



# Career Development Report

**Ella Explorer**

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**CONFIDENTIAL**

## Introduction

This report describes Ms Explorer's typical personal lifestyle patterns. The narrative in her report is based on her scores from the 16PF Fifth Edition Questionnaire and additional predictive research.

The Career Development Report (CDR; formerly known as Personal Career Development Profile, PCDP) is founded on 35 years of research and consulting experience of organisational and management professionals. This experience revealed that people who are effectively directing the course and growth of their careers reflect personal strengths anchored to five important areas of behaviour covered in this report:

- Problem-Solving Resources
- Patterns for Coping with Stressful Conditions
- Interpersonal Interaction Styles
- Organisational Role and Work-Setting Preferences
- Career Activity Interests

The purpose of this report is to help Ms Explorer broaden her understanding of herself and to plan well for her future. Although successful people possess personal strengths inherent to these behavioural patterns, no lifestyle can be classified as 'the best way of doing things'. Various styles may aid in one's efforts to be successful, happy, and productive.

A helpful understanding of Ms Explorer's reported personal strengths should also take into account other significant information about her, such as her work and leisure experiences, education and skills. So, if Ms Explorer wants to benefit fully from this report, she should discuss her profile with a skilled counsellor or trained professional. **Of utmost importance, though, this report should be treated confidentially and responsibly.**

## Problem-Solving Resources

**This section describes Ms Explorer's unique problem-solving resources: What are her overall strengths for solving most problems? How does she usually approach resolving problems which confront her?**

Ms Explorer functions quite comfortably with problems and situations that involve abstract reasoning and conceptual thinking. She seems to be quite curious about the events of the world around her. Being probing intellectually, and having interest in learning from lectures and books, she usually likes to learn about many things. She also strives to seek knowledge for its own sake. Ms Explorer appears to be quite able to learn well from her experiences. She can usually be counted on to use her experience to advantage in solving most problems. Within the areas of Ms Explorer's interests, and if she feels like doing it, she should be quite able to learn much from formal academic training.

Ms Explorer appears to be a person who is apt to be more intuitive than strictly rational in her approach to problems and situations. She is likely, at times, to focus more on the intangible feeling aspects of what she believes to be most important. Being open to rather sensitive perceptions about things, she may also find it somewhat difficult to easily set them aside. She, therefore, may require more time to resolve things than people who are mostly action-oriented and concerned about practicalities may think is necessary. She generally strives to be flexible in her decision-making. Even so, her decisions may, at times, involve some degree of risk-taking. Ms Explorer is naturally curious about things. She prefers to keep herself well informed. Consequently, she can be expected at times to question older, more established and traditional points of view. She likes to experiment with and test new ideas and approaches to problem situations. She is usually open to new ways of doing things and tends to welcome changes. She generally likes to put her own ideas into action. However, she may at times be cautious about accepting changes suggested by others. Ms Explorer is able to work creatively, to get beyond what is normally viewed as customary or accepted, and to come up with new ideas and ways for approaching problems in an effort to resolve them. She seems to have an active imagination. However, more practical, down-to-earth people who place value on focusing on the situation and its demands may view her as being too preoccupied with her ideas and thoughts. She shows interest for working with ideas and communicating her ideas to others. She also probably enjoys intellectual discussions about a broad range of subjects. She is very much of an individual. She seldom gets overly concerned about what others may think is the practical thing to do. Even though she may see that others are not listening to her ideas, she is not usually bothered by this rejection because she is inclined to be mostly wrapped up in her own thoughts. At times she may use up energy to the point that she may not be able to put her ideas into action.

## Patterns for Coping with Stressful Conditions

**The personal patterns Ms Explorer presently reflects in efforts to cope with stress and pressure in life are described in this section: Depending on the situation, how does she tend to react to emotionally charged events? What is she likely to do when faced with conflict or opposition on the part of others?**

The kind of tension that Ms Explorer seems to be going through at this time is normal for the most part. She is likely to react to worry or pressure much the same as other people. She usually strives to take most situations in her stride and to manage them in a balanced and adaptive way. She seems to be quite self-assured. She seems to experience a rather strong sense of adequacy about her ability to handle most situations. She appears, too, to have little need to explain her actions to herself or to other people. However, Ms Explorer is quite restless at present. She seems driven to be active and to keep busy. This is possibly because she has not solved some of her personal problems or has some goals in life that she has been unable to fulfill satisfactorily. Ms Explorer apparently needs to keep constantly doing things in order to work off her extra, undirected energy. Generally, when Ms Explorer is faced with conflict or disagreement from others, she likes to challenge those who differ with her and to clearly state her views on the subject.

