

# OPRA ACCREDIT

COURSE CATALOGUE

You want to build self-sufficiency.  
We'll provide the knowledge.



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OPRA's accreditation programmes give you immediate access to a comprehensive, world class portfolio of tools to support the selection and development of staff.

Public accreditation courses are available throughout Australia, New Zealand, and Singapore on an on-going basis, and distance learning is available for select courses. In-house conversion and customised Accredited options are available on request.

By attending one of OPRA's Accredited courses, participants automatically accumulate credits towards a Master Class certification. Once a sufficient number of credits are gained, participants are eligible for discounts on a wide range of OPRA training and consulting services.

## Registration & Contact

Please contact your local OPRA office for our latest accreditation calendar, price list, and any further inquiries regarding registration.



# Psychometric Test Accreditation

## TEST ADMINISTRATION

**Duration:** One-day course or distance learning approximately 4 hours.

**Course Outcome:** The ability to administer OPRA's full-range of psychometric assessments.

**Curriculum Includes:**

- Rationale for using assessments
- Importance of test standardisation
- Responsible use of psychometric tests
- Introduction to the OPRA suite of assessments
- Introduction to the OPRA online system.

Credit value towards Master Class Certification: 20

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## TEST INTERPRETATION

On completion, participants of Test Interpretation training are fully qualified to interpret OPRA's range of psychometric assessments. This course is delivered in two stages, with full accreditation awarded upon completion of Stage 2. Test Administration is a prerequisite for this course. In-house training and conversion training is also available.

### TEST INTERPRETATION (STAGE 1)

**Duration:** Three-day course.

**Course Outcome:** A probationary license to interpret and provide feedback using OPRA's personality and ability assessments.

**Curriculum Includes:**

- An introduction to contemporary psychometric principles and research
- Test selection based on role requirements
- Interpretation of OPRA ability and personality test results
- Practical experience in reporting psychometric assessments for various audiences
- Delivery of candidate feedback against best practice guidelines.

Credit value towards Master Class Certification: 60

## TEST INTERPRETATION (STAGE 2)

**Duration:** One-day course, completed within 3 - 6 months of Stage 1 training.

**Course Outcome:** Build on and reinforce knowledge gained in Test Interpretation (Stage 1).

Curriculum Includes:

- How to effectively incorporate psychometrics into strategic selection activity
- A broader application of the tools, including ideal role profiling, team building, talent management, and leadership development
- The introduction of specialist psychometric assessments (e.g. skills, simulations, situational judgement)
- Future assessment trends and considerations.

Credit value towards Master Class Certification: 20

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## Assessment And Development Centre

Assessment And Development Centre – Assessor Accreditation includes two complementary courses delivered over three days. Training covers Design and Delivery (days 1 and 2) and assessor accreditation (day 3). OPRA can custom design each component of the A/DC programme to more specifically reflect organisational need.

### ASSESSMENT AND DEVELOPMENT CENTRE – DESIGN AND DELIVERY

**Duration:** Two-day course.

**Course Outcome:** The ability to competently select and structure activities for your own A/DC, including logistics and timetabling.

Curriculum Includes:

- The principles, purpose, and benefits of an A/DC
- Programme logistics, timetabling, and structure
- Exercise selection and design against role requirements.

Credit value towards Master Class Certification: 40



## ASSESSMENT AND DEVELOPMENT CENTRE – ASSESSOR

**Duration:** One-day course.

**Course Outcome:** Assessor accreditation to deliver an A/DC in-house.

**Curriculum Includes:**

- Observing and recording A/DC behaviours
- Providing and receiving feedback
- Evaluating A/DC results.

Credit value towards Master Class Certification: 20

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## Emotional Intelligence Accreditation\*

Emotional Intelligence (EI) training supports the use of OPRA's EI range of assessments in the workplace.

### EI ACCREDITATION AND COACHING

**Duration:** Two-day course.

**Course Outcome:** Accreditation to use and interpret OPRA's range of EI tools to develop emotionally intelligent workplace behaviours.

**Curriculum Includes:**

- In-depth understanding of EI and its workplace application
- Report interpretation and feedback training
- Knowledge of individual and group development options
- Development of coaching skills; applying cognitive/behavioural restructuring tactics
- Aligning corporate strategy to EI.

