TA TRAINING ORGANISATION

STUDENT HANDBOOK
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Introduction to the Handbook

Welcome to the student handbook for TA Training Organisation. The handbook is a reference point for all trainees training with us and is intended to provide you with all the information you need about the course, being a student at TA Training Organisation, the examination and assessment process and our policies and procedures. It is our intention that it will help guide you and provide most of the information you will need during your time as a student with us. If you have any comments or feedback on the document please let us know.

About Psychotherapy

Brief History

The modern practice of psychotherapy is now approaching its 150\(^{th}\) anniversary as a separate activity to the psychiatrists! The naissance of the tradition is perhaps seen with the Psychoanalytic work of Freud being applied to working with patients as a “talking therapy”. Alfred Adler and Carl Jung then took this work and developed the psychodynamic tradition.

Following the First World War and into the 1920’s the behaviourist appeared. Technicians such as Joseph Wolpe, Hans Eysenck and B.F. Skinner introduce terms such as operant and classical conditioning – and the theory of social learning. Behaviourism demanded empirical, external evidence of change with little attention to internal processes so psychotherapeutic advances could be argued to have slowed during this period.

The 1930’s saw the emergence of body and somatic work by Wilhem Reich – a re-emergence of body work now being seen in the 21\(^{st}\) Century; 100 years later with a strong affinity from many Transactional Analysis practitioners.

The 1950’s saw the emergence of cognitivism and the more humanistic, existential modalities of therapy such as Person Centred Therapy and Gestalt. Existential work developed from Rollo May and Viktor Frankl whilst Carl Rogers began to define the parameters of Person–Centred Psychotherapy. These traditions said goodbye to the unconscious and focussed more on the therapeutic relationship in its many forms. Albert Ellis and separately Aaron Beck with his focus on the treatment of depression introduced Cognitive Therapy. It was not until the 1970’s that the cognitive and the behavioural were to meet and form the mythical beast with differing head and body – Cognitive Behaviour Therapy.

And what of Transactional Analysis and Eric Berne? Where does his work sit in this timeline of development? Eric Berne was born in 1910 with his death in 1970 so the development of early Transactional Analysis straddles powerfully much of the development of psychotherapy in the 20\(^{th}\) century. Berne’s first book The Mind in Action was published in 1947 but perhaps the late 50’s and the 60’s can be seen as Berne’s major territory. His articles on intuition
were published in 1957; *Transactional Analysis in Psychotherapy* in 1961. 1964 saw the establishment of the International Transactional Analysis Association (ITAA) and the publishing of *Games People Play* – the global best-seller.

We would like to welcome you to your part of this ongoing developing journey of studying psychotherapeutic theory and practice. We as a trainers of psychotherapist feel challenged every day by the historic and fresh, emerging Transactional Analysis theory and practice. We hope you feel as stimulated by Transactional Analysis as we do.

What is psychotherapy and counselling?

There is no doubt that attempting to define psychotherapy and counselling is complex. As a course designed to facilitate trainees to become UKCP qualified (UK Council for Psychotherapy) one would expect a clear definition from this organisation.

UKCP defines psychotherapy and counselling as predominantly talking therapies:

"Our members provide safe, expert talking therapy which helps people with emotional, social or mental health problems."

They describe the aim of psychotherapy:

"to help you find better ways to cope, or to bring about changes in the way you think and behave that will improve your mental and emotional well-being"

UKCP also acknowledge that psychotherapy can be more complex and may look different to a simple talking therapy – for example psychotherapists may use a range of techniques that might include role-play, dance, drama or body work to explore people’s emotions.

TA Training Organisation recognises the complexity of defining psychotherapy as a defined set of prescribed practices, so we look to our philosophy as an organisation to help us, and to help our trainees understand what we are offering.

Our intention is to support you as a trainee to develop your own, unique practice as a psychotherapist that is congruent with your philosophy. We predominantly see this as an Adult to Adult relationship, with all parties being mindful of clear contracts, rights and responsibilities – being mindful of our behaviours having impact on the other.

We don’t want to prescribe for you the definition of psychotherapy – rather support you in developing your own definition of excellence in practice – held within a strong and energetic ethical framework.

Philosophy of Humanistic Psychotherapies

The Humanistic tradition of psychotherapy was seen as the “third way” at its time of development; in contrast to the psychodynamic/analytical and behaviourism. The
Humanistic tradition sees and treats the whole person – with a recognition of the inherent value of the individual. Transpersonal dimensions are recognised; a tendency towards self-actualisation, a sense of creative energy and physis is witnessed.

It is our intention that TA Training Organisation will be congruent with this philosophy of seeing psychotherapy and psychotherapeutic change. Much of the Humanistic stance is based upon the five postulates, first articulated in an article by James Bugental (1964).

1. Human beings, as human, supersede the sum of their parts. They cannot be reduced to components.
2. Human beings have their existence in a uniquely human context, as well as in a cosmic ecology.
3. Human beings are aware and are aware of being aware – i.e., they are conscious. Human consciousness always includes an awareness of oneself in the context of other people.
4. Human beings have some choice and, with that, responsibility.
5. Human beings are intentional, aim at goals, are aware that they cause future events, and seek meaning, value, and creativity.

These postulates can be seen, in part, to be congruent with the philosophical stance of Transactional Analysis – that all are capable of thinking, changing and taking responsibility for self – and that we all inherently have value as a human being and should seek the value in the other. We strongly believe in these values and would want them to be evident in the training relationship.

What is Transactional Analysis?

Transactional Analysis (TA) is a theory of personality and a systematic psychotherapy for personal growth and personal change. TA was founded by Eric Berne in the 1950s and 1960s and has been evolving ever since.

It is now a well-established approach used widely in psychotherapy, counselling, education organisational development and other areas. As well as providing a theory of personality and child development, Transactional Analysis offers a range of models that can be used to explain communication and relationships. These models can help identify what goes wrong in communication and how to interact for a better outcome.

The therapeutic applications of TA focus on providing opportunity for individuals to change repetitive patterns. These patterns, the result of early childhood decisions which in TA are referred to as ‘script’ limit an individual’s potential. TA focuses on how script manifests itself in day-to-day life and how we can move beyond it to improve the quality of our lives.

Used with individuals, couples and groups, TA is effective with a wide range of therapeutic issues. Unique in the depth of its theory, this process allows for the individuality of both
therapist and client. It is this psychotherapeutic focus that will be the content of this course at TA Training Organisation.
About TA Training Organisation

**TA Training Organisation** offers a range of training including counselling and psychotherapy and continuing professional development programmes in Transactional Analysis.

The training includes introductory level courses, practitioner, counselling certificate and diploma courses and a European and UK accredited programme in Transactional Analysis psychotherapy, an Exam Preparation Group and a wide range of CPD activities for post qualification learning.

Our business and administrative office address is:

**TA Training Organisation**
The Horsforth Centre for Psychotherapy
138 Low Lane, Horsforth, Leeds, LS18 5PX
Email: contact@TATraining.org
Telephone: 0113 258 3399

We run introductory courses at various locations across Yorkshire and North Derbyshire. Our main training venue is situated in Horsforth, North of Leeds city centre, easily accessible from the M1 and with good public transport links. The Horsforth Centre is a dedicated training and counselling venue with good parking and easy access for disabled users. If for any reason the training venue has to move, we will endeavour to provide as much notice as possible.

**Background**

**TA Training Organisation** was established in 2014 by Lin Cheung PTSTA (P), Andy Williams PTSTA(P) as Training Directors and Jane Williams as Business Director.

As the trainers, Lin and Andy are motivated and interested in working with people who want to explore and develop themselves. They offer training and supervision in transactional analysis psychotherapy and counselling that enables people to develop a career in working therapeutically with people as a counsellor or psychotherapist.

TA Training Organisation is a registered training institute under UKATA who are a member of HIPs (Humanistic and Integrative Psychotherapies) and a member organisation of UKCP. (UK Council for Psychotherapy)

**Background of the directors**

**LIN CHEUNG**
Lin is a UKCP registered psychotherapist and endorsed supervisor and trainer in TA. She has a private psychotherapy, supervision and training practice.

Prior to training as a Transactional Analyst Lin’s experience was in business management and marketing having worked for national law firms. She has also taught in further
education and mental health training. In the wider TA community she has been Chair of Conference, a member of Training Standards Council and is currently the UKATA CTA Written Exam Coordinator. Lin has a particular interest in the education and assessment of psychotherapists.

ANDY WILLIAMS
Andy is a UKCP registered psychotherapist and an endorsed supervisor and trainer in TA.

Andy is a senior accredited member of BACP (British Association of Counselling and Psychotherapy) and an accredited CBT Psychotherapist with BABCP (British Association of Behavioural and Cognitive Psychotherapies).

Andy has worked for many years in the NHS as a Psychotherapist, Group Psychotherapist and Clinical Supervisor with a strong interest in mental health.

Andy has been the Co-Chair of the UKATA Conference Committee and has been a member of the UKATA CBT working party.

JANE WILLIAMS
Jane has a background in Human Resources, training and business systems across a range of organisations including large commercial companies and charities. She has been the Centre Manager for The Horsforth Centre for the last 4 years looking after facilities, administration, finance and marketing.

Philosophy and Ethos

TA Training Organisation aims to offer a training experience that is exciting, lively, liberating and well structured. At the heart of our philosophy are autonomy, ethics, creativity and critical thinking, which are the qualities we think make a competent and effective psychotherapists. We facilitate learning through attention to clear learning contracts and boundaries, the dynamics of the group and an atmosphere of self-discovery and exploration.

Our learning philosophy is based on the core idea in TA that people can think for themselves. This translates into the idea that adults learn most effectively in an environment of mutual curiosity, exploration, open communication and transparency, where the whole group attends to group dynamics, process and relationship and these are central to learning.

Relationships are a key part of our learning and philosophy and are based on co-creative learning offering contracted availability and choice with collegiate, supportive relationships that are generous and equitable.

Learning is seen as both professional and personal and there is a mutual responsibility for goals and process.

We believe in:

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• the importance of the therapeutic relationship as the medium for change
• a spiritual dimension to an individual’s life and problems, the self–healing capacity of the individual and the individual’s sovereignty and responsibility
• the importance of political awareness and an understanding of the individual’s experience, personal beliefs and values in the problems of living.

Our training programme is fresh, up to date, ethical and outward looking. We offer a course that is socially and politically aware and attentive to difference and diversity. We pay attention to the developing context of practicing therapy within the UK including an emphasis on psychotherapy research.

What we can Provide

ACCREDITED TRAINING
We offer two routes to accreditation.

1. UKATA Diploma in Transactional Analysis which may lead to BACP accreditation.
2. Certificate in Transactional Analysis Psychotherapy that leads to UKCP registration.
   This course is at level 7.

CONTINUING PROFESSIONAL DEVELOPMENT
We see education and continuing professional development as an essential lifelong learning commitment throughout the career of a therapist and counsellor. It is a professional requirement that on completion of core training and qualification CPD would be a necessary part of continuing training and/or learning. We offer a variety of one day and short course on specific topics that can count as continuing professional development and are reviewed and updated each year.

EXAM PREPARATION
We offer an exam group for the CTA exam. This is an agenda driven group where the focus is solely on writing the CTA written exam and preparing for the oral exam.

PRACTITIONER COURSES
We offer a one year programme that leads to a TA Training Organisation Certificate for Practitioners in using Transactional Analysis.
The Training Programme

Course Description and Overview

Training to work as a psychotherapist or counsellor involves a programme of development that includes the development of personal philosophy and values, the acquisition of academic and theoretical knowledge and the development of skills and personal awareness. Because of the requirement to develop in personal philosophy and awareness the training and education is a subjective and individual process and each person’s journey will be unique. Training involves a multitude of different experiences to facilitate this learning, including theory teaching, tutorials, skills practice, group process, personal therapy, supervision and clinical and mental health placements. We encourage

TA Training Organisation offers two routes to qualification using transactional analysis:

A UKATA Diploma in Transactional Analysis which may lead to BACP accreditation. The programme takes place over three years.

A Certificate in Transactional Analysis conferred by EATA the European Association for Transactional Analysis which leads to UKCP registration. This includes a four year taught programme plus preparation for the final exam.

We also offer a conversion course for practitioners who wish to use transactional analysis in their clinical work. The Certificate for Practitioners in using Transactional Analysis. This is a TA Training Organisation Certificate in using transactional analysis as a counsellor. The course takes place over 10 months.

Strategic Review

Once a year the directors review all aspects of the business including:

- The course and training programme
- Policies procedures and administration
- Quality Assurance feedback from trainees, external trainers and external examiners.
- Requirements from UKCP and UKATA.
- External developments in the context of practicing as a psychotherapist in the UK.

The purpose of this meeting is to ensure our business and course is responsive to our trainees, colleagues and any internal and external requirements.
Course Structure: Routes to Qualification

**TA 101**
The 2 day accredited intro to TA delivered at many training establishments throughout the world

**Year 1**
10 weekends, the 1st year provides core theory for TA training & leads to the UKATA TA Award in Transactional Analysis or for experienced counsellors, TA Training Organisation Practitioner Certificate using Transactional Analysis.

**Year 2**
Run over 10 weekends, trainees take the clinical competencies to enable them to begin a supervised placement

**Year 3**
Run over 10 weekends, the option to take UKATA Diploma in Transactional Analysis

**Year 4**
Run over 10 weekends, one day per weekend.
Trainees at this level are working towards sitting the EATA exam to become a Certified Transactional Analyst (CTA) & registration with the UKCP as a Psychotherapist

**Exam**

**UKATA TA Award requirements:**
TA101 Certificate, 120 hours training, skills practice observation, pass 2 assignments & a reflective journal. Practitioner Certificate using TA, 120 hours training, pass 3 essays inc. a 3000 word case study, 2 tape presentations & a reflective journal.

Completion requirements:
UKATA TA Award, attendance of 120 hours training, clinical competence observation, pass 2 assignments, a reflective journal & start personal therapy.

**Completion requirements:** Complete 2nd year, 120 hours training, pass 2 assignments, reflective journal & personal therapy.

**UKATA Diploma in Transactional Analysis:** 360 hours of TA training via RTE, 6 assessments, 200 hours of supervised client contact 34 hours of supervision, by PTSTA or TSTA, 120 hours of personal therapy, UKATA Membership during training, Endorsements from RTE & Supervisor. Written & oral exam.
60 additional professional development hours

**Completion requirements:**
Completion of 3rd year, 120 hours training, skills practice observation, completion of research project & a reflective journal.
Years 2, 3 and 4: Meet requirements for supervision of client work and personal therapy.

**CTA Requirements:**
EATA training contract, 600 training hours, 150 supervision hours, 750 clinical practice hours to include 50 hours group or couples work, 500 hours additional training (to include 160 personal therapy hours). Written and oral exams.
Registration and Certification

PRACTICING COUNSELLING AND PSYCHOTHERAPY IN THE UK

Unlike some mental health professions there is currently no legal requirement for registration or accreditation in the UK as of 2015. There are a number of voluntary bodies that accredit or register training organisations and therapists those relevant to this course are:

TRANSACTIONAL ANALYSIS CERTIFICATION BODIES

EATA: was founded on July 16th 1976 as the European TA Association with the aim to bring together the numerous training activities in TA in Europe. The association currently has 34 membership associations with more than 7550 members in 27 European countries. Part of the remit of EATA is: (from the mission statement)

- To promote knowledge and research on Transactional Analysis, to develop its theory, and to ensure agreed standards of practice.
- To promote cooperation in Europe in the field of Transactional Analysis.
- Work to ensure conformity to agreed standards of training, certification and practice of Transactional Analysis in Europe.

UKATA is the professional body that sets standards of competence and ethical practice for qualified and training Transactional Analysts in all TA fields in the UK.

UKATA is affiliated to the European Association for Transactional Analysis (EATA) and is a member organisation of the United Kingdom Council for Psychotherapy (UKCP).

UKATA's objective is to educate the public about the study, theory and practice of TA in accordance with recognised standards of professional competence.

UKATA provides benefits to its members in the following ways:

- Supports and promotes TA research to gain wider recognition for TA as an effective psychotherapy thus improving the employment prospects of TA psychotherapists.
- Works with UKCP to ensure that standard of training and competence meet UKCP standards so that members maintain their registration.
- Administers the CTA examination process on behalf of EATA.
- Runs regional and national conferences for CPD, networking and social purposes.
- Produces an in–house magazine.

UKCP (From the website)

The UK Council for Psychotherapy (UKCP) is the UK’s leading professional body for the education, training and accreditation of psychotherapists and psychotherapeutic counsellors.
The membership includes over 7,800 individual therapists and more than 70 training and accrediting organisations.

UKCP is the quality mark for high standards in psychotherapy. UKCP holds the national register of psychotherapists and psychotherapeutic counsellors, listing those practitioner members who meet exacting standards and training requirements.

BACP: The British Association for Counselling grew from the Standing Conference for the Advancement of Counselling, a grouping of organisations inaugurated in 1970 at the instigation of the National Council for Voluntary Organisations. In September 2000, the Association recognised that it no longer represented just counselling, but also psychotherapy. It changed its name to the British Association for Counselling and Psychotherapy (BACP).

BACP is the largest and broadest body within the sector. Through its work BACP ensures that it meets its remit of public protection whilst also developing and informing its members.

The remit of the BACP is:

- to promote and provide education and training for counsellors and/or psychotherapists working in either professional or voluntary settings, whether full or part time with a view to raising the standards of counselling and/or psychotherapy for the benefit of the community and in particular for those who are the recipients of counselling and/or psychotherapy; and
- to advance the education of the public in the part that counselling and/or psychotherapy can play generally and in particular to meet the needs of those members of society where development and participation in society is impaired by mental, physical or social handicap or disability.

Level of the awards

The Certificate in Transactional Analysis is a Masters equivalent or Level 7 award.

The UKATA Diploma in Transactional Analysis is a Level 7 award.

Level 7 qualifications recognise highly developed, advanced and complex levels of knowledge which enable the development of in-depth and original responses to complicated and unpredictable problems and situations. Learning at this level involves the demonstration of high level specialist professional knowledge and research skill. Level 7 qualifications are at a level equivalent to Master’s degrees.
Course Structure

UKATA Diploma in Transactional Analysis

The requirements are:

- 360 hours of TA Training delivered by an RTE
- 6 x assessments
- 200 hours of supervised practice working in the field of specialisation.
- 34 hours of supervision with a TA supervisor
- 120 hours of personal therapy
- Evidence of UKATA membership for the duration of training.
- A TA Supervisor's endorsement indicating competency to practice.
- A TA trainer's endorsement from the RTE with whom they are registered, indicating successful completion of training and all required assessments

Final assessment is by written and oral examination. For further information on the written and oral exams see Appendices:

P: UKATA Diploma in Transactional Analysis Procedures,

Q: UKATA Diploma in Transactional Analysis Application Form,

R: UKATA Diploma in Transactional Analysis Written Exam,

S: UKATA Diploma in Transactional Analysis Oral Exam – Guidelines,

T: UKATA Diploma in Transactional Analysis Oral Exam – Marking Sheet,

Certificate in Transactional Analysis

For those candidates who wish to take the CTA written examination the requirements are:

- A TA 101 Certificate, either by attending a course or by taking an exam
- A current EATA or ITAA training contract endorsed by EATA or ITAA a minimum of one year prior to the intended oral examination
- Fulfilled the relevant national requirements for certification in the field of specialisation – see below for UKCP requirements
- Been recommended as ready by their Principal Supervisor
- Fulfilled the minimum requirement of 2,000 hours made up as follows:
  - 750 hours of client contact, of which 500 must be in TA
  - 600 hours of professional training, of which 300 must be in TA
  - 150 hours of supervision, of which 75 must be by a PTSTA or TSTA who is a member of EATA, ITAA or WPATA, 40 of which must be with the Principal Supervisor
• 500 additional professional development hours (to be designated by the Principal Supervisor in accordance with national requirements)

The number of hours of training and practical experience in the candidate’s field of specialisation are laid down and standardised. Their purpose is to guarantee the trainee a broad practical experience and a comprehensive theoretical knowledge. Experience gained in practice or training received in the candidate’s field of specialisation both before and during their TA training can be counted towards the appropriate category of training hours.

Final assessment is by written and oral examination. See Appendix V for the EATA Psychotherapy Core Competencies.

COURSE DURATION

Year 1 comprises 10 weekends of theory and skills practice. The material covered includes the core concepts of transactional analysis theory and counselling skills development.

Years 2 & 3 are taught as a rolling programme over 20 weekends. There are two streams A and B and each takes place over 10 weekends. The material covered includes an introduction to practice, working with common mental health problems, ethics, diversity and professional practice. Students have the option to take the UKATA Diploma in Transactional Analysis on completion of year three.

Year 4 comprises 10 weekends. The material covered includes the therapeutic relationship, working with complex clients and psychotherapeutic research.

Once the four year taught programme is complete depending on their progress towards meeting UKATA and UKCP requirements trainees may either join the exam group, remain in the Sunday supervision groups or take a year out. It is a requirement that those trainees on year out meet with the directors once a year for the annual Training and Development Review.

Exam Preparation Group. The exam group meets for 10 single days. The focus is on writing the CTA written exam and preparing for the oral exam.

UKCP REQUIREMENTS:

Candidates for the CTA examination are also required to complete the following:

1. Candidate has completed not less than 900 hours of appropriate advanced training/supervision over a period of not less than 4 years.
2. Candidate has met all the learning outcomes for the Mental Health Familiarisation Placements as published by the HIPS Section, UKCP, dated May 20th 2003 and amended by the Assessment Board July 2nd 2003. NB This is to be included into the training hours.
3. Candidate has completed not less than 450 hours of supervised clinical practice.
4. Candidate has practised psychotherapy for minimum of 2 years under supervision.
5. Candidate has received supervision at a ratio of 1 hour per 6 hours of client contact on no fewer than 450 client contact hours.
6. Candidate has established a regular caseload including at least two long term clients and has demonstrated successful closure of at least one case. The candidate must have experience of working both short and long term contracts.
7. Candidate has had an experience of psychotherapy congruent with the psychotherapy they have trained in. Has done a minimum of 40 hours therapy per year for 4 years with a UKCP Registered psychotherapist or equivalent.
8. Candidate has successfully completed written psychotherapy dissertation/case study. The CTA written examination fulfils this requirement.

A comparison chart of UKCP and EATA requirements can be found at Appendix U

The Learning Experience

Our philosophy underpins our approach to the learning experience.

We will make clear learning contracts with each person at the beginning of each year which will support your development throughout the academic year. Whilst we offer a four year taught programme along with preparation for exams within that we look to facilitate your autonomy and choice in seeking out other training and supervision experiences to meet your individual learning needs. All teaching takes place at the Horsforth Centre in Leeds, we do not use digital technology to deliver training.

**Personal Development.** The development of self-awareness is central to training as a psychotherapist. Personal therapy is a requirement of the programme (see below) and along with this there are number of different experiences to facilitate this learning about self. Specifically:

- **Group Process:** takes place for at least one hour each weekend where the group takes time to reflect on their experiences in the group, the impact of the group and the impact of training.

- **Learning Contracts:** Trainees set their own learning goals for each year and contract with the trainer and training group.

- **Peer Review:** Self and peer feedback on how others have experienced the person in the training group.

- **Reflective Learning Journal:** A reflective journal to be completed each month.

