



Love Success plc
experts in recruitment

Assessment Centre 2021



10 DOWNING STREET
LONDON SW1A 2AA

THE PRIME MINISTER

10 March 2013

Dear Julia and Jane

I write to congratulate you on being included in the Fortuna 50 Index of the UK's fastest growing female-led small businesses. This is the first year that the Fortuna 50 Index has been compiled and it is a testament to your hard work and determination that your business is being recognised in the inaugural edition.

The last couple of years have seen an extraordinary increase in the number of businesses starting up across the length and breadth of the country. The proportion of small and medium-sized companies run by women is increasing: there are now more women-led businesses in the UK than ever before and the number of women on FTSE Boards is at an all-time high. That is great news.

The Fortuna 50 index highlights the variety and diversity of successful businesses that are being run by women, inspiring others to do the same. I hope that by showcasing your success other women who are thinking about starting a business will have the confidence to turn their ideas into reality.

I wish you all the best for the future and every success with your business

Yours sincerely

Ms Julia Vassie
Ms Jane Atherton

We are specialists

We recruit for a broad spectrum of roles and have some of the most skilled and professional candidates in London. With each of our consultants having an average of 11 years experience, it's no wonder we are renowned for hiring only the best.

Personal & Executive Assistants

Executive Assistant
Personal Assistant
Private PA
Secretary
Team Secretary
Office Manager
Legal Secretary
Head of Secretarial Operations

Business Executive Support

Customer Services
Call Centre Agent
Helpdesk Agent
Customer Support Coordinator
Business Travel Consultant
Account Manager
Key Account Manager
Team Administrator

Facilities/Reception

Facilities Manager
Procurement Manager
Facilities Assistant
Facilities Administrator
Reception Manager
Receptionist
Conference & Event Booker
Switchboard Operator
Filing Clerk
Data Entry Clerk
Post Room Clerk

Marketing, PR & Communications

Communications
Contact Centre Operations Manager
Social Media
Digital Marketing
Web Developer
Marketing Manager
Marketing Assistant/Coordinator
Account Manager
Client Services
Communications

Finance

Compliance
Finance Analyst
Managers/Leaders
Head of Compliance
Case Officers
Claims Assessors
Compliance (EMIR and Dodd Frank)
Case Handlers
Quality Assessors
FACTA Business Analysts
Compliance Assistants

Human Resources

HR Director
HR Generalist
HR Specialist
HR Officer
Change Management
Talent Management
Learning and Development
Reward
Compensation & Benefits
HR Administrators



Investing in your future

We invest in our candidate's future careers and enhance our offering to clients by providing free access to our leading Software Training Suite which is fully conversant with MS Office 2010.

The MS Office training suite is fully simulated and available online to all of our clients and candidates. The versions run up to the latest version 2010 and are broken down by core subjects – allowing clients and candidates to dip in and out depending on their personalised need for training.

Our MS Office training is available from any location with access to the internet, and can be used at any time of the day. Clients and candidates can undertake any courses with no limitations on the number that they look at or undertake.

“We are delighted to be able to offer our Clients the ability to utilise this additional service as part of their induction process for new starters (whether permanent or temporary) to ensure productivity from day one” comments Julia Vassie, Joint MD of Love Success. “The free training on offer to our candidates allows them to up-skill their software knowledge enhancing their ability to find their ideal role. This is why we have been nominated as the consultancy of choice” adds Jane Atherton, joint MD of Love Success.

For more information please contact us on 0207 870 7177.



L. LANCASTER PL

We offer testing in core areas

Verbal

Verbal Usage

Basic word skills including spelling, grammar and choice of words.

Verbal Comprehension

The ability to understand the meaning of written information and to make correct inferences from this information.

Numerical

Numerical Computation

Basic arithmetical operations of addition, subtraction, multiplication and division. Decimals and percentages are included

Numerical Reasoning

Calculators can be used at the company's discretion, to permit greater flexibility to reflect diversity and the appropriateness for job role. Simple reasoning skills involving percentages, decimals and graphs.

Checking

Clerical Checking

Checking correct transference of words, numbers and letters to detect any errors.

Classification

Classification

The ability to understand and use simple rules in order to file information in a uniform procedure.

Psychometrics

Personality Traits

Assessments designed to provide a snapshot of performance potential. Dexterity, concentration, conscientiousness.



Our tests are FREE and adaptable

>>Why do we offer FREE tests?

Our testing centre is **completely free** for all of our clients and candidates to use. Full stop.

Our goal is to enhance our candidate's skills sets and to assist our clients with their training needs. Our testing centre is available for clients to use either online or in our training suite situated in our offices - whatever suits you.

>>Candidate and Staff Benchmarking

We can utilise our tests to deliver real-time expectation levels by benchmarking not only your staff performance but also to ensure your candidates are going to be the perfect fit and provide you with exceptional results.

>>The Nitty Gritty

All tests have practice versions and questions. This allows the user to become familiar with the test platform and environment before taking the test. Tests are random and the number of questions presented to the candidate is called from a larger pool.

