

Western Pacific Association of Transactional Analysis

Trainee Information Booklet

2008 – 2009

DEAR TRAINEE

Welcome to the Western Pacific Association of Transactional Analysis (WPATA). During your time with us we will endeavour to make your learning a rewarding and exciting experience. Of course, we expect you to do your utmost to achieve the results and goals you are aiming for.

This information booklet will help you familiarise yourself with the requirements associated with the units/course for which you will be enrolling. Please read this booklet carefully.



ENTRY REQUIREMENTS

To enter courses at WPATA you must meet the following entry requirements:

- o A commitment to complete the course and all assessment requirements.
- o A commitment to follow responsibilities as required of TA trainees.

QUALIFICATIONS OFFERED

Course Code	Qualification Name
51751	Certificate IV in Transactional Analysis
51752	Diploma of Transactional Analysis
51753	Advanced Diploma of Transactional Analysis



CHANGE OF ADDRESS/EMPLOYER

While attending the course you will need to inform WPATA if you change your residential address, or other contact details. This will enable WPATA to keep its records up to date and contact you promptly should there be any changes relating to your training and assessment.

FACILITIES

When you begin your training you will be provided with orientation to the training facilities that will be used during your training.

You will be expected to respect all property and to ensure that safe working practices are following, so that you and you fellow students will be protected from any accidents or injuries.

All WPATA facilities and those used by WPATA are smoke free, so students who smoke are asked to respect this and ensure that they confine smoking to breaks and smoke well away from the facility.

OCCUPATIONAL HEALTH & SAFETY

WPATA has an Occupational Health and Safety Policy, which is specifically designed to ensure your safety and that of you fellow students and trainers. Your trainer will provide you with the specific requirements of the facility you are attending.

TRAINING AND ASSESSMENT

The theory and practice of transactional analysis is applied in four different areas – called the Fields of Specialisation. It is possible to undertake training and certification in each of these fields. The four fields are Counselling, Education, Organisations and Psychotherapy.

1. The **Counselling** field of specialisation: TA Counselling is a professional activity within a contractual relationship. The counselling process enables clients or client systems to develop awareness, options and skills for problem management and personal development in daily life through the enhancement of their strengths, resources and functioning. Its aim is to increase autonomy in relation to their social, professional and cultural environment.

2. The **Education** field of specialisation is for people who work in the area of learning and study in pre-school, school and university contexts. It is also concerned with the support of child, adolescent and adult learners within the family, the institution or society. The work may be applied to the development of teaching teams and institutions. The aim is to further personal and professional growth, both scholastic and social.

3. The **Organisations** field of specialisation is for practitioners who work in or for organisations, taking into account organisational frames of reference and contexts as well as the organisation's development. Their work is aimed at the development, growth and increased effectiveness of people working within organisations.

4. The **Psychotherapy** field of specialisation is for trainees who aim to facilitate the client's capacity for self-actualisation, healing and change. The psychotherapeutic process enables the client to recognise and change archaic, self-limiting patterns – 'to deal with the pain of the past in the present so that they are free to live their lives in the future'. The aim is for clients to understand themselves and their relationships and create options to live their lives in an aware, creative and spontaneous way.

A set of core competencies is available for each field which articulates the knowledge, attitudes and skills expected from a certified transactional analyst in that field. Please see the WPATA website: www.wpata.com.au

RECOGNITION OF PRIOR LEARNING (RPL)

The Western Pacific Association of Transactional Analysis is committed to ensuring that all students have access to a process to have skills recognised under the WPATA Scope of Registration (as described by the courses listed at the beginning of this booklet) at the time of enrolment.

Students are able to make application for Recognition of their skills, no matter in which way they have been gained and have those recognised either as modules/units of a full qualification. Evidence for Skills Recognition can include but is not limited to, other training, references, client feedback, job descriptions, performance appraisals, photographs and videos.

If you are interested in Skills Recognition you can complete an application form (FORM22B Application for Recognition and Credit Transfer, available on www.wpata.com.au) and discuss the process with your trainer.