**Acquisition of Theoretical Knowledge** is structured to include a mixture of didactic teaching, triad, small and large group work, discussions, experiential exercises, study groups and
tutorials. Some of the activities will include lectures, handouts, using video, role play, case study, group discussion, supervision of skills and skills practice. We invite your critique of the material and look to offer stimulating and challenging training experiences that are also boundaried and psychologically safe.

**Skills Practice** takes place during the first year on each weekend. Trainees work in small groups with each other practicing developing their counselling skills. Tape days are also part of this process where trainees bring in recording equipment and tape and transcribe their skills practice. There is a formal assessment of skills **Clinical Competencies Assessment** before trainees begin their clinical placement. (See below)

**Supervision Days** take place one day of each weekend from year 2 onwards for the duration of clinical training. Trainees are invited to bring aspects of their work and practice for supervision. This can include client case work, ethics and legal issues, assignments, mini teaches, observed practice, tapes etc. From year 2 a research article relevant to the previous day’s theory will be critiqued.

**Assessment**

Part of our philosophy is to account the autonomy of trainees in their learning experience whilst still meeting the requirements of offering a training programme that meets UKCP/HIPC and Level 7. Assessment is against the Overall Learning Outcomes for the course (Appendix HH) and the EATA Psychotherapy Core Competencies. (See Appendix V)

Our approach to assessment is to offer choice and flexibility so that working with the Training Directors, trainees are expected to take ownership of meeting the learning outcomes, can identify their own learning needs and decide on the most appropriate assignment for this development. There is a requirement to submit and pass two summative assignments each academic year and for all the learning outcomes to have been achieved by the end of the four year clinical programme. There are two types of assessment, formative and summative and a limited number of assignments that are requirements.

**FORMATIVE ASSESSMENTS**

Throughout the programme, there are a number of formative assessments. These are an integral part of the programme and although not assessed on a pass or fail basis, it is a requirement of the programme that they are successfully completed for progression through the course. Formative assessment monitors the development of the practitioner and ensures the student has successfully completed the required developmental tasks. In accordance with professional standards, formative assessment also incorporates ‘fitness to practise’ and endorsement of continuation of training.

Formative Assessment is at Post Graduate Level (Level 7) throughout the course and as such trainees will be invited to employ higher-order, critical thinking when reflecting on their own
processes and development as well as that of other trainees in appropriate reflective tasks and settings.

SUMMATIVE ASSESSMENTS
These consist of assignments such as essays, case studies, transcript analyses and observed skills practice.

Successful completion of all assignments, together with demonstration of appropriate personal development, is required for progression into the following year. Students will either be endorsed to continue or be deferred with reasons by the penultimate training weekend of each year.

Summative Assessment will also take place at Post–Graduate Level 7. Please see assignments themselves and the marking grids for the criteria expected to be met at this post graduate level.

ACADEMIC SUPPORT
Academic support is available for students in the form of a half hour tutorial at the mid year and the annual Learning and Development Review held with the directors. This time is available for feedback to the trainee on strengths and learning edges, ways of meeting learning outcomes, discussing options available to them in continuing training. Tutorials have a supportive and developmental function. The Learning and Development Review will include a review of the Trainee Development Portfolio. Where a trainee is in a clinical placement the directors will review the learning outcomes with them

RESOURCES AVAILABLE
TA Training Organisation has a library with text books and periodicals. There is internet access throughout the training building and a computer available for students to make use of.

On going requirements
Outside of the taught programme there are ongoing requirements that form part of the self-study, self-support and personal development part of the training. As part of this trainees are required to complete an Annual Hours Summary, Supervisors Report and UKATA TA Psychotherapy Trainee Annual Summary Form which is returned to TA Training Organisation and is part of the Learning and Development Review at the end of the year. (See Appendices F,G and H.)

CLINICAL PLACEMENT HOURS
Once trainees have been assessed as competent to undertake client work, TA Training Organisation encourages them to take up a voluntary placement.

Once the trainee has passed the Clinical Competencies Assessment, the trainee is provided with a Readiness for Placement letter (Appendix J) for prospective placement providers.
Placements benefit trainees in that they can begin to practice within a setting where clients are usually previously assessed prior to being assigned to them. It offers them practical experience which informs their learning at TA Training Organisation, as well as an opportunity to gain hours towards Counselling and Psychotherapy qualifications

CLINICAL PLACEMENT POLICY
TA Training Organisation has a Clinical Placement Policy which provide a four way agreement between the trainee, the training establishment, the placement provider and the clinical supervisor. (See page 140 for the full policy.) Whilst it is the responsibility of the trainee to find their own placement and TA Training Organisation does not hold a formal register of potential placements, the Directors are aware of, and can provide some information on organisations that may be suitable for placements. DBS checks are required for trainees in placements, where the placement provider does not provide one, the trainee can obtain one via TA Training Organisation (please see DBS Disclosure and Recruitment of Ex-Offenders policy for details).

Once the trainee has identified a potentially suitable placement TA Training organisation will provide them with a Placement Checklist and Risk Assessment Form which the trainee asks the placement provider to complete. This document allows TA Training Organisation to assess the placement with regard to:

- Protection, safety and suitability for the trainee and client group.
- Supervision arrangements
- Nature of the work to be done.
- Assessments of clients
- Does the placement offer an appropriate learning opportunity?

This assessment is competed via a short questionnaire by manager of the service offering the placement. See Appendix K

The learning outcomes for placement will be reviewed in the trainees individual tutorial with the training director and in the Supervision report. See Appendix H

PERSONAL THERAPY
Personal Therapy is a requirement for anyone wishing to take the UKATA Diploma in Transactional Analysis or the Certificate in Transactional Analysis leading to UKCP Registration. Our recommendation is that any trainees who are working with clients be in personal therapy. Once a trainee has decided they intend to continue in training beyond the first year then they begin their personal therapy.

The UKCP requirement for personal therapy is that candidates must have an experience of psychotherapy congruent with the psychotherapy in which they are in training for a minimum of 40 hours per year for four years, and normally be in psychotherapy throughout
their training. This psychotherapy must normally be undergone with a UKCP registered psychotherapist, or equivalent.

Personal Therapy is completely confidential between the therapist and trainee.

SUPERVISION

Definition of Supervised Practice:

“It is important for both the psychotherapist and the client that the professional regularly takes his or her work to supervision and this is a requirement for students preparing for UKCP registration and/or CTA examination. This will be with a more experienced colleague. Peer supervision cannot be counted towards student’s supervision requirements. Supervision involves discussion of the therapist’s work, possibly illustrated by tapes, to monitor professional and ethical issues as well as personal issues affecting the therapist, which may be influencing the process. The supervisor will also be concerned with the effectiveness of the therapist’s work, use of theory and specific difficulties he or she has encountered, as well as his or her professional development. The process provides protection for the client and also for the professional position of the therapist.”


The arrangements for supervision at TA Training Organisation are as follows:

Trainees are required to be in supervision with a transactional analyst UKCP registered supervisor. The UKCP and UKATA requirement for supervision is at a ratio of one hour for every 6 client hours. (See Appendix U The UKATA and UKCP Requirements Comparison Chart for the hours requirements for CTA). Early on in your training you may wish to access supervision more frequently than this, and TA Training Organisation recommends that you do so.

As the relationship with your Clinical or Principle supervisor is an important one we encourage you to find someone that meets your learning needs. TA Training Organisation keeps a register of supervisors which is updated on an annual basis. Trainees are encouraged to find their own external supervisors in addition to this support from the time they begin seeing clients. The directors are available for discussion to assist them in this decision and process.

How to Count Supervision Hours

There are a variety of ways for trainees to meet the requirement for supervision. Trainees may:

1. Access supervision as part of their training weekend from year 2. A full day with the trainer is allocated to supervision each training weekend, unless otherwise specified. Trainees may count one hour of supervision for each 20 minute piece of work they
bring, the remaining hours of each day count as training. The trainee can count any hour with a supervisor in which they actively present work for supervision as one hour of supervision. The trainee does not usually count supervision hours where they have been present during the supervision of other trainees but have not presented work themselves. So, in groups of four or more trainees, each trainee who makes a meaningful presentation of their work can claim supervision credit, and for each such presentation that trainee receives one hour of supervision credit.

2. Access individual supervision with a TA clinical supervisor. The person will need to be a UKCP Registered Transactional Analyst supervisor – so a PTSTA, CTAT or TSTA. In individual supervision each hour counts as an hour of supervision.

3. Access small group supervision, where two or three trainees receive supervision together in a group for the corresponding number of hours, and provided that each trainee makes a presentation of their work, each trainee may count all the hours of supervision with the supervisor. For example: if three trainees spend three hours in supervision, and each of them presents some of their work for supervision, they may each count a total of three hours of supervision.

MENTAL HEALTH FAMILIARISATION PLACEMENT
As part of training each trainee is required to meet the learning outcomes from UKCP, Humanistic and Integrative College (HIPC) for a mental health familiarisation placement. Although the term placement is used the focus is on understanding how mental health is managed in the UK. See Appendix W for full details as well as the fuller section at Assessment.

UKATA MEMBERSHIP
It is a requirement of training that all trainees have current membership of UKATA the UK certification body for transactional analysis. Trainees are required to complete the UKATA Psychotherapy Trainee Annual Summary Form.

Quality Assurance

TRAINEE FEEDBACK
There is no formal group representing students as TA Training Organisation has a small student body where students can have reasonable direct access to the directors and Course Administrator through the feedback mechanisms listed below.

A minuted business meeting is held on each weekend and are an opportunity to give feedback within the training group and to raise any issues for discussion.

Tutorials: are held twice a year with one of the training directors.

ONGOING FEEDBACK
Following each training weekend an anonymous online feedback form is sent to all trainees to enable them to feedback on the training and trainers. This information is analysed and provided to the trainers for them to use in further developing their training.
Each trainer who delivers a weekend is asked to prepare a short written report on the weekend. This is circulated to all the trainers responsible for delivering the programme that academic year so that all the team is aware of any administrative, process or group development issues.

A more detailed annual questionnaire is issued to trainees for feedback on the programme, trainers and any other aspect of the course. This is reviewed by the directors at the annual strategy meeting.

TRAINING OF EXTERNAL MARKERS AND EXAMINERS
External markers are given a half day’s training on the marking schemes and learning outcomes for TA Training Organisation.

EXTERNAL MODERATION
A representative sample of assignments is sent to external moderation annually for the moderator to prepare a written report on the consistency of marking and any other issues relevant to maintaining quality and parity of assessment of assignments.

UKATA Diploma exams are all held with internal and external examiners. The process is observed every other year by our external moderator.
Course Content

Overall Learning Outcomes.

Philosophy, Theory and Research

1. Has integration and mastery of a coherent personal philosophy of psychotherapy and behaves consistently with this philosophy. Can critically evaluate this and compare with TA.
2. Can critically evaluate how personal philosophy influences an understanding of human development, consciousness, experience and personal development.
3. Critically evaluate Transactional Analysis with other humanistic and psychodynamic modalities.
4. Critically evaluate theories of child and adult development, attachment and memory and assess and compare with Transactional Analysis.
5. Can critically evaluate a broad and competent range of relevant literature, available information and conceptual issues.
6. Evaluate, synthesise and develop independent thought and ideas regarding the theoretical, critical and methodological literature in TA.
7. Can critically evaluate and appraise the theoretical and philosophical differences between the three schools and the relational approaches to TA.
8. Can critically evaluate psychotherapy research projects and their impact on Transactional Analysis and can assess research methodologies.
9. Can develop and design a research project applying research methodologies to their practice and critically evaluate the methodology and outcomes.
10. The presentation of work is according to academic standards at post graduate level (citation, bibliography)

Practice

11. Can analyse and critically evaluate the effectiveness of TA models of psycho pathology and psycho-social development and compare with other non TA models.
12. Can critically evaluate TA models of assessing, diagnosing and treatment planning and has mastered the skill of application.
13. Can critically evaluate and synthesise a range of therapeutic interventions and the therapeutic relationship in treatment direction.
14. Critically evaluates the effectiveness of own work and adjusts treatment and approach accordingly.
15. Has integration and mastery of the capacity, skills and resources to work with complex clients, couples and groups on a long and short term basis.
16. Can critically evaluate the significance of aspects relating to practice. For example, assessment, transference, ethics and professional practice issues.
17. Can critically evaluate complexity and meta-perspective, and synthesise this analysis with regard to practice.
18. Can critically evaluate psychiatric and medical models of mental illness in the UK and their application in a TA setting.

19. Has integration and mastery of managing and communicating effectively with other professionals (Doctors, social workers etc.)

20. Can critically evaluate issues of ethics, inclusive practice and complexity in professional practice.

21. Has integration and mastery of the skills of reflective practice and of supervision.

22. Autonomous and integrated in their professional practice and can evaluate personal limitations and CPD requirements.

Personal Development

23. Can critically evaluate and effectively manage own personal history and script and has integration of the qualities of transparency and openness in an appropriate way.

24. Has integration and mastery of a clear and coherent vision of self in role of TA psychotherapist.

25. Has integration and mastery of autonomy and collaboration in working practices

26. Can critically evaluate and synthesise from reflecting on

   . the therapeutic process:
     a. the impact of self in the therapeutic process
     b. the impact of self of the therapeutic process

27. Has integration and mastery of the skill and practice of self-monitoring.

28. Effective in critically evaluating own work.

Please also see 8 specific outcomes in Mental Health Familiarisation Placements
WEEKEND TOPICS

Weekend topics are summarised in the table below. For learning outcomes and content of individual weekends, see the full details on the following pages.

<table>
<thead>
<tr>
<th>Weekend</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>An introduction to TA and contracting</td>
<td>Classical TA</td>
<td>Risk assessment</td>
<td>TA Research</td>
</tr>
<tr>
<td>2</td>
<td>Ego states and transactions</td>
<td>Diagnosis and assessment</td>
<td>Catheysis</td>
<td>The therapeutic relationship</td>
</tr>
<tr>
<td>3</td>
<td>Script</td>
<td>Bereavement</td>
<td>Anxiety</td>
<td>Working with obsessive compulsive clients</td>
</tr>
<tr>
<td>4</td>
<td>Games</td>
<td>Sexuality</td>
<td>Treatment planning</td>
<td>Different modalities – psychodynamic</td>
</tr>
<tr>
<td>5</td>
<td>Rackets and the racket system</td>
<td>Couples</td>
<td>Working creatively</td>
<td>Working with the schizoid client</td>
</tr>
</tbody>
</table>

Years 2 and 3 is based on a rolling programme with weekend topics depending on where the student began year 2. At the end of year 3 students will be covered all topics for years 2/3.
<table>
<thead>
<tr>
<th>6</th>
<th>Personality adaptations</th>
<th>Integrative TA</th>
<th>Redecision school of TA</th>
<th>Memory and the brain</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Discounting and passivity</td>
<td>Depression</td>
<td>Trauma and sexual abuse</td>
<td>Psychiatric assessment</td>
</tr>
<tr>
<td>8</td>
<td>Diversity</td>
<td>Human development</td>
<td>Working with the child ego state</td>
<td>Different modalities – humanistic</td>
</tr>
<tr>
<td>9</td>
<td>Attachment and child development</td>
<td>Transference and counter transference</td>
<td>Working with the parent ego state</td>
<td>Borderline and narcissistic clients</td>
</tr>
<tr>
<td>10</td>
<td>Introduction to practice</td>
<td>Relational TA</td>
<td>Groups</td>
<td>Focusing on the body and embodiment in psychotherapy</td>
</tr>
</tbody>
</table>

**INDEX OF SUBJECT AREAS**

The following table is a list of the subject areas covered by the course and when they are covered. Please bear in mind that year 2 and 3 is a 20 week a rolling programme. As such, subjects for year 2/3 may in weekend 2 for one intake year or weekend 12 for the following intake year.
<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Year</th>
<th>Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td>An introduction to TA and contracting</td>
<td>Year 1</td>
<td>1</td>
</tr>
<tr>
<td>Anxiety</td>
<td>Year 2/3</td>
<td>3 or 13</td>
</tr>
<tr>
<td>Attachment and child development</td>
<td>Year 1</td>
<td>9</td>
</tr>
<tr>
<td>Bereavement</td>
<td>Year 2/3</td>
<td>3 or 13</td>
</tr>
<tr>
<td>Borderline and narcissistic clients</td>
<td>Year 4</td>
<td>9</td>
</tr>
<tr>
<td>Cathexis</td>
<td>Year 2/3</td>
<td>2 or 12</td>
</tr>
<tr>
<td>Working with the Child ego state</td>
<td>Year 2/3</td>
<td>8 or 18</td>
</tr>
<tr>
<td>Classical TA</td>
<td>Year 2/3</td>
<td>1 or 11</td>
</tr>
<tr>
<td>Couples</td>
<td>Year 2/3</td>
<td>5 or 15</td>
</tr>
<tr>
<td>Depression</td>
<td>Year 2/3</td>
<td>7 or 17</td>
</tr>
<tr>
<td>Diagnosis and assessment</td>
<td>Year 2/3</td>
<td>2 or 12</td>
</tr>
<tr>
<td>Different modalities – humanistic</td>
<td>Year 4</td>
<td>8</td>
</tr>
<tr>
<td>Different modalities – psychodynamic</td>
<td>Year 4</td>
<td>4</td>
</tr>
<tr>
<td>Discounting and passivity</td>
<td>Year 1</td>
<td>7</td>
</tr>
<tr>
<td>Diversity</td>
<td>Year 1</td>
<td>8</td>
</tr>
<tr>
<td>Ego states and transactions</td>
<td>Year 1</td>
<td>2</td>
</tr>
<tr>
<td>Focusing on the body and embodiment in psychotherapy</td>
<td>Year 4</td>
<td>10</td>
</tr>
<tr>
<td>Games</td>
<td>Year 1</td>
<td>4</td>
</tr>
<tr>
<td>Groups</td>
<td>Year 2/3</td>
<td>10 or 20</td>
</tr>
<tr>
<td>Human development</td>
<td>Year 2/3</td>
<td>8 or 18</td>
</tr>
<tr>
<td>Course</td>
<td>Year</td>
<td>Hours</td>
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<td>---------------------------------------</td>
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</tr>
<tr>
<td>Integrative TA</td>
<td>2/3</td>
<td>6 or 16</td>
</tr>
<tr>
<td>Introduction to practice</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>Memory and the brain</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Working with obsessive compulsive clients</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Working with the parent ego state</td>
<td>2/3</td>
<td>9 or 19</td>
</tr>
<tr>
<td>Personality adaptations</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Psychiatric assessment</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>Rackets and the racket system</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Redecision school of TA</td>
<td>2/3</td>
<td>16 or 6</td>
</tr>
<tr>
<td>Relational TA</td>
<td>2/3</td>
<td>10 or 20</td>
</tr>
<tr>
<td>Risk assessment</td>
<td>2/3</td>
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</tr>
<tr>
<td>Script</td>
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<td>3</td>
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<tr>
<td>Working with the schizoid client</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Sexuality</td>
<td>2/3</td>
<td>4 or 14</td>
</tr>
<tr>
<td>TA Research</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>The therapeutic relationship</td>
<td>4</td>
<td>2</td>
</tr>
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</tr>
<tr>
<td>Working creatively</td>
<td>2/3</td>
<td>5 or 15</td>
</tr>
</tbody>
</table>
Core Content and Themes for Year 1

Theory
a. Understand core theoretical concepts in TA theory
b. Understand key ideas/concepts in using counselling skills.

Practice
c. Demonstrate competence in basic counselling skills
d. Introduction to practice
e. Introduction to reflective practice
f. Learn and use the skills of giving and receiving constructive feedback.
g. To introduce the ethics, privileges and responsibilities of becoming a psychotherapist/counsellor.

Personal Development
h. Apply transactional analysis to understand own script.

The course will be delivered over 10 weekends which includes a one day theory teach and one day skills practice unless otherwise indicated.

Weekend No 1: An introduction to Transactional Analysis and Contracting

Indicative Content for weekend

- To review the background and history of TA
- To investigate the underlying philosophical assumptions of TA and their implications regarding practice.
- To establish a clear understanding of contracting
- To assess different areas and approaches to contracting
- Key aspects of contracting – theory practice and philosophy.
- Steiner Four conditions
- Sills Contracting Matrix
- Three Cornered Contracts.

Reading


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Weekend No 2: Ego states and Transactions (2 day teach)

Indicative Content

- Ego state theory
- TA theory of interpersonal communication
- The historical and philosophical background to the theory of ego states.
- Structural and functional models of egos states
- Methods of diagnosis
- Ego state pathology
- Transactions and rules of communication.

Reading


Weekend No 3: Script (2 day teach)

Indicative Content

- The concept of life script
- To identify and evaluate the different models for understanding the script apparatus
- Demonstrate an understanding of the intrapsychic and interpersonal theories underpinning the script system.
- To understand and evaluate TA theories of motivation.
- Script origins, script protocol and life position.
- Script as a decisional model
- The formation and transmission of script – the script matrix
- Script maintenance
- Winning, losing and harmatic scripts.
- TA Drive theory – hungers.

Reading


Weekend No 4 Games

Indicative Content

- Strokes and Time structuring
- Game theory formula G
- The Drama Triangle/Winners Triangle
- Common games.
- Intrapsychic processes and re-enactments, and psychological defence
- The relationship between Script and Games

Reading


Weekend No 5: Rackets and the racket/script system

Indicative Content

- What is a psychological defence
- Rackets, Racketeering and Racket Feelings
- The feelings loop and authentic feelings
- The Script System and Script maintenance
- Intrapsychic processes
- Relationship between Rackets, Games and Script.

Reading


Weekend No 6: Personality Adaptations. (2 day teach)

Indicative Content

Personality Adaptations including:

- Process communication
- Communication Channels
- Doors to contact
- Process Script
- Assessment and treatment planning.
- Critique of the theory

Reading


Weekend No 7: Discounting and passivity (Tape Day)

Indicative Content

- Discounting and the discount matrix
- Passive behaviours
- Redefining
- Reactivity
- Reparenting
- Ethical stance and the Cathexis School

Reading


Weekend No 8: Diversity

Indicative Content

- Have an awareness of the significance and implications of cultural and social diversity and difference within and outside the consulting room
- To understand the significance of power in the therapeutic relationship.
- Societal and other influences on diversity
- Cultural scripting
- Difference and inclusive practice.

Reading


**Weekend 9 Attachment & Child Development**

**Indicative Content**

- TA models of child development
- Cycles of Development.
- Define Attachment Theory and Models of attachment.
- To apply Ainsworth and Main attachment styles to client diagnosis
- Up-to-date Attachment Research

**Reading**


**Weekend No 10: Introduction to practice**

**Indicative Content**

- To recognise what clients and therapists need from a first session
- To examine different elements of therapeutic contracts to prepare students for the beginnings of clinical placement
- To discuss the concepts of permission, protection and potency within the therapeutic relationship to enable students to apply these with clients in clinical placement
- To understand ethical responsibilities.
• Initial assessments
• Recognising risk
• The three P’s.
• UKATA, EATA Ethical Codes.

Reading


**Core Content and Themes Year 2/3 Stream A**

This year of the training programme is about building knowledge and skills in developing as a practitioner and working with common mental health problems. The content and themes for the year concern such topics as making assessments and managing risk, making a TA assessment and looking at different TA approaches through the different schools. We also begin to look at the therapeutic relationship with a weekend on transference.

