

## cdaq service provision and licence arrangements

There are two types of service provision that clients can select to support their use of cdaq. The following describes these two options and includes definition of terms.

### Independent User

Clients have full access to a dedicated area on cdaq online and require minimal support from cdaprofile Ltd. Clients operate cdaq independently and are able to set up their own candidates, track completion and download reports. cdaprofile Ltd provides ongoing system support and advice as required.

### Supported User

Clients are supported by cdaprofile Ltd in the administration of the tool and do not have direct access to cdaq online. Clients contact cdaprofile Ltd with the details of those they wish to complete cdaq and the process is managed on their behalf.

### Training requirements

For both user options there are training requirements. There are three routes to becoming a trained user of cdaq according to the client's previous training psychometrics.

### Licence arrangements

#### Certificate of competence in Occupational Testing Level B

This qualification is recognised by the British Psychological Society. It builds on the content of the Level A qualification which is a pre-requisite for the course.

#### cdaq conversion

This course is for those who already hold the Certificate of Competence in Occupational Testing Level B

#### cdaq accreditation

This course is for those who have no previous experience of psychometric testing but specifically want to use cdaq

Number of Practitioners	Independent		Supported	
	Annual Licence (£)	Report (£)	Annual Licence (£)	Report (£)
1 - 2	2500	30	500 per person	50
3 - 6	Additional 750 (per person)	30	500 per person	50

*7+ users - pricing to be discussed with cdaprofile Ltd*





cdaq is normally completed online and administered either by a cdaprofile administrator (Supported User) or by the client's own administrator (Independent User). The data is held on a secure dedicated server.

### How does the process work?

#### Administration

- Administrator creates respondent group e.g. by department or campaign to allow management at both individual and group level
- Administrator enters respondent details and tailors wording of auto-generated email to candidate

#### Completion of cdaqonline

- Respondent receives email, clicks on link and is taken to login screen
- Respondent follows online instructions for completing questionnaire and practise examples
- Respondent completes questionnaire, responses are submitted at the end of each page
- Completion takes approx 20 minutes
- Candidate receives auto-response when completing questionnaire

#### Administrator monitors progress

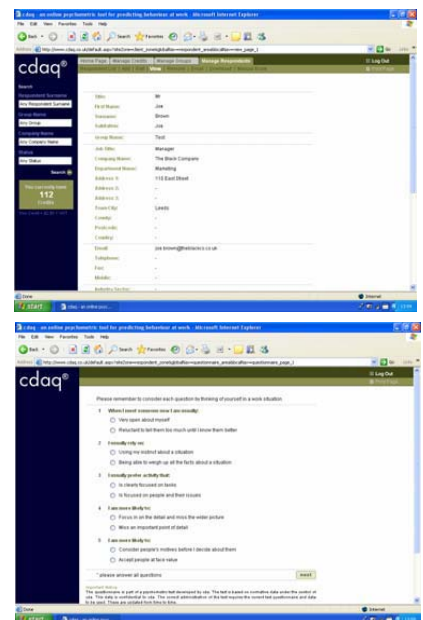
- Administrator can check status at any time (Entered, Notified, In Progress, Competed) and use this information to prompt completion

#### Administrator produces candidate reports

- Administrator selects most appropriate norm group and downloads system generated report

#### Administrator manages costs

- Administrator purchases required number of credits from cdaqonline
- System allows administrator to view available credits and purchase history
- Credits are invoiced on a monthly basis



Profile Sheet

Name: \_\_\_\_\_

	1	2	3	4	5	6	7	8	9	10
<b>Internal</b> Relates to internal work activities Emphasis on the internal environment People are internally motivated to improve quality							X			
<b>People Orientation</b> Concerns people and their activities Emphasis on the internal environment Motivated to improve quality				X						
<b>Possibility</b> Focuses on the possibilities Concerns the future Motivated to improve quality					X					
<b>Teamwork</b> Emphasis on the team People are internally motivated to improve quality						X				
<b>Results</b> Emphasis on the results People are internally motivated to improve quality							X			
<b>Options</b> Emphasis on the options People are internally motivated to improve quality								X		
<b>Accomplish</b> Emphasis on the accomplishment People are internally motivated to improve quality									X	
<b>Active</b> Emphasis on the active People are internally motivated to improve quality										X
<b>Detail</b> Emphasis on the detail People are internally motivated to improve quality										
<b>Perfecting</b> Emphasis on the perfecting People are internally motivated to improve quality										X
<b>Closure</b> Emphasis on the closure People are internally motivated to improve quality										

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