

2 STATUS OF TRAINING

2.1 The Status of Training

2.2 Mutual Recognition

2.3 The Training Process

2.4 Trainers' Responsibilities

2.5 National and Regional Requirements for Psychotherapy and/or Counselling

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2.1 The Status of Training

This Handbook contains the regulations and guidelines on how to train to become a Certified Transactional Analyst, and describes the requirements laid down by the relevant committees of the European Association for Transactional Analysis.

TA training is a professional training and is delivered at post-graduate level. Qualifications involve the fulfilment of certain requirements for the number of hours of training, supervision and practical experience, and the successful completion of the examinations. Some people choose to undertake some of the training without going on to examination, in which case their attendance is Continuing Professional Development.

TA training imparts personal and professional competence, and certification as a Transactional Analyst provides a full license to practise as a Transactional Analyst within the legal requirements of each country.

2.2 Mutual Recognition

There is mutual recognition between EATA's Commission of Certification (COC), T&C's Board of Certification (BOC) (T&C is the training body serving ITAA) and the Western Pacific TA Association's Training Standards Committee (TSC). Examination and accreditation procedures of each body are the same. For details of the various committees involved see Section 1.6.

2.3 The Training Process

A. *Accredited trainers.* Only Teaching Transactional Analysts, Teaching and Supervising Transactional Analysts or Provisional Teaching and Supervising Transactional Analysts can provide accredited TA training.

B. *Fields of application.* There are four fields of application within TA, as follows:

- ❖ Counselling
- ❖ Education
- ❖ Organisations
- ❖ Psychotherapy

The trainee agrees the field of application with his or her Principal Supervisor, i.e. the TSTA or PTSTA with whom they have a training contract. See Section 5 for further details of the four fields of application.

C. *Eligibility for training.* Those interested in training and accreditation as a Certified Transactional Analyst should check with their national or regional organisation to confirm their eligibility. In general the prerequisites are:

- ❖ the individual fulfils the educational requirements of the national organisation
- ❖ the opportunity for practical application of TA exists in a relevant profession
- ❖ it is possible for the candidate to take the necessary training and supervision by those qualified to give it, i.e. TSTAs or PTSTAs.

- D. The contractual basis of training.* Training is formally based on a training contract
- ❖ between the trainee and trainer, who must be either a TSTA or a PTSTA, and who becomes the trainee's Principal Supervisor.
 - ❖ between the trainee and EATA.

The trainee usually takes out a CTA training contract with his or her Principal Supervisor after several years of training. With the Principal Supervisor's consent, training received before the start of the contract can be taken into account towards final completion of requirements.

- E. Length of training.* Trainees are encouraged to undertake training at their own pace, acquiring the necessary training hours and fulfilling the national and EATA requirements and preparing in terms of personal readiness. Experience shows that training to CTA level is likely to take at least three years, and normally takes between four and six years. Endorsement as a PTSTA takes at least one year from CTA qualification, and a further five to six years are usually taken to TSTA level.
- F. Curriculum.* There is no standardised curriculum for TA training. Trainers are free to organise the contents, form, style and order of training within the framework of the guidelines set out in this Handbook and with special regard to the Core Competencies (see section 5) of the relevant field of specialisation.
- G. The trainer-trainee relationship.* One of the basic principles of TA training is that trainees actively plan and structure their training and take responsibility for their personal and professional development as well as for their training process in accordance with accepted standards of post-graduate education.

The Principal Supervisor is responsible for guiding and assisting the trainee according to his/her individual personality, learning style and particular circumstances. The Principal Supervisor bears part of the responsibility for the trainee's adequate preparation before he/she takes the examination. Where she/he thinks it necessary and appropriate, the Principal Supervisor can require that the trainee fulfil certain extra training requirements.

It is easier for the trainee to develop their own personal style if they have a broad range of training experiences, and it is therefore important for the trainee to work with several TSTAs or PTSTAs with different personal styles and with different emphases on the various approaches to TA. The relationship between Principal Supervisor and trainee is based upon mutual choice and personal trust. Where a trainee decides to change their Principal Supervisor, this should be done without prejudice to the trainee.

- H. Variations.* Requests for variation of the rules for any of the provisions in this Handbook may be made to the Professional Training and Standards Committee of EATA and the detailed procedure for this is given in section 6 of this Handbook.

2.4 Trainers Responsibilities

- A. Keeping up to date.* It is the professional responsibility of trainers to keep up to date on all current regulations laid down by PTSC and COC. Current information is available from four different sources:
- ❖ the current EATA Training and Examination Handbook
 - ❖ successive issues of the EATA Newsletter, in which amendments to the

- ❖ Handbook are published as soon as possible after PTSC and COC meetings
- ❖ the PTSC Telegram, circulated to all EATA trainers as necessary by PTSC
- ❖ the EATA website

- B.* **Variations.** No variation of the rules will be granted for candidates on the grounds that the trainer did not know the details of current regulations.
- C.* **Exam Documentation.** It is the responsibility of candidates and their Principal Supervisors, and not of COC, to ensure that candidates' exam documentation is complete and accurate. Trainers should ensure that they check the candidate's documents for completeness and accuracy. A candidate who appears with incomplete or inaccurate documentation will not be examined.

2.5 National and Regional Requirements for Psychotherapy and/or Counselling

The practice of psychotherapy and/or counselling is officially or semi-officially recognised in some European countries and regulated in others. The trainee may therefore need to meet specific national requirements for training and accreditation as well as the requirements for TA training before becoming a recognised practitioner in their country. The trainee's national TA organisation(s) should be aware of what these requirements are, and the trainee and their Principal Supervisor should familiarise themselves with them.

With this in mind, PTSC has agreed that national TA organisations affiliated with EATA should, in co-operation with PTSC, insert extra pages into this Handbook, giving details of any extra provisions for training or accreditation that may be necessary to meet official requirements in their own countries. In every case, such national provisions are in addition to the training and accreditation requirements of PTSC and are not substitutes for, nor alterations of, any PTSC requirements.