**Theory**

a. A basic understanding of relevant literature, available information and conceptual issues.

b. Basic synthesis of available information and able to critically evaluate it.

c. Some evidence of independent thought regarding theory.

d. The presentation of work is according to academic standards at post graduate level (citation, bibliography)

e. An adequate understanding of the place of research in counselling and therapy.
Practice
a. Some ability to conceptualise and assess, plan for counselling interventions using TA.
b. Has a basic level of understanding of some of the key issues in working with common mental health problems.
c. Developing an understanding of Ethical and inclusive practice
d. Development of reflective practice and use of supervision.
e. Meets the Clinical Competencies developed by TA Training Org for their endorsement as Competent to Practice.

Personal Development
a. An ability to relate TA theory to own personal development.
b. Basic skill in reflecting on therapeutic/counselling process and impact both of and on self.
c. Some capacity for self-monitoring and self-evaluation.
d. Further development of skill in giving and receiving constructive feedback.

These 20 weekends will be delivered as a two year rolling programme, delivered over 20 weekends. Each weekend includes a one day theory teach and one day of group supervision unless otherwise indicated.

Weekend No: 1 Classical TA

Indicative Content

- What do we mean by classical transactional analysis?
- History of classical theory
- Key individuals & theory – Karpman, Crossman, Dusay, English, Mckenna etc.
- Methods – Therapeutic Operation, Contractual Method, Decontamination.
- Berne’s Original Treatment Sequence
- Stages of Cure.

Reading


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Weekend No 2: Diagnosis and assessment

Indicative Content

- Making a TA diagnosis or conceptualisation
- Mental health assessment tools
- Working with medication
- Introduction to DSM V.
- To evaluate and critique the advantages, disadvantages and limitations of diagnosis.

Reading


Weekend No 3: Bereavement

Indicative Content
• To understand the grieving and mourning process and work with clients.
• To recognise and work with complex grief in clients.
• Stages and tasks of mourning
• Complex grief
• How to differentiate bereavement from spiritual crisis or severe mental illness.
• Role of the counsellor/therapist
• Existential perspectives on death and dying.

Reading


Kübler-Ross, E. 2011. On death and dying. Simon and Schuster,


Weekend No 4 Sex and Sexuality

Indicative Content

• To identify the vast scope of sexual work and evaluate competence to work with some/all of these issues
• To question the cultural sexual environment and explore personal prejudices around sex, particularly with a view to examining blindspots around sexual harm
• To apply TA theory to understanding the predisposing psychological/environmental factors of sexual problems

Reading


**Weekend No 5: Couples**

**Indicative Content**

- Theory relating to couples work:
  - Stages of couple development
  - Interlocking rackets
- The shame loop
- Application of core concepts in TA to working with couples
- Techniques for working with couples.
- The psychodynamics and relational approach to couples' therapy

**Reading**


**Weekend No 6: Integrative TA**

### Indicative Content

- What do we mean by integrative transactional analysis?
- Development of integrative TA theory.
- The principle of integrative TA
- The Keyhole Model – Erskine, R.
- Key theoretical concepts and methods
  - Phenomenological enquiry.
  - Attunement and involvement
  - The reparative therapeutic relationship
  - Relational needs.

### Reading


**Weekend No 7: Depression**

### Indicative Content
• What do mean by depression?
• Assessment and diagnosis using TA
• Treatment planning and evaluation
• Medication
• Research trial by Mark Widdowson and treatment materials

Reading


Weekend No 8: Human development

Indicative Content

• Core ideas on child and human development from object relations
• Core ideas on child and human development from self-psychology
• Work of Daniel Stern.

Reading


**Weekend No 9: Transference and counter transference**

**Indicative Content**

- Brief history of the development of ideas about transference.
- TA constructs and theory about transference
- Projective identification
- Parallel Process
- Transference and the therapeutic relationship – differing approaches within TA.

**Reading**


Weekend No 10: Relational TA

Indicative Content

- What do we mean by relational transactional analysis?
- Development of relational theory and the influence of psychoanalytic and object relations ideas.
- Key theoretical concepts – the therapeutic relationship, transference, co creativity.
- Methods – Therapeutic Operations and empathy.
- Critical evaluation of the school
- Hargaden & Sills, Tudor & Summers.

Reading


Core Content and Themes for Year 2/3 Stream B

This year of the training programme is about building knowledge and skills in developing as a practitioner and working with common mental health problems. The content and themes for the year concern such topics as treatment planning and managing risk, making a TA
assessment and looking at different TA approaches through the different schools. This year includes looking at working with Groups.

Theory

a. A competent understanding of relevant literature, available information and conceptual issues.
b. A competent synthesis of available information and able to critically evaluate it.
c. Adequate evidence of independent thought regarding theory
d. The presentation of work is according to academic standards at post graduate level (citation, bibliography)
e. A good understanding of the place of research in counselling and therapy
f. Capacity to evaluate psychotherapy/counselling research.

Practice

a. Can conceptualise and assess, plan for counselling interventions using TA
b. Can establish and work within the therapeutic and counselling relationship
c. Has an adequate level of understanding of the key issues in working with common mental health problems
d. An understanding of Ethical and inclusive practice
e. Effective use of reflective practice and of supervision
f. Some autonomy in their professional practice with a competent understanding of own limitations.

Personal Development

a. Development of insight into own personal history script
b. Competent skill in reflecting on therapeutic/counselling process and impact both of and on self
c. Good capacity for self–monitoring
d. Developing skill in self–evaluation of own work
e. Further development of skill in giving and receiving constructive feedback.

These 20 weekends will be delivered as a two year rolling programme, delivered over 20 weekends. Each weekend includes a one day theory teach and one day of group supervision unless otherwise indicated.

Weekend No 1: Risk assessment

Indicative Content

- The suicide decision – statistics and definitions
• The psychodynamics of the suicidal decision – and how this might inform practice
• Escape Hatch Closure – development of TA theory over time.
• Ray Little
• Practical Risk Assessment in the clinical setting.

Reading


Weekend No 2: Cathexis

Indicative Content

• The Cathexis Approach and its history; Jacqui Schiff
• Philosophy of the Cathexis School v modern ethical frameworks.
Key Concepts

- Passivity and the four passive behaviours.
- Discounting and grandiosity
- Redefining
- Symbiosis
- Reparenting
- Cycles of Power and developmental affirmations (Pam Levin’s work)
- Cathexis School Methodology.

Reading


Weekend No 3: Anxiety

Indicative Content

- Understanding a range of Anxiety Disorders in terms of diagnostic criteria; accessing the DSM–V
- Anxiety as a racket process / contamination process / discounting process.
- Anxiety as a cognitive belief structure.
- CBT approach to the treatment of anxiety.
- Self–Assessment Questionnaire for Anxiety – GAD7.
- Psycho–education and anxiety
- Existential approach to anxiety

Reading


English, F. (1972) Rackets and Real Feelings Part 2; *Transactional Analysis Journal*. Vol 2:1


Weekend No 4: Treatment Planning

Indicative Content

- **Broad Range of Treatment Plans – awareness:**
  - Berne Treatment Plan 1966
  - Boyd Structure and Sequence of Psychotherapy 1976
  - Woolams and Brown 1978
  - Erskine Six Stages 1973
  - Petruska Clarkson Treatment Plan 1992
  - Ian Stewart Flow Chart 1989
  - Berne Therapeutic Operations 1966
  - Hargaden and Sills Additions 2002.

- **Specific Treatment Plan in Detail:**
  - Erskine 6 Stages
  - Petruska Clarkson
  - Berne’s Levels of Cure.

- **Video material of the difficulties and advantages of mental health diagnosis.**

Reading


**Weekend No 5: Working Creatively**

**Indicative Content**

- The Unconscious
- Sand Tray creative work
- Family sculpts – buttons and objects
- Therapy using art techniques.
- Therapy using drama and movement
- Fairy Stories as a therapeutic tool.
- Definitions of creativity in psychotherapy – Tudor
- Working safely with creativity and clients

**Reading**


**Weekend No 6: Redecision School of TA**

**Indicative Content**

- To describe the development and history of the Redecision School in TA
- To explain and define impasses as an intrapsychic process
- To identify theoretical models for understanding impasses
- To assess ways of working with impasses and rededications to inform clinical practice.
- Conceptulising therapeutic change
- Techniques in Redecision work – Two Chair work and the Parent Interview

**Reading**


Weekend No 7: Trauma/Sexual Abuse - 2 day teach.

Indicative Content

- Legal requirements and safeguarding issues for working with people who have experienced abuse.
- Assessing and responding to shock and trauma.
- How to differentiate trauma from Spiritual Crisis and Severe Mental Illness.
- Definitions of Child and Adult sexual abuse.
- Impact of abuse on emotional/psychological and somatic processes.
- How to work therapeutically.
- Legal definitions of abuse.
- Introduction to the neuroscience of trauma
- Models of memory
- Diagnostic criteria of PTSD
- Clinical Interventions and differing treatment methods
- To formulate a holistic treatment plan.

Reading


Weekend No 8: Working with Child Ego State

Indicative Content

- Erskine’s work on relational needs and treatment of the Child Ego State
- Decontamination
- Deconfusion
- Impasse resolution and the process of redecision
- Daniel Stern 1985 Child Development Model.
- Child Ego State work from several TA Schools

Reading


Richard Erskine Video Channel on YouTube. Selection of videos
https://www.youtube.com/channel/UC7elHwpMRSi_rW1RGFsUnmg/videos


Published on Nov 16, 2013. The Child Ego State, and the methods he uses to contact, and work with the Child Ego State from a Transactional Analysis Stance

Weekend No 9: Working with Parent Ego State

Indicative Content

- Introjection and object relations perspective.
- Spot Reparenting
- Parent Process
- Transgenerational Scripts.

Reading


Weekend No 10: Groups

Indicative Content

- The Early Group – The Group as Re-enactment
- Origins of group behaviour
- Stages of group development
- Berne’s therapeutic operations
- Practical arrangements, group contract and rules.
- Beginnings, middles and ends.
- Group processes: Dominance, democracy, sub-groups and pairs, hidden agendas, scapegoats, silence.
- Group interventions and safety.

Reading


Core Content and Themes for Year 4

Year four is where the focus is on deepening learning and understanding of working at psychotherapeutic depth using the therapeutic relationship. Themes are looking at working with complex clients, psychotherapy research and looking outwards to critique TA with other modalities.

The course will be delivered over 10 weekends which includes a one theory teach and one day skills practice unless otherwise indicated.

Philosophy, Theory and Research

- Can give a basic description of personal values and philosophy of TA.
- Has some ideas on how personal philosophy influences understanding of human development, consciousness, experience and personal development.
- Has a basic understanding of the key ideas and central philosophy of one other humanistic and psychodynamic psychotherapy.
- Has a competent understanding of child and adult models of development.
- Has a competent understanding of the three schools of TA and relational approaches and can begin to critically evaluate them.
- A competent understanding of relevant literature, available information and conceptual issues.
- A competent synthesis of available information and able to critically evaluate it.
- Adequate evidence of independent thought regarding theory.
- The presentation of work is according to academic standards at post graduate level (citation, bibliography)
- A good understanding of the place of research in counselling and therapy and the capacity to evaluate psychotherapy/counselling research.
- Can apply simple research methodologies to their practice.

Practice

1. Has a competent understanding of psycho pathology and factors involved in psycho–social development.
2. Is competent in assessing, diagnosing and treatment planning using TA models.
3. Is able to use a limited range of therapeutic interventions and the therapeutic relationship in treatment direction
4. Some monitoring of effectiveness of interventions and some adjustment of treatment and approach.
5. Has some capacity and resources to work with complex clients and groups.
6. Has some recognition of the significance of aspects relating to practice. For example, assessment, transference, ethics, professional practice issues.
7. Takes some meta-perspective and complexity into account with regard to practice.
8. Has some understanding of the psychiatric and medical models of mental illness in the UK and their application in a TA setting.
9. Has a competent understanding of the key issues in working with common mental health problems.
10. A competent understanding of ethical and inclusive practice.
11. Effective use of reflective practice and of supervision.
12. Some autonomy in their professional practice with a competent understanding of own limitations.

Personal Development

a. Development of insight into own personal history script.
b. Beginning to develop a sense of self in the role of TA psychotherapist.
c. Competent skill in reflecting on therapeutic/counselling process and impact both of and on self.
d. Good capacity for self-monitoring.
e. Developing skill in self-evaluation of own work.
f. Further development of skill in giving and receiving constructive feedback.

Weekend No 1: TA Research

Indicative Content

- Components of a research paper
- Research Question & Proposal
- Ethical responsibilities in research
- Research methodologies – qualitative interviews
- Research methodologies – quantitative – evaluation of outcomes
- Research methodology – case study
- First steps as a researcher – trainees planning their own research project.
- Introduction to Assignment 4.6 – the 4th Year Research Project.

Reading & Resources


McLeod, J. (2013). An Introduction to Research in Counselling and Psychotherapy. SAGE.


Website for CORE materials: http://www.coreims.co.uk/

Weekend No 2: The therapeutic relationship – Two Day Teach

Indicative Content

- Relational methodologies
  - Cornell
  - Erskine
  - Tudor and Summers
- Intersubjectivity
- Co creativity.
- Critique of relational models and the relational approach
- Hannah Levenson – Brief Dynamic Psychotherapy

Reading


Weekend No 3: Working with Obsessive Compulsive clients

Indicative Content

- The differences between OCD and OCPD
- The pathologising of personality and stigma
- Diagnostic criteria of OCPD following child development
- Model by Johnson
- CBT Treatment Model – Compare and Contrast
- Personality Adaptations model
- Treatment considerations.
- DSM–V formal diagnosis.

Reading and Resources


Weekend No 4: Different modalities – Psychodynamic

Indicative Content

- Development of psychodynamic theory – a theory of its time
  - Theory and basic concepts
    - Development through relationship with other
    - Regression and memory recovery
  - Practice
    - Assessment
    - Boundaries and limits
    - Transference and Countertransference.

Reading


Weekend No 5: Working with the Schizoid Client

Indicative Content

- Schizoid structure and defense
- Model by Kohut
- Model by Masterson
- Treatment considerations using a model of personality adaptation
- Diagnostic criteria employing DSM-V.
Reading

Weekend No 6: Memory and the Brain

Indicative Content

- Mindfulness and Mentalisation as processes
- Theories of the Cathecting Adult Ego State (Tudor)
- TA Theory of Memory
- Neuroscience and its current developments
- Models of Trauma.

Reading


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Swaab, D. F. (2014). We are Our Brains: A Neurobiography of the Brain, from the Womb to Alzheimer’s. Spiegel & Grau.


**Weekend No 7: Psychiatric Assessment**

**Indicative Content**

- DSM–V content and layout
- Personal Development Experiences linked to mental health diagnosis
- Mental Health symptomatology
- The structure of psychiatric assessment.
- Discussion re The Mental Health Familiarisation Placement

**Reading**


Weekend No 8: Modalities – Humanistic

Indicative Content

- Carl Rogers and the Humanistic Tradition
- Person Centred Approach
- Gestalt Approach
- The development of Transactional Analysis as a Humanistic Therapy.
- Discussion around UKCP and the HIPSC college
- Transpersonal Psychology
- Maslow and self-actualisation.
- Tom Greening. Five basic principles of humanistic psychology.

Reading


van Rijn, B., & Wild, C. (2013). Humanistic and Integrative Therapies for Anxiety and Depression Practice-Based Evaluation of Transactional Analysis, Gestalt, and Integrative

Weekend No 9: Borderline and Narcissistic Clients 2 day teach

Indicative Content

- Models of personality structure
- Models of child development linked to personality traits.
- DSM–V diagnostic criteria
- Practical working methodologies and treatment plans designed for clinical practice
- Risk Assessment and Statistics
- Worksheets and handouts for clinical practice – skills based work and DBT

Reading


Weekend No 10: Focusing on the body and embodiment in psychotherapy

Indicative Content

- The ethics of body work and touch in therapy.
- Body work v touch.
- Materials by Bill Cornell
- Materials by Nick Totton
- Reichian theory
- Primal theory
- Trauma theory
- Process theory
- Expressive theory
- Integrative body theory.

Reading

Mental Health Placement

It is a requirement of UKCP that all trainees who have had no vocational experience have access to a single or set of mental health familiarisation placements. This provides the trainee with an invaluable opportunity to achieve the curriculum requirements and learning outcomes as described below. The learning outcomes for the placement are to be completed during the four years of clinical training.

CURRICULUM REQUIREMENTS

- Current approaches to the management and treatment of "Mental Illness", including the role of mental health nurses, occupational therapists and psychiatrists.
- Different drug treatments that are available and their effects and short and long term side-effects.
- The basics of the legislative and organisational framework, including the Mental Health Act, the Care Programme Approach and the various agencies involved.
- Skills in assessing and responding to the range of responses to shock and trauma, bereavement and spiritual crisis and differentiating these from severe mental illness.
- As well as these curriculum requirements above – trainees must also satisfy eight learning outcomes:

LEARNING OUTCOMES:
1. Develop a basic understanding of psychiatry and the mental health system, the rights of patients and the psycho-social issues involved.
2. Understand the main principles of the mental health act and the procedures for the compulsory admission and detention of patients.
3. Enhance their ability to liaise with other mental health practitioners
4. Become familiar with psychiatric assessment, planning a range of forms of intervention and evaluation procedures
5. Understand the range of "mental illness" that can lead to involvement in the mental health system.
6. Familiarise themselves with the different types of intervention used, including medication and electro-convulsive therapy, etc and their main side effects
7. Spend time with people who have been diagnosed with severe depression and psychosis so that the are able to recognise these in the future
8. Be able to empathise with clients who have been patients in the system.

These learning outcomes were agreed by the UKCP HIPS Section, 20th May 2003 and amended by the Assessment Board 2nd July 2003.
SO AS A TRAINEE HOW DO I MEET THESE REQUIREMENTS?
Part of the outcomes will be met by the taught curriculum at the TA Training Organisation—especially issues around Spiritual Crisis—however most of the learning outcomes demand first-hand experience—hence the Mental Health Familiarisation Placement(s).

FAMILIARISATION MENTAL HEALTH PLACEMENT REQUIREMENTS
You are looking for a setting for your placement that allows candidates to spend time with those who have severe mental health problems and provides an opportunity for discussion with staff involved with assessment and diagnosis. There are a variety of settings which might be suitable, including local authority day care centres or voluntary organizations working with client groups with mental health issues e.g. MIND, CMHT – Community Mental Health Team or other third sector organisations.

DURATION
There is no set duration for the placement; however it does need to be of sufficient length to enable the meeting of the learning outcomes. Some of the learning outcomes can be met through a taught component alongside the placement itself. Trainees can discuss duration questions during a Sunday slot.

HOW IS THE MENTAL HEALTH FAMILIARISATION PLACEMENT ASSESSED?
Assessment of the placement is via a written reflective account that candidates produce of their experience that is submitted to one of the trainers. We suggest that you start a Mental Health Familiarisation Portfolio early on in the course and add in components of evidence as diary entries as you complete learning outcomes. Having completed all criteria a reflective account is required of around 1000 words that makes clear how each of the learning outcomes above have been satisfied.

HINTS AND TIPS ABOUT THE MENTAL HEALTH FAMILIARISATION PLACEMENT IN THE LEEDS AREA.
Start early – and perhaps choose individual days with individual professionals rather than booking great blocks of time.

Attempt to get a portable DBS certificate – the TA Training Organisation can help you with this (there is a cost) – this allows easier access to some organisations and will result in honorary contracts being easier to access.

The Andrew Simms Virtual Training Centre in Leeds offers courses that cover some of the learning outcomes especially legislation, medication etc.

Look for voluntary opportunities. MIND is a large organisation in Leeds. Talking Spaces in Harrogate is always looking for befrienders to visit and go on walks with those diagnosed with psychosis and schizophrenia.
The Retreat Hospital in York holds some open days during the year allowing access to professionals.

Bradford District NHS Care Trust does offer some voluntary placements.

Leeds & York NHS Trust again takes on volunteers in some services and roles.

DIAL house in Leeds offers some voluntary placements.

Ask friends and neighbours as to who knows any psychiatrists or mental health workers or nurses for communication, contact or even shadowing.

Trainees are encouraged to discuss the Mental Health Placement on Sunday Slots – and to access support from colleagues and trainers.

In some cases, some experienced trainees may use accreditation by prior experience and be exempt from the Mental Health Placement. Again these trainees will need to discuss this on a Sunday slot and ensure they can fully evidence the eight learning outcomes in a written summary reflective statement.
Assessment

Assessment is against the Overall Learning Outcomes for the course (Appendix HH) and the EATA Psychotherapy Core Competencies. (See Appendix V.)

A key part of our philosophy is to account the autonomy of trainees in their learning experience. This sits alongside the requirements of offering a training programme that meets UKCP/HIPC and Level 7.

Our approach to assessment is to offer choice and flexibility and to invite personal responsibility for learning.

We invite trainees to work with the Training Directors and take ownership for meeting the learning outcomes. We invite trainees to work with us in identifying their learning needs and decide on the most appropriate assignments for this development.

There is a requirement to submit and pass two summative assignments each academic year and for all the learning outcomes to have been achieved by the end of the four year clinical programme, including those from the Mental Health Placement. There are two types of assessment, formative and summative and a limited number of assignments that are requirements. Learning outcomes can be met via a mixture of formative and summative assignments.

Depending on choice the minimum programme of assignments of 2 per academic year may not meet all learning requirements. In this scenario, trainees will either need to select other additional assessments and assignments from the range on offer to meet all the learning outcomes or to do a “Developed Assignment.” There are also additional notes in the relevant assessments and assignment with guidance on how to develop an assignment to meet learning outcomes.

The requirements for the programme are as follows:

1. Meet all learning outcomes by the end of the clinical training
2. Pass two assignments each academic year
3. Pass the mandatory assignments by the end of the clinical training.
4. Meet the learning outcomes for the mental health placement.

GUIDANCE NOTES FOR ALL ASSIGNMENTS

All assignments will be assessed at Post–Graduate Level 7 and marking criteria are provided in subsequent marking grids. The word count for written assignments is generally 2500 words (plus or minus 10%) unless otherwise indicated excluding diagrams and bibliography. All written work is to be single sided and double spaced. References should be included and to a recognised post–graduate academic standard eg Harvard.
Areas for inclusion in each assignment are as follows:

- Critical evaluation and analysis of ethical considerations
- Critical evaluation and analysis regarding difference and diversity.
- Critical evaluation and analysis of their personal development.

**FORMATIVE ASSESSMENTS**

Examples of Formative Assessment on the programme

- Peer Support Group
- Clinical Supervision and Practical Client Work
- Self-Directed Study
- Reflective Learning Journal
- Participation in Group Process
  - Learning themes are:
    - To develop the skill of reflective practice
    - To develop the skill of giving and receiving feedback
    - To develop observation skill
    - To understand and reflect on own script
    - Use the group to support professional development.
    - To explore transference and counter transference.

- Self-Peer Assessment
- Personal Readiness and Professional Attitude

**Typical Level 7 Reflective Questions and Tasks might be:**

- Summarise – but then critique a theory, your practice, your development.
- Consider – think about and then recommend alternatives; and then appraise these options
- Compare – compare and contrast your differing approaches and recommend others.
- Evaluate – your practice, draw conclusions, integrate with theory, evaluate and justify.

**SUMMATIVE ASSESSMENTS**

These consist of assignments such as essays, case studies, transcript analyses and observed skills practice.

Successful completion of all assignments, together with demonstration of appropriate personal development, is required for progression into the following year. Students will either be endorsed to continue or be deferred with reasons by the penultimate training weekend of each year.