>>We offer Countless Variations of our Tests

1. Microsoft Tests are available in Basic, Intermediate, Advanced or a combination.
2. Typing tests have a number of available subject matters such as legal, medical and others.
3. Timings are shown as a guideline to the limits -not how long the test will actually take.

>>Bespoke Tests

We can also offer bespoke tests, so call us on 020 7870 7177 and we'll guide you through the tests you need. The following pages outline the most popular tests we provide. If you cannot see what you are looking for, call us, we are sure to be able to provide it to you.



Our most popular tests

Manual Marking

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
<p>Bespoke configuration tests that enable candidates to highlight text, add comments and or corrections.</p> <p>Tests are marked manually</p>	n/a	n/a	<p>Spelling and Grammar</p> <p>Use of Language</p> <p>Written Communication</p> <p>Letter Writing</p> <p>Responses</p> <p>Dealing with Complaints</p> <p>Technical Code evaluation</p>



Duchy of Lancaster
1 Lancaster Place

Clerical Suite

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
123 Filing	n/a	5	Classification
ABC Filing	n/a	5	Checking
Audio Typing	n/a	30	Reasoning
Audio Typing - Legal	n/a	5	Accuracy
Customer Service	30	30	Speed
General Data Entry	15	5	Attention to detail
Data Entry - Legal	40	30	Keyboard skills
Numeric Entry	30	30	Listening
IT	n/a	15	Computer Competencies
Literacy	n/a	30	Communication
Filing	n/a	30	Mathematics Adaptability
Test Matching	n/a	5	
Sorting & Coding	n/a	5	
Speed Typing	n/a	5	
Speed Typing - Legal	n/a	5	
Spelling & Grammar	n/a	5	
Spelling & Grammar - Legal	n/a	5	



MS Office Suites

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
Word 2011 (Simulated)	15	5	Computer literacy
Excel 2011 (Simulated)	15	5	Keyboard skills
Word 2007 (Simulated)	30	30	Attention to detail
Excel 2007 (Simulated)	30	30	Level of competency
PowerPoint (Simulated)	30	30	Accuracy
Word 2007 (Multi-Choice)	30	30	Speed
Excel 2007 (Multi-Choice)	15	5	Checking
PowerPoint 2007 (Multi-Choice)	15	5	Adaptability
Outlook 2007 (Multi-Choice)	15	5	Proficiency
Word 2003 (Simulated)	15	5	
Excel 2003 (Simulated)	15	5	
PowerPoint 2003 (Simulated)	15	5	
Adv. Excel 2003 (Multi-Choice)	15	5	
Access XP (Simulated)	15	5	
Word XP (Simulated)	15	5	
Outlook XP (Simulated)	15	5	
Excel XP (Simulated)	15	5	
PowerPoint XP (02) (Simulated)	15	5	
Sage Line 50	15	5	



Literacy

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
Grammar & Punctuation	40	5	Classification
Synonyms & Antonyms	30	5	Checking
Basic Spelling	30	30	Reasoning
Advanced Literacy Reading	40	30	Accuracy
Comprehension	20	30	Speed
Verbal Reasoning - General	30	30	Attention to detail
Verbal Reasoning - H & S	20	5	Keyboard skills
Verbal Reasoning - Legal	20	5	Listening
Basic Spelling & Grammar	18	5	Communication
Grammar & Punctuation	20	5	

The Tests We Offer

Call Centre

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
Call Centre	n/a	15	Listening
Advanced Call Centre		5	Keyboard skills
Basic Customer Services		10	Speed
Phonetic Alphabet		10	Accuracy
Town Names		5	Attention to Detail



Numeracy

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
Numeracy	40	30	Classification
Level 1 Numeracy	30	30	Checking
Level 2 Maths	40	30	Reasoning
Level 1 Maths	30	30	Mathematics
Level 2 Basic Maths	30	10	Numeracy
Numeracy Numeric Reasoning	28	30	Accuracy
			Speed
			Attention to detail
			Keyboard skills
			Adaptability

Finance

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
Financial Accounting	28	30	Reasoning
Accounting Standards	28	30	Accuracy
General Book Keeping	28	30	Speed
Purchase Ledger	28	30	Mathematics
Payroll	28	30	Numeracy
Sales Ledger	35	30	Attention to detail

Health & Safety

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
Accident Prevention	8	5	Classification
Safety, Signs & Signals	18	15	Checking
Office Safety	26	15	Reasoning
General Health & Safety	15	15	Accuracy
Food Hygiene	24	15	Speed
Personal Protective Equip.	20	15	Attention to detail
Health & Hygiene	8	8	Keyboard skills
First Aid	15	15	Listening
			Communication
			Adaptability

Psychometrics

Suites and Test	No. of Questions	Time Limit
Sales Predictor	120	n/a
Customer Service Profiler	140	n/a
Attention Skills Test	n/a	5
Personality Inventory	n/a	n/a
Cognitive Aptitude	n/a	5
Rapid Response Test	n/a	5
First Aid	n/a	5





Love Success plc
experts in recruitment