## Interpersonal Interaction Styles

**This section covers Ms Explorer's styles for relating and communicating with others: How does Ms Explorer usually react in dealing with others? What are her major sources of gratification and satisfaction when building relationships with others?**

On the whole, Ms Explorer tends to give about equal amounts of time and attention to the relationship between herself and others. But, she also tends to value some alone time on occasion. However, Ms Explorer appears to prefer to do things alone rather than with other people. She seems to be much more inwardly self-focused than she is outgoing and participative. As a result, others could view her as being rather cool, distant, and possibly even impersonal emotionally. Ms Explorer seems to be staying away from any extensive personal contact with others at this time. She appears to have cut back on her efforts to build warm-hearted relationships with others. Although Ms Explorer may become somewhat concerned when she finds herself in situations that require a lot of personal contact with others, she usually tries to look on the bright side of things. As a consequence, she is able to recover from her concerns with a fairly positive outlook on her part. Ms Explorer feels closest to people who respect the rights of others to make their own decisions and to decide which actions they think are best for themselves. Ms Explorer's desire to act alone and her sense of self-dependence may be so strong that she may unnecessarily turn away from interaction with others without really intending to do so. She feels most drawn to people who are flexible in the way they think and act and who are able to change to fit the situation at hand. Ms Explorer is generally quite at ease when approaching and talking with people in most social gatherings. Ms Explorer is usually quite forward when meeting and talking with others. Ms Explorer may sometimes want to get others to do something so much that she may try too hard, and as a result, she could run the risk of coming across as overly pushy and demanding in such instances.

Ms Explorer is normally inclined to state her desires and opinions clearly and quite forcefully. She likes to have things her way most of the time and prefers freedom from other people's influence. Sometimes, Ms Explorer may be in such a hurry to get things done that she may forget how others may be affected by her actions and how others may feel about matters that are important to them. Ms Explorer is likely to be very careful when relating with some people. She tends to doubt, at times, what some people say and do. She, therefore, is apt to show greater interest in what she thinks is important than in what others think. As a result, she may be somewhat vigilant about what she sees as interference by others in her plans. She may, at times, share only those ideas and thoughts with people that will help her get her way with them. Ms Explorer tends to gain her greatest satisfaction in life from being involved in activities that have chances for personal achievement while competing with others. When things are going well between herself and others, she likes to have influence over other people as she faces and meets difficult challenges.

## Organisational Role and Work-Setting Preferences

**This section describes Ms Explorer's unique style for fulfilling leadership/subordinate roles in organisational settings and her work-setting preferences: What leadership style does she call upon when working with others? How do others react to her? In what type of organisational setting and environment does she feel most comfortable and productive?**

Ms Explorer may prefer to take on a leadership role and she may assume such a role with a group of friends or co-workers. However, some members of her group may not see her as a leader and may have some difficulty fully accepting her ways for exercising control and direction over them. If she were to take on a leadership role, she would probably strive to maintain control over what is being done. She likes to grapple directly with most problem situations in order to build an organisation that is dependent upon strong leadership and cooperative subordinates. Ms Explorer generally attempts to influence others by directing, persuading and challenging them to get things done her way. Ms Explorer may, at times, work rather aggressively to uncover inefficiencies on the part of others. She tends to respect getting and retaining power, principally because she holds the belief that strength leads to accomplishment. Ms Explorer generally strives to seek sufficient latitude to bring about changes she believes to be important and necessary. She normally puts her energies, therefore, into trying to overcome feelings or ideas that run against her. She also likes to openly express both positive and negative points of view about matters of concern to her. Ms Explorer typically places rather high importance and value on having sufficient power to do what she thinks is important to do. She tends to believe her strength is her efficiency in getting things done through her own efforts, rather than through the shared efforts of working with others. She can become so focused and tuned in to her ideas that some people may believe that she is not thinking as clearly as she could about issues that they consider to be important. Some people could also view her as being less practical than they are. She is rather independent-minded and self-reliant. She is apt to question established and traditional ways for doing things. Ms Explorer usually prefers to work alone rather than on committees. She is quite resourceful when she is able to do her planning alone without interruptions from others. She is seldom influenced greatly by the concerns or opinions of others. She may, however, tend to neglect the interpersonal aspects of the decisions she makes or the actions she takes.

