



Pilot Diploma Handbook

Cycle 2 - March 2019

SAATA Office, 91, Krishna Colony, Trichy Road,
Singanallur, Coimbatore 641005 INDIA

SAATA Certification in Transactional Analysis

Introduction

In the South Asian region professional training and certification in Transactional Analysis has been in line with the international processes, where the first level of certification in a specific field of application (counselling, education, organisational, psychotherapy) is Certified Transactional Analyst (CTA) and usually takes 4 or 5 years to complete. In order to provide milestones along this journey and also cater to those looking for shorter training and certification, SAATA provides two intermediate certifications. They are

- Diploma in Transactional Analysis
- Advanced Diploma in Transactional Analysis

These intermediate certifications could be an end in themselves for those who are looking for knowledge and skills for use in personal and professional contexts. They will also provide consolidation, evaluation, affirmation and motivation on the journey towards CTA that certifies for professional application in the chosen field.

The trainees may have

- Diverse backgrounds and varying degrees of prior exposure to self and professional development and to Transactional Analysis
- Different identities and goals, as they may be working towards Diploma, Advanced Diploma and/or CTA

Therefore the groups may have changing memberships, particularly at more advanced levels of training. The design of the programmes has been made keeping these factors in mind.

Purpose of the Diploma Examination

To demonstrate that the candidate has a clear integrated understanding of the core concepts of Transactional Analysis theory and practice and is able to apply it effectively and ethically.

Objectives of the SAATA Diploma Exam

- To enhance self awareness
- To invite trainees to use core concepts of Transactional Analysis to make sense of their awareness of themselves
- To encourage trainees to critically assess themselves and their interactions, and use appropriate TA frameworks to generate options for themselves, and move towards autonomy.
- To foster an attitude of professionalism, quality and ethical practice to the application of Transactional Analysis
- To foster a commitment to ongoing study that includes reading of a variety of TA authors
- To assist in the development of independent learning skills and communication skills to enable trainees to approach new issues and topics with confidence
- Develop the ability to discuss theory and application

Requirements for all Levels of Exams

	Diploma	Advanced Diploma	CTA	Remarks
		(Hours including those required for diploma)	(Total as specified by ITAA) Hours inclusive of those required for diploma and advanced diploma	
Training hours	120 (must be TA and excluding the TA101)	300 (must be TA)	600 (300 must be TA)	Theoretical inputs, practical demonstrations, skills training, discussions, etc.
Supervision hours	8 of which 5 must be with their primary supervisor	100 supervision hours out of which at least 50 must be with a TSTA or PTSTA and 30 must be with their primary supervisor	150 (75 must be TA-based; 40 must be with primary supervisor)	Includes active presentation individually or in groups for feedback, confrontation, discussion
Application hours	On self and interpersonal interactions (no specified hours - appropriateness to be assessed by their primary	350 (in TA) Application to client / client systems in chosen field of specialisation	750 (500 in TA)	client contact in field of specialization

	supervisor)			
Additional hours (TA or non TA)	72 as agreed with their primary supervisor	250 as agreed with their primary supervisor	500 as agreed with their primary supervisor	Inclusive of personal psychotherapy
Total hours	200	1000	2000	
Written Exam to be submitted to SAATA	Written exam as specified in the SAATA Diploma Training & Examination Handbook*	Written and oral exam as specified in the ITAA Training & Examination Handbook (With changes as in SAATA Advance Diploma T & E Handbook)	Written and oral exam as specified in the ITAA Training & Examination Handbook	Details described below

*Based on the feedback received from candidates, examiners, trainees and trainers, SAATA is in the process of restructuring the Diploma. A pilot was run in 2018 and the second one is designed for 2019 based on this previous experience

Requirements

➤ Training

120 hours of training with a SAATA Diploma Trainer (SDT), Provisional Teaching and Supervising Transactional Analyst (PTSTA) or Teaching and Supervising Transactional Analyst (TSTA),

➤ Supervision

8 Hours of which 5 has to be with primary supervisor

Supervision can be

1. One to one with a SAATA Diploma Trainer (SDT) a Provisional Teaching and Supervising Transactional Analyst (PTSTA) or Teaching and Supervising Transactional Analyst (TSTA), observed by other students or done privately (particularly if confidential content is to be discussed)
2. Group – where student presents and group act jointly as supervisors (with an SDT, PTSTA or TSTA there to monitor and intervene if appropriate)

Personal and Professional Journal

Journal is a way to document the individual's TA journey, significant milestones and experiences in training. It can be maintained in a manner the individual trainee wishes to.