MUTUAL RECOGNITION

If you have completed the same unit at another RTO in you will be eligible for Credit Transfer. This means that you will not have to provide anything other than the documentary evidence of those units, and this will give you credit towards an overall qualification without restudying. The form indicated above is completed, and the documentary evidence presented is verified as genuine and credit is recorded in your file. If you are interested in Credit Transfer you can complete an application form (FORM22B Application for Recognition and Credit Transfer, available on www.wpata.com.au) and discuss the process with your trainer.

CORE MODULES

To obtain the Certificate IV in Transactional Analysis, the trainee must complete 360 hours of training which includes the following 12 modules. The trainee also has the option to study 3 elective modules.

Module	National Code	Units of Competency
	WA2386WPATA1A	Work within a Transactional Analysis framework
Structural Analysis	WA2386WPATA2A	Apply Structural Analysis to diagnosis
Transactional Analysis Proper	WA2386WPATA3A	Apply Transactional Analysis Proper to relationship improvement
Game Analysis	WA2386WPATA4A	Integrate Game Analysis theory into treatment
Racket Analysis	WA2386WPATA5A	Integrate Racket Analysis theory into treatment
Script Analysis	WA2386WPATA6A	Integrate Script Analysis into treatment
Treatment Considerations	WA2386WPATA7A	Integrate Treatment Considerations into treatment
Transference & Counter-transference	WA2386WPATA8A	Work with Transference & Counter transference within the treatment plan
Personality Adaptations	WA2386WPATA9A	Integrate Personality Adaptations theory into treatment
Developmental Stages	WA2386WPATA10A	Integrate understanding of developmental stages into treatment
Self Reparenting	WA2386WPATA11A	Integrate Self Reparenting theory into treatment
Abnormal Psychology	WA2386WPATA12A	Integrate understanding of abnormal psychology into treatment
Redecision Therapy	WA2386WPATA13A	Integrate Redecision Therapy into treatment

ELECTIVE MODULES

Elective	National Code	Units of Competency
Relationship Therapy	WA2386WPATA14A	Integrate Relationship Therapy into treatment
Parenting Skills	WA2386WPATA15A	Integrate Parenting Skills into treatment
TA and Spirituality	WA2386WPATA16A	Apply understanding of Transactional Analysis and Spirituality to treatment

Each module is approximately 10 - 30 hours class contact time. However, trainers may choose to teach the material by hours. They may organise the content, style and order of training at their own discretion while covering the core theory and competencies.

CERTIFICATE ASSESSMENT

To successfully complete a module or unit of work, the trainee will be assessed in one or more of the following ways at the discretion of the trainer:

- Written assignments on theory
- Counselling, psychotherapy or teaching practise with class peers under supervision
- Group work experience
- Presentation of theory papers
- Experiential work in seeing clients on a one to one basis
- Class exercises and participation
- Case presentations
- Supervision of work with clients during the course of study
- Role plays
- Maintaining and presenting a Log Book of completed hours
- Maintaining a personal journal.

ASSESSMENT CRITERIA FOR QUALIFICATIONS

1. Certificate IV - 12 modules / 360 hours of Advanced Training

2. Diploma of Transactional Analysis Theory

- 500 hours of professional training of which 360 hours is in transactional analysis
- 300 hours of client contact in chosen field; counselling, education, organisation or psychotherapy.
- 75 hours of supervision of which 50 must be by a Provisional Teaching Supervisor in Transactional Analysis (PTSTA) or a Teaching Supervisor in Transactional Analysis (TSTA) who is a member of the European Association of Transactional Analysis (EATA), the International Transactional Analysis Association (ITAA) or WPATA.

3. Advanced Diploma of Transactional Analysis

2000 hours made up as follows:

- 600 hours of professional training, of which 360 must be in TA
- 750 hours of client contact, of which 500 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
- Successful completion of written and oral examination

ELIGIBILITY FOR FINAL WRITTEN AND ORAL ASSESSMENT

Trainees must have:

1. a TA 101 Certificate
2. a current CTA training contract
3. been recommended as ready by their Principal Supervisor
4. fulfilled the minimum requirements of 2000 hours as above

LITERACY AND NUMERACY

If you require any assistance with literacy or numeracy in language in which the training is delivered please let us know before the training, so that we can give you advice or support in this matter.