Ms Explorer is likely to feel most at home when working in relaxed and flexible settings that are not boring or routine in nature. If some structure is necessary, she likes to design it herself rather than having someone else impose it on her. She seldom places a lot of value on sticking to strict rules for doing things that are important to what she hopes to accomplish. She usually does what she thinks needs to be done when she is faced with what she sees as unnecessary hurdles or restrictions. She is basically quite flexible. She does not usually feel the need to follow rigid or long-established practices. She should do a good job on trouble-shooting-type assignments. She seems to enjoy work in which she has chances to tackle and solve difficult problem situations. Ms Explorer has most interest for assignments that offer opportunity to learn about many different things. She seems to have an intellectual curiosity and preference for situations that enable her to try her ideas and options for solving problems.

## Career Activity Interests

**Career activity interests are an important part of Ms Explorer's personal strengths and her general personality orientation. The purpose of this section is to provide information which may either support her present career choices or assist her to explore, consider, and plan for another career/avocational direction.**

**The career activity interests presented in this section, however, should not be treated as recommended career/avocational choices. Some may not appeal to her. Others may not relate well to her training, experience or expressed interests. Since these interest patterns are derived from one set of test scores and specific predictive research, a careful analysis by her and a trained professional may bring to mind other alternatives that may lead to even more appealing and meaningful life planning.**

## Career/Avocational Activity Interests

Ms Explorer's personal lifestyle patterns suggest she is similar to people who are likely to enjoy activity interests that entail:

- **Influencing:** Convincing, directing or persuading others to attain organisational goals and/or economic gain – activity characteristic of people who find satisfaction working on the sales, marketing, and management aspects of business, or in the professions of consulting, law and politics. They usually enjoy having the opportunity to exercise control over matters important to them, like to have some degree of influence over people, and to work in situations where they can make decisions and persuade others of their viewpoints in an effort to get things accomplished.
- **Analysing:** Investigating, observing and solving problems of a business, cultural, scientific or social nature that requires the use of ideas, words and symbols to uncover new facts or theories – activity characteristic of that performed by people who enjoy working in laboratory and research settings, the mathematics field, and the life science, medical science, physical science, and social science professions. They usually find greater satisfaction being involved with the challenge of work that requires conceptual thinking and analysis of quantitative problems than work requiring extensive interaction with people in group projects.

## Career Field and Occupational Interests

**The career fields and occupations presented in this section are those found to be related to Ms Explorer's broad activity interests. Again, these interest patterns are derived from test scores and predictive research. Consequently, they should not be treated as recommended career choices. Some may not appeal to her. Others may not relate well to her training, experience or expressed interests. Counselling with a trained professional, therefore, may bring to light even more choices for consideration and meaningful life planning.**

Career fields directly related to Ms Explorer's unique activity interests are:

- Law/Politics
- Advertising/Marketing
- Science
- Public Speaking
- Management
- Data Management

In addition, Ms Explorer's personal lifestyle patterns suggest she is also similar to people who express interest in the following career field(s):

- Writing
- Arts/Design
- Mechanical Activities
- Performing Arts

Occupations directly related to Ms Explorer's unique activity interests are:

- Computer Programmer
- Investment Manager
- Doctor
- Geologist
- Dentist
- Geographer
- Marketing Director
- Physicist
- Biologist
- Mathematician
- Veterinary Surgeon
- Chemist
- Lawyer
- CEO/MD
- Manufacturer's Representative
- Medical Researcher
- Human Resources Director
- Systems Analyst
- Politician
- Statistician
- Maths/Science Teacher
- Advertising Executive