This will include

- Connection of theory to situations experienced, in ways that demonstrate personal and professional insights
- Notes on how learning/insights will impact future personal/interpersonal behavior

Learning Log

The learning log provides evidence of the student's learning during the programme from a range of sources. These can include training sessions (TA and non-TA), supervision, interactions in personal and social life, learning stimulated during professional activities, reading, online forums etc.

There is a simple log (Appendix II) to capture the dates when the steps in the various learning cycle were implemented. Apart from that students are free to maintain their log in whatever way works best for them. It is anticipated that a student will produce 2-4 pages per month, which includes copies of handouts received, awareness from group discussions/instruments used, feedback, extracts from journals or books, etc. plus the student's annotations, comments and conclusions.

The aim is to assess students in terms of

- Theoretical knowledge (Appendix I – Content Summary)
- Application of Transactional Analysis
- Nature of their involvement in training/supervision
- Personal development and awareness

The assessment process involves

- Ongoing analysis and assessment of performance/behaviour during training and supervision sessions
- Essays to demonstrate theoretical understanding, ability to critique and practical application of Transactional Analysis
- Portfolios/case studies to demonstrate competent application
- Learning log and recording of personal and professional journey to demonstrate awareness of self and growth process

Note that the ongoing analysis of performance during training does not form part of the formal requirements. This is so that trainees feel free to raise their own concerns about their application of Transactional Analysis without worrying that such openness on their part could have a negative impact on their grades. However, the nature of Transactional Analysis is such that students who fail to act on such analysis are likely to find that the same issues limit their ability to provide essays, learning logs and portfolios to the standards required.

As with international Transactional Analysis qualifications, grading will be a simple pass or defer. The latter is intended as an invitation to the student to consider the detailed feedback from the marker as a guide for re-submission.

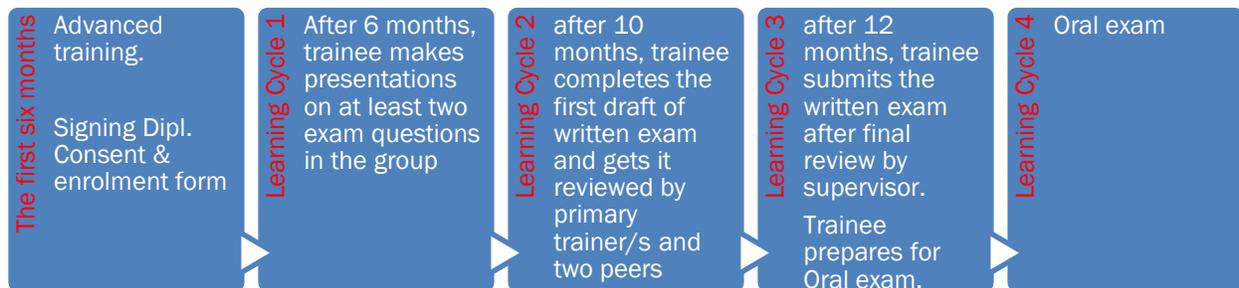
SAATA Assessment for the Award of Diploma

At the heart of the Diploma Exam process is its primary objective – student learning. Learning that is firsthand, meaningful, important, collaborative, authentic and challenging will offer the greatest chance of growth.

The exam process could be viewed as a developmental process where the trainee goes through a series of validating learning cycles. The process of preparing for the exam is more valuable than the exam itself. The learning cycles are designed to support trainees in the process of preparing for the exam, inviting them to pace the preparation and writing over six months, involve their colleagues and receive developmental inputs from peers and supervisors.

The exam process starts with the trainee reading and signing the Diploma consent cum enrollment form (Appendix X)

An overview of the Learning Cycles



Learning cycle 1 – Presentations within the Training Group

Timeline: Minimum 6 months in Training

This happens in the training group. Once trainees complete 72 hours of training (over a minimum period of 6 months), they are encouraged to make presentations in the group on their responses to the exam questions.