If you have any difficulty with assessments at any time, please make sure that you talk to your trainer, as arrangements for support, resitting assessments or different types of assessment more suited to your learning style may be possible.

COURSE COMPLETION

To receive the qualification for which you have enrolled you must:

1. Complete all the learning and attendance requirements for all units AND
2. Demonstrate competence in all the assessment requirements for all units

Each module is designed to be completed within a certain time frame. However, WPATA recognises that not all students learn at the same pace and you may find yourself in a position where you are not ready to be assessed. If this is the case, you must inform your trainer and other arrangements will be made for you to complete assessments.

COURSE WITHDRAWAL

If you decide to withdraw from the course you may, if you wish, request a session with your trainer. This session is to identify any issues which have impacted on your willingness or capacity to complete the course and assist us to identify any ways in which we might assist you to complete the course, as well as to provide WPATA with feedback on the course.

COST OF TRAINING

Training costs are divided into four areas.

1. WPATA Membership

All trainees are required to be Regular Members in Training (RMT) of WPATA. WPATA and its Training & Standards Committee (TSC) are responsible for the delivery and organisation of training in transactional analysis in Australia. Training is provided under the auspices of trainers who have a contract with WPATA **Cost: \$140** per annum

2. Training Contract

All trainees are required to have a training contract with a supervisor. There are two types of contracts:

- WPATA Accreditation contract. This contract is necessary for trainees to receive accredited training leading to Certificate IV in Transactional Analysis Theory. This is a 5-year contract. **Cost: \$20**
- CTA (Certified Transactional Analyst) contract, for those trainees wanting to train to the Advanced Diploma level (internationally recognised as a CTA qualification). This contract is to be signed only if and when the trainee is certain as to their field of specialisation and that they envisage completing the training and sitting the examination within 5 years. **Cost: \$20**

3. Training fees

The standard training fee per module is **\$500**. (Current as of July, 2008). This fee may vary between trainers. This cost covers;

- One module of 30 hours training
- 2 supervision sessions of one half hour per module.

Optional

- Two two-day residential marathons (therapy weekends) are usually offered each year. It is optional for trainees to attend but is considered a highly desirable component of training.
- Supervision hours outside of the regular training are charged at the supervisor's usual supervision rate.

FEES AND REFUND POLICY

The Western Pacific Association of Transactional Analysis is committed to fair and equitable fees for students, and will ensure all fees are collected and recorded in accordance with procedures that demonstrate financial probity.

Training fees are administered by individual WPATA trainers under their training contracts with WPATA. The general guidelines for training fees are as follows:

- o Fees are collected at the beginning of each semester, and must be paid within 14 days of commencement
- o Trainers may negotiate individual payment plans for students, or deferral of payment until a later date
- o Students may gain a refund of fees if:
 - They notify the in person or in writing within the first 30 days of the semester
 - They notify the trainer or WPATA prior to the commencement of the semester (if they have paid fees in advance)
- o A 10% administration fee will be deducted from all refunds, however should WPATA cancel a course/unit for any reason this fee will not be deducted, and students will automatically receive a full refund.

Fees that have been paid in advance for courses that total more than \$2000 (AUD) per student will be placed in a trust account, and only drawn upon as training is provided. This will protect the investment made by the students. Where a student withdraws from the course the refund policies as described above will apply.

ARTICULATION TO OTHER TRAINING

As Accredited courses the training offered by WPATA does not directly articulate into Qualifications in Training Packages, however, the areas of communication and working with people are likely to provide potential for credit transfer into a range of Training Package Qualifications.

Particular Training Packages which are likely to provide articulation and/or credit transfer are:

- o Community Services Training Package
- o Health Training Package
- o Business Services Training Package
- o Training and Assessment Training Package

Further information on National Training Packages and the units within those may be found on the web sites: www.anta.gov.au and www.ntis.gov.au

TRAINEE RIGHTS AND RESPONSIBILITIES

Your rights

You have the right to:

- o quality training and assessment
- o have complaints dealt with promptly, in confidence and fairly
- o have access to a fair and confidential assessment appeals process
- o be assessed fairly
- o be treated with courtesy, fairness and respect
- o have access to you assessment results and materials
- o be free from discrimination on any grounds, such as ethnicity, marital status, age or disability
- o expect assistance with accessing support for language, literacy and numeracy issues should those arise

Your responsibilities

As a student of WPATA it is your responsibility to:

- o behave in a courteous, sensitive and non-discriminatory manner when interacting with staff and other students
- o comply with all policies as advised
- o pay all required fees for training and assessment
- o comply with all Health, Safety and Equal Opportunity policies
- o submit assessments as required.

