Situational Judgement Exercise (SJE), Multi-Modal Interview (MMI) and the Written Communication Test (WCT) course
Joining instructions

Introduction

Thank you for booking on the Situational Judgement Exercise (SJE), Multi-Modal Interview (MMI) and the Written Communication Test (WCT) course. These joining instructions provide information on the course, how to find the venue, accommodation suggestions if it is required and pre-reading material. Please read this, and should there be any questions you need answering please contact elicia.carvajal@rssb.co.uk.

Registration

Please arrive promptly for a 9.30am start on each day. The course is expected to finish at 5pm each day.

Please allow up to one hour in the evening of the first and second days of the course to complete some homework.

Lunch, refreshments and course materials will be provided.

If you have any specific needs or dietary requirements, please advise us in advance of the course so that we can discuss this with you.

Course summary

The aim of this three-day interactive course and follow-on workshop is to up-skill and accredit railway assessment centre staff in the following RSSB train driver selection methods (Situational Judgement Exercise, Multi-Modal Interview and the Written Communication Test) through:

- Providing background information on the RSSB train driver selection methods and opportunities to raise questions in order to consolidate delegates' understanding of these methods.

- Going step-by-step through the administration and scoring of the methods.

- Providing trainees with opportunities to practice administration and scoring to enable them to become familiar with the methods and demonstrate a reliable standard.

The course will not cover:

- Non-RSSB driver selection methods (training in the other tests recommended in RIS-3751-TOM issue 2 should be arranged directly with the suppliers of those methods, if required)

- Basic interviewing skills, as the assumption is that all trainees will have some interviewing experience. However, trainees will be reminded of good practice throughout the course. If you are interested in attending the course but do not have interviewing experience, the trainer will make available a learning resource in advance of the course. It is important that you take time to go through this with a more experienced colleague.

How to find us

The course will be held at RSSB, Block 2, Angel Square, 1 Torrens Street, London EC1V 1NY. A location map is attached. On arrival please report to the RSSB reception on the third floor.

Accommodation

There are several hotels that are within easy walking distance of RSSB. Unfortunately, RSSB is not able to make bookings on your behalf.

- Hilton Islington, 53 Upper Street, London N1 0UY is 7 minutes' walk away.

- DoubleTree by Hilton Hotel Islington, 60 Pentonville Road, London N1 9LA is 10 minutes' walk away.

- Thistle City Barbican Hotel, Central Street, London EC1V 8DS is 11 minutes' walk away.

- Holiday Inn, 1 Kings Cross Road, London WC1X 9HX is 12 minutes' walk away.

Dress code

Smart-casual.

Pre-course work – 3 day course

If you would like some information about basic interviewing skills / would like to refresh your knowledge in this area, please see the attached Introduction to Effective Interviewing guide. It is important that you take time to go through this with a more experienced colleague.

Pre-course work – follow-up workshop

Please bring a completed Pre Interview Form and blank SJE results and interview notes document to the follow-up day. You will be told how to access these documents during the 3 day course.

In between the course and the follow-up workshop, you must complete a minimum of three practice MMIs. Please note that the more MMIs you conduct in this practice period, the more likely you are to 'pass' the follow-up workshop. We have found that delegates who do not practice administration and scoring of the MMI are significantly more likely to fail the follow-up day.