Guideline for Trainee:

- Present at least two questions in the group and receive feedback on the same.
- Share understanding of the TA concept in own words
- See the connection between ones own patterns and TA theories
- Give specific examples of how one has applied TA frameworks to generate options
- Use presentation aids like tables, diagrams, etc. to explain effectively
- Explain the relevance and importance of the understanding and change to oneself
- Maintain a learning cycle log as given in Appendix II

Guideline for Trainer:

Understandable and helpful feedback must be provided for the trainees to further their learning. Validation and positive strokes must be a significant part of the feedback. The trainer must encourage

- Critical thinking
- Open dialogue
- Multiple ways of looking at an issue
- Willingness to give and receive feedback
- Ethical thinking
- Reading of a variety of TA authors
- An ability to maintain OKness while making presentations

Learning Cycle 2 – Trainer and peer feedback of written exam

Timeline: Minimum 10 months in Training

The trainee completes the written exam and shares it with at least two peers. This process develops the capacity of the learner to evaluate and improve their own work and the work of the others. Peer feedback becomes an integral part of the learning. Update your learning cycle log at this step.

Guideline for Trainer:

The trainee submits to the trainer, the written exam supervised by peers. The trainer must evaluate, clarify and challenge with empathy to support the trainee in identifying strengths and gaps, and finding ways to bridge the gaps. Trainees are thus fully engaged with their learning and empowered to assess their own progress. Their capacity to direct their own learning is enhanced.

Learning Cycle 3 – The Written Exam

Timeline: Minimum 1 year of Training

Guideline to Trainee:

- Check all requirements are as per exam submission guidelines
- Check exam formatting and referencing
- Complete learning cycle log with dates and details

Guideline to Trainer:

The trainee submits the written examination to his/her trainer. Once the trainer is satisfied with how the candidate has presented applications of TA frameworks to self, he/she endorses the exam. The written exam is sent through the exam co-ordinator to an examiner.

The examiner gives a score out of 100 to the trainee and sends the scoring sheet with detailed feedback to the trainee through the exam co-ordinator. A score of 66/100 is considered a PASS. In such case, the trainee is qualified for the oral exam.

This cycle is then dedicated to oral topics preparation.

Learning cycle 4 – The Oral Exam

Timeline: As per the oral Exam dates announced by SAATA

The oral exam panel will have three members of which two must necessarily be CTA, PTSTA or TSTA. The third one is preferably a SAATA diploma holder.

The duration of the oral exam is about 45 min, which is composed of three parts as follows:

1. **Introduction** (5 minutes): The candidate introduces themselves and the significance of their TA journey.
2. **Presentation** (20 minutes): Candidates are required to pick a chit from the 10 oral exam topics. They have the option of picking a second chit, if they do not feel confident about speaking on the first topic. They then present their understanding of that TA concept and how they have applied that concept to their own lives for 7 – 10 min, and then answers the examiners' questions for another 10 minutes.
3. **Feedback** (10 minutes): Examiners share feedback using the rubric.

Guideline to Examiners:

The objective of the exam is to assess what the candidate knows and not what they do not know.

- Ask questions about the written exam, if needed.
- Be willing to listen and understand the candidate's frame of reference.
- Look for the strength and competency in the candidate.
- Expect the candidate to demonstrate basic application of TA to self.
- Look for something to stroke positively.
- Use the examination as a time to make contact and establish an I'm OK – you're OK relationship.
- Give the candidate feedback on his/her responses and presentation.
- Ask only one question at a time and make them open, positive and specific. Rephrase the question in a different way, if the candidate answers a question incompletely, inaccurately or vaguely.
- Tell the candidate the answer you were looking for, if he/she seems unable to answer a question or continues to answer inaccurately or vaguely.
- Give feedback to the candidate's answer to a question.
- Discuss or explain problem areas revealed by a candidate's answers. This is an exam and not supervision. So do not ask supervisory questions and desist from supervisory feedback.
- Pay attention to the other members of the board, giving feedback and support.

Guideline to Examinees:

- Come prepared with all topics on the list.
- Topics are not to be taught. Instead you are expected to explain the concept as you understand it and how you have applied the same in your life – personal or professional.
- Do use props or a white board to explain, write, diagram.
- Do use personal notes for definition, making speaking points or diagrams.
- Do ask questions to clarify if you have not followed what the examiner is asking of you.
- Prepare your topics and speaking points for a maximum time of 10 minutes.
- If there is a question arising in your mind during the process do bring it up with the exam board.
- Relax and speak as the exam board is keen to know your strengths and your clarity.