Summative Assessment will also take place at Post-Graduate Level 7. Please see assignments themselves and the marking grids for the criteria expected to be met at this post graduate level.
EXAMINATION.
For both the UKATA Diploma and the CTA, final assessment takes place through a written and oral exam.

The UKATA Diploma Final Assessment is a two part exam comprising a 4000 word written client case study and an oral exam with a requirement to play one piece of taped client work and answer questions.

The Certificate in Transactional Analysis final assessment is a 24000 word written exam comprising a personal and professional profile, a client case study and answers to theory questions and an oral exam with a requirement to play three tape one of which must be with a couple or group.
## Assessments and Assignments – Year by Year Overview

### Ongoing Formative Assessments

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Exam Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.0 Personal Development Portfolio and Tutorials</strong>&lt;br&gt;Includes: Annual Peer Review and Annual Learning Contract&lt;br&gt;Other evidence:&lt;br&gt;• Summaries from reflective journal&lt;br&gt;• Self–reflection sheets on experiential exercises&lt;br&gt;• Notes from course supervision sessions&lt;br&gt;• Clinical Placement Report&lt;br&gt;• Annual Hours Summary&lt;br&gt;• UKATA Psychotherapy Trainee Annual Hours Summary&lt;br&gt;• Mental Health Familiarisation Placement report</td>
<td></td>
<td></td>
<td></td>
<td>No formal assessment</td>
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<tr>
<td><strong>1.2 Reflective Journal</strong> (annual)</td>
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<tr>
<td><strong>1.3 Observation of Skills Practice in Group</strong>&lt;br&gt;Or Presentation of Clinical Tape in Group. (min once a year)</td>
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</table>
SUMMATIVE ASSESSMENTS

There is a requirement for a minimum of **2 assignments per year** during the four years of clinical training. Some assignments are mandatory in a particular year or across years and these **must** be completed. The remaining assignments are offered as options with the student making the choice about which are the most appropriate for them and which will ensure they meet the learning outcomes for the course.

**Summative Assessments – (eg essays, case studies, written assignments)**

<table>
<thead>
<tr>
<th>Year No.</th>
<th>MANDATORY</th>
<th>CHOICES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1</strong></td>
<td>Understanding and critiquing key theoretical concepts (2.0)</td>
<td>Critique of Theory Mandatory Essay (G2.1A/B) or Critique of Theory General Essay (2.2) or Research Presentation (G2.7)</td>
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<tr>
<td></td>
<td>Must do two assignments in total this year.</td>
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<tr>
<td><strong>Year 2 and 3</strong></td>
<td>There are no mandatory assignments specific to years 2 and 3. However, please see the box below for assignments that do need to be completed during the course and therefore should be undertaken prior to year 4.</td>
<td>Assignments that contribute to attaining learning outcomes.</td>
</tr>
<tr>
<td></td>
<td>Must do two assignments in year 2 and two assignments in year 3</td>
<td></td>
</tr>
<tr>
<td><strong>Year 4</strong></td>
<td>Year 4 Research Project (G2.8)</td>
<td>Other assignment that completes evidence of attaining learning outcomes – full choices available</td>
</tr>
<tr>
<td></td>
<td>Must do two assignments in total this year</td>
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</tr>
<tr>
<td><strong>By the end of the Four Years</strong></td>
<td>You must:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Complete 2 assignments a year</td>
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<tr>
<td></td>
<td>• Have completed a case study or a recording with transcript project</td>
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<tr>
<td></td>
<td>• Have completed at least two theory essays – G2.1Box A &amp; G2.1Box B (see G2.1 for more details)</td>
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<tr>
<td></td>
<td>• Have completed a personal development or personal identity essay – G2.5 or G2.6</td>
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<td></td>
<td>• Demonstrate evidence in your portfolio of meeting all learning outcomes at Level 7.</td>
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</tr>
</tbody>
</table>
The Assessments

The Trainee Development Portfolio and End of Year Tutorial – A1.0

<table>
<thead>
<tr>
<th>Code</th>
<th>A1.0</th>
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<tbody>
<tr>
<td>Name</td>
<td>Trainee Development Portfolio</td>
</tr>
<tr>
<td>Requirement</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

Trainees are encouraged to take responsibility for their own learning, celebrate their discoveries on the course, and to identify themes of development over time. This is congruent with the philosophy of TA Training Organisation where an expansive, self and co-created learning environment is encouraged. Trainees are being assessed against Learning Outcomes for the programme. Progress towards these outcomes form part of Trainee Development Portfolio. (See Appendix II for the Learning Outcomes Tracking Document)

**Evidence** of formative assessments to be collated each year in the Trainee Development Portfolio on a monthly basis.

Typical Evidence will include:
- Feedback sheets from peers – with subsequent self-reflection and critique
- Feedback sheets from tutors – with subsequent self-reflection and critique
- Skills observation sheets – with subsequent self-reflection and critique
- Presentation observation sheets – with subsequent self-reflection and critique
- Self-reflection sheets on experiential exercises – with evaluations and critique
- Notes from course supervision sessions – with evidence of development, evaluation and judgements about next clinical steps.

Your reflections on these activities can be handwritten or typed and between 500 to 800 words.

- Clinical Placement Report
- End of Year materials and summaries including TA Training Organisation Annual Hours Summary
- UKATA TA Psychotherapy Trainee Annual Hours Summary Form
- Learning Outcomes Achieved Form.

**Assessment**

The personal portfolio will be available for group and individual discussion each weekend. The personal portfolio will form the central component for the end of year academic tutorial.
Reflective Journal – A1.2

<table>
<thead>
<tr>
<th>Code</th>
<th>A1.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Reflective Journal</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>1.2.6.7.16.20.23.24.25.27.28</td>
</tr>
</tbody>
</table>

WRITING A REFLECTIVE JOURNAL

A Reflective Journal allows you to consider the content of training and perhaps more importantly, the process and experience of your training journey, as one of the key aspects of training to be a psychotherapist is the developmental journey of understanding oneself better.

Taking time after each training weekend and significant learning experience to reflect in writing can be a useful part of your integration. Some areas likely to be of significance in this journey are:

- Experiences of being in the training group.
- Experiences of relating with others
- Experiences of engaging in learning
- Content of learning new theory.
- Supported reflections – being asked to consider experiences and theory and integrate them.
- Application to my real life and experiences out there in the world, or to my client work.
- Planning experiments and changes in how I do things and then re-entering new experiences.

Here are some questions to think about when engaging in a Reflective Journal process.

CONTENT QUESTIONS
- What theory did I like or attach to this weekend – and why?
- What theory did I dislike or “push away” this weekend – and why?
- What did I learn this weekend?
- What do I want to learn about on the next session?
- What content of my Script did I discover this weekend?
- How are my values and philosophy revealing themselves to me
- How is this influencing what I emphasise and make important in my training.

PROCESS QUESTIONS
- What was my impact on others this weekend?
- What was their impact on me?
- Who or what don’t I like in the group? What does that tell me about me?
- Who or what do I attach to, or warm to in the group – what does that tell me about me?
- How is my Script Process manifest as I write this journal – quick enough? Perfect enough?
- How did the material taught become relevant or live in the group process? Parallel process?
• What do I see myself doing in the group? Do I want to do more or less of that or change it?
• How might I behave differently in the training group?
• How is my script about learning itself manifesting?

LOOKING TO THE FUTURE
• What am I learning about becoming a therapist?
• What will this mean for me as a therapist and for my clients?
• What do I need to take to supervision or therapy to discuss or explore further?
• Am I holding onto my sense of OK-ness – even though group process can be difficult?
• Am I holding others ok – even though the group process can be difficult.

INFORMATION ABOUT THE ANNUAL SUMMARY OF YOUR REFLECTIVE JOURNAL
Your annual summary of your year’s Reflective Journal is a key piece of assessment – and as it will be assessed at Level 7 – involves evaluation, higher-order and critical thinking.

As part of the end of year tutorial your tutor will discuss your Annual Summary of your Reflective Journal with you. Key components of your summary should include:

• A self-evaluation of your personal development during the year – your strengths and areas for development; considering your personal history and script.

• A critical assessment of your development in the role as a TA Psychotherapist

• A comparison of your personal philosophy as it is developing with that of TA. Support with evidence how you may concur or depart from “thinking TA”.

• A critical evaluation of your membership of the group – then tension between perhaps autonomy and collaboration.

• An appraisal of your skills, resilience and robustness – evidence that you can evaluate your own performance and self monitor

• A consideration of the impact of ethical practice and difference and diversity as it has appeared to you during the year’s development.

• The length of the assessment should be up to 1000 words, double-spaced.
Observation of Skills Practice in Group – A1.3

<table>
<thead>
<tr>
<th>Code</th>
<th>A1.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Observation of Skill Practice in Group</td>
</tr>
<tr>
<td>Requirement</td>
<td>One Observation of Skills Practice in Yr1/Yr2 – 4 Or Client Recording and Transcript.</td>
</tr>
</tbody>
</table>

During the year trainees will request an observation of their use of counselling and therapeutic skills. These sessions will be observed by a tutor as well as by fellow trainees. Written feedback by the tutor will be given using the Skills Observation Sheet below. It is a requirement that trainees are observed once a year. Once trainees are seeing clients this can be in the form of a piece of recorded clinical work.

The user of skills (the observed) – will be observed and then receive feedback from all parties. They will be invited to complete self-reflection of their use of skills and the experience of using skills and being observed. Form below.

The observers – will observe the skills session, record their observations and then reflect on the whole experience. Form below.

The "client" – will participate in a contracted piece of skills work and then reflect upon the experience. Form below.

Self-Reflection Following Skills Session. This is an assessment where all parties involved are invited to reflect on their role and personal development in this exercise.

Use the following questions as a framework to reflect on your use of skills and observation session. Ensure these three pages are copied and stored in your own portfolio and trainer’s file.

Your reflection should be no more than 1000 words – typed or written by hand following the session. You may want to use the group to support you in your reflections.

Possible questions for the user of skills (the observed) to ask themselves

a. Reflect on any ethical considerations that arose during this skills observation – issues of confidentiality, protection, harm, – and evaluate how you did or didn’t attend to them.

b. Judge your demonstration of skills in light of TA philosophy and practice – mutuality (ok-ness), autonomy and the use of contracting and a process of open communication.

c. Consider the piece in terms developmentally – evaluate what was the developmental age of your client during your piece?

d. Appraise your use of interventions. Critique which were more successful than others and how the therapeutic relationship affected the work in a positive or negative way.

TA Training Organisation © – Training Handbook – Version 122/05/2015
e. Consider and evaluate how your own personal history and script may have appeared either before starting or during the observed piece.

Possible questions for the observer and the “client” to ask themselves

a. How did this exercise reveal to me my own personal history and script issues? Does anything that happened today inform my personal therapy?

b. Did I like what I saw or experienced? Appraise how this might inform your own vision of self in the role as therapist? Judge how this might inform your practice.

c. Weigh how you managed in terms of autonomy and collaboration in the group process.

d. How might today’s exercise inform my own personal philosophy and development as a TA practitioner?

e. Appraise and evaluate the interventions used. Would I do the same or take the same course of action? If not – how would I do it differently?

Reflections should be at Level 7 (Higher-order thinking and critique) and added to your Personal Development Portfolio.
Skills Observation Year One Assessment 1.3

<table>
<thead>
<tr>
<th>Skill Area</th>
<th>Was it seen?</th>
<th>How demonstrated?</th>
<th>Personal evaluation comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protection and Confidentiality. Did the trainee establish a safe, confidential space.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Established a contract for the piece.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counselling Relationship: Maintenance of I'm ok you're ok stance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frame of Reference – stayed with the helpee.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstration of the Core conditions for Counselling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use the following active listening skills appropriately and to further empathic understanding: 1. Paraphrasing 2. Reflecting 3. Restating 4. Checking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify and Prioritise Focusing Clarifying Prioritising</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The use of summaries.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Trainee Name: __________________________ Date: ____________
The use of silence

Non Verbal Communication.

Specific Skill to be demonstrated.

Questions:

What do they think was the most important transaction in the piece of work?

Can they provide an example of a transaction and name what ego state they think the client might have been cathecting.

What would they change/do differently and why.

Feedback on successes and how-to's.

Name of Observer and role: ..........................................................
Annual Learning Contract – A1.4

<table>
<thead>
<tr>
<th>Code</th>
<th>A1.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Annual Learning Contract</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>21.22.23.24.25.26.27.28</td>
</tr>
</tbody>
</table>

What is it?

The Annual Learning Contract is essentially a process of agreement with self as an individual trainee in order to move forward developmentally, towards your learning goals and values. You will also be using colleagues on the course as appropriate support.

Why do it?

Research has shown than if something is planned, with goals set then the chances of it being achieved are enhanced. This process is also one of self-reflection about personal development with a particular focus on moving towards personal values. The Annual Learning Contract can be seen as a vehicle to enhance a sense of personal integrity - moving towards a sense of greater integration, congruity and becoming closer to one’s own values.

How do I do it?

We would suggest that you select different types of goals – some may be more linked to personal development and how you are managing in the group – these could be about levels of contribution, taking risks, goals around levels of contact with self and other, therapeutic shifts in self that you would like to see.

The other types of goal might be more technical and concrete – involving skills you would like to develop, areas of reading and experience, course progress.

Above all, goals should be seen as moving self closer, towards ones values and a sense of being more integrated.

Goals can be divided into personal, professional and learning goals.
Annual Learning Contract – A1.4

Name:________________________________________ Date:________________________________

My Goals for this year in the Training Group:

(Use additional sheets if necessary.)

1. Please list between 1 – 5 professional, learning or personal goals that you will achieve by the end of the academic year.
   a. Is your goal positively worded?
   b. Is your goal written in language an eight–year–old could understand?
   c. Is it verifiable? How will you know if you’ve achieved it or not?
2. How will this enhance my life or practice?
3. What will I be moving away from in achieving the goal/s?
4. What personal value will I be moving towards in attaining this goal?
5. What am I willing to do to effect this change?
6. What do I need from others to help and support me? (be specific here)
7. What is the common value served in making this change?
Annual Learning Contract – A1.4

Name: ___________________________ Date: ______________

Annual Goals Review

As you review your goals from this year you may find it helpful to reflect on the following questions. (Use additional sheets if necessary.)

1. Which of my goals did I achieve?
2. What did I do to achieve them?
3. What did I get from achieving them?
4. Which of my goals did I not achieve?
5. What did I get from not achieving them?
6. Did I make any changes to my goals if so what were those changes.
7. Which goals will I carry forward to next year?
Annual Peer Review – A1.5

<table>
<thead>
<tr>
<th>Code</th>
<th>A1.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Annual Peer Review</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>21.22.23.24.25.26.27.28</td>
</tr>
</tbody>
</table>

**What is it?**
The Annual Peer Review is a more formalised process for discovering more about impact of self on other. Within a safe framework, you are given the opportunity to discover parts of self that are important and significant to others – both positive and those aspects of self that others have found harder to be in contact with.

**Why do it?**
It could be argued that the biggest thing that is brought into the therapeutic space is the therapist and their material – both historic and here-and-now (what’s going on for them in their current life). Self-reflection and self-awareness can be seen as the essential components of being a psychotherapist – and it is essential that we all grown in awareness of our impact of self on other.

**How do I do it?**
- Stay I+U+
- Give lots of strokes.
- Be open and honest in your feedback.
- If you have a negative stoke then preface it with a positive one.
- Consider your motivation before giving negative strokes – will it facilitate learning in the other person?
- Really notice how the feedback that you give has qualities of you and “your stuff” rather than always being about the receiver – so notice your own process when giving feedback.
- Respond and thank the giver of the feedback, and consider how you will apply it, park it, or even reject it.
Annual Peer Review – A1.5

Name: ___________________________ Date: ________________

From: ___________________________

(Use additional sheets if necessary.)

1. What have you most enjoyed about me and my contribution to the training group this year?
2. What have you least enjoyed or found least useful?
3. How do you experience my relating to others? Is there anything you would like more or less of in the group?
4. Is there any aspect of my script that you have noticed in the way you experience me? Is there any personal work you think I might focus on next year?
5. Have you experience me changing or developing in any particular way?
6. Have you noticed any strengths or weaknesses in my knowledge or application of TA theory?
7. Do you have any recommendations for me?
8. Further comments and strokes.
Clinical Placement Report - A1.6

<table>
<thead>
<tr>
<th>Code</th>
<th>A 1.6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Clinical Placement Report</td>
</tr>
<tr>
<td>Requirement</td>
<td>Annually whilst on placement.</td>
</tr>
</tbody>
</table>

The aim of the Clinical Placement Report is to facilitate the trainee in reflecting on their placement and integrating the learning from this experience.

The trainee will work in collaboration with the placement to complete this formative assessment. **This process should be repeated annually across the course at the end of Years 2, 3 & 4.** Should the trainee’s context not suit this form of assessment then an alternative method of assessment should be agreed in writing with a tutor on a Sunday agenda day that will satisfy similar learning outcomes.

The Placement and Student should agree a joint learning statement signed and dated by both parties and submitted by weekend 9 of each academic year. This statement should be initiate and primarily driven by the trainee – and endorsed by the placement with the addition of any further comments.

The length of this joint learning statement should be approximately 1000 words long, **excluding** any feedback offered by the placement itself.

The Trainee is invited to self-evaluate and judge the following:

1. Consider their ability to assess and diagnose and treatment plan using TA models in the clinical setting.
2. Appraise their ability to use a range of therapeutic interventions.
3. Critique the quality of the therapeutic relationship and to evaluate their ability to be flexible as a practitioner
4. The trainee should summarise and critique the effectiveness of their own work
5. To summarise and appraise the significant aspects of their work – assessment, transference, ethics, professional practice issues, and the use of supervision.
6. Evaluates their own competency within the setting.
7. Description of personal philosophy in context and movements in personal development.

The Placement is invited to add positive strokes and areas for developmental focus.
Client Recordings – A1.7

<table>
<thead>
<tr>
<th>Code</th>
<th>A1.7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Year 3 Recorded Material being brought regularly to Sunday Slots</td>
</tr>
</tbody>
</table>

Trainees expected to make use of Sunday to access supervision for client recording. Unless specified these pieces of supervision are not be formally assessed apart from written notes and feedback from trainers to trainees.

We suggest that these notes are retained by the trainee and added to their personal development portfolio as evidence of progress and for discussion at end of year tutorial.

Trainer (supervisor in this case) to offer written feedback to trainee on the following headings.

This feedback will involve the trainer having access to the transcript for review.

- Feedback on skills observed.
- Feedback on strength of trainee’s commentary and evaluation of their own work.
- Feedback on trainee's management of the process of bringing recorded material to group.

Trainee is then invited to complete a reflection of their process in writing. This reflection to be stored in the trainee’s professional development portfolio.

- Technical Learning. What skills have I developed or learnt about through this experience?
- What are my clinical and personal development strengths?
- What are my clinical and personal development areas of development?
- How does this experience inform me as a practitioner? How does it impact my philosophy? What do I like and not like as a practitioner in this experience?
- What have I learnt about ethical practice in this exercise overall?
Summative Assessments

GUIDANCE NOTES
Post Graduate Level 7 – Higher Order Thinking

Describing theory and your understanding and subsequent application to practice are vital components of these essays however to attain Level 7 the markers are seeking analysis, synthesis and evaluation

<table>
<thead>
<tr>
<th>Analysis Clues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparing and contrasting ideas</td>
</tr>
<tr>
<td>Analysing material</td>
</tr>
<tr>
<td>Classifying and categorising</td>
</tr>
<tr>
<td>Pointing out and distinguishing</td>
</tr>
<tr>
<td>Making inferences</td>
</tr>
<tr>
<td>Selecting and prioritising</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Synthesis Clues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composing and constructing</td>
</tr>
<tr>
<td>Hypothesising ....what if?  How about?</td>
</tr>
<tr>
<td>Developing the ideas further into your own material and ideas</td>
</tr>
<tr>
<td>Combining differing ideas</td>
</tr>
<tr>
<td>Constructing and producing….new ideas, new theory, new application</td>
</tr>
<tr>
<td>Joining up one piece of theory with another.  How does this piece of TA link with another?</td>
</tr>
<tr>
<td>Plan, create and invent.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judging the theory and relating it to other theories – and their strengths and weaknesses</td>
</tr>
<tr>
<td>Weighing up and describing which direction you would take</td>
</tr>
<tr>
<td>Critical analyse of the theory including your personal thoughts and reactions with good evidence of what you think</td>
</tr>
<tr>
<td>Recommending, summarising, Appraisal</td>
</tr>
<tr>
<td>Comparing differing approaches.</td>
</tr>
</tbody>
</table>
Understanding and Critiquing Key Theoretical Concepts – G2.0

<table>
<thead>
<tr>
<th>Code</th>
<th>G 2.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Understanding and Critiquing Key Theoretical Concepts.</td>
</tr>
<tr>
<td>Requirement</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>1.5.6.7.10</td>
</tr>
</tbody>
</table>

This is a mandatory assignment to be completed during the first year of training.

You are asked to write a 2500 – 3000 max word essay to answer the 10 questions from the TA101 written exam. The questions are as follows, some questions need only a very short answer whereas for others you will need to write more.

1. Briefly define transactional analysis (TA) as you see it expressed in one of Eric Berne's books, giving the reference. Give two examples to illustrate how TA can be used to make life changes. (This question refers to TA as a body of knowledge, not to “transactional analysis proper”.

2. The structural model of ego states: Give a definition of an ego-state. Describe each ego state and explain four ways to diagnose an ego-state.

3. Functional Analysis: Draw a diagram of the functional model and give examples of behaviour from each mode.

4. Define a transaction; list the three types of transactions; and describe and draw an example of each type of transaction with dialogue. Explain the relationship between stimulus hunger, recognition hunger, and strokes. Include definitions of each concept in your answer.

5. Using an example of your own, describe the various elements of the racket-system.

6. Describe how work colleagues might model the six ways of structuring time at a party.

7. Describe a game that you have observed and use the Drama Triangle to analyse it. What was the Payoff for each of the participants?

8. Name the four life positions and explain how they relate to games and scripts, giving examples.

9. Define injunction, program, counter-injunction, and early decision.

   Explain the part each plays in script formation, using a script matrix to illustrate.

10. Using a TA definition of autonomy, distinguish between autonomy and independence, giving examples of how you might recognise the difference.

Finally, in conclusion, evaluate one of the sections 1–10 above, (max 1000 words included within the total words count) describing your critique of this particular piece of theory; your perception of its strengths, weaknesses and your personal preferences and ideas about this one area.
Critique of Theory

<table>
<thead>
<tr>
<th>Code</th>
<th>G2.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Critique of Theory</td>
</tr>
<tr>
<td>Requirement</td>
<td>Minimum of two assignments by end of Yr4 one from Box A one from Box B.</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>3.4.5.6.7.10.11.12</td>
</tr>
</tbody>
</table>

Trainees are invited to write an essay evaluating an aspect of theory. There is a list of titles below and it is a requirement that trainees answer two questions – one from Box A and one from Box B – by the end of the programme.

Word Count: 2500 (plus or minus 10%) excluding bibliography and diagrams.

Guidance Notes:
- Essays should demonstrate a clear introduction with signposting as to the following content and a clear conclusion.
- The Essay should demonstrate a knowledge of the theory, with your understanding and how it’s applied in a clinical or personal life situation.
- Essays should be explicit, where relevant, as to the steps taken to anonymise client information.
- You are encouraged to use diagrams where relevant. These should be clear, relevant and referenced to the original source.
- Clear definitions are helpful which are referenced.
- You should refer to the learning outcomes and marking grid for essays to assist you.
- You are encouraged to include reflection on ethical issues for self, other or the profession as a whole in all essays where relevant.
- You are encouraged to reflect on issues of difference and diversity and power in all essays where relevant.
- You are encouraged in all work with TA Training Organisation to reflect and evaluate your personal development as a result of taking part in an activity or subject area.