Credit value towards Master Class Certification: 40

*\* EI Accreditation is currently only available in New Zealand and Singapore.*

## EI RECRUIT

**Duration:** One-day course.

**Course Outcome:** Accreditation to use and interpret OPRA's EI recruitment tool to support staff selection.

**Curriculum Includes:**

- Application of EI in staff selection
- EI report interpretation and feedback
- Introduction to various EI techniques to select more emotionally intelligent staff.

Credit value towards Master Class Certification: 20

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## Employee Motivation Accreditation

This programme is unique in that it tackles the engagement challenge at a very personal level and creates a shared responsibility for it between manager and employee.

### EMPLOYEE MOTIVATIONAL ASSESSMENT (GEMA)

**Duration:** One-day course.

**Course Outcome:** Accreditation to use the Employee Motivational Assessment (GEMA) to support employee selection and development.

GEMA is a comprehensive measure of employee motivation, and the only motivational assessment to consider all four critical areas of engagement: role, manager, team, and organisation.

**Curriculum Includes:**

- The science of employee motivation and engagement
- Introduction of the GEMA tool kit, processes, and techniques to effectively conduct individual engagement reviews with staff
- Options to apply the GEMA toolkit to support staff selection and development.

Credit value towards Master Class Certification: 20



## Other Accreditation

### JUNG TYPE INDICATOR TRAIN THE TRAINER

**Duration:** Two-day course.

**Course Outcome:** Experiential learning in the design and implementation of team-based training to enhance work functioning, communication, and the exploration of individual/group differences.

This course introduces the Jung Type Indicator (JTI); a psychometric tool to identify individuals' preferred styles of working. Also covered is the Jungian theory on which the JTI has been developed.

Curriculum Includes:

- The design and facilitation of team development workshops
- Understanding the JTI preference dimensions and 16 personality types
- Use of the JTI in the delivery of team building exercises
- Team workshop design, content creation, and action planning techniques.

Credit value towards Master Class Certification: 40

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### STRUCTURED INTERVIEWING

**Duration:** One-day course.

**Course Outcome:** Experiential learning in the design and delivery of robust, defensible, and structured interviews (situational and behavioural).

This course is designed to reduce the risk of organisations making the wrong hiring decision by providing up-to-date instruction and advice on selection interviewing that is relevant in the local context (i.e. Australia, New Zealand, and Singapore specific content is covered).

Curriculum Includes:

- Behavioural and situational interviewing
- Interview question development
- Follow up probing techniques
- Evaluating interview information
- Panel, face-to-face, and online interview considerations
- Legal considerations.

Credit value towards Master Class Certification: 20



## Master Class Certification

OPRA Accredited programmes transfer contemporary research and inspirational content into practical behavioural change that will endure and have impact.

For every successfully completed programme, participants receive a course-specific certificate and credits towards gaining a Master Class certificate.

Credits are cumulative, and once a sufficient number of credits have been gained, participants are eligible for discounts on a wide range of OPRA training and consulting services.

Three levels of certification are available:

### MASTER CLASS CERTIFICATION LEVELS & REWARDS

| LEVEL | TITLE       | CREDITS | REWARDS                                   |
|-------|-------------|---------|---|
| 1     | Merit       | 100     | 10% discount on your next training course |
| 2     | Advanced    | 160     | 15% discount on your next training course |
| 3     | Distinction | 200     | 20% discount on your next training course |

### CREDITS OF INDIVIDUAL TRAINING COURSES

#### PSYCHOMETRIC ACCREDITATION CREDITS

|  |    |
|--|----|
| Psychometric Test Administration           | 20 |
| Psychometric Test Interpretation (Stage 1) | 60 |
| Psychometric Test Interpretation (Stage 2) | 20 |

#### SPECIALIST ACCREDITATION

|                               |    |
|-------------------------------|----|
| A/DC Design and Delivery      | 40 |
| A/DC Assessor                 | 20 |
| EI Accreditation and Coaching | 40 |
| EI Recruit                    | 20 |
| GEMA                          | 20 |
| JTI Train-the-Trainer         | 40 |
| Structured Interviewing       | 20 |



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