The three examiners score the candidate using the assessment rubric. The average score of the three examiners is calculated. The oral exam is scored on 50. The candidate must score a minimum of 33 in the oral exam to be declared a PASS. The scoring is done in the presence of the candidate. The chair of the exam board, announces to the candidate the average marks and the result, before the candidate leaves the exam room.

The exam chair completes all exam marking documentation and hands it over to the exam supervisor. Marksheets remain for use by the SAATA office. Copies of the mark sheet are not sent to the candidate.

Assessment Calendar

The oral exams will be held once a year. Written exams must be submitted three months prior to the oral exam date. All dates pertaining to the exam will be published on the SAATA website.

Note to Prospective Candidates about the Diploma Exam

The word 'exam' can create images of a daunting or stressful process. However, the SAATA Diploma Exam is a thought-through process that is designed to be challenging, yet supportive and meaningful to you, the learner.

We see this exam as a process to encourage TA trainees to consolidate and integrate their learning. It is an invitation to you to apply Transactional Analysis to your own lives. You can take your time to prepare for and apply for the diploma. The preparation for the exam is as significant as the exam itself. We wish it to be a collaborative and joyful process. You will have the support of your trainer and training group in the same. Our hope is that through the involvement of your trainer, colleagues and examiners, your abilities to observe yourself more closely, understand and apply TA theories, think critically and articulate your journey more coherently will get strengthened.

The Written Exam

The written exam consists of two parts.

Part A consists of a three part question that invites you to articulate your personal journey with TA and explain your personal growth connecting it with the TA framework.

Part B is about theory and application. Candidate answers 3 questions to demonstrate their understanding of TA theory while explaining its application in real life through examples.

A detailed explanation of what is expected in each part follows.

Presentation

The written examination should be

- Word processed
- Presented on A4 size paper
- Double spaced throughout

Each page should

- Have good margins (normally 1 inch on all four sides)
- Be numbered consecutively throughout the document

Referencing must follow APA/TAJ format. The exam should be sufficiently referenced.

The Written Exam Questions

Overall word count: Minimum 6000 and maximum 7000 words. Include the word count for each question and the total word count in the table of contents.

PART A

2000 to 2500 words maximum.

1. Describe briefly about yourself, your background, and what life was like as you commenced your TA journey.
2. Explain few major changes in yourself as a result of your education and/or personal therapy using TA. The following needs to be evident in your answer for each change you identify:
 - a. What are the specific instances where such change is evidenced?
 - b. How do you explain your specific changes using TA?
 - c. Explain 'how' the change happened – what did you do specifically to bring about the change.
3. Explain how you deal with ethical dilemmas you have faced in your daily life. How has your TA journey helped you in this regard?

Guideline to Trainee :

In this section you are invited to demonstrate

- Awareness of one's own process.
- Reflection on one's process and articulation using multiple TA concepts.
- Demonstration and explanation of personal growth using TA framework.
- Identification of different options towards self-growth, using TA.
- Focus on the change aspect of journey.

You are expected to respond to all questions of Part A.

PART B:

Each answer 1300 -1500 words maximum.

Guideline to Trainee:

In this section you are invited to

- Define the concepts you have chosen to write on.
- Demonstrate understanding of the TA concepts theory and show its connection to question selected.
- Explain how you relate to the topic in your growth journey. You are not expected to reproduce portions of theory from a text book.
- Explain the change you made in your life using the chosen concept – The What and the How are both significant.
- Referencing concepts from original source is important.

Choose 3 Out of the Below 7 Questions:

1. What Transactional Analysis model or concepts do you use to understand interpersonal relationships and communication? Explain with specific examples how this influences your personal/ professional life?
2. What is the significance of contracting? How has the application of contracting enhanced your personal/professional life?
3. Which Transactional Analysis concepts do you use to describe recurrent patterns? Describe, with examples, the development of these patterns in you and how you changed them.
4. What Transactional Analysis model or concepts do you use to understand the intrapsychic process? Explain, with examples, how this has influenced you?
5. What Transactional Analysis concept/s do you use to analyse or diagnose an issue in your personal/professional context? How has this influenced your personal/professional life?
6. What Transactional Analysis concepts have you used in motivating yourself or others? Explain with examples.
7. What is your understanding of growth/change? Describe how Transactional Analysis concepts have been used to bring about growth/change in your personal/professional life?