ESSAY TITLES AND TOPICS

<table>
<thead>
<tr>
<th>Box A: Child Development, Attachment and Memory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critically evaluate a model of child development and compare and contrast it with to TA and your practice.</td>
</tr>
<tr>
<td>Critically evaluate attachment theory and assess and compare it with Transactional Analysis.</td>
</tr>
<tr>
<td>Critically evaluate theories about memory and assess and compare it with relevant theory in Transactional Analysis</td>
</tr>
<tr>
<td>Own Choice. In discussion with one of the Training Directors, devise your own essay title</td>
</tr>
</tbody>
</table>
to meet the learning outcomes for this assignment.

Box B: Cross Modality

Choose an article on a humanistic or psychodynamic modality. Evaluate the approach as described and compare and contrast it with TA.

Choose two key theoretical concepts from another modality than transactional analysis. Compare, contrast and evaluate the differing approaches with TA.

Critically evaluate the core philosophy of transactional analysis with another humanistic or psychodynamic psychotherapy.

Own Choice. In discussion with one of the Training Directors, devise your own essay title to meet the learning outcomes for this assignment.

Critique of Theory – G2.2

<table>
<thead>
<tr>
<th>Code</th>
<th>G2.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Critique of Theory General Essays</td>
</tr>
<tr>
<td>Requirement</td>
<td>A choice of essay assignments that trainees may choose from in order to meet evidence of achieving L7 Learning Outcomes</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>3.4.5.6.7.10.11.12.13.14.15.16.17.20.21.26.27.28</td>
</tr>
</tbody>
</table>

Essay Titles

Describe some concepts of working with groups or couples. Compare and contrast a TA and non TA model. Apply these concepts to your practice or experience and evaluate.

What TA concepts do you use to diagnose or assess your clients, and how does this influence the way you work with different types of client presentation? Evaluate the concept of diagnosis and its usefulness or otherwise with your client group or in your personal experience.

Describe how you understand the psychotherapeutic relationship? Show how this relates to TA concepts, and how it influences the way you work?

How do you use contracting to enhance the psychotherapeutic process? Evaluate the value of different types of approach to contracting and relate to your preferences and practice or client experience.

Choose a topic or issue in psychotherapy you would like to deal with theoretically using TA concepts and show how this influences your work. Critique the model or theory presented and describe developments that would interest you.

What treatment plan do you favour and why? Evaluate the benefits and drawbacks of formulating an overall treatment plan of the psychotherapeutic process. Describe your application of a treatment plan in your clinical work or in your experience as a client.

What TA concepts do you use to understand the origin of psychological problems? Show how this relates to your ideas on psychological well-being or cure?

Evaluate what model or concepts do you use to understand either the intrapsychic process or interpersonal relationships and communication? How does this influence the way you
Choose one of the following clinical presentations – Depression, Anxiety, Bereavement, Abuse and using case examples identify what TA concepts you find useful in working with this issue. Critically evaluate a TA approach to working with this presentation and describe some therapeutic alternatives.

Choose a concept and then explore how TA approaches this concept across more than one theoretical school. Using clinical examples then relate this to your practice and evaluate your preference of approach.

Own Choice. In discussion with one of the Training Directors, devise your own essay title to meet the learning outcomes for this assignment.

Case Study: G2.3

<table>
<thead>
<tr>
<th>Code</th>
<th>G2.3</th>
</tr>
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<tbody>
<tr>
<td>Name</td>
<td>Case Study</td>
</tr>
<tr>
<td>Requirement</td>
<td>Either one case study or one client case recording and transcript.</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>5, 6, 7, 10, 11, 12, 13, 14, 15, 16, 17, 20, 21, 26, 27, 28</td>
</tr>
</tbody>
</table>

Case Study:
Identify a client that you have worked with for at least 10 sessions. Using TA as your core theoretical model describe your work with this client. You may like to begin with some basic information about your client along with the context of the work and the presenting problem. Then you should tell the story of your journey with your client.
In your writing you also need to consider your observations of what happened and what you thought this meant using TA theory as your guide. What actions you decided to take, which is your treatment plan, the actions you took and your observations of what resulted.
Do include a section where you give you TA assessment of the client. Models you could use are the Script Matrix or Script system, Personality Adaptations, the client’s Games and Rackets.
You are not required to comment on all of these topics and some of the areas you might like to explore alongside are:

Risk Assessment
Goals and Contract
Treatment Plan
Interventions
Successes and Failures
Alternative diagnosis

Use of the Supervisory Cycle
Ethical issues
Issues of difference, diversity and power
The therapeutic relationship
Impact on own personal development
Endings and prognosis

Word Count: 2500

Trainees are reminded to attend to anonymization of the client.
This assignment is at PG Level 7 and requires you to demonstrate higher-order reflections and evaluations of your work and its impact on self and other.

Developing this Assignment to meet further learning outcomes – Additional 1000 words
One of the ways to develop this assignment is to choose a specific and relevant piece of theory to evaluate in the light of the work with the client and then to compare and contrast it with TA theory. For example attachment theory or theory about memory.
Client Recording & Transcript: G 2.4

<table>
<thead>
<tr>
<th>Code</th>
<th>G2.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Client Recording &amp; Transcript</td>
</tr>
<tr>
<td>Requirement</td>
<td>One Case Study or Client Recording and Transcript by Yr4</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>1.2.5.6.10.11.12.13.14.15.16.17.25.26.27.28</td>
</tr>
</tbody>
</table>

There are four components to this assignment.

- The recording
- The transcript of the work
- The Front Sheet and Analysis
- The Reflection and Learning.

The trainee will select a 10 minute piece of their clinical or skills work that they experience has components of interest for development and discussion.

This piece of clinical work should be transcribed according to the example below landscape.

The trainee writes up a Front Sheet for the client giving basic information on the client along with a TA diagnosis, contract and the nature of the work on the tape.

The Commentary and Evaluation of the piece might attend to some of the following components:

- A description of the intervention used in TA terms or other modality terms
- Evaluation and critique of the success or otherwise of the intervention.
- An offering of an alternative intervention – considering alternatives and likely impacts
- Suggesting which schools of TA the interventions or piece might congruently fit.
- Reflections on potential assessment, diagnosis and treatment planning
- Alternative diagnosis
- Considers transference and counter-transference in the piece
- Issues of ethics – protection, permission, potency.
- Issues around difference and diversity.
- Issues around own script and the impact of this client on self and other.

<table>
<thead>
<tr>
<th>No.</th>
<th>Person</th>
<th>Dialogue</th>
<th>Commentary &amp; Evaluation</th>
<th>Feedback from colleagues</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Therapist</td>
<td>I notice your head is down this morning...and you look...sad?</td>
<td>I am about to attempt some behavioural ego state diagnosis and offer a tentative empathic intervention</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Client</td>
<td>No I am just angry at the world.</td>
<td>I notice this script theme re-emerging early in the work, and my counter-transference irritation</td>
<td></td>
</tr>
</tbody>
</table>
The trainee will opt to bring the taped work and transcript to a Sunday for accessing supervision and group discussion. A clear supervisory contract will be established as to the nature of the input that would be useful for the trainee from the trainer and group.

Recording to be played. Trainee to offer their thoughts on the strengths and growing edges of the piece. Feedback will be offered by group members and trainer. This feedback recorded in writing by the trainee in the right hand column of the transcript.

Documentation will then take place in the following way:

Trainee is invited to complete a reflection of their process in writing, which might include:

- Technical Learning. What skills have I developed or learnt about through this experience?
- What are my clinical and personal development strengths?
- What are my clinical and personal development areas of development?
- How does this experience inform me as a practitioner? How does it impact my philosophy? What do I like and not like as a practitioner in this experience?
- What have I learnt about ethical practice in this exercise overall?

All the written elements are then handed in for marking.

Developing this Assignment to meet further learning outcomes – Additional 1000 words

One of the ways to develop this assignment is to choose a specific and relevant piece of theory to evaluate in the light of the work with the client and then to compare and contrast it with TA theory. For example attachment theory or theory about memory.

Formative Elements: Trainer (supervisor in this case) to offer written feedback to trainee on the following headings. This feedback to be stored by trainee in their personal development portfolio. This feedback will involve the trainer having access to the transcript for review.

- Feedback on skills observed.
- Feedback on strength of trainee’s commentary and evaluation of their own work.
- Feedback on trainee’s management of the process of bringing recorded material to group.

This reflection to be stored in the trainee’s professional development portfolio.
Personal Development Essay - G2.5

<table>
<thead>
<tr>
<th>Assessment Code</th>
<th>G2.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Name</td>
<td>Personal Development Essay</td>
</tr>
<tr>
<td>Requirement</td>
<td>Either 1 Personal Development Essay or Professional Identity and Philosophy Essay</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>1.2.5.6.10.22.23.24.25.26.27.28</td>
</tr>
</tbody>
</table>

This assignment is at Post Graduate Level 7 and should demonstrate higher order thinking with evaluation and critique of theory being evidenced throughout. Referencing must be accurate to an accepted academic standard eg Harvard.

Word Count: 2500 (10%)
This assignment is a reflective piece on your personal development using TA theory.
Choose from the following:

Using TA theory, compare and evaluate two of your annual Learning Contracts.
Using TA theory compare and evaluate two of your Peer Reviews.
Professional Identity and Philosophy Essay – G2.6

<table>
<thead>
<tr>
<th>Code</th>
<th>G2.6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Professional Identity and Philosophy Essay</td>
</tr>
<tr>
<td>Requirement</td>
<td>Either 1 Personal Development Essay or Professional Identity and Philosophy Essay</td>
</tr>
<tr>
<td>Learning Outcomes -</td>
<td>1.2.5.6.10.22.23.24.25.26.27.28</td>
</tr>
</tbody>
</table>

This assignment is at Post Graduate Level 7 and should demonstrate higher order thinking with evaluation and critique of theory being evidenced throughout. Referencing must be accurate to an accepted academic standard e.g. Harvard.

Word Count: 2500 (10%)

Complete the whole of section B from the written exam below:

**Section B from the CTA Psychotherapy Written Exam**

**UKATA Psychotherapy Written Examination Handbook**

Your training and personal development – and identity as an emerging psychotherapist

Describe the importance of TA in your professional development

When and why did you choose TA and what influence did this decision have on your professional development from then on?

What challenging experiences have you had while using TA? How have they affected your personal development?

How have these learning experiences influenced you in finding your identity as a psychotherapist?
Making Research Live – Research Presentation: G2.7

<table>
<thead>
<tr>
<th>Assessment Code</th>
<th>G2.7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Name</td>
<td>Making Research Live – Research Presentation</td>
</tr>
<tr>
<td>Requirement</td>
<td>Minimum 1 by yr 4</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>5.8.10.11.16.20</td>
</tr>
</tbody>
</table>

Trainees are invited to make "Research Live" in everyone’s professional development.

Trainees are invited to select a piece of research that has been published in the last 5 years that is salient to the practice of counselling and psychotherapy. Resources for this might include the BACP Research Journal (available in the library) TAJ, Transactional Analyst UK, or other psychotherapy or counselling journal hard copy or online.

Trainees will book a Sunday slot and with the support of a tutor, present that research to the group in any suitable format following the guidance below.

Trainee to provide a one sheet summary of the research with accurate reference and as an aide-memoire for the group discussion.

Trainee to give a presentation of 20 minutes to the group. Possible content may include:

- Why this piece of research interested them.
- The research methodology
- Outcome and results
- Implications for practice / ethics / issues of difference and diversity

The group will then enter into a discussion about the research facilitated by the trainee. 20 mins.

Following the discussion – all will annotate the handout with reflections on self, other, personal development experience of the task and implications for practice. These notes will be added to personal development portfolio.

Developing this Assignment to meet further learning outcomes – Additional 1500 words
One of the ways to develop this assignment is to choose a piece of research that is relevant to the earning outcome you wish to meet. In the light of the research you could then evaluate the theory and compare and contrast it with TA theory.
## Making Research Live – Research Project G2.8

<table>
<thead>
<tr>
<th>Code</th>
<th>G2.8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Making Research Live – Research Project</td>
</tr>
<tr>
<td>Requirement</td>
<td>Mandatory Yr 4</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>5.8.9.10.16.20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage of Research Assignment</th>
<th>Activity</th>
<th>Work Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1</td>
<td>Completion of Literature Search and Research Proposal (one document)</td>
<td>1000 – 2500 words</td>
</tr>
<tr>
<td>Stage 2</td>
<td>Presentation of Research Proposal to small group supervision – Sundays</td>
<td>One page handout extracted from above – for fellow trainees to use in discussion</td>
</tr>
<tr>
<td></td>
<td>- Focus on research question</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Focus on ethical stance</td>
<td></td>
</tr>
<tr>
<td>Stage 3</td>
<td>Carry out the investigation</td>
<td></td>
</tr>
<tr>
<td>Stage 4</td>
<td>Write up and present the findings in an appropriate format.</td>
<td>2500 – 3500 words</td>
</tr>
</tbody>
</table>

### Stage 1 – Research Proposal (including Literature Search)
Trainees are asked to formulate a research question, write a research proposal and undertake a brief literature search. This research proposal may follow the following format:

1. **A research proposal** is a concise and coherent summary of your proposed research. It sets out the central issues or questions that you intend to address. It outlines the general area of study within which your research falls, referring to the current state of knowledge and any recent debates on the topic. It also demonstrates the originality of your proposed research.

2. **Title** – this is just a tentative title for your intended research. You will be able to revise your title during the course of your research.

3. **Abstract** – the proposal should include a concise statement of your intended research of no more than 100 words. This may be a couple of sentences setting out the problem that you want to examine or the central question that you wish to address.

4. **Research Context** – you should explain the broad background against which you will conduct your research; for example private practice or perhaps within a placement or agency or other context.
5. **Research Question** – the proposal should set out the central aims and question that will guide your research. Before writing your proposal, you should take time to reflect on the key questions that you are seeking to answer and use the resources of the course to support you – for example Sunday supervision and small group sessions.

6. **Research Methods** – the proposal should outline your research methods, explaining how you are going to conduct your research. For example your project may use *thematic analysis of qualitative data*.

7. **Significance of Research** – you should explain the importance of your research and consider which populations may benefit – therapists, clients, UKATA, UKCP etc.

8. **Bibliography – Literature Search** – the proposal should include a short bibliography identifying the most relevant works for your topic. Trainees should provide the reference for a minimum of three relevant articles, books, papers, videos etc or more.

9. **Ethical Issues** – your research proposal should discuss areas of ethical concern, risk or attention.

**Stage 2 – Research Proposal presentation to a group**

The trainee should request a slot in a training weekend to then discuss their research proposal. This activity should be seen as a useful, practical supportive event – seeking suggestions and “tweaks” from the group and supervisor. The trainee should provide a one page summary of their research proposal with a focus on their research question, methodology and ethically concerns.

**Stage 2a – Research Proposal submitted for marking – PASS / DEFER only.**

**Stage 3 – Investigation and Data Gathering**

The purpose of this assignment is to support trainees through all stages of a research project. We would strongly advise trainees to not over-extend themselves – for example keeping data sets reasonable and not attempting to conduct too many interviews.

**Stage 4 – Submission of a paper or article**

Trainees should adopt a formal format to present their research findings. One such format might be:

- Abstract
- Introduction
- Method
- Results
- Discussion
- Conclusion
- References
Marking and Marking Schemes

All assignments are double marked. Both sets of written feedback from the markers along with a combined mark will be returned to the trainee between 4 – 6 weeks after the essay has been received.

Each year a random selection of essays across the marking points will be sent to our external moderator for evaluation of the consistency of the marking.

There are 4 marking schemes.

1. Case Study and Theory Question
2. Skills Observation Yr1
3. Clinical Recordings Yrs 2 – 4
4. Research Project

These schemes are used across all years at a level appropriate to the year of training and in conjunction with the learning outcomes for that year.
## MARKING SCHEME: CASE STUDY AND THEORY QUESTION

<table>
<thead>
<tr>
<th>GRADE</th>
<th>WRITING TO ACADEMIC STANDARD</th>
<th>UNDERSTANDING OF THEORY</th>
<th>INTEGRATION OF THEORY INTO PRACTICE</th>
<th>CRITICAL EVALUATION</th>
<th>READING AND RESEARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Exceptional</td>
<td>Demonstrates an exceptional understanding of a wide range of TA theory, different trends and approaches as well as most recent developments.</td>
<td>Demonstrates excellent capacity to take metaperspective and complexity into account. Demonstrates an awareness of a broad range of aspects in discussion/writing. Supports discussion well with evidence and examples of clinical work.</td>
<td>There is evidence of originality and independent thinking in all aspects.</td>
<td>Ample evidence that the trainee has read widely with in-depth knowledge and can make comparisons outside the field drawing on other relevant information.</td>
</tr>
<tr>
<td>A.</td>
<td>Excellent</td>
<td>Demonstrates an excellent understanding of a range of TA theory, different trends and approaches as well as some recent developments.</td>
<td>Demonstrates capacity to take metaperspective and complexity into account. Demonstrates an awareness of a range of aspects in discussion/writing. Generally supports discussion with evidence and examples of clinical work.</td>
<td>There is evidence of originality and independent thinking.</td>
<td>Good evidence that the trainee has read widely with good knowledge and can make some comparisons drawing on other relevant information.</td>
</tr>
<tr>
<td>B.</td>
<td>Good Pass</td>
<td>Demonstrates a good understanding of a range of TA theory with some limited knowledge of either</td>
<td>Demonstrates some capacity to take metaperspective and complexity into account. Demonstrates a limited awareness of range of aspects</td>
<td>There is some evidence of originality and independent thinking.</td>
<td>Sufficient evidence of wide reading within the field reading with good knowledge.</td>
</tr>
</tbody>
</table>

TA Training Organisation © – Training Handbook – Version 122/05/2015
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Evidence</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Competent</td>
<td>The work shows some attention to organisation and is reasonably clear. Presentation is competent. Referencing consistent within a recognised system and is mostly accurate. Demonstrates a competent understanding of a range of TA theory. Little demonstration of metaperspective and complexity. Demonstrates a competent level of awareness of aspects in discussion/writing. Some limited support of discussion with evidence and examples of clinical work.</td>
<td>There is limited evidence of originality and independent thinking.</td>
<td>Evidence of competent reading within the field with sufficient knowledge.</td>
</tr>
<tr>
<td>D. Fail/Defer</td>
<td>Work is not coherent and poorly structured and presented. Referencing inaccurate or does not follow a recognised system. Key concepts in TA theory generally not understood. Little evidence of acquisition of skills and support for discussion and writing</td>
<td>No evidence of independent thought, discussion is purely descriptive conclusions do not follow logically from work undertaken.</td>
<td>Limited attempt in reading and research of relevant source material to support discussion.</td>
</tr>
<tr>
<td>GRADE</td>
<td>WRITING TO ACADEMIC STANDARD</td>
<td>ABSTRACT &amp; INTRODUCTION</td>
<td>METHODOLOGY</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------</td>
<td>--------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>A+</td>
<td>Exceptional</td>
<td>Exceptional quality</td>
<td>Exceptional</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>Excellent clarity</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

The work is exceptionally well organised and clear. Presentation is exceptional. All referencing is accurate and consistent within a recognised system.

The abstract is of exceptional quality and ready to publish.

The introduction places the research in context with exceptional clarity of research question.

Exceptional description of methodology employed.

Exceptional clarity of why this methodology has been employed with compelling evidence for this to be true.

There is evidence of originality and independent thinking in all aspects. Higher order and critical thinking evidenced.

Future application fully considered at exceptional level.

Ample evidence that the trainee has read widely with in-depth knowledge and can make comparisons outside the field drawing on other relevant information.

Exceptional description of methodology employed.

Exceptional clarity of why this methodology has been employed with compelling evidence for this to be true.

There is evidence of originality and independent thinking in all aspects. Higher order and critical thinking evidenced.

Future application fully considered at exceptional level.

Ample evidence that the trainee has read widely with in-depth knowledge and can make comparisons outside the field drawing on other relevant information.

Exceptional description of methodology employed.

Exceptional clarity of why this methodology has been employed with compelling evidence for this to be true.

There is evidence of originality and independent thinking in all aspects. Higher order and critical thinking evidenced.

Future application fully considered at exceptional level.

Ample evidence that the trainee has read widely with in-depth knowledge and can make comparisons outside the field drawing on other relevant information.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B</strong></td>
<td>Good Pass</td>
</tr>
<tr>
<td></td>
<td>The work is generally well organised and clear. Presentation is good. Referencing is mostly accurate and consistent within a recognised system.</td>
</tr>
<tr>
<td></td>
<td>The abstract has clarity in summarising the following paper. The clarity of the research question is good. There is a good attempt at placing the research in context.</td>
</tr>
<tr>
<td></td>
<td>Good description of methodology employed.</td>
</tr>
<tr>
<td></td>
<td>Good attempt at demonstrating why this methodology has been employed</td>
</tr>
<tr>
<td></td>
<td>Good presentation of results in acceptable format.</td>
</tr>
<tr>
<td></td>
<td>Good use of visual presentation of data.</td>
</tr>
<tr>
<td></td>
<td>Good statistical analysis</td>
</tr>
<tr>
<td></td>
<td>There is some evidence of originality and independent thinking. Some future application of the research considered.</td>
</tr>
<tr>
<td></td>
<td>Sufficient evidence of wide reading within the field reading with good knowledge.</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>Competent Pass</td>
</tr>
<tr>
<td></td>
<td>The work shows some attention to organisation and is reasonably clear. Presentation is competent. Referencing consistent within a recognised system and is mostly accurate.</td>
</tr>
<tr>
<td></td>
<td>A reasonably clear abstract is present. An acceptable research question is posed. There is some attempt at placing the research into context.</td>
</tr>
<tr>
<td></td>
<td>Description of methodology presented.</td>
</tr>
<tr>
<td></td>
<td>Reasons provided for why this methodology was employed.</td>
</tr>
<tr>
<td></td>
<td>Results are presented in an acceptable and understandable format.</td>
</tr>
<tr>
<td></td>
<td>Visuals may or may not be used.</td>
</tr>
<tr>
<td></td>
<td>There is limited evidence of originality and independent thinking. There is limited consideration of future application.</td>
</tr>
<tr>
<td></td>
<td>Evidence of competent reading within the field with sufficient knowledge.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>Work is not Poor or unclear</td>
</tr>
<tr>
<td></td>
<td>No clarity of</td>
</tr>
<tr>
<td></td>
<td>Presentation of</td>
</tr>
<tr>
<td></td>
<td>Absent evidence</td>
</tr>
<tr>
<td></td>
<td>Limited attempt in</td>
</tr>
<tr>
<td>Fail/Defer</td>
<td>coherent and poorly structured and presented. Referencing inaccurate or does not follow a recognised system.</td>
</tr>
</tbody>
</table>

Indicators for excellence include – paper ready to be published; originality of thought, immediate or potential application to practice, higher order thinking present, discussion and conclusion containing high levels of critical thinking
Clinical Recordings & Tape Observation

<table>
<thead>
<tr>
<th>Trainee Name</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COMPETENCY</th>
<th>WAS IT SEEN?</th>
<th>HOW DEMONSTRATED?</th>
<th>PERSONAL EVALUATION COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates Permission, Potency and Protection:</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishes a clear bi lateral contract for the piece.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Therapeutic Relationship</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance of I’m ok you’re ok stance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can describe what is happening on the tape using TA theory.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clarity of client assessment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treatment Direction can link what is happening on the tape to the contract goals.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the candidate monitor the effect of his/her interventions on the clients and respond to this?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capacity for self–reflection</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Discussion

Name of Observer and role: ………………………………………………………………………………………………………
Fitness to Practice

Beginning Clinical Practice

Working with clients as a therapist is clearly the goal of this course – but this process needs to be handled with consideration and care by all parties for the protection of all parties. Therefore please find Guidance Notes along with a series of Requirements, Recommendations and the Readiness for Placement Process. Our Placement Policy which is a four way agreement between the trainee, placement provider, TA clinical supervisor and TA Training Organisation can be found in the section on Policies, Procedures and Administration.