WPATA'S RIGHTS AND RESPONSIBILITIES

WPATA's rights

WPATA, through your training provider, has the right to:

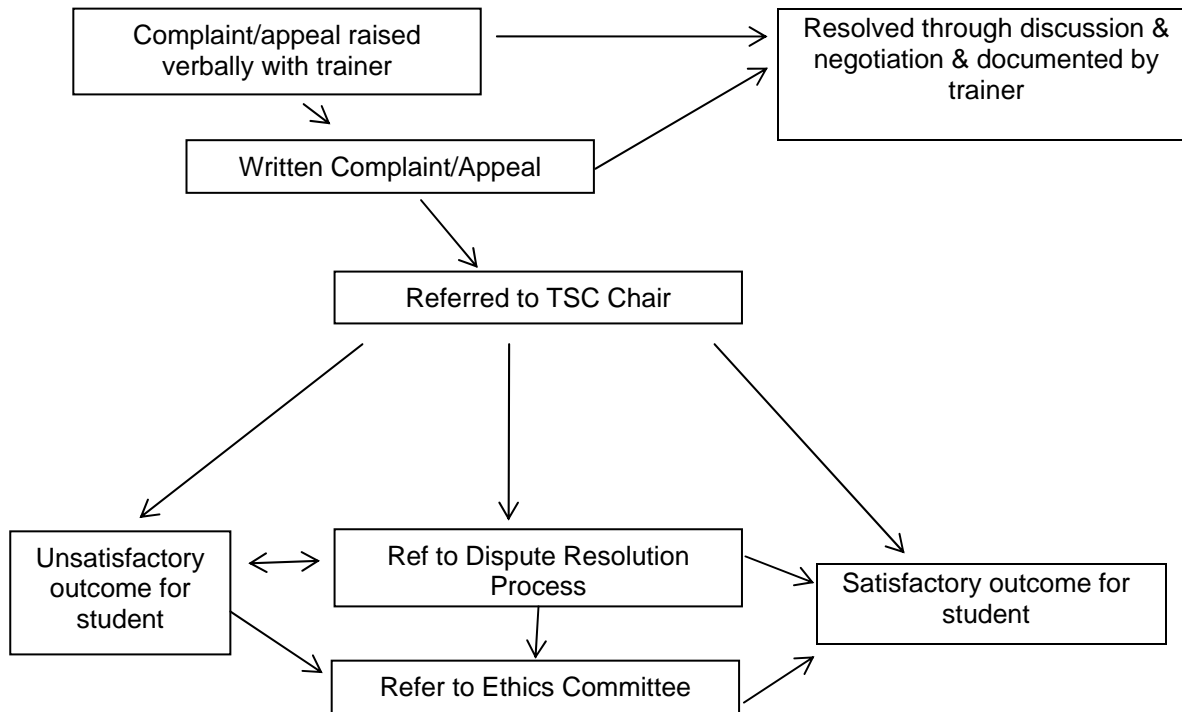
- o ask for, and expect to receive, compliance with all policies and procedures relating to Health, Safety and Equal Opportunity in accordance with legislative requirements
- o access student information for purposes associated with assessment, recording of results and attendance ensuring that confidentiality is maintained
- o expect honesty and integrity from all students in their training and assessment
- o expect respect from students for trainers and assessors
- o expect to receive fair and appropriate recompense (fees) in exchange for its training and assessment services, and to pursue payment of outstanding debts by whichever means it chooses.