Overall Practical Writing Guidelines for Part A&B Answers:

- Personal and professional change need to be evidenced. Specific instances and not generic explanation required. For example "*I now express my real feeling with my spouse*" is a very generic statement talking about a pattern of behaviour. The candidate is invited to **make the** explanation specific with details of who, what, when, how, etc., so that examiner can verify and confirm that the candidate understands their inner process from a TA perspective. **Use** TA terminology where possible. An example is "*when my spouse started to criticize me on my contribution to finances, I expressed my real feelings of anger to her/him and expressed my opinion that she/he may be discounting my contributions in non-financial aspects for household. This conversation invited a certain Intimacy between us and she/he acknowledged what I said. We then had an Adult-to-Adult conversation on our mutual expectations on household contributions. In this manner we moved away from the usual game of Blemish that we used to get into.*"
- Focus on the process of change using TA concepts. Candidate is invited to write their reflection of not just what change 'happened' but also 'how' the change happened. For example: "*After 2 years of TA education, I now use my Free Child and give myself permission to relax*" does not demonstrate how the change happened. An example for how such explanation can be given is: "*During my journey of TA education and therapy, I worked with my therapist on my Parent contamination of 'I musn't enjoy'. This contamination was partially due to a Parental message that 'You will survive only if you work hard', and 'Not doing anything is lazy'. In my work, I expressed my original sadness to my mother for not allowing me to be and redecided that 'It is OK for me to just be', In my group, I received ample strokes for 'being'. Due to these, my inner Child healed and I began to use a lot of Free Child energy to relax and enjoy life*"
- Candidate is invited to choose a topic that fits the question chosen in a Part B answer. For example, if the question is on communication, it is useful to choose a model/concept of TA that explains communication. Candidate is invited to verify with their TA trainer on the fitment of the TA concept chosen by them.

Scoring of Written Exam

Part A	25
Part B - 3 questions	60 (20 per question)
Coherence	6
Presentation	5
Referencing	4
Total	100

Criteria for Assessment

- Awareness of a broad range of concepts
- Change evidenced by reported behaviours
- Competence in application of theory
- Coherence and organisation of material
- Ethical position

The Oral Exam

The candidate will be asked to pick a chit from a box/bowl/envelope containing these topics. They will present the following in an impromptu manner:

- What their understanding of this TA concept is
- How they applied it to their own lives and what difference it made to them

1. Ego states
2. Transactions
3. Games
4. Rackets
5. Drivers
6. Injunctions
7. Contamination
8. Stroke economy
9. Life position
10. Life Script

Exam Submission & Exam Marking Procedures

1. The first check is carried out by the candidate's primary supervisor. He/she appraises the written examination to ensure it is in the appropriate format and of the required standard.
2. Once endorsed by the primary supervisor, the candidate sends the following documents, via an email (scanned copies), to the SAATA exam coordinator, using the email address: exams@saata.org.
 - Appendix III, the application form
 - Endorsement by the supervisor (Appendix IV) that the requirements of hours and other criteria are met
 - Log of all training, supervision and other relevant hours
 - Proof of current and continuous SAATA membership for at least one year
3. If the requirements are met, the candidate pays the exam fee via an online transfer to the SAATA Bank account. This would be a consolidated amount, which includes the Application fee and the written examination fee. (Refer to the Fee Structure on Page 16). The fee for the oral exam shall be paid later.
4. The candidate sends a soft copy (pdf) of the written examination to the SAATA exam coordinator (exams@saata.org), who then sends it to the examiner. The primary supervisor will not be involved in this process.
5. The examiner marks the written examination based on the criteria specified above and the detailed rubric provided (Appendix V). The Consolidated Mark Statement (Appendix VI) and feedback are e-mailed to the SAATA exam coordinator. The SAATA exam coordinator sends the feedback to the candidate.
6. The candidate must score at least 66/100 in the written exam to pass and be eligible to participate in the oral exam.
7. Eligible candidates are then invited to participate in the oral exam process. The candidate pays the fee for the oral exam and applies using the form in Appendix VII. In the oral exam he/she makes a presentation to a panel and receives feedback and scores based on criteria in the detailed rubric provided (Appendix VIII).
8. If the total of the oral exam is 33/50 the candidate is declared pass.