In addition, Ms Explorer's personal lifestyle patterns suggest she is also similar to people who express interest in the following occupation(s):

- Sociologist
- Fashion Designer
- Photographer
- Librarian
- Medical Illustrator
- Architect
- Psychologist
- Reporter
- Electrician
- Carpenter
- Forestry Worker
- Translator/Interpreter
- Actuary
- Armed Forces Officer
- Broadcaster
- Artist, Fine
- Engineer
- Technical Writer
- Artist, Commercial
- Social Sciences Teacher
- Musician

In summary, the career field and occupational information presented above is based on an analysis of Ms Explorer's general personality patterns. **So, the career information provided is not meant to be exhaustive, nor is it meant to suggest career choices for which she may or may not have proven abilities, skills, expressed interests, or experience and training.** Within the broad world of work, there are many, many more career fields and occupations which could be identified and considered by her. Rather, the career information provided herein is limited by the research basic to this report.

## Personal career lifestyle effectiveness considerations

**The final section of Ms Explorer's report covers a summary of her broad personal patterns: What are the characteristics of Ms Explorer's basic lifestyle patterns? To which of her behavioural patterns could she give most attention in an effort to achieve greater interpersonal and work-related performance effectiveness?**

Ms Explorer's lifestyle is typical of people who value independence and self-directedness. She generally prefers to have control over her personal and work-related situations coupled with a tendency to be actively and forcefully self-determined in her thinking and actions. She generally gains much satisfaction when she is in a position of leadership and is able to organise the work she is required to do. Ms Explorer likes to be in charge of people and projects. She generally takes pride in her decisiveness and ability to grapple with problems in a direct manner. She usually prefers to maintain control and power in an organisation. Also, she tends to believe that a well-functioning operation depends on a combination of strong leadership and subordinates who will cooperate. She shows the potential to profit from personal and work-related experiences. In her efforts to learn new ways of approaching problems and situations, she should benefit from on-the-job and other experiences in life. Because of Ms Explorer's distaste for conforming to the expectations of others, she may experience difficulty in her efforts to identify with the performance requirements generally found in large organisational settings. She generally feels most satisfaction in life when she can follow her own interests without having to accept direction or help from others. She is quite independent and may be somewhat troublesome to some superiors, particularly those who she sees as being restrictive. She is seldom comfortable being a follower or fulfilling a role of subordinate. Ms Explorer performs well and experiences most satisfaction when she is assigned to a work situation that provides her with a lot of leeway, involves a variety of different activities and is somewhat loose in structure. Such assignments usually provide opportunity for her to be as innovative as possible. If the structure of an assignment allows, some supervision that permits Ms Explorer to explore new ways of solving problems and to control her work environment should be helpful to her.

Working conditions might be changed for Ms Explorer to allow enough freedom from group pressures so that she can go her own way in the job.

Ms Explorer would most likely function with greater personal effectiveness, both on-the-job and in other personal-career situations, if she would try to be aware of and work consciously to guard against the impact of:

- her tendency to sometimes overlook the need to give enough thought to herself or to take enough time for quiet, deep thinking about things that are important to her;
- the tendency to enjoy risk-taking and being involved in adventurous activities, especially when a more cautious approach could be taken to what is being done;
- being overly confident about her ability to handle most any problem or situation that comes up, when more accurate thinking and more realistic planning may be required to accomplish what she most desires to do;
- turning away from others when she feels the need to act independently, especially when it is really not necessary to do so;
- being so overly confident about trying new approaches to some problems and situations that the benefits of first exploring what others may have to contribute to the solutions sought may be overlooked;