GUIDANCE NOTES
There is no set date by which trainees are required to begin on a placement. At some point when trainees have competed all the requirements listed below and feel personally ready to begin client work they may make their application for placement.

DEVELOPING SKILLS
Year 1 Trainees: are encouraged to build up their basic use of counselling and listening skills by accessing a voluntary placement. Their role in this placement should be as a listener or befriender. Year 1 Trainees should look for other opportunities to access practice opportunities to grow their listening and empathic skills.

Year 2 Trainees and beyond: Year 2 trainees are strongly encouraged to be accessing a clinical voluntary placement in this year – employing Transactional Analysis and accessing the appropriate amount of Transactional Analysis supervision for their individual requirements.

REQUIREMENTS
1. Trainees on the course are required to adhere to the Fitness to Practice policy which includes a Readiness for Placement process and letter.
2. Pass the Clinical Competencies Assessment. This is held three times a year, dates given out at the beginning of the year.
3. Have all passed all assignments to date with no outstanding work
4. Book a tutorial with one of the clinical directors and agree readiness to see clients.
5. Have current membership if UKATA
6. Be in personal therapy
7. Have a TA clinical supervisor.
8. Ensure your placement meets the minimum standards in TA Training Organisation policy regarding clinical placements and complete the four-way agreement.

RECOMMENDATIONS
3. Discuss and agree increased supervision with your TA supervisors
4. Undertake your first 100 hours of client work n a voluntary placement
5. Choose a placement with a client group that you are interested in.

INCREASED SUPERVISION RATIOS FOR TRAINEES

UKCP Training Standards of Humanistic and Integrative Psychotherapy Section of UKCP May 2006 Training Standards, (Revised May 2007 and amended January 2011) states the ratio of supervision:

- The ratio of individual supervision hours to overall client hours should be a minimum of 1:6
- Group supervision should reflect this ratio (minimum 10 minutes supervision per client hour)

However...the TA Training Organisation wants to make it very clear that these are minimum requirements for supervision. Early practitioners, trainees and experienced, qualified practitioners may all need far greater input of supervision at specific times – and especially early on in their training and careers. For example fortnightly supervision is not uncommon of an hour or more duration.

It is strongly recommended that trainees spend at least their first 100 hours of practice within a voluntary organisation or placement. The reason for this is that voluntary placements provide local, at-hand policy, procedure and line management which is far more holding for a trainee than being isolated in private practice.

READINESS FOR PLACEMENT PROCESS

A trainee wanting to commence clinical placement as a counsellor or therapist must access a Readiness for Placement request form. This form is used to track their progress through the Readiness for Placement process.

1. Access Readiness for Placement form.
2. Request a formal skills observation session on a Sunday of training for placement endorsement.
3. Tutor and Group will observed a skills session and complete an observation sheet. Tutor will make specific reference to endorsement or non-endorsement of trainee being ready for clinical placement in terms of skills.
4. Trainee to arrange a tutorial to discuss other components of readiness per form.
5. Trainee must provide evidence of current membership of UKATA at this stage.
6. Trainee accesses signature from TA supervisor at this stage (PTSTA, CTAT, TSTA).
7. Trainee returns Readiness for Placement form to administrator who arranges issue of Readiness for Placement letter.

When a trainee has possession of a Readiness for Placement endorsement letter they are then in a position to access a placement and enter into the four-way agreement process:
1. Placement
2. Supervisor – TA (PTSTA, CTAT, TSTA)
3. Trainee
4. TA Training Organisation

Engaging with a Voluntary Placement

It is essential that the trainee engages with a proper induction process with the placement. As part of this process the trainee will complete a Placement Checklist and discuss this checklist with their TA supervisor and obtain their signature. They will also gain the signature of their placement line manager on the four-way agreement form.

TA TRAINING ORGANISATION – MONITORING OF CLINICAL PLACEMENTS

The TA Training Organisation monitors clinical placements on an annual basis. They do this through sending a placement a Placement Information Form. Placements will be monitored on an annual basis through a research telephone call and through any student feedback gathered. Students are invited to feedback either annually or immediately if an incident at placement occurs that requires attention.

CHECKLIST FOR MINIMUM STANDARDS OF A PLACEMENT

Transactional Analysis Training Programme is aware that clinical placements differ in nature and context but a minimum standard of placement process and procedure is expected:

- The trainee is given a clear initial induction and/or training programme.
- The trainee is given clear information about their role in the form of an agreement letter, terms and conditions or contract.
- The trainee has been through a DBS process – facilitated either by placement or by TA Training Organisation – with DBS certificate or portable DBS Certificate copy passed to TA Training Organisation.
- The trainee is supplied with an internal supervisor or alternative, clear supervisory arrangements.
- The trainee is supplied with a clear line of management.
- The trainee is able to witness insurance arrangements that will cover their practice of counselling and psychotherapy. It is important that students, before commencement of practice, witness evidence of adequate professional indemnity insurance or seek out their own cover. Their personal professional indemnity insurance policy should be specifically designed to cover the practice of psychotherapy. It should cover civil liabilities including Professional Indemnity (Malpractice) and Professional Indemnity (Errors and Omissions), Public Liability, Product Liability and Liability for Libel/Slander.
• The trainee will not initially be screening or assessing their own clients – rather these will be allocated to them through a screening process carried out by a suitably qualified person.

• The placement employs a written business contract (terms and conditions) with all clients.

• The placement has the minimum following policies in place:
  o Child safeguarding policy
  o Vulnerable adult safeguarding policy
  o Fire policy
  o Health & Safety policy
  o Confidentiality and Data Protection policy
  o Complaints policy – internal and external
  o Policies to protect – anti-discriminatory, anti-violence, lone worker – context specific

• The placement commits to signing the four-way agreement.

• The placement commits to providing an annual trainee report and annual supervisors report.

The Trainee and Fitness to Practice

ASSESSMENT FOR FITNESS TO PRACTICE:
Trainees will be assessed for their “Fitness to Practice” – this is seen as an ongoing process. Part of TA culture is the recognition that circumstances change. To that end, Fitness to Practice will not be seen by TA Training Organisation as a one-off hoop to be jumped through – rather this is a dynamic, responsive process that will be monitored by all signatories to the four-way agreement.

Part of the assessment for fitness to practice is in meeting the requirements covered earlier.

Trainees will need to demonstrate their commitment to the contractual process by ensuring TA Training organisation is supplied with a fully completed four way agreement. (Trainee, Supervisor, Placement, TA Training Organisation)

Trainees will need to demonstrate their up-to-date membership of UKATA and their commitment to UKATA’s Code of Ethics and the Requirements and Recommendations for Professional Practice (all four sections).

Trainees will need to demonstrate the following skills, abilities and qualities:

a) The ability to build a rapport with another person.

b) The ability to develop a relationship of trust with another person.
c) The ability to be open and transparent within the therapeutic relationship.
d) The ability to shown warmth, compassion and understanding for another human being.
e) Commitment to anti-discriminatory practice, valuing issues of difference and diversity.
f) An understanding of the extent and limitations of confidentiality; an awareness of boundary issues and effective use of supervision.
g) Commitment to continuing professional development.
h) At least one meeting with a Supervisor (PTSTA, CTAT, TSTA) and a signed contract of supervision prior to accessing any placement.
i) Ongoing sufficient robustness and resilience to maintain a sound ethical practice with sufficient capacity to manage placement, course and current life circumstances.

The evidence for this will be gathered in the following ways:

1. Skills practice sessions, group discussions, group process and peer and self assessment forming an ongoing portfolio of evidence – to be viewed at endorsement tutorial below.
2. Self reflections contained in the Reflective Practice journal – to be discussed at endorsement tutorial below.
3. A formal endorsement observation as part of the process to be issued with a Readiness to Practice Endorsement Letter. This observation will result in an endorsement or not of the trainee’s readiness to practice in terms of skills.
4. A formal endorsement tutorial consolidating these various forms of evidence as part of the process to issue a Readiness to Practice Endorsement Letter – and the tutor’s observation of the trainee in the training group to date. This tutorial will result in an endorsement or not of the trainee’s readiness to practice.
5. A Readiness to Practice Form – assessed at the endorsement tutorial – that will confirm supervisory arrangements and supply evidence of UKATA membership.
6. Ongoing Observation of the trainee in the training group by tutorial team – with awareness of ongoing robustness and trainee’s capacity to manage the demands of course, placement and current life circumstances.

The Endorsement to Practice Letter verifies that the trainee has the skills to begin seeing clients in an appropriate setting agreed with their supervisor. Trainees are given their Endorsement to Practice Letter for them to use with a clinical placement provider.

Trainees will be assessed in their acquisition of clinical competences by one of the directors observing and assessing a therapy practice with a fellow trainee. The therapeutic piece will be for up to 20 minutes with 10 to 15 minutes of questions afterwards.
Clinical competency assessments take place three times a year from year 2 onwards. Dates are during October, January and April.

Trainees will be assessed on their demonstration of skills in establishing an effective and protective counselling relationship for the piece, contracting, use of counselling skills, effective use of transactional analysis interventions and their capacity to reflect on the work in discussion.

See the Clinical Competencies Assessment Sheet which follows.
Clinical Competencies Assessment

<table>
<thead>
<tr>
<th>Competency</th>
<th>Was it seen?</th>
<th>How demonstrated?</th>
<th>Personal evaluation comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates Permission, Potency and Protection:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishes a clear bi lateral contract for the piece.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counselling Relationship:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance of I’m ok you’re ok stance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frame of Reference – stayed with the helpee.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstration of the Core conditions for Counselling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective use of Counselling Skills to develop the direction of the work.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Made 1 – 2 effective interventions using transactional analysis.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Discussion

Can describe at least clinical interventions made with the client using TA theory.

Can make accurate observations on the counselling process and reflect on this.

Name of Observer and role: ...............................................................
Readiness for Placement Form

This form should only be completed when you are committed to commencing a clinical placement.

| Full Name: |  |
| Which training year are you in? |  |

<table>
<thead>
<tr>
<th>Stage No.</th>
<th>Action and evidence required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Record the date you have commenced this process here:</td>
</tr>
<tr>
<td>2</td>
<td>Please email the course administrator with your intention to start placement.</td>
</tr>
<tr>
<td>3</td>
<td>Discuss your intention with a course tutor and book your skills observation. Record the date of your skills observation here:</td>
</tr>
<tr>
<td></td>
<td>Tutor name: Date of endorsement:</td>
</tr>
<tr>
<td></td>
<td>Attach copy of skills endorsement to this form.</td>
</tr>
<tr>
<td>4</td>
<td>Discuss your intention with a course tutor and book your endorsement tutorial: Record the date of your endorsement tutorial here:</td>
</tr>
<tr>
<td></td>
<td>Tutor name: Date of endorsement:</td>
</tr>
<tr>
<td></td>
<td>Attach copy of tutorial endorsement to this form.</td>
</tr>
<tr>
<td>5</td>
<td>Evidence of UKATA membership today</td>
</tr>
<tr>
<td></td>
<td>Please attach to this form. Membership Number:</td>
</tr>
<tr>
<td></td>
<td>Supervision with a TA Supervisor (TSTA, CTAT, PTSTA)</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Name your supervisor here:</td>
</tr>
<tr>
<td></td>
<td>Record the date of at least one pre-placement supervision session :</td>
</tr>
<tr>
<td></td>
<td>Record the date of your supervision signed contract here:</td>
</tr>
<tr>
<td>7</td>
<td>Trainees are strongly advised to be accessing regular therapy at this point with an appropriately qualified therapist.</td>
</tr>
<tr>
<td>8</td>
<td>Please sign in this box that all stages above are complete to the best of your knowledge:</td>
</tr>
<tr>
<td>9</td>
<td>Return form and evidence to the course administrator and await your Readiness for Practice Endorsement Letter – Date of submission:</td>
</tr>
</tbody>
</table>
Final Exams

UKATA DIPLOMA IN TRANSACTIONAL ANALYSIS

UKATA Diploma in Transactional Analysis has a two part exam.

A written exam of 4000 words and an oral exam.

The Written Exam

The written exam is a Case Study where the purpose is to demonstrate that the candidate can work effectively using transactional analysis in providing therapeutic counselling. An outline of the UKATA Diploma Written Exam or Case Study is at Appendix R.

The Oral Exam

The oral exam is taken before a board of two examiners, at least one of whom will be external. The candidate is required to prepare a five minute tape for presentation and be prepared to answer questions. Further guidance on the oral exam is at Appendix S and T.

CERTIFIED TRANSACTIONAL ANALYST

The CTA exam is a two part exam. A written exam of 24000 words and an oral exam.

The Written Examination, which used to be called the Case Study, consists of four sections:

A. Self portrayal of the candidate and his or her work as a Transactional Analyst
B. A report on the learning experience gained during TA training
C. The client case or project study
D. Theory and literature. The candidate is required to answer six questions on transactional analysis theory and practice.

The purpose of the Written Examination is to demonstrate that the candidate has integrated the core competencies of his chosen field of application and how she/he works effectively and ethically as a theoretically based Transactional Analyst.

The CTA Written Exam

Evaluation is initially carried out by the candidate's own Principal Supervisor, in the form of a general appraisal of the Written Examination and then by two independent markers selected by the UKATA CTA Written Exam Coordinator. Written markers are then excluded from being involved in the candidates oral examination.

The CTA Oral Examination is taken before a board of four advanced members of EATA and/or ITAA one of whom will act as Chairperson. Candidates are required to prepare to present three recordings of their work with clients for the exam, one of which needs to be with a couple or group. Candidates are asked to play the tapes and then answer questions
on the work. Marking is done according to the scoring sheet for the different fields of application. If the candidate passes the Oral Examination, they are certified as a Transactional Analyst. The examination is not public. An Observer may be present at the examination if the Examination Supervisor so decides. Candidates and examiners should be committed to a high examination standard. The Oral Examination examines, amongst other things, whether the candidate:

- Presents as personally and professionally competent and ethically responsible.
- Demonstrates knowledge and competent TA application within their field of specialisation.
- Is able to evaluate human behaviour appropriately in practice; relate this to TA theory and make an assessment.
- Shows sufficient competence as a Transactional Analyst.
- Demonstrates during the examination process that he or she has assimilated certain ideas that are compatible with TA such as respect, autonomy, acceptance, and positive confrontation.
Procedures, Policies and Administration

This section contains our policies and procedures. Where TA Training Organisation is mentioned this means anyone offering training for TA Training Organisation and staff employed by the organisation.

Course Staffing

STAFF ROLES

The following are descriptions of the roles and responsibilities of TA Training Organisation Directors and staff.

DIRECTORS

TA Training Organisation’s Training Directors are Lin Cheung and Andy Williams. Their roles and responsibilities include, but are not limited to:

- Taking a strategic overview and providing a business direction for TA Training Organisation.
- Compliance with UKATA and UKCP requirements.
- Interviewing and appointment of TA Training Organisation staff
- Interviewing, assessment and appointment of potential trainers
- Interviewing of, and offering places to people wishing to train as counsellors or psychotherapists
- Ensuring that TA Training Organisation staff, trainers and employees, adhere to TA Training Organisation policies and procedures
- Producing TA Training Organisation yearly accounts.

BUSINESS DIRECTOR AND COURSE ADMINISTRATOR

Is Jane Williams

Her responsibilities include:

- Course administration
- Point of contact for any Trainees e.g. essay submission, attendance, finance etc.
- Co–ordinating marketing and publication of TA Training Organisation
- Producing management reports for Directors
- Finance officer for TA Training Organisation
- Providing HR guidance on relevant issues
- Compliance with UKATA and UKCP requirements.

Internal Trainers' Profiles

Training Profile – Lin Cheung

As of November 2014 Lin Cheung PTSTS (P) is endorsed by EATA to provide training and supervision using transactional analysis. In her previous experience she has a range of
teaching and training experience in different environments. She has taught counselling skills courses in adult education, business and marketing options to HND level in further education, and mental health training to for individuals working with young people.

Training Profile - Andy Williams

As of March 2015 Andy Williams PTSTA(P) CTAT(P) is endorsed by EATA to provide training and supervision using transactional analysis. In his previous experience Andy has been involved in the teaching and learning, and learning coaching processes in secondary schools and adult education. He has taught counselling skills courses in adult education, and regularly presents training courses in professional and commercial settings.

External Trainers

The core training team consists of endorsed or qualified TA trainers (i.e. PTSTA or TSTA).

External Trainer Recruitment

At times TA Training Organisation will use additional trainers and training assistants with subject specialism to enhance the quality of the training on offer and provide an alternative learning experience.

Both TA Training Organisation and its trainers adhere to the UKATA Policy for Trainers and Training Establishments. (Appendix Z)

All external trainers working with TA Training Organisation undergo an interview process to ensure that they will meet the required standards of TA Training Organisation and UKATA as well as an annual review.

(Please see Appendix L for External Trainer/Supervisor Application and Review and Appendix M for External Trainer’s Contract)

To ensure that all training hours are delivered by qualified trainers and thus eligible to be counted towards examination TATO monitors the standards of trainers to ensure we meet UKCP, EATA and UKATA requirements, specifically:

- Teaching Experience
- Experience working in the counselling or psychotherapy field
- Relevant additional experience
- Qualification as a psychotherapist, counsellor and teacher
- That they receive regular supervision on their practice
- Details of any outstanding complaints or sanctions from any governing body of which they are a member, and criminal convictions – both current process and forensic history.

TA Training Organisation Training & Development © – Handbook – Version 1
• Whether there are any dual relationships with students they will be training, or other members of TA Training Organisation staff or trainers. See dual relationship policy below:

DUAL RELATIONSHIPS POLICY
The UKATA Code of Ethics and the Requirements and Recommendations for Professional Practice states in Section 4 (Requirements and Recommendations for Professional Practice) that:

“Members will avoid a duality of professional relationship in the following areas:

• Therapist/counsellor and supervisor to one person.
• Therapist and examiner to one person.

Practitioners are also expected to consider the appropriateness and ethicality of other types of dual relationships e.g. when a therapist is being supervised by their client’s trainer”

The TA Training Organisation is located in a metropolitan area with a strong selection of therapists and practitioners available. To this end, dual relationships would be seen as the absolute exception rather than any norm. This exceptional circumstance would require the TA Training Organisation to be informed of the circumstance and to be in receipt of a copy of any exceptions consent as issued by the UKATA Professional Practice Committee under these circumstances.

Even in these exceptional circumstances, the impact of the dual relationship on the trainee, the training group and other populations would be considered and the dual relationship might still be interpreted as being prohibitive to good training at the local level.

We would strongly encourage all parties to seek out alternative solutions prior to any move towards a dual relationship. Any dual relationships must be declared and discussed as above with written consent sought from UKATA Professional Practice Committee.

TRAINER REVIEW
We take feedback from trainees electronically following each weekend and undertake an annual review in addition to this. We are able to respond quickly to any questions raised in the feedback and external Trainers compliance and quality will be reviewed at the annual strategy meeting.
Application and Entry Criteria

Entry Criteria for the UKATA Diploma and Psychotherapy training are as follows:

Qualifications/ experience

First Degree or equivalent Further Education or Higher Education qualification

Or

Completion of an Accreditation of Prior Learning / Accreditation of Prior Experience process. For those with no first degree (or equivalent qualification) an initial assessment is made based on the experience and study detailed on their application form and their CV. Should these be relevant to the training, and other eligibility criteria be met a conditional place will be offered. Relevant work or life experiences may include but is not limited to: working with people, caring, parenting, and management and personal development.

With a conditional place, the first year of study will be used to assess whether the applicant can manage a post graduate standard of training. This will be assessed in the following ways; within their tutorial, completion of assignments and personal development in their interaction in the training session and process groups. At the end of the first year a decision will be made concerning the trainee continuing onto the Clinical Training Years. At the time when applicants for the Clinical Training years confirm their places they will be made aware of the expected learning requirements for future years.

Note: In the event of a trainee who has undertaken the APL/APE process wishing to achieve UKCP Registration and qualify as a CTA, it will be mandatory for them to complete an exam preparation year of study, in order for them to meet the 4 years of post-graduate training requirement of UKCP. For those with a first degree, the exam preparation year is optional.

Prior experience

Relevant prior experience in caring professions / mental health field, working with people or equivalent including personal life.

Personal attributes and considerations include:

- Respect for others
- Reliability and honouring of commitments
- Persistence to achievement or resolution
- Respect for difference
- Empathic towards the experience of others
- Willingness to be open and share appropriately of self
- Ability to think rationally and be challenged in a caring fashion
• Ability to maintain the relationship and or contact
• Honouring of all business contracts and agreements
• Management of boundaries
• Appropriate presentation of self.

Completion of a TA101 – a 2 day introduction to TA.

Accreditation of Prior Learning. (APL)

The following outlines the Accreditation of Prior Learning (APL) process for TA Training Organisations entry onto our psychotherapy and counselling training programme. Within this it is TA Training Organisation’s intention to maintain the integrity of the training process whilst at the same time offering trainees an opportunity to join the programme at some point following the normal start of the process.

For trainees with prior training in transactional analysis with an RTE, the admissions criteria as described apply along with a letter of reference from the previous training establishment confirming the following:

• Training hours completed
• Syllabus covered
• Assignments completed with marks.

For applicants without prior training in transactional analysis, the admissions criteria as described apply plus a portfolio of work which would include:

• Experience in counselling and/or psychotherapy in a volunteer or other capacity.
• Formal and informal education and CPD
• Independent study which relates to counselling and psychotherapy.
• Other experiences which are relevant. Eg receiving counselling/psychotherapy.

A portfolio and evidence will be required for example including certificates of formal education, CPD certificates, letters from supervisors and employers.

In addition to the above the applicant will be required to write a 3000 word essay on a counselling/psychotherapy related topic.

The criteria against which the essay will be assessed are:

• The work is generally well organised and clear, with a good level of presentation. Referencing is accurate and consistent within a recognised system.
• There is a good understanding of the themes/issues presented for discussion and implications and significance of themes are explored.
• The discussion makes use of personal experience and views along with evidence and examples of clinical work
• Clear use is made of appropriate concepts to analyse own and other’s experience and critique and explore issues. There some evidence of originality and independent thinking.
• There is sufficient evidence of wide reading within the relevant field.

If the candidate satisfies the above requirements that he/she may be admitted to the programme at Year 2, 3 or 4 dependent on the discretion of the directors.

Costs of APL

The cost of the APL process encompass additional marking fees and administration costs and this is currently £200.

Application Process

The application process for the TA Certificate, Diploma or Psychotherapy Training is as follows:

• Interested candidates complete an Application Form (See Appendix A)
• A first informal interview with one of the Training Directors
• Second formal interview with the other Training Director.
• The Training Director’s review and discuss the application and make a decision.
• Applicant is informed and two References are taken up.