Guidelines to the Markers

The main function of this section is to give examination markers consistent criteria for use in evaluation. They should bear in mind the following recommendations based on previous experience.

The candidate has invested a lot of him or herself in the written and oral exam, which the marker should respect no matter how the result will be viewed and judged. While framing comments, they should bear in mind the question: 'How would I feel if I were the candidate or the candidate's supervisor?' Comments should provide specific areas of strength and weakness in the candidate.

The examination evaluation should not include any diagnosis of the candidate. Evaluation is an educational, and not a psychotherapeutic process. The marker should avoid unqualified critical statements and unsubstantiated value judgments. Such words as 'insufficient' or 'adequate' do not carry enough information to give the candidate proper guidance to future progress. Remarks should specifically address the criteria of the scoring scale.

The examination evaluation should include positive strokes. If there is something that is unsatisfactory or if information is missing, the comments should be specific about what is expected, so that the candidate may learn something useful. The marker should address the candidate directly, making the evaluation respectful and I'm OK – you're OK process, limit the feedback to three pages, make use of the numerical scoring scale and the guidelines provided in this manual.

Fee Structure

The exam fee per candidate is Rs.6000/-. The breakup of the fee is provided below.

Category	Amount
SAATA Admin fee	Rs.1000
Fee for written examination marking	Rs.1500
Fee for Oral Exam	Rs.3500

A minimum of 5 candidates are needed for an oral exam to be arranged.

Diploma and Advanced Diploma certificates will be distributed at a SAATA event like MLL or conference which happens after the candidate passes.

The candidate can also receive the certificate in absentia after this event by paying a fee of Rs. 500/-

(Note: Some sections have been adapted from the ITAA Training & Examinations Handbook and customised to suit the SAATA region)

Confidentiality

The whole exam is a group process to evaluate and award the Diploma. It could involve personally or professionally sensitive information. Therefore all parties involved in training, written and oral exams are bound by confidentiality about whatever is shared in the various learning cycles and written and oral exams.

The examiners, examinees, trainers and trainees agrees to take all steps reasonably necessary to protect the secrecy of the Confidential Information, and to prevent the Confidential Information from falling into the public domain or into the possession of unauthorized persons.

This 'No Disclosure' agreement means all parties involved, to their best efforts, protect Confidential Information and prevent disclosure to any person other than in legal, exam review or ethical charges process having a need for disclosure to an authorized committee to use of the Confidential Information only for these processes.

Limits on Confidential Information. Confidential Information shall not be deemed proprietary and the recipient shall have no obligation with respect to such information where the information:

- a) was known to Recipient prior to receiving any of the Confidential Information from Discloser;
- b) has become publicly known through no wrongful act of Recipient;
- c) was ordered to be publicly released by the requirement of a government agency.

Ownership of Confidential Information. Recipient agrees that all Confidential Information shall remain the property of Discloser, and that Discloser may use their learning and share their process and learning. The Discloser can use Confidential Information for any purpose without obligation to Recipient.

Term and Termination. The obligations of this Agreement shall be continuing until the Confidential Information disclosed to Recipient is no longer confidential.

Appendix I

Diploma in Transactional Analysis

Content Summary

History and Overview:

- About Eric Berne
- Development of Transactional Analysis
- Philosophical principles
- Transactional Analysis Organisations
- Fields of specialisation in Transactional Analysis
- Ethics
- Autonomy
- Contracting

Script Analysis

- Life Positions
- Script –definitions, formation, script matrix
- Script Analysis
- Drivers, Process script

Child Development

- Pamela Levin
 - Jacqui Schiff
- (Any one model)

Structural Analysis

- Ego states - Structural & functional models - diagnosis
- Psychic Energy & Cathexis, Executive Self & Real Self
- Boundary problems – Structural & Functional

Transactional Analysis Proper

- Transactions
- Strokes
- Time Structuring
- Passivity; Symbiosis; Discounting

Game and Racket Analysis

- Game Analysis
- Racket Analysis

Appendix II

Diploma in Transactional Analysis Learning Log

Elements of the Learning Cycle	Date
Date of Commencement of Training	
Date of Contracting to take the Exam	
Learning Cycle 1 Presentation 1 on Exam Question	
Presentation 2 on Exam Question	
Learning Cycle 2 Completed written exam draft submitted to peer 1 for review Name of Peer 1: _____	
Completed written exam draft submitted to peer 2 for review Name of Peer 2: _____	
Draft Submitted to Primary Supervisor for Review	
Learning Cycle 3 Exam submitted to SAATA after primary supervisor endorsement. Start of oral exam preparation.	
Learning Cycle 4 Continued oral exam preparation. Oral Exam	

