



THE SOUTH ASIAN ASSOCIATION
OF TRANSACTIONAL ANALYSTS

SAATA

Diploma Handbook

Version 2.0

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SAATA Diploma Handbook V 2.0

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1.0 Objectives

- 1) To facilitate experiential learning and understanding of the core concepts of Transactional Analysis
- 2) To encourage practical application towards self and interpersonal interactions
- 3) To promote the individual's problem-solving skills and develop the ability to approach complex issues from a variety of perspectives
- 4) To foster an attitude of professionalism, quality and integrity to the application of Transactional Analysis
- 5) To develop the ability to select theoretical frameworks and apply them to practical situations
- 6) To foster a commitment to ongoing study that includes latest developments
- 7) To assist in the development of independent learning skills that enable approaching new issues and topics with confidence
- 8) To facilitate an understanding of various fields of specialisation and boundaries within those fields, and the levels of certification

2.0 Current Requirements

- 1) Training Hours: 120
- 2) Additional hours*: 80
- 3) Total: 200 hours

*Additional hours: Non-TA training sessions, supervision, exam-related supervision, presentations in training groups, and other learning stimulated during professional activities need to be logged clearly and signed off by the trainer.

3.0 Assessment Calendar

Candidates can submit their exam throughout the year.

Certified candidates will be awarded digital Diplomas at designated SAATA events.

4.0 SAATA Assessment for award of Diploma

4.1 Purpose of Written Examination

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

4.2 Overview of Written Examination

The written examination consists of two sections.

4.3 Section A: Self-analysis

To be followed by a report on the learning experience and personal development gained during Transactional Analysis training.

The candidate is expected to:

- 1) Analyze himself/herself describing the personal and professional context relevant to the application of Transactional Analysis
- 2) Use Transactional Analysis ideas and concepts to describe personal growth and change journey with examples – This section can include concepts without elaborating on theory explanations
- 3) Demonstrate evidence of congruent change and share HOW this change came about – What phenomenon or processes facilitated these shifts that you report?
- 4) Express independent opinions on personal values and ethics
- 5) Outline a roadmap to further the journey with Transactional Analysis.

4.4 Section B: Theory and Literature

The candidate is expected to answer **three** questions on Transactional Analysis theory and practice, from a set of **seven** questions. The written examination can be attempted in any language.

This is an opportunity for the candidate to demonstrate:

- 1) Knowledge of Transactional Analysis theory and literature
- 2) Capacity to conceptualise the application of learning principles of Transactional Analysis theory
- 3) Justify choice of questions with ideas that demonstrate a wide range of TA concepts/models/frameworks as well as an in depth understanding of the theory and application

(The concepts should be referenced to the original authors, for example, ego states to be referenced to Berne, unless you are using different interpretation of another author.)

- 4) Demonstrate thorough understanding of the concepts by citing examples of their application.

5.0 Questions for Section B

- 1) What Transactional Analysis model or concepts do you use to understand interpersonal relationships and communication? Explain with specific examples your evolution in the personal and/or professional context?
- 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 and how they can be changed.
- 4) What Transactional Analysis model or concepts do you use to understand the intra-psychoic process? Explain its influence on you?
- 5) What Transactional Analysis concepts do you extend to understand some aspects of your personal and/or professional life? How has this understanding influenced your growth?
- 6) What Transactional Analysis concepts have you used in motivating yourself or others? Illustrate with examples.

7) What TA concepts would you employ to describe growth/change? Describe the growth/change you have undergone using these concepts.

6.0 Anonymity

The written examination should be submitted anonymously.

There should be no indication that might allow the candidate/supervisor/trainer to be identified. This mandate is to protect the candidate.

If the candidate identifies the training institute/trainer in the written exam, the paper will automatically be returned to the candidate.

Additionally, the identity of any individual client or organisation used as examples to illustrate application must be disguised.

7.0 Word Limit

The candidate is allowed a free rein of upto 6000–8,000 words.

As a guideline we recommend 1500–2000 words per question.

The word count should appear alongside the questions in the Table of Contents.

Total word count should also be tabulated at the bottom of the table. (Diagrams and reference list are not to be included while calculating word count.)