As a candidate completes each stage, they will be kept informed of progress. If a formal offer of a place on the course is made, the candidate will be informed by telephone and then confirmed in writing with a copy of the learning contract for them to sign and return. See Appendix C Learning Agreement/Training Contract.

OPEN DAYS

TA Training Organisation holds an Open Day once a year in late Spring. This is an opportunity for potential trainees to come along and see the training venue, meet the team ask questions about training and generally find out more about the experience of training. Where possible existing trainees will be present for some of the day so that potential applicants can find out about their experiences too.

Deferred or Refused Entry

In some circumstances, the interviewers may feel that it is not quite the right time for a candidate to take the course because of the demands placed on trainees in terms of time commitment and additional work required, such as assignments and reading, to complete the course. In this case, the candidate will be advised that they should defer the study for a future time.
Deferred entry will be offered where the entry criteria for the course have not been met.

TA Training will offer support and advice to the applicant including, if the applicant wishes an action plan aimed at helping the student develop him or herself in such a way that s/he can enter training at a later date. The applicant will need to meet all the requirements of the Action Plan before being reconsidered for entry to the programme.

The interviewers may also feel that the course is not the right course for a particular individual for whatever reason (e.g. conflict of interest, existing relationships with trainers). In this case, applicants will be advised of other options that may meet their needs better.

Interview Checklist

The interview process for the Counselling and Psychotherapy is in order to assess a candidate’s suitability to train as a Counsellor or Psychotherapist. It also provides a forum in which applicants can ask any question that they have about the training. In addition to academic ability, the personal qualities looked for in candidates are as follows:

- a lively and enquiring mind
- a capacity for critical reflection and self-directed learning
- an ability to listen and respond with compassion and respect
- awareness of prejudice and the ability to respond openly to issues of race, gender, age, sexual preference, class, disability, ethnic, spiritual / religious and cultural difference, and diversity
- awareness and sensitivity in relation to the political, socio-cultural and religious / spiritual contexts of people's lives
- in-depth self-reflection
- self-awareness and commitment to self-development. Applicants should have sufficient emotional competence and the internal resources necessary to engage with the demands of the training and the work of psychotherapy” (HIPC)

These personal qualities will be assessed during the interview process (see Appendix B Interview Checklist). In addition, the following outlines those areas that will also be covered in the interview process, as well as a starting point suggested areas for exploration with the applicant. The Interview Checklist is used during interview to ensure all the areas are covered.

Suggested areas for explorations

- Why the applicant wants to train as a counsellor/psychotherapist?
- What previous experience have they had of counselling/psychotherapy itself or training?
- How did they find TA training Organisation?
- Why train in Transactional Analysis?
- Where are they looking for this training to take them?
- What do they think will be the challenges in this training?
- How do they find group training situations?
- What sort of support network do they have?
- Do they have the resources (e.g. time commitment, money etc) to do this training?
- What sort of people do they find difficult? How do they manage conflict or people they don’t get on with?
- Give an example of a situation that has challenged their values (an ethical issue). How did they manage it?
- Have there been any significant life events in the last 10 years that may impact during training?

Information required from the interview

- Do they have a first degree?
- Do they have a criminal record?

Information we need to give the applicant

- Cost information of training, therapy (estimated), supervision (estimated), memberships (particularly UKATA).
- Additional training requirements if they do not have a first degree

Termination of Training

SUMMARY
TA Training Organisation reserves the right to terminate a student's training in the event a) the student not meeting the required completion criteria standards for continuing on to the next year of training or b) where their behaviour is having a significant detrimental effect on the group's training process or c) where their behaviour is having a significant detrimental effect on TA Training Organisation business.

TA Training Organisation will do their best to ensure that cases covered by the areas above are dealt with fairly and consistently by ensuring that all students are fully aware of the standards and behaviours expected for them through the induction process. Should it become necessary, TA Training Organisation will seek to give the student in question full opportunity to discuss issues this with a view to finding some resolution. The process to be followed is set out below. TA Training Organisation will give the student as much support as is reasonably practicable.

PROCESS
Circumstances which will lead to the process being followed include, and are not restricted to, the following:
a. Persistent non-attendance without reason
b. Persistently not meeting academic requirements for the year.
c. Acting contrary to any of the policies and codes of practice of TA Training Organisation or UKATA
d. Not engaging in personal development by not taking part in peer groups or by not engaging in personal counselling or therapy.
e. Being shown to have made a false statement in compliance with the conditions of registration in the current or previous years
f. Non-payment of fees.

In some circumstances where there is a serious breach which requires swift resolution, the process may go straight to Stage 2.

STAGE 1: INFORMAL STAGE
Where the issue is a matter of a student not being able to complete the standards for continuing to the next year of training, the tutor will arrange an informal meeting with the student to discuss their concerns and agree an action plan to address the issue.

Where the issue is one of behaviour, either within the group's training or towards the Organisation, the tutor will again arrange an informal meeting with the student to discuss their concerns and agree an action plan to address the issue.

STAGE 2: FORMAL STAGES
In the event of the situation not being resolved during Stage 1, or there not being sufficient progress made against the action plan, the process will continue to Stage 2. An investigation will take place and the trainee will be invited to engage in this process through formal meetings between the Directors and the student.

The Directors will then take time to consider their decision at which point, a further meeting will be held to discuss the implications of the decision. Following this meeting the directors will inform the trainee in writing of their final decision. In the case of a decision to terminate training then no refund will be made and the balance of fees are payable.

Should the student wish to take this matter further they may use the complaints procedure. Should the situation be found in the student’s favour TA Training Organisation will change the decision as required.

SUPPORT FOR STUDENTS
Support is available for trainees if there are concerns for whatever reason regarding their fitness to continue the training program.

Once the Directors have concerns about a trainee meeting the outcomes for a training year then they will give the trainee notice of those concerns. If it is their intention to defer or
refuse entry at any point during the training year then the student will be informed immediately verbally confirmed in writing and no later than the penultimate weekend.

A tutorial will be arranged between the director and student with the aim of developing an agreed action plan to facilitate the trainees re-joining the training programme at a future date. The trainee will be given all reasonable opportunity to discuss the implications of the decision and any options with the Directors of Training before the final decision and action plan is confirmed in writing.

The student will be given the time to access their own support in the form of supervision and/or personal therapy.

Course Administration

The Course Administrator is Jane Williams and is the first point of contact for Trainees. Her contact details are:

Address: 138 Low Lane, Horsforth, Leeds LS18 5PX

Email: janeaireleeds@gmail.com

Telephone: 0113 2583399

COURSE DISCONTINUING

In the event of TA Training Organisation ceasing to operate, every effort will be made to secure places on alternative training programmes for students who wish to continue their training.

For the protection of students in February 2014 all Registered Training Establishments, agreed in, that in the event of unexpected discontinuation of any RTE, that all RTEs, with the help of UKATA, will offer to support individual students with the completion of their training. This is a mutually supportive agreement between all RTEs and TA Training Organisation subscribes to this agreement.

INSURANCE.

TA Training Organisation is currently insured as a partnership – with flexible arrangements present in the insurance to allow for the move from a partnership to a limited company should this need occur.

The current insurance policy commenced in May 2015 and allows for £5 Million of cover for eventualities that might occur linked to training practice – for example breaches of confidentiality and other legal issues. This insurance policy also includes £10 Million of public liability insurance.
The current insurance certificate is contained in the Appendix EE as well as displayed on the notice board at the location of training.

Arrangements are also in place for the unforeseen discontinuation of training. The training administrator holds records of all trainees and agreements are in place with local TSTA qualified practitioners to hold impromptu interviews with trainees should the unforeseen happen; to identify their immediate training needs and to offer flexible solutions.

Historically both Lin Cheung and Andy Williams have a strong working relationship with The Ellesmere Centre in Hull – a Registered Training Establishment (for example offering double marking and acting as guest trainers to this organisation). It is the intention of the TA Training Organisation to maintain strong working relationships with The Ellesmere Centre in Hull and following the TA Training Organisation’s award of RTE status, the intention is to formalise arrangements for future mutual support.

Training & Learning Contract

The training and learning contract is sent to the applicant on receipt of their acceptance of a place on the course. See Appendix C

Payment and fees

1 and 2 day courses

Courses should be booked and paid for prior to the course starting. Bookings are generally made via eventbrite.co.uk where payment is taken in advance. Cheques are also accepted and places are not confirmed until the cheque is received. Where another organisation or employer is sponsoring the delegate and wishes to pay by invoice, the Course Administrator who will make the necessary arrangements.

Psychotherapy Training

Fees for courses are as publicised in the current brochures and publicity. Payment is accepted by a one off payment before the start of the course or, if the trainee prefers to pay in instalments, a deposit of 10% of the course fees should be paid up front and the remainder paid by standing order in 9 payments.

All course fees must be paid for each course year before the completion certificate can be released to the trainee. If paying in full fees can be paid via cheque, direct payment (BACS) or standing order. For instalments by direct payment (BACS) or standing order.

Cancellation Policy

TA Training Organisation cancellation policy covers a variety of different courses and types of courses.
Should TA Training Organisation need to cancel a course, they will initially look to make alternative arrangements for the course to be run at another time. If this is not practical for an applicant then a full refund will be made available.

In the event of an applicant cancelling their attendance the following criteria apply:–

1 and 2 day courses

For 1 and 2 day courses (e.g. TA101s or Counselling Skills) and any other workshops where the full fee has been paid up front. Should the applicant wish to cancel, their entitlement to a refund will depend on the timescale of the cancellation. If cancelling prior to a month before the course, the applicant will be refunded in full minus a 10% admin charge. If cancelling between a month and up to a week prior the applicant will be entitled to a refund of 50% of the course fee. After this point they will be not be entitled to any refund.

Carrying forward course fees will be at the discretion of the Course Administrator. Fees may only be carried forward once.

Psychotherapy Training

For the Foundation Certificate and the Counselling and Psychotherapy training trainees are asked to sign a contract committing them to the years fees which includes a 10% non returnable deposit. The deposit secures a place on the course and the trainee is then liable to the remainder of the fees on commencement of the course. No refunds are available following the end of Day two of the training course. See Appendix C Learning Agreement and Training Contract.

TA Training Organisation directors may be willing to discuss options concerning fee payment or deferment under exceptional circumstances, however any alterations to this policy is at the sole discretion of TA Training Organisation.

Bursaries

Bursaries offering a reduction in fees by up to 50% are available for students on application by letter to the Directors and at their discretion. Please contact the Course Administrator for further information.

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<tr>
<th>Timescale</th>
<th>Fees paid</th>
<th>Refund available</th>
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<tr>
<td>Up to a month prior to the start</td>
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<td>4 weeks to 1 day prior to</td>
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TA Training Organisation Training & Development © – Handbook – Version 1
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<td><strong>At first training weekend of the Foundation Course</strong></td>
<td>10% deposit paid and/or fees paid in full or first instalment</td>
<td>Fees refunded less £250</td>
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<td>Fees paid in full or instalments</td>
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Training and Assessment Appeals Policy and Procedure

TA Training Organisation Training and Assessment Appeals Policy and Procedure is concerned with appeals made against decisions concerning the formative and summative assessments or the UKATA Diploma Exam.

TA Training Organisation is willing to review decisions made with the student in question at a personal level, and seek a position that is acceptable to all parties.

**Grounds on which an appeal can be made**

Students may appeal against a decision concerning an assessment if it is believed that procedural irregularity has occurred or that the assessment was conducted unfairly or improperly, or if, for good reason, relevant mitigating circumstances can be shown which could not reasonably have been brought to the attention of the assessors before a decision on a student's academic performance was reached.

**Grounds on which an appeal cannot be made**

Students may not appeal against the academic judgment of the markers, trainers, assessor of the assignments or diploma examiners.

**How to appeal**

Students should complete the Application to Appeal Form (Appendix II) and submit it to the administrator, no more than two weeks following the receipt of the marks and/or feedback together with supporting evidence (e.g. medical certificates, statements from other parties). Where possible, the appeal should contain new evidence or information that supports the appeal.

The Appeal will be considered by an Appeals panel – a TA Training Organisation Director, or appointed third party where appropriate. Further information/clarification may be sought from the candidate and/or the relevant assessors.

Applicants will receive written notification on whether the Appeal is considered to be valid within one month of receipt of the application.

**Reasons why an appeal would normally be rejected**

1. The Appeal is against the academic/professional judgment of the evaluators.
2. There is no valid reason for the candidate not to have brought the circumstances described in the Appeal to the attention of the Directors or administrator before the assessment process/evaluation took place.
3. The student was not aware of or did not understand the regulations for the process complained about.
4. The Appeal concerns a long-standing health problem of which the student was aware at enrolment for the assessment.

5. The Appeal was out of time.

Should the situation be found in the student’s favour TA Training Organisation will make necessary adjustments.

Possible outcomes of an appeal

- The Appeal is denied. This decision is final and no further Appeal is possible.
- The Appeal is upheld. One of the following recommendations may be made:
  - The pass/defer evaluation of the assessment markers is revised;
  - The candidate may re-take elements of the assessment process at no cost;
  - The candidate may re-take the whole assignment process at no cost;
  - The Appeal Panel may suggest other options for evaluation.

Should the student be unhappy with the outcome of an appeal, they may use the complaints procedure to take this matter further. Should the situation be found in the students favour TA Training Organisation will change the decision as required.

This policy and procedure complies with EATA and UKCP HIPS requirements (Appendix Z and Appendix AA). Full details can be found at [http://www.eatanews.org/training-manuals-and-supplements](http://www.eatanews.org/training-manuals-and-supplements) and [http://www.ukcphipc.co.uk/public/index.php/training/6-training-standards](http://www.ukcphipc.co.uk/public/index.php/training/6-training-standards).

Clinical Placement Policy

The Four Way Agreement

Guidelines for Supervisors, Trainees, Placement Manager and Trainers involved in trainee practice placements

This document includes a clear, written statement of confidentiality in relation to supervised practice that all parties should adhere to.

SECTION 1: READINESS TO BEGIN CLINICAL PRACTICE

Trainees entering into the Four – Way Agreement are considered ready for practice by the TA Training Organisation. Readiness for practice is assessed on:

- Academic ability/critical thinking
Fundamental counselling skills, primarily the ability to work in a empathic way
- Personal development and awareness of self, others and impact on others
- Successful completion of a formal endorsement of therapeutic skills
- Successful completion of a formal endorsement traineral
- Membership of the TA professional body UKATA and attention to its Code of Ethics and the Requirement and Recommendations for Professional Practice.

Trainees are typically in their second or third year of study when applying for placement and to date will have taken part in observed skills sessions as well as accessed basic theory on Transactional Analysis including contracting and essential therapeutic skills.

SECTION 2: COURSE REQUIREMENTS

1) All trainees are required to abide by the UKATA Code of Ethics and the Requirements and Recommendations for Professional Practice.
2) Trainees will be working to specific therapy contracts of 60/50 min. hour in a constant setting within an agency.
3) They will normally see a maximum of 3 clients per week at the beginning of their placement, which may increase to 4 to 6 by the end of the second academic year. This increase is with the agreement of their supervisor, trainers and subject to the policies of the placement. Each trainee will have a TA supervisor with whom they can discuss their progress as well as a placement supervisor.
4) Trainees will need to eventually complete 750 clinical practice hours (50 minimum with an individual and 50 minimum with a group or couple)
5) Trainees should have the experience of making, maintaining and terminating contracts with clients
6) Trainees will work with clients primarily in a way that reflects components of Transactional Analysis, though specific approaches of the agency can be used if compatible with this.
7) Trainees are required to audio or video record counselling sessions for transcripts and for group supervision. Client material will be shared with a small number of peers and with course trainers. It may also be shared with external examiners. Permission should always be negotiated, and anonymity safeguarded, in relation to the presentation of agency work to a training course including the writing of case histories, research and in respect of any subsequent publication. It is the agency's responsibility to ensure that trainees obtain the necessary consent from clients.
8) The needs of the clients are paramount. Should there, for example, arise a conflict of interest in relation to more narrowly defined training needs, such as the number of counselling hours required, or that the client work should demonstrate a particular area of theory, this needs to be borne in mind.

9) It is important that the particular needs of trainees, in relation to case load, kind of client and appropriate managerial and other support are fully recognised and taken into account by the agency and supervisor. Pre-assessment of clients as being suitable for trainees is desirable whenever possible, though this may present difficulties in respect of some theoretical orientations. Some placements, such as those in medical settings, may not be suitable for inexperienced trainees.

10) Trainees must pass all assignments before progressing into the subsequent year.

11) Trainees must achieve 80% attendance on each year of the course.

SECTION 3: THE AGENCY

1) The agency provides the trainee with the opportunity to work as a trainee therapist and to offer therapy to suitable clients.

2) The placement should not commence without confirmation of the agency’s DBS check requirement of trainees. The TA Training Organisation can also complete a DBS check if required. The trainee should be warned they will bear the cost of this.

3) The placement should not commence before the Four Way Agreement is signed by all parties and supervision contracts signed.

4) The agency is working to relevant UKATA Code of Ethics or similar Ethical Framework or comparable practice eg BACP.

5) The agency supports trainees working in a way that allows some TA methodologies to be applied to clinical work.

6) The agency will provide the trainee with clients who are suitable for trainee therapists. Pre-assessment of clients as being suitable for trainees is desirable whenever possible.

7) The agency will not require trainees to work more than three consecutive client sessions.

8) The agency will allow trainees to use audio recordings and transcripts from their client sessions and to use these for their course. Responsibility for gaining permission to audio record clients and to use client material for training purposes lies with the agency. Excerpts from audio recordings will be used for transcript assignments and also in group supervision. Trainees will ensure that they safeguard the anonymity of clients.

9) The agency has a complaints procedure for clients.
10) The agency ensures that necessary insurance (public liability and professional indemnity) is in place.

11) The trainee should be given an induction into the Health and Safety procedures of the agency upon their arrival. This should cover procedures to be followed during an emergency, first aid facilities, location of emergency exits and toilets, and any particular hazards to be aware of within the agency.

12) Whilst the course will equip trainees to work with a diverse range of clients with a variety of presenting difficulties it remains the responsibility of the agency to provide trainees with any knowledge and skills which are specific to their particular client group.

13) The trainee will abide by the procedures and act in accordance with the ethos of the agency.

14) The agency has ultimate clinical responsibility for the counselling under its auspices.

15) It is essential that trainees have a ‘named person’ who takes responsibility for their management within the agency. This person will be the point of contact between the agency and the course and can offer managerial and other supervisory support, for example what may be called ethical dilemmas, such as the limits of confidentiality that arise in respect of the reporting of abuse, medical and/or psychiatric consultation, work in multidisciplinary management and with clients who may present material which is suggestive of a danger to themselves and others. They will also ensure that the clients seen by a trainee are assessed as suitable.

16) Towards the end of each year the Placement Manager will complete a trainee evaluation questionnaire based on the trainee’s performance in the agency during that year. This will be shared with the trainee and with course trainers.

17) The Placement Manager should sign off a client log provided by the trainee recording hours of counselling undertaken with clients and cancelled client sessions. This log forms and essential part of the assessed work linked to learning outcomes for the trainee.

SECTION 4: THE SUPERVISOR

1) Supervision will be in accordance with the UKATA Code of Ethics and the Requirements and Recommendations for professional practice as well as attentive to EATA and UKCP HIPS requirements.

2) The supervision relationship will be confidential, with the usual exceptions (see sections 5b and 5c)

3) The trainee must be supervised by someone who is suitably qualified TSTA PTSTA CTAT and formally linked to the TA Training Organisation.

4) The trainee will have supervision which meets UKCP requirements – Ratio 1:6 – one hour for up to six hours therapy or greater as developmental need requires. Many early practitioners will need more supervision than 1:6

5) All cases must be supervised.
6) Trainees should discuss all new clients with their supervisor and it is ultimately the supervisor’s decision as to whether or not it is safe for the trainee to begin or continue working with any particular client.

7) The supervisor should arrange the provision of access to alternative consultative resources (locum) during breaks.

8) The supervision must be clinical/training supervision, not managerial supervision, and the two roles must not be shared by the same person.

9) At the end of each year the supervisor and trainee will write a collaborative learning statement identifying the trainee’s strengths and areas for future development. Agencies could request to see this statement if agreed with the trainee.

10) The trainee and supervisor will negotiate an agreed fee for supervision, which will be paid directly to the supervisor by the trainee or trainee’s sponsor.

11) It is the responsibility of the supervisor to keep professional accreditations and insurance updated annually.

12) It is the responsibility of the supervisor to inform all parties if they becomes the subject of any complaints procedure.

SECTION 5: MANAGING DIFFICULTIES

5.a Between Placement, Trainee and Course Trainer

1) If a trainee shares with trainers discontents/concerns about the agency, trainers will discuss the matter with the trainee with the intention of clarifying the issue and inviting the trainee to discuss her/his concern with the Placement Manager.

2) If the trainee shares with the Placement Manager concerns about the course the Placement Manager will discuss the matter with the trainee with the intention of clarifying the issue and inviting the trainee to discuss her/his concerns with trainers.

3) If the agency has concerns about a Course Trainer and/or the course they should raise the matter with the TA Training Organisation.

4) If the agency has concerns about anything related to the course itself they should raise the matter with the Course Trainer. If it is an issue that does not concern a particular trainee (e.g. course assessment or client guidelines) then trainee(s) need not be informed (though the agency may decide to tell the trainee of their intention).

5) If the agency has concerns about a trainee that cannot be adequately addressed through discussion with the trainee (e.g. concern about the trainee’s development, competence, unprofessional conduct or non-compliance with these guidelines) then these concerns should be communicated to trainers and the trainee’s supervisor. Whenever possible, the trainee should be informed of the intention to discuss the matter with trainers and supervisors. A trainee does not have the right to veto such communication.

6) If course trainers have a concern about the agency they should raise the matter with the agency. If the issue does not directly concern a particular trainee (e.g. about how...
client records are stored) then the trainee need not be informed, though trainers may tell the trainee of their intention. If the issue does involve a particular trainee (e.g. the belief that a trainee is being asked to work with inappropriate clients) then, whenever possible, the trainee will be informed of the intention to discuss the matter.

7) If after discussion with the agency the course trainers believe that the agency is not meeting the requirements for training placements for the course, then trainees may be removed from that agency. Trainees must comply with that request to exit.

8) If trainers have concerns about a trainee that are relevant to the agency (e.g. failing all or some of the assignments at the end of year, or concern over clinical practice) then the trainers will inform the agency and the supervisor of the situation. Whenever possible the trainee will be informed first.

5. b Between Agency, Supervisor and Course Trainer

1) If the agency has concerns about the supervisor, the issue(s) may first be raised via the trainee with the supervisor. If this course of action seems inappropriate or unacceptable, or if the initial discussion between trainee and supervisor does not resolve the matter, the agency should contact the supervisor directly. If this second course of action seems inappropriate or unacceptable, or if the initial discussion between agency and supervisor does not resolve the matter, the agency should contact the course trainers, who will seek to arrange a meeting between the relevant parties (normally a representatives from the agency and the course and the supervisor). Whenever possible, the trainee(s) involved would be informed of the agency’s intention to contact the supervisor and/or course trainers.