Log reviewed by Primary Supervisor on (date): _____

Signature: _____

Name of Primary Supervisor: _____

Appendix III

Diploma in Transactional Analysis Application Letter

Date:

To
Training and Examination Committee
South Asian Association of Transactional Analysts

By email to exams@saata.org

Subject: Diploma in Transactional Analysis Examination

I have completed all the requirements for the examination towards award of the Diploma in Transactional Analysis. Please record my readiness to have my examination graded.

I will send a copy of the examination fee of Rs. _____ to the SAATA office.

Enclosed please find

- a cheque/draft/NEFT/IMPS payment confirmation for Rs. _____
- endorsement by the primary supervisor
- log of all training, supervision and other relevant hours
- proof of current and continuous SAATA membership for at least 1 year

Language of examination:

Candidate's Name _____ Candidate's Signature _____

Address _____

Email id _____ Telephone No _____

Appendix IV

Diploma in Transactional Analysis Supervisor's Endorsement Letter

Date:

To,
Training and Examination Committee
South Asian Association of Transactional Analysts

By email to exams@saata.org

Subject: Diploma in Transactional Analysis Examination – Endorsement

Candidate's Name: _____

Primary Supervisor's Name: _____

As the candidate's primary supervisor, I certify that I provided training and supervision to the candidate from _____ (Date) to _____ (Date).

The candidate has completed

- i. _____ hours of advanced TA training (120 minimum)
- ii. _____ hours of TA supervision (8 minimum; at least 5 with primary supervisor)
- iii. _____ hours of TA training (if required as additional hours)
- iv. _____ hours : any other (please specify)

Total hours _____

As a result of my personal observation and evaluation, I believe the candidate has completed all the requirements for having his/her examination graded, including sufficient application of TA on self and interpersonal interactions.

I have read the examination and find it to be in the appropriate format and of required standard.

Supervisor's Signature _____

Supervisor's Name _____

Email id _____ Telephone No. _____

Appendix V

Diploma in Transactional Analysis Scoring of Written Examination

Criteria for Scoring Part A

Total 25 marks

Criteria	Self-awareness	Change through TA learning	Clarity in theoretical understanding	Clarity in Ethics
Max. Mark	7	7	6	5
5-7	Awareness of many aspects of self and context	High degree of clarity in evidence of congruent change by reported behaviour	High degree of clarity of all concepts discussed; well integrated	High degree of awareness and application
3-4	Awareness of few aspects of self and context	Evidence of change in some aspects by reported behaviour	Some clarity in understanding of most concepts; Superficial connection between concepts & application	Some clarity on application
0	Self-awareness no evident	No behavioural evidence of changes	Poor understanding of concepts, no connection between concepts and application	Lacks clarity

Criteria for Scoring Part B

Total 60 marks (20 x 3 answers)

Criteria	Self-awareness	Change through TA learning	Clarity in theoretical understanding
Max. Mark	7	7	6
6-7	Awareness of many aspects of self and context	High degree of clarity in evidence of congruent change by reported behaviour	High degree of clarity of all concepts discussed; well integrated
3-5	Awareness of few aspects of self and context	Evidence of change in some aspects by reported behaviour	Some clarity in understanding of most concepts, Superficial connection between concepts & application
0	Lacks self-awareness	No behavioural evidence of changes	Poor understanding of concepts, no connection between concepts and application

Overall Criteria

Total 15 marks

Max. Mark	Criteria
6	Coherence
5	Presentation (neat, orderly, well laid out)
4	Referencing

Appendix VI

SAATA Diploma in Transactional Analysis Consolidated Marks Statement for the Written Exam

Part A

Detail	Maximum Marks	Marks Awarded
Self Awareness	7	
Change through TA learning	7	
Clarity in theoretical understanding	6	
Ethics	5	
Total A	25	

Part B

Detail	Maximum Marks	Marks Awarded		
		B1	B2	B3
Self-awareness	7			
Change through TA learning	7			
Clarity in theoretical understanding	6			
Total for each question	20			
Subtotal B (B1+B2+B3)	60			

Overall Criteria

Detail	Maximum Marks	Marks Awarded
Coherence	6	
Presentation	5	
Referencing	4	
Subtotal C	15	
Grand Total (A+B+C)	100	

Examination Result* (Tick one): **Pass** **Defer**

* Score of 66 and above is a pass

Examiner's feedback: Provide feedback in additional pages making brief comment on each section and answer.