8.0 Presentation

The written examination should adhere to the following criteria:

- 1) Submitted in PDF format
- 2) Presented on A4 size paper
- 3) Double spaced throughout
- 4) Page numbered
- 5) Font Size 12, Font Type Calibri/Arial/Times New Roman

- 6) Figures and Tables labelled
- 7) Table of Contents, List of Figures and Tables required
- 8) Referencing to follow APA style – Papers without referencing do not qualify for evaluation.
- 9) Total word count and section-wise word count to be added alongside the Table of Contents.
- 10) If the word count exceeds the set limit, the exam will be sent back by the coordinator/marker - without initiating the evaluation process.

9.0 Section Scoring and Final Evaluation

The sections are weighted as follows:

Section A - 20%

Section B - 63%

General Criteria - 17%

Total final score \geq **65%** is required in the Written Examination to be declared '**Pass**'.

10.0 Criteria for Assessment

- 1) Awareness of a broad range of concepts
- 2) Recognition of the significance of concepts
- 3) Change evidenced by reported behaviours
- 4) Competence in application of theory
- 5) Coherence and organisation of material
- 6) Ethical position

11.0 Exam Submission & Rating Procedures

- 1) Evaluation is carried out by the candidate's primary supervisor, in the form of an appraisal to ensure that the written examination is in accordance with the appropriate format and of required standard
- 2) If the paper meets the passing standard, the candidate sends scanned copies of the following documents, via email to the SAATA exam coordinator at exams@saata.org
 - a. Appendix II, Application Form.
 - b. Appendix III, Endorsement by the supervisor that the required hours and other criteria are met. The form has training and additional hours that is approved and signed by the supervisor. PSD assumes the validity of the hours that are reviewed and approved by their trainer. The supervisor holds the responsibility to check if the exam meets the guidelines on formatting, word count, anonymity and referencing (as per APA standards for both in-text and Reference list)
 - c. Proof of current and continuous SAATA membership for at least one and a half years
- 3) If the requirements are met, the candidate pays the exam fee via a [payment link](#). This would be a consolidated amount, which includes the Application fee and the Examiner's fee. **Direct bank transfers to SAATA account is not considered valid payment.**
- 4) The candidate sends a soft copy (pdf) of the written examination to the SAATA exam coordinator (exams@saata.org) who then forwards it to the examiner/marker (The primary supervisor will not be involved in this process).

- 5) The exam will not be forwarded to the marker if word count, formatting and references are not as per the APA style guide.
- 6) The examiner marks the written examination based on the criteria specified and the detailed rubric provided (Appendix IV). The Consolidated Mark Statement (Appendix V) and feedback are e-mailed to the SAATA exam coordinator.
- 7) If the examination is cleared, the SAATA exam coordinator sends the feedback to the candidate, who will then be awarded the Diploma by SAATA.
- 8) The identity of the examinee is kept anonymous. The marks and feedback document will state the examiner's information. Any challenge to the result has to go through the appeal process through SAATA PSD. The markers hold no obligation to respond or communicate with the candidate/candidate's trainer/supervisor.
- 9) SAATA awards digital Diploma Certificates. Certificates are distributed twice a year, in January and June.
- 10) If the examination has been deferred, the exam coordinator sends the exam to the second marker automatically. The second marker is not informed about the deferral.
 - I. Only if the second marker passes the exam is he informed that it was a deferral. The exam coordinator then connects the first and second markers through email for them to discuss the result.
 - II. If the two markers come to an agreement regarding the result, then the joint evaluation and feedback are sent to the exam coordinator, who then forwards it to the candidate.
 - III. If they do not agree on the result, the exam coordinator sends the exam to a third marker to evaluate - this evaluation will be final. This third and final evaluation result will then be sent to the candidate by the exam coordinator.

11) In case of a deferral, the candidate may apply for a revaluation along with the relevant fee. After revaluation, the examiner sends the evaluation and feedback as per the procedure outlined in points 7–10.

12.0 Appeal Process

The candidate can write to SAATA PSD with the appeal request at exams@saata.org. The request will be reviewed by the PSD and appropriate action will be decided.

13.0 Guidelines to Markers

The main function of this section is to give the written examination markers a fixed framework of consistent criteria to abide by during evaluation. The following recommendations are formulated based on previous experience and industry best practices:

- 1) For marking on ethics criteria, the candidate needs to demonstrate thinking from a personal value-based point of view. No explicit mention or knowledge of ethics is required.
- 2) The candidate will have invested heavily on himself/herself in the written exam which the marker should respect, irrespective of the outcome.
- 3) While framing comments the marker should hold themselves to high standards of empathy and sensitivity, while exercising restraint and respect. Comments should highlight specific areas of strength and weakness in the candidate.
- 4) The written examination evaluation should not include any diagnosis of the candidate. Evaluation is an educational, 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.