WPATA's responsibilities

- o Provide quality training and assessment
- o Provide fair assessment
- o Provide support for trainees
- o Provide a safe and non-discriminatory study environment that complies with Occupational Health and Safety and Equal Opportunity legislation
- o Provide timely, equitable and confidential resolution of complaints through thorough procedures and committees in a timely manner.
- o Provide a fair and confidential assessment appeals process via Ethics or Dispute Resolution guidelines following correct procedures
- o Discipline students if they are found to be dishonest in their assessments or in any other way breach their responsibilities to WPATA and other students
- o Provide access to a fair and cost effective Skills Recognition process (also referred to as RPL)
- o Provide students with assistance to access support for language, literacy and numeracy issues should those arise

COMPLAINTS/APPEALS

A complaint is usually made against behaviour, treatment, standards, ethics etc. An appeal is where you do not believe you have been assessed fairly or validly. The process used by WPATA is shown in the flow chart below. Complaints and Appeals must be made in writing (we need to document all process for Quality Assurance purposes). You should ask your trainer for FORM1A Complaints Form or FORM2A Appeals Form. (See WPATA website, www.wpata.com.au)



GENERAL RECOMMENDED READING LIST

- Berne, E. (1961). *Transactional Analysis in Psychotherapy*. New York: Grove Press.
- Berne, E. (1964) *Games People Play: The Psychology of Human Relationships*. New York: Ballantine Books.
- Berne, E. (1964). *The Structure and Dynamics of Organisations & Groups*. New York: Grove Press.
- Berne, E. (1966) *Principles of Group Treatment*. New York: Grove Press.
- Berne, E. (1975) *What Do You Say After You Say Hello? The Psychology of Human Destiny*. London: Corgi.
- Berne, E. (1976) *Beyond Games and Scripts*. N.Y: Grove Press.
- Berne, E. (1977) *Intuition and Ego States*. San Francisco: TA Press.
- Clarkson, P. (1992) *TA An Integrative Approach*. London: Routledge.
- Dusay, J. (1977). *Egograms*. New York: Harper and Row.
- Erskine, R. (1997) *Theories and Methods of an Integrative Transactional Analysis: A Volume of Selected Articles*. TA Press.
- Goulding, R. & M. (1980) *The Power Is In The Patient*. San Francisco: TA Press.
- Goulding, R. & M. (1979) *Changing Lives Through Redecision Therapy*. New York: Grove Press.
- Hargaden, H. and Sills, C. (2002) *Transactional Analysis – A Relational Approach*. London: Routledge.
- James, M. & Jongeward, D. (1971) *Born to Win*. Addison-Wesley.
- Joines, V. and Stewart, I. (2002) *Personality Adaptions*. Nottingham. Lifespace.
- Lapworth, P., Sills, C., & Fish, S. (1993) *TA Counselling*. Oxen: Winslow Press.
- Lapworth, P., Sills, C. & Fish, S. (1993) *Integration in Counselling and Psychotherapy – Developing a Personal Approach*. London: Sage.
- Levin, P. (1974) *Becoming The Way We Are: A TA Guide to Personal Development*. Transactional Publications.
- Levin, P. (1998) *Cycles of Power*. Florida: Health Communications Inc.
- Lister-Ford, C. (2002) *Skills in Transactional Analysis Counselling and Psychotherapy*. London: Sage
- Schiff, J.I. (1975) *Cathexis Reader*. New York: Harper & Row.
- Sills, C (ed) (1997) *Contracts in Counselling*. London: Sage.
- Sills, C. & Hargaden, H. (2002) *Key Concepts in TA: Ego States*. London: Worth Publishing.
- Steiner, C. (1974) *Scripts People Live*. New York: Bantam.
- Stewart, I. (1989) *TA Counselling In Action*. London: Sage.
- Stewart, I. (1996) *Developing Transactional Analysis Counselling*. London: Sage.
- Stewart, I. (1992) *Key Figures In Counselling and Psychotherapy: Eric Berne*. London: Sage.
- Stewart, I. & Joinnes, V. (1981) *TA Today: A New Introduction to TA*. Nottingham: Lifespace.
- Tudor, K. (ed) (2002) *Brief Approaches to Transactional Analysis Psychotherapy*. London: Sage.
- Woollams, S. & Brown, M. (1979) *TA: The Total Handbook of TA* New York: Prentice-Hall.

For any other information regarding training or WPATA please go to the

WPATA website: www.wpata.com.au



The Western Pacific Association of Transactional Analysis
www.wpata.com.au