- becoming too outspoken when interacting with people in authority, when efforts to understand their needs and reasons for doing things could possibly lead to better working relationships with them;
- a tendency to expect others to accept her ideas about how best to solve problems needing to be resolved;
- relating to others in a way that may make people feel that their ideas are unimportant, especially if they think differently than she does about the issues at hand;
- becoming so wrapped up in her own way of doing things that she does not see what others view as necessary or of practical concern;
- trying so hard at times to get others to do things that she thinks are important that perhaps she overlooks the concerns and needs of others;
- cutting herself off from people who could be helpful to her in reaching her goals, just because she wants to do things her way;
- striving to be so self-sufficient that she may overlook the need to rely on others for assistance when it may be important to do so;
- the effect of showing too little interest in living up to the standards that society values, or simply doing what she thinks is expected of her by other people;
- making more of an effort to avoid conforming to policies and rules established by others than trying to productively follow or work within them;
- being too tensely driven to accomplish what she wishes to achieve in personal and work-related situations;

and in addition,

- taking on activities or assignments that involve ordinary, routine tasks without much creative thought or tasks that may not fully challenge Ms Explorer's intelligence or curiosity.

## Your Career Development Report self-review and planning exercises

### How to use what you've read in your Career Development Report

The **Career Development Report (CDR)** which you've just read is designed to help you to understand how your unique personal strengths and predicted career interests relate to your present career or assignment – or to those on which you are about to embark. Your CDR should help you identify areas for further career exploration and improved personal effectiveness in whatever you are currently doing or choose to do in the future.

Most people seek information about themselves to check out what they already know about themselves and their performance and career goals in life. However, some want specific directions about how to plan their future. Still others want assurances that they're making the right decisions. But no test or report can realistically provide definitive advice or guaranteed answers about what to do with your life.

What the CDR can provide you with are insights about your unique personal strengths and predicted career interests patterns. It can give you a practical reality check about what you believe and the chance to integrate this information with what you value most about your lifestyle.

Your goal in using your report should be to learn as much as you can about yourself. If you need help, feel free to have your counsellor or consultant help you clarify what your report says about you. The review and planning steps below should help you to increase your self-knowledge and make plans for reaching your potential.

- **First**, read over your report several times. Review what it says about you and **underline the statements you believe describe you best**.
- **Next, circle the statements that surprise or concern you or that indicate areas where you could improve your effectiveness**. Think about these qualities and check them out with people who know you well to see if these statements may be true of you. Plan what you can do to avoid or guard against the behaviours that may lower your sense of personal worth or performance effectiveness.
- **Last, complete the exercises that follow**. They are designed to help you focus on your own picture of your personal strengths and career interests. This picture should help you, Ms Explorer, to make plans for accomplishing what is most important to you.

### Your self-review and planning exercises

By using your CDR to complete your Self-Review and Planning exercises, you can get a better sense of the person you are. The questions in each exercise should help you to build your understanding of:

- What you do well in your work or in your personal life
- What you need to do to increase your personal effectiveness
- Which career, work, and personal life goals are most important to you
- What you can do to accomplish your goals in life

Your CDR covers your personal strengths and predicted career interests, and your Self-Review exercises will help you to select the most meaningful patterns covered in these sections of your report:

- Problem-Solving Resources
- Patterns for Coping with Stressful Conditions
- Interpersonal Interaction Styles

- Organisational Role and Work-Setting Preferences
- Career Activity Interests

However, Ms Explorer, the success and the satisfaction you achieve in your life depend on many variables. Although your CDR covers your personal patterns and predicted career/avocational interests, it does not cover assets related to your education, training, work experience, and skills. You will need to review these assets yourself, and learn what education, training and skills you need to acquire to achieve what you desire most in life. The Self-Review and Planning exercises which follow will also help you to assess your assets not covered in your CDR.

After you've completed these exercises, you'll also need to learn about the current job market and what opportunities may be available to you now and in the future.

Reaching your goals for a fulfilling life will require time and effort. But you will find that the rewards generally far exceed your investment.

## My personal strengths

Look over the statements you underlined in your report. Then, in your own words, Ms Explorer, briefly answer the questions that follow. (Use extra paper as needed.)

### A. My Problem-Solving Resources:

According to the **Problem-Solving Resources** section of your report, what are your most meaningful patterns for solving problems?

### B. My Patterns for Coping with Stressful Conditions:

According to the **Patterns for Coping with Stressful Conditions** section of your report, what are your most meaningful patterns for coping with the pressures and stresses of life and work?

