Foundation Certificate in Transactional Analysis

Application Form

Please complete and return to TA Training Organisation, The Horsforth Centre, 138 Low Lane, Horsforth, LS18 5PX. Or email to contact@tatraining.org. An electronic version of this form can be found on our website under the Psychotherapy Training menu and How to Apply option.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email  |  |
| Telephone  |  |
| Mobile |  |
| What are you hoping to gain from the course personally and professionally? |
| Have you previously attended training in counselling, psychotherapy, consultancy or psychology? If so, please give details |
| Where did you hear about TA Training Organisation? |

**Education and qualifications**

List relevant courses of study undertaken since leaving school. These may including Higher or Further Education Courses at University or other colleges, professional qualifications or certificates. Please continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Institution attended or workplace | Qualification/Course | Dates Attended | Certificates Provided |
|  |  |  |  |

**Work History**

List the jobs you have held since leaving formal education.

For each job provide the following details: title of post, main responsibilities, dates held. Describe the skills, knowledge, competencies and outcomes resulting from this work that will be relevant and helpful to this course of study. Include any in-house training that you undertook in the job.

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**Community or Voluntary Work History**

Please provide details of any voluntary/community work you have undertaken which may be relevant to the course. Include details of the name of any organisation you worked for, nature of work, responsibilities and duties, dates and duration.

**Additional comments (anything else you would like us to know).**

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**Reference Request**

Please provide us with the contact details of two people who will give you a reference for the course (not family members)

|  |  |
| --- | --- |
| **Referee 1: Personal** | **Referee 2: Professional** |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
|  |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |

We will contact you for an interview as soon as possible.

Following your interview and receipt of your references we will contact you personally to let you know the outcome.

Please return your completed form with a copy of your CV to Jane Williams, TA Training Organisation, 138 Low Lane, Horsforth, Leeds LS18 5PX or email to contact@tatraining.org.

Selection Criteria (Foundation Certificate)

and things you may want to consider before applying

Before you complete the application form, please consider the following points and questions to help you assess your eligibility to apply :

**Qualifications and/or equivalent experience**

Do you have a degree or equivalent Further Education or Higher Education qualification?

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, and for those who wish to continue to the Diploma course, the Foundation Certificate 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 Foundation year a decision will be made concerning the trainee continuing onto the further 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.

**TA101**

Have you completed a TA 101 prior to applying for the course? If you haven't attended a TA101 you will need to do so within the Foundation year.

**Study commitment and self-motivation**

Can you realistically undertake a year course of study that will involve one weekend’s attendance per month and for the Diploma course, the equivalent of one day a week for activities such as private study, supervision and counselling practice?

**Resources**

Do you have the financial resources to support yourself through the course?

Do you consider yourself to possess the emotional stability and maturity needed to work with those who may be experiencing traumatic events or emotional distress?

**Personal qualities**

We are also looking for applicants to demonstrate the following personal qualities.

* 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