- Applicants for Communications Team Leader and Staff Relation Officer within a UK police force
- Applicants for a mix of call centre section leader positions and technical administrative positions within a financial services organisation
- Applicants for customer service team leader roles within a former public sector business
- Applicants for an Executive Officer position within a public sector organisation
- Students/ customer service employees/ clerical jobs
- Applicants for senior advisor and front-line supervisor in a financial services call centre

### What are the business applications?

The test is useful both within recruitment and selection and with more of a developmental focus to highlight strengths within people, and areas which may be desirable to develop.

### How long does it take?

The test itself is timed and lasts for 40 minutes. Practitioners should allow up to fifteen minutes before to brief the candidate as part of the administration and to account for two practice questions which the candidate is asked to work through before the start of the exercise. A suggested allocation time for one full assessment, including briefing, completion of the timed test and collection of the test would be one hour.

## What materials do I need?

- Manual and users guide **AB0204**
- Additional preview information for candidates **JA0208** (10 pack)
- ABLE Series manual and users guide **AB0001**
- Questions and Answer Booklet (disposable) **AB0205** (pack of 10)
- Administrations Instructions (reusable) **AB0203**
- Score key (reusable) **AB0202**
- Application File and Assessment Guidelines (reusable) **AB0206** (pack of 10)

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