

the able[®] series

– materials for respondents

a spotlight on fast learners

able

Aptitude for business learning exercises

The ABLE Series of exercises combines the richness of a work simulation with the objectivity of a psychometric tool. The ABLE exercises measure the potential to learn a given task or job, to succeed quickly in that job and to adapt to a changing work environment.

The ABLE Series is designed for use with a wide range of job roles and job levels. The following assessments are available:

Business Decision Analysis

The candidate is given a typical task for a new entrant at a strategic planning consultancy. By working through a file of information about confectionery companies, they must uncover the criteria that were used for various categorisation and business decisions, and then apply them to new circumstances.

What are the skills assessed?

- Ability to discover concepts and acquire skills without being taught
- Ability to discern apparent patterns masked by complexity
- Ability to analyse and reason with data in graphs, tables and charts
- Aptitude for finding structure in data

Suitable for: fast-track graduates and management trainees, business consultants and professionals and managers.

Critical business planning

The candidate is given a range of documentation describing the choices made by various companies after demerging from a conglomerate, which has led to them being more or less successful. The task is to work out what criteria the choices were based on.

What are the skills assessed?

- Ability to discover concepts and acquire skills without being taught
- Ability to discern apparent patterns masked by complexity
- Ability to analyse and reason with data in graphs, tables and charts
- Aptitude for finding structure in data.

Suitable for: fast-track graduates and management trainees, business consultants and professionals and managers.

Critical information analysis

The candidate must decide if there is enough information to fund specific advertising and promotional campaigns for various cosmetic and health products.

What are the skills assessed?

- Ability to recognise adequacy of information
- Ability to learn business concepts and understand policies
- Logical reasoning and decision-making
- Numerical and verbal reasoning in a business context
- Information-seeking and extraction of key data.

Suitable for: managers, management trainees and graduates.

Commercial reasoning

The candidate must determine how much time is available and then allocate it between different activities according to their assessment of business priorities.

What are the skills assessed?

- Ability to prioritise and plan workloads
- Ability to discover decision-making rules
- Ability to recognise when information changes business priorities
- Verbal and numerical reasoning
- Mathematical problem-solving
- Project planning.

Suitable for: project managers and team leaders, sales staff and managers, resourcing, co-ordinating and deployment staff.



Legal interpretation

Candidates are required to read and interpret part of a fictional health and safety code, and then assess a variety of organisations for compliance with this code.

What are the skills assessed?

- Ability to understand regulatory concepts documentation
- Information-seeking and logical reasoning in a legal context
- Intellectual flexibility, adaptability, ability and rigour
- Problem-solving and analytical skills
- Concern for order and accuracy
- Decision-making in a legal context
- Verbal and numerical reasoning

Suitable for: trainee solicitors, legal clerks, civil and public servants, accountants, auditors and actuaries, managers and consultants in highly regulated industries and HR professionals involved with legislation.

Financial appraisal

The candidate 'works' for a venture capital firm, which invests in unlisted companies to allow them to expand. The task is to learn methods for assessing financial and statistical information, then apply them to various applicants to make preliminary evaluations and decisions.

What are the skills assessed?

- Analytical skills in a financial context
- Comprehension of financial language
- Ability to discover data relevant to financial decisions
- Decision-making using financial data
- Ability to learn and apply new financial ratios and other indicators
- Concept development (for non-accountants)

Suitable for: accountancy trainees, business analyst trainees, other finance staff and managers who use financial data.

Fault identification

The candidate is taught how to interpret the results of quality checks in a paint factory, and then how to use the data to identify and diagnose problems in the production process.

What are the skills assessed?

- Identifying likely faults
- Observation, pattern recognition and differentiation
- Learning quality testing and checking procedures
- Logical reasoning
- Verbal comprehension
- Tolerance for repetitive work



- Interpreting product codes

Suitable for: factory operatives and manual roles, team leaders and supervisors, technicians, quality controllers, apprentices and IT staff involved with fault-finding.

Performance programming

The test is set in a non-IT context, so it can be used with new and experienced IT professionals. It is independent of any programming language, but requires candidates to use the reasoning skills employed in modern programming. The scenario is based on managing the lighting plot for a theatre. The technical resources available all have logical limitations, and the candidate must manipulate them to meet various requirements, without exceeding the constraints of the system.

What are the skills assessed?

- Logical reasoning
- Numerical reasoning
- Verbal comprehension
- Ability to manage a repertoire of system resources
- Ability to work within the constraints defined by the logical properties of a system
- Ability to learn a new programming language quickly
- Ability to ensure that a sequence of events cannot result in the programme or whole system crashing
- Potential to re-skill into modern programming environments

Suitable for: software analysts, application programmers and graduate-level IT trainees.

Vetting applications

The test teaches a set of procedures about whether or not an applicant is eligible for charitable grants or loans, and criteria for assessing the maximum size of the grant or loan. The test-taker must extract and integrate information from several sources, interpret the findings, and judge which rules should apply.

What are the skills assessed?

- Learning new procedures quickly
- Interpreting client needs
- Understanding and analysing problems
- Sifting and sorting data
- Exercising discretion and judgment
- Concern for order, accuracy and customer service
- Speed of working
- Numerical and verbal skills
- Flexibility and adaptability

Suitable for: customer service and call centre supervisors and team leaders, administrative and clerical supervisors, secretaries and PAs.

Helpline

The test-taker must advise people calling a crime prevention helpline on how they can best protect their properties. To do this, the test-taker must integrate information from multiple sources, accurately following set procedures.

What are the skills assessed?

- Ability to learn new skills and procedures quickly
- Ability to sift and sort data
- Concern for order, accuracy and customer service
- Flexibility and adaptability
- Speed of working
- Basic numerical and verbal comprehension skills

Suitable for: call centre and customer service agents, clerical and administrative staff, receptionists, secretaries and PAs.

What formats are available?

The assessments are available in paper and pencil.

How can I buy?

Visit our online shop at www.opp.eu.com/shop to purchase ABLE Series materials.

For any enquiry about qualifications, products and services contact Customer Services at 0845 603 9958 or enquiry@opp.eu.com