## My personal strengths (continued)

### C. My Interpersonal Interaction Styles:

According to the **Interpersonal Interaction Styles** section of your report, what are your most meaningful patterns for getting along and communicating with others?

### D. My Organisational Role and Work-Setting Preferences:

According to the **Organisational Role and Work-Setting Preferences** and **Effectiveness Considerations** sections of your report, what are your most meaningful patterns as either a leader or as a person who may not prefer to be a leader? What kind of setting would you like to be a part of or work in?

## My work-related and career/avocational activity interests:

Ms Explorer, you may already know the kind of work and career you most enjoy or the kind of work you wish to aim for. But to check how well these choices fit you, it may be helpful to answer the following questions after reading your CDR. (Use as many pages as you need.)

### A. My Personal Career Activity Interests

What career fields or occupations mentioned in the **Career Field and Occupational Interests** section of your report have you already thought about, explored, or worked at? Which of these career fields and occupations are most similar to your present work or to the leisure-time activities that you most enjoy?

What are the new career fields or occupations, suggested in your CDR, that you would like to explore?

### B. Work-Related Experience, Education, or Training

In looking back over your life, what work-related and leisure-time activities or achievements have given you your greatest sense of personal accomplishment or satisfaction?

In what respects does your work experience, education, or training relate to or support the career activity interests, career field and occupational interests mentioned in the **Career Activity Interests** section of your report?

In what respects does your present work experience, education, or training relate to or support the activities, experience, and skills required of people who do well in the kind of work you'd like to do?

## My conclusions and action plans for personal career progress

Now that you've reviewed your strengths and interests, and assessed your work experience, education or training, let's take the next step. Write down your conclusions about yourself, and then make practical plans for reaching all of your personal, work-related and career goals. (You will need additional paper for this exercise.)

### A. Work-Related, Educational and Career Goals:

What work experience, education, or training do you need to get in order to prepare well for your next job or the next stage of your personal career life?

What do you need to do to perform with greatest effectiveness on your current assignment or job?

What specific job or career do you want to aim for in the future or learn more about? What are your career path goals?

### B. Needs for Improved Personal Effectiveness:

According to the **Effectiveness Considerations** section of your report, what are the most meaningful things you need to do to improve your overall effectiveness in life? Why are these important to you?

### C. Action Plans for Goal Attainment:

What specific actions do you need to take to assist yourself in reaching your educational, training or career progress goals? What do you need to **start doing** to ensure that you attain the success you desire? (List specific steps and activities.)

Also, what can you **stop doing** that currently may work against achieving the success you want?

What time schedule or deadlines do you need to set to make sure you reach your goals?

## Review your plans and your progress

At this point in your efforts to plan for accomplishing your personal development, work-related and career goals in life, you are probably ready to breathe a big sigh of relief. But before you do, sit back, review and reflect about what you've done. Ask yourself the following questions:

- What do my plans say about myself?
- What leads me to feel pleased about my plans?
- What may I need to work more on to improve my plans?
- What would I like to discuss about my plans with a person I respect – a parent, spouse, close friend, career counsellor or teacher? Now is the time to do so.

If you have followed through on these review and planning steps, thoroughly read over your report, and discussed your plans with someone whose opinion you value – you have taken a giant step toward reaching your potential.

Remember, a realistic and practical sense of direction is essential for achieving personal effectiveness and the progress desired in your personal career life. Your goals at work and in life must be tied in with your unique strengths and work-related interests. Goals in life that are either too high or too low can limit your sense of worth.

### Final thoughts

You have begun your journey. Remember who you are – where you're headed – what you desire and hope most of all to accomplish – and what will help you to make all of your plans become a reality.

When you know what you want in life with inner conviction and a true sense of purpose, you generally are unshaken when you encounter disappointments or setbacks. Your strength is anchored to your knowledge about yourself and what you want to do to achieve what's important to you. But, remember, what you have done so far is only a beginning and possibly represents only the start of a journey toward success. So, frequent self-assessments and review conferences in the future with a helpful person will further assist you in maintaining and achieving the personal effectiveness and career progress you desire.



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