2) If the supervisor has concerns about the agency, the issues(s) may first be raised via the trainee with the agency. If this course of action seems inappropriate or unacceptable, or if the initial discussion between trainee and agency does not resolve the matter, the supervisor should contact the agency directly. If this second course of action seems inappropriate or unacceptable, or if the initial discussion between agency and supervisor does not resolve the matter, the agency should contact the course trainers, who will seek to arrange a meeting between the relevant parties (normally the agency, supervisor and course trainers). Whenever possible, the trainee(s) will be informed of the agency’s intention to contact the supervisor and/or course trainers.

3) If course trainers have a concern about the supervisor they should raise the matter with the supervisor.

5. c Between Supervisor, Trainee and Course Trainer
1) If the supervisor has concerns about a trainee that cannot be adequately addressed through discussion with the trainee (e.g. concern about the trainee’s competence, or unprofessional conduct) then these concerns should be communicated to trainers who may seek to arrange a three way meeting between the trainee, supervisor and course trainers. The supervisor may charge the trainee a fee for attending this three way meeting. If the supervisor believes that these concerns are such that clients may be placed at risk then s/he may also communicate these concerns to the agency. Whenever possible the trainee should be informed of the intention to discuss the matter with trainers and agency. A trainee does not have the right to veto such communication between the supervisor, course and agency.

2) If the trainee has serious concerns about the supervisor the trainee should raise these concerns with trainers and the agency. Whenever possible the trainee should discuss the concerns first with the supervisor. Supervisors do not have the right to veto such communication.

SECTION 6: NOTES

Note 1: Clinical Responsibility

The expression clinical responsibility can have many different meanings. For the purpose of this agreement clinical responsibility involves defining and implementing good professional practice in therapy. This includes, for example, written procedures and clear lines of communication that are to be followed on a day-to-day basis (e.g. keeping of records, confidentiality, security for counsellor and clients etc.) and in emergency situations (e.g. procedures to be followed if the counsellor has serious concerns for the client or others). Clinical responsibility would also include appropriate and adequate arrangements for psychiatric and medical consultation and referral. The trainee should be introduced to the elements of good practice by the agency before s/he begins offering therapy or counselling.

Note 2: Assessment of Suitability of Clients for Trainee Counsellors

The responsibility for assessing the suitability of clients for trainees is shared between agency and supervisor.

Agency pre-assessment of clients as being suitable for trainees is desirable whenever possible. We acknowledge however that in some agencies this is not possible and that the first meeting the trainee has with the client may also serve as an assessment of the suitability of the client for counselling/ psychotherapy.
Trainees should discuss all new clients with their supervisor and it is ultimately the supervisor’s decision as to whether or not it is safe for the trainee to begin or continue working with any particular client.

We are not seeking to be prescriptive about which clients the trainee can work with but suggest the following clients are likely to be unsuitable for trainees:

- Clients who are actively suicidal or who have tried to kill themselves recently
- Clients at serious risk of other kinds of self-harm
- Clients who are out of touch with reality or have acute or long term mental illness
- Clients who are addicted to alcohol or non-prescribed drugs
- Clients who are struggling to contain/ unable to contain powerful feelings (especially violence to self or other)

We also suggest that agency and supervisor bear the following questions in mind when assessing the suitability of clients for trainees:

- What issues is the trainee not yet in a position to work with? Either because of personal issues or experience/competency
- Does the presenting issue fit the time the trainee has available?

It is useful to recognise that trainees may require a great deal of support/help starting with clients during the first term or for their first 20 sessions.

It is the trainees’ responsibility to ensure that this agreement is completed and signed by themselves, their Supervisor, Placement Manager and Course Trainer and that all parties have a copy for their own records.

Confidentiality Policy in Supervised Practice

Confidentiality is at the heart of good, professional relationships and as such is central to clinical practice. Confidentiality must also be kept in tension with a good, safe and ethical learning environment where protection is paramount to all parties including the client, the trainee, the placement and placement management, the supervisor and Transactional Analysis Training Organisation and its trainers.

It is assumed that material discussed between professionals is confidential unless extraordinary circumstances apply – it is at that point that the procedures described above should be followed.

Trainees must follow the confidentiality policies and procedures of their placement which are likely to include: A clear and express confidentiality agreement between therapist and client including limitations of this to include areas of risk of harm to self and other,
breaches of the law such as money laundering, prevention of terrorism and issues around child and adult safeguarding.

If a trainee therapist is to audio or video record a client their consent must be obtained in writing with clarity as to the intention of the use of the recording, the length that it will be retained, who specifically will hear or see the material and the method of final disposal or destruction of that material.

The trainee therapist must disclose to the client that they access supervision and that – in an anonymised way – they will be seeking supervisory input on their clinical cases. Client consent must be obtained if their material is to be used in any way for seminar presentation, case work etc.

All clinical material must be anonymised – both in written and verbal communication. Pseudonyms, simple first names or client codes may be used to keep clients protected and anonymised when seeking supervision both externally and internally at TA Training Organisation sessions.

Relationships between trainee and supervisor, trainee and trainer, trainee and placement manager, trainer and supervisor and trainer and placement manager are assumed to be confidential – but this does not include secrecy or a process of splitting. All parties must be mindful that the trainee therapist lacks experience and is likely to make errors congruent with an early developing practitioner.

Confidentiality may be broken:

- If a client is considered to be at risk or in imminent danger.
- If the law demands it.
- If the policies and procedures of an organisation, especially the placement demand it.
- If the conduct or practice of the trainee therapist is causing concern to one of the members of the four way agreement. If confidentiality is to be broken, it is courteous to let the trainee know that this is to take place, and supervision or professional consultation sought if at all possible before this breach.
- Breaches in confidentiality, or communication between parties in the four–way agreement will follow the processes as described above within the four–way agreement.
- The intent of breaches of confidentiality should be in the spirit of remedy, with a strong ethical stance and the intention to repair or rectify a situation rather than to be punitive.
should a breach of confidentiality be required by anyone in the four way agreement over a trainee therapist’s conduct or practice then the TA Training Organisation will also revisit their ongoing Fitness to Practice Policy and review the trainee under this structure.

- A professional’s decision to breach confidentiality is an ethical dilemma and as such demands strong professional reasoning and judgement. The EATA Code of Ethics (Updated 2012) offers a grid that should be adopted when decision making in terms of breaking confidentiality. It is expected that all parties involved in the four way agreement will attend with care.

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<th>TARGET GROUP TO ADDRESS</th>
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<th>Clients</th>
<th>Trainees</th>
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**Signatures**

1. Trainee

- I agree to undertake a practice placement with the afore named organisation and to abide by the terms of the Four Way Agreement including the clear written statement of confidentiality.
in relation to supervised practice above.

- I understand that the course may be required to share my personal study information (for example attendance or completion details) with my Placement Manager

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<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Placement Manager

Please tick the statement that applies to your placement offer and sign below.

- I agree to provide a practice placement to the forenamed trainee and to abide by the terms of the Four Way Agreement including the clear written statement of confidentiality contained above.

- The trainee placement offer is subject to a DBS check which will be undertaken by the this placement organisation

- The trainee placement offer is not subject to the trainee completing a DBS check – student to access through TA Training Org. at their cost

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
3. Supervisor

- I agree to provide clinical supervision to the aforenamed trainee during their practice placement and to abide by the terms of the Four Way Agreement including the clear written statement of confidentiality contained above.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

4. TA Training Organisation – Administrator

- I agree to facilitate the aforenamed trainee’s practice placement and to abide by the terms of the Four Way Agreement including the clear written statement of confidentiality contained above.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Transactional Analysis Training Organisation Placement Checklist & Risk Assessment

<table>
<thead>
<tr>
<th>Organisational Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of Organisation</td>
<td></td>
</tr>
<tr>
<td>Contact Telephone</td>
<td></td>
</tr>
<tr>
<td>E Mail</td>
<td></td>
</tr>
<tr>
<td>Web Address</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Position held</td>
<td></td>
</tr>
</tbody>
</table>

This document is to be completed by trainee on placement and placement manager with additional support from TA Training Org. administrator.

<table>
<thead>
<tr>
<th>NOTES</th>
<th>INITIAL TRAINEE</th>
<th>INITIAL PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typically, where will the trainee be working?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How will the trainee be managed in the placement? What are the line management arrangements?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How will the trainee be clinically supervised in placement? What are the local clinical supervision arrangements?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the organisation arrange DBS?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes – copy to be returned to TA Training Org.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No – arrangements made by TA Training Org.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
</tr>
<tr>
<td>Does the organisation have a clear and accessible complaints policy and procedure?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Safeguarding Policy seen and understood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vulnerable Adult Safeguarding Policy seen and understood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the organisation have a clear and accessible health &amp; safety policy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the organisation have a clear and accessible equal opportunities policy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the organisation have a clear and accessible fire policy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the organisation have a clear and accessible policy on violence and personal safety?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the trainee be lone working? YES NO</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>If yes – is there a Lone Worker policy and does the trainee full understand how risk is to be mitigated?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the trainee have access to a clear induction process? How many hours is the duration?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please give details of any pre-placement or in-placement training.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the trainee have knowledge and access to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ First Aid Kit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ First Aid Arrangements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Defibrillator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Will the trainee be given local information on how to handle clinical risk? (local policy)
Student Placement Feedback Form / Incident Report Form

CONFIDENTIAL. The purpose of this form is to alert the TA Training Organisation to significant incidents that are a cause of concern to trainee in terms of safety to trainee, client, colleague or profession as a whole – or as a simple annual review.

<table>
<thead>
<tr>
<th>Name of placement</th>
<th>Your name</th>
</tr>
</thead>
</table>

Standard Annual Return? – go to box 1  
Incident being reported – go to box 2

Box 1 – please continue overleaf if more space is required.

<table>
<thead>
<tr>
<th>Date of report</th>
<th>Positive elements of the placement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Areas of concern or development</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Would you recommend this placement to another student?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student name and signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Box 2 – please continue overleaf if more space is required

<table>
<thead>
<tr>
<th>Date of report</th>
<th>Period of concern</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please describe the incident or concern.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you raised this concern internally at the placement?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you discussed this concern in external TA supervision?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student name and signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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I am aware by submitting this information that TA Training Organisation will access advice and take appropriate ethical action(s) to protect all parties.

Equal Opportunities

At TA Training Organisation we recognise and value difference and diversity and aim for all our services to be non-discriminatory in nature.

We recognise that direct and indirect discrimination, harassment and victimisation against difference exists in our society, and that this can disadvantage individuals and groups as a result. We are committed to equal opportunities for all and this includes an undertaking not to discriminate on grounds of race, gender, disability, sexuality, family responsibility, social class, religious beliefs, or lifestyle choice. Our commitment to equal opportunities includes employees, trainers, trainees and practitioners.

TA Training Organisation is committed, within the resources available, to support the needs of particular groups of people and to encourage good practice amongst its students and to confront any discriminatory behaviour. The organisation recognises its position with regards to these issues and seeks to offer a positive contribution to stopping discrimination. In order to combat discrimination and oppression the organisation is facilitating an increased awareness of the needs of oppressed and disadvantaged groups within its training.

We comply with UKATA Code of Ethics and Requirements and Recommendations for Professional Practice (Appendix BB) and UKATA Equality of Opportunity Policy (See Appendix FF). We adhere with UKCP Diversity and Equalities Statement (appendix GG) and current legal requirements with regard to discrimination and equal opportunity (specifically the Equality Act 2010).

We have disabled access at the Horsforth centre, our training venue.

Criminal Records Checks and Recruiting Ex-Offenders

TA Training Organisation may use the Disclosure and Barring Service to assess an applicants' suitability for a position of trust. We comply with the Disclosure and Barring Service Code of Practice for Recipients of Disclosure Information and undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Our written policy on the recruitment of ex–offenders is made available to all Disclosure applicants. (See Appendix X Disclosure Policy.)
Ethics

It is the undertaking of TA Training Organisation that all trainers, staff and employees maintain an ethical stance in all their dealing with trainees, clients, supervisees and the general public. This stance is promoted amongst trainees and supervisees within the services offered by TA Training Organisation.

With this in mind TA Training Organisation use the following guidelines, in line with the humanistic philosophy of TA:

- all people are treated with respect
- our aim is to promote autonomy
- our professional dealings are bounded by a clear, explicit contract
- as far as practical we maintain an open and transparent stance in our business dealings.
- It is our understanding that these guidelines meet with the UKATA Code of Ethics and Requirements and Recommendations for Professional Practice (see Appendix BB) and the National Counselling Society Code of Ethics (see Appendix CC) which provide a more detailed account of the values to which TA Training Organisation adheres. We also follow the UKATA Code of Ethics and Requirements and Recommendations for Professional Practice with regard to the use of social media.

Professional Practice

It is the undertaking of TA Training Organisation that all trainers, staff and employees operate within a professional practice framework. This framework is promoted amongst trainees and supervisees within the services offered by TA Training Organisation.

With this in mind TA Training Organisation operates in accord with UKATA Code of Ethics and Requirements and Recommendations for Professional Practice (see Appendix BB). These documents include, but are not limited to requirements concerning:

- Insurance cover
- Professional Etiquette
- Supervision requirements
- Advertising (including qualifications and registered status)
- Duality of Roles
- Continuing Professional Development
- Referrals and medical backup.

Training Practice

As well as operating within the bounds of Ethics and Professional Practice codes, it is the intention of TA Training Organisation to offer a high quality training that fits within the
requirements of UKATA, European Association of Transactional Analysis (EATA), UKCP, and the National Counselling Society.

Therefore, TA Training Organisation operates with the UKATA’s Code of Practice for Psychotherapy Trainers and Training Establishments (see Appendix Z). Adherence to this code provides TA Training Organisation with a focus for maintaining quality standards within the services that are offered.

Registration

It is recognised by TA Training Organisation that the professions of Counselling and Psychotherapy are currently going through a process of regulation. As a consequence of ongoing work regarding regulation there is an increasing emphasis on the registration of individual practitioners and organisations.

It is TA Training Organisations undertaking to keep abreast of any UKATA guidelines and adhere to the UKATA Registration Policy in order that the Centre, its trainers, staff, and trainees are all aware of what is required of them in order to achieve registration.

At this time registration forms and requirements can be obtained from the UKATA website at www.uktransactionalanalysis.co.uk.
Student Complaints Procedure

Although we aim to provide the best service possible, there may be a time when you feel unhappy about an aspect of your training experience at TATO. We do want to learn from our mistakes and we will treat any complaint confidentially, seriously and quickly.

Complaints raised under the formal procedure can only be about your educational experience at TATO, including relationships with administration or discrimination on the grounds of gender, race, faith, disability or sexual orientation.

For example, issues with your educational experience may include mistakes, unreasonable delay or failure to take action, unprofessional behaviour or conduct of TATO staff, bias or unfair treatment or failure to follow our published policies or procedures without a reasonable explanation.

The complaints procedure does not cover any other type of grievance.

The complaints procedure is underpinned with some of the core philosophy of Transactional Analysis in that:

1. We seek a win–win outcome, valuing all parties and the ok–ness of all parties.
2. Everyone can be invited to maintain their thinking and use their Adult ego state.
3. Everyone can be reflective and be invited to change their position.
4. The ethical principles of UKATA over–arch the complaints process.

Making a complaint

Stage 1: Personal Resolution

A complaint should initially be made to the person about which the complaint is concerned. We recommend that the complaint is made as soon as possible so that the matter can be resolved as quickly as possible. It may be appropriate to ask a third party to be present when the complaint is raised. The outcome of the complaint will depend on the individual circumstances but may include putting things right, an apology for a breach or a change in policy.

If the student is not satisfied with the outcome, they can choose to move to the formal complaints process.

Stage 2: Making a formal complaint

The complaint should be submitted in writing to TATO and include the following information:
• Time and Date of when complaint occurred
• Parties involved
• Nature of the alleged breach of policy
• Efforts made to resolve the issue
• Subsequent results.

On receipt of the complaint, an assessing officer will be allocated who will review the complaint thoroughly and decide whether the complaint or an aspect of the complaint is upheld or not.

The assessing officer will be a TSTA, not have involvement in the complaint made and may be from outside TATO if this is appropriate. Parties will be notified of the decision within 6 weeks of the complaint and include any resulting actions to be taken. See Upheld Complaints and Sanctions below.

A mediated meeting may be held in order to seek resolution between the parties. The assessing officer will assign costs to the parties involved where required. All parties will pay costs immediately.

Should the assessing officer decide there has been a serious breach of UKATA Code of Ethics and Requirements and Recommendations for Professional Practice, the complaint may be passed to a member of the UKATA Ethics Committee.

**Upheld Complaints and Sanctions**

In the event of a complaint being upheld the outcome may include, but is not limited to, the following courses of action. TATO reserves the right to enter the sanction hierarchy at any level it deems fair, reasonable and ethical bearing in mind all parties: trainee, trainer, TATO’s reputation, client, placement and the profession of psychotherapy as a whole.

The advice of the assessing officer will be sought if they have been involved as well as UKATA Ethics Committee if appropriate.

• An apology may be requested from the person concerned to the complainant.
• The party concerned is required to give an undertaking that they cease to practice in a particular manner and or cease to work with particular students or supervisees.
• The party concerned is required to undertake therapy – a letter of confirmation from supervisor or therapist whichever is most appropriate that the issue is satisfactorily resolved – at the third party’s cost.
• The party concerned is required to undertake supervision – a letter of confirmation from supervisor or therapist whichever is most appropriate that the issue is satisfactorily resolved – at the third party’s cost.
The party concerned is required to undertake training – a letter of confirmation from supervisor or therapist whichever is most appropriate that the issue is satisfactorily resolved – at the third party’s cost.

- The party concerned is required to seek out and access additional academic support – a letter of confirmation from supervisor or therapist whichever is most appropriate that the issue is satisfactorily resolved – at the third parties’ cost.
- An informal warning may be given.
- A formal warning may be given (independent to above). This will indicate that further breaches of policy, procedure or ethical or professional behaviour will warrant dismissal or termination of contract.
- Termination of employment or contract. No refunds of course fees will be payable in this case unless deemed unfair by assessing officer.
- Termination of contract and legal action taken against party.
- Any other reasonable or ethical sanction against the party.
- Referral to UKATA or UK Law Agencies.

If the complainant wishes to appeal the decision of the assessing officer, they should use the Appeals Process.

This policy and procedure complies with EATA and UKCP HIPS requirements (Appendix Z and Appendix AA). Full details can be found at [http://www.eatanews.org/training-manuals-and-supplements](http://www.eatanews.org/training-manuals-and-supplements) and [http://www.ukcphipc.co.uk/public/index.php/training/6-training-standards](http://www.ukcphipc.co.uk/public/index.php/training/6-training-standards).

**Appeals Process**

This process does not cover appeals regarding assessments or assessment marking. In this instance, please see the Training and Assessment Appeals Policy and Procedure.

**Reasons for appeal**

If you are unhappy with the way a complaint or grievance has been handled you may be able to appeal. Grounds for appeal may be:

- Appealing against the outcome of the decision
- Appealing because of new evidence regarding the complaint or grievance
- Appealing against a failure to follow the Complaints Procedure or Grievance Procedure
- Appealing because of a breach of ethics or policy during the process

**Process**

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The appeal should be submitted in writing to the training directors of TATO within 4 weeks of the complaint outcome decision. The appeal must contain new evidence that supports the appeal application – not just a repeat of previously submitted evidence.

On receipt of an appeal application, a new assessing officer will be allocated who will review the evidence and decide on whether there are adequate grounds for appeal. Parties will be notified of the decision within 6 weeks of the appeal submission. The outcome may include mediation. Costs will be met by the appealing party.

The appeal is the final stage in TATO’s processes and procedures. If the appealing party remains dissatisfied with the result of the appeal, they can approach UKATA Ethics Committee or Professional Practice Committee. Contact details can be found on UKATA website www.uktransactionalanalysis.co.uk.

This procedure complies with EATA and UKCP HIPS requirements (Appendix Z and Appendix AA). Full details can be found at (http://www.eatanews.org/training-manuals-and-supplements and http://www.ukcphipc.co.uk/public/index.php/training/6-training-standards).

Grievance Procedure

TA Training Organisation’s grievance procedure offers a way of managing any grievance made against TATO by a member of its staff, a trainer or employee. It covers grievances with respect to breaches to the Organisation’s policies concerning Ethics, Professional Practice, trainers and training structure.

TA Training Organisation distinguishes between a complaint and a grievance in that a complaint is made by someone using the services of the TATO, whereas a grievance is made by someone that is employed by the TATO either on a formal or a casual basis.

Registering a Grievance

Stage 1: Personal Resolution

In line with the UKATA Code of Ethics and Requirements and Recommendations for Professional Practice, a grievance should initially be made in person to the aggrieving party. TA Training Organisation recommends the grievance is registered as near as possible to the time of origin that the perceived event occurred, so all parties can be clear in remembering the event in question. It may be appropriate to ask a third party to be present when the complaint is raised.

Stage 2: Formal Grievance Process
In the instance that a satisfactory resolution cannot be found between all parties, the aggrieved will be advised to make the complaint in writing to the Directors of TA Training Organisation. The grievance should detail the time and date when the event occurred, the parties involved, the nature of the grievance and efforts made to resolve the issue and their subsequent results.

On receipt of the grievance the Directors will initially confirm receipt and agree with the aggrieved a mediating officer to facilitate a resolution between all parties. This will be within two weeks of the date of receipt of the grievance (subject to TA Training Organisation being open for business at the time). The mediating officer will be an appropriate third party with no vested interest in TA Training Organisation.

A mediation session will then be arranged between the mediating officer and parties concerned, with the intention of resolution between all parties.

The mediating officer will then write to all parties involved detailing whether the grievance has been upheld or not and the resulting actions that will be taken by TA Training Organisation within 7 days of the conclusion of mediation sessions.

Please Note:

Should it be deemed necessary TA Training Organisation may seek legal advice concerning a grievance.

TA Training Organisation will not be held responsible for any expenses incurred by any party involved in a grievance.

Should either party be unhappy with the findings from the grievance procedure, if they wish to seek further recourse, they are at liberty to appeal the decision using TA Training Organisation’s Appeals Process.

This policy and procedure complies with EATA and UKCP HIPS requirements (Appendix Z and Appendix AA). Full details can be found at (http://www.eatanews.org/training-manuals-and-supplements and http://www.ukcphipc.co.uk/public/index.php/training/6-training-standards).
Confidentiality and Data Protection

It is the undertaking of TA Training Organisation that information concerning trainees, shall be kept in a confidential manner by trainers, staff and employees of TA Training Organisation. This means that information on trainees will not be shared outside the auspices of TA Training Organisation.

Confidentiality is covered on two levels:

a) Within training sessions and workshops – any personal or case-based material or issues discussed or disclosed during training sessions will not be shared outside of the training sessions except with the prior consent of the person involved or at supervision or tutorials meetings.

b) Trainee information held by the organisation including tutorial notes, essay comments, meeting notes etc. will not be shared outside of the organisation. A copy of each student work is kept on the students' file in a locked cabinet owned by the administrator. The file for each student is retained for a period of 5 years following their leaving the course whether by completing the course or leaving the programme. Access to student files is confined to the administrator and directors.

Exceptions to this are when either a trainer or member of staff require supervision relating to particular trainees or where there is concern over a harm issue. Where a harm issue has arisen, the person in question will be informed of the course of action prior to any action being taken.

c) Personal Therapy is completely confidential between the therapist and trainee.

TA Training Organisation's policy on confidentiality complies with the Data Protection Act 1998. This means that any material stored on computer or hard copy can be made available to the person about which it concerns. See Appendix Y, Data Protection and Confidentiality Policy.