Appendix VII

SAATA Diploma in Transactional Analysis Application for Oral Exam

This form must reach the SAATA office no less than two months prior to the date of the oral examination.

Full Name of Candidate (print): _____

Date of examination: _____

Items enclosed:

- Evidence of passing SAATA Diploma written exam (attach scanned copy of marksheet)
- Details of fee paid online. _____

Candidate Signature: _____ Date: _____

Appendix VIII

(for office use only)

SAATA Diploma in Transactional Analysis Consolidated Marks Statement for the Oral Exam

Examinee Name:

Date:

Examiner Name:

Place:

No.	Criteria	Highly Effective	Adequately Effective	Not Effective	Examiner 1	Examiner 2	Examiner 3
1.	Demonstrated self-awareness	10	9 8 7 6 5 4 3 2 1				
2.	Demonstrated clarity in understanding of TA theory	10	9 8 7 6 5 4 3 2 1				
3.	Demonstrated ability to connect TA theory to life experiences	10	9 8 7 6 5 4 3 2 1				
4.	Demonstrated self-confidence while presenting (OK-OK demeanour)	10	9 8 7 6 5 4 3 2 1				
5.	Demonstrated integration and congruence while answering examiner questions	10	9 8 7 6 5 4 3 2 1				
Total (Maximum 50)							
Grand Total (Maximum 150): 1+2+3							
Average (Maximum 50): Grand Total/3							

Examination Result* (Tick one): **Pass**

Defer

* Average Score of of 33 and above is a pass

Examiners Signatures:

_____ | _____ | _____

Name:

Name:

Name:

Remarks of Chair, if any:

Appendix IX

SAATA Diploma in Transactional Analysis Feedback from Candidates on Overall Exam Process

Please share your feedback with us after the exam on the following parameters by marking Yes or NO against each statement:

The SAATA diploma exam...

- | | |
|-----------------------------------------------------------------------------------------------------------|----------|
| 1. Allowed me to consolidate and integrate learning from my first year in Transactional Analysis training | Yes / No |
| 2. Encouraged me to share my learning with others | Yes / No |
| 3. Was a joyful and comfortable process | Yes / No |
| 4. Gave me a sense of achievement | Yes / No |
| 5. Made me feel supported (rather than judged) | Yes / No |
| 6. Created a context for open communication between me, my peers and my supervisor | Yes / No |
| 7. Made it clear to me what was expected from me during the first year of training | Yes / No |
| 8. Helped me see the value of professional standards | Yes / No |

Please write any further feedback you wish to provide.

APPENDIX X

SAATA Diploma in Transactional Analysis

Consent cum Enrolment Form.

To be mailed to exams@saata.org

PILOT STUDY	DIPLOMA IN TRANSACTIONAL ANALYSIS (Pilot 2019-2020)
COORDINATOR	VICE-PRESIDENT - TRAINING AND EXAMS, SAATA

Please read each clause, tick all boxes to agree, and affix your signatures in the space provided.

1. I have read and I understand the requirements given in the HANDBOOK for the DIPLOMA IN TRANSACTIONAL ANALYSIS (PILOT 2019-2020). I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily by my trainer.

2. I understand that my participation is voluntary and that I am free to withdraw at any time without giving any reason, without affecting my advanced training in transactional analysis in any way.

3. I understand that I am expected to complete all the learning stages of the PILOT DIPLOMA as stated in the HANDBOOK, including the written and oral exams, within the expected timeframes, as mentioned in the HANDBOOK and as announced from time-to-time.

4. If I have any queries regarding the Pilot Diploma 2019-2020, I need to refer to the Handbook. If my doubt persists, I can contact my trainer. If the query is still not fully addressed I can contact exams@saata.org as a final step.

5. By signing below, I am indicating my consent to participate in the pilot study Diploma in Transactional Analysis 2019-2020.

Name of the Trainee	Date	Signature
Name of the Trainer	Date	Signature