- 5) The written 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 a respectful I'm OK – you're OK process.
- 6) Limit the feedback to three pages; make use of the numerical scoring scale and the guidelines provided in this manual.

14.0 Fees Structure

	Application Fee	Examiner's fee	Total
Written Examination	Rs.1000	Rs. 3000	Rs. 4000
Re-submission with minor changes/ clarification required by examiner	Rs. 200	Rs. 3000	Rs. 3200
Re-valuation	Rs.1000	Rs. 3000	Rs. 4000

Fees payment

The total fees is paid through online payment link: <https://saata-trust.stores.instamojo.com/product/3025376/saata-diploma-2022-fees/>

Note: Fees paid through direct bank transfers or any other mode is not considered as valid payment and no refund will be entertained.

Appendix I : Diploma in Transactional Analysis

History and Overview:

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

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

Script Analysis

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

Child Development

- Pamela Levin
- Jacqui Schiff

Appendix II : Application for Diploma in Transactional Analysis

Date:

To,
Professional Standards Division,
South Asian Association of Transactional Analysts
SAATA Office, L505, Purva Bluemont Trichy Road,
Singanallur, Coimbatore 641005

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.

Enclosed please find

- online payment of Rs. 4000/- acknowledgement (please use the payment link provided in the fee structure. Any other mode of payment is not valid).
- endorsement by the primary supervisor (Appendix III).
- proof of current and continuous SAATA membership for at least 18 months. Please provide the membership id (you can login to the website and find your membership id).

Language of examination:

Candidate's Name _____ Candidate's Signature _____

Address _____

Email id _____ Telephone No _____

Appendix III : Supervisor's Endorsement for Diploma in Transactional Analysis

Date:

To,
Professional Standards Division,
South Asian Association of Transactional Analysts
SAATA Office, L505, Purva Bluemont Trichy Road,
Singanallur, Coimbatore 641005

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 to the candidate from _____ (Date) to _____.

The candidate has completed

- i. _____ hours of advanced TA training (120 minimum)
- ii. _____ hours of additional hours (minimum 80)

Total hours _____

(please tick this) I believe and checked the candidate's log. 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 IV : Scoring sheet of writing exam of Diploma in Transactional Analysis

Criteria and scoring for Section A:

Self-portrayal, learning experience and personal development

This section is for 20 marks.

6 marks are allotted to each of the following criteria

- Self awareness
- Significance of Transactional Analysis learning
- Change through Transactional Analysis learning

And 2 marks for

- Plans to further your journey with Transactional Analysis

Criteria

Criteria	Self-awareness	Significance of TA learning	Change through TA learning	Plans to Further your Journey
Max. Mark	6	6	6	2
6	Very High degree of awareness of range of aspects of self and context	self-awareness and change explained through a wide range TA concepts	Very High degree of clarity in evidence of congruent change	
5	High degree of awareness of range of aspects of self and context	self-awareness and change explained through many TA concepts	High degree of clarity in evidence of congruent change	
4	Awareness of many aspects of self and context	self-awareness and change explained through a few TA concepts	Some evidence of congruent change	
3	Awareness of some aspects of self and context	self-awareness and change explained through some TA concepts	Evidence of several aspects of change	
2	Awareness of few aspects of self and context	self-awareness and change explained through with very little reference to TA concepts	Evidence of change in some aspects	High degree of clarity & specificity in plans
1	Little awareness of self and context	No usage of TA concepts in explaining about self-awareness and change	No evidence of change	No clarity or specificity in plan

Criteria and scoring for Section B: Theory and Literature

Three out of seven questions have to be answered. Each question is for 21 marks. For each question, marks are allotted for the following criteria as shown below.

- Theoretical understanding: 9
- Application to personal/professional Life: 12

Theoretical understanding

Criteria

Criteria	Relevance of concepts chosen	Width & depth of content	Clarity in theoretical understanding
Max. Mark	3	3	3
3	Relevance of concepts to the question is adequately recognised	Comprehensive awareness of a broad range of aspects	High degree of clarity of all concepts discussed; well integrated
2	Relevance of concepts to the question is somewhat recognised	Reasonable awareness of some aspects	Clarity of some concepts / aspects of concepts
1	Relevance of concepts to the question is not sufficiently recognised	Insufficient awareness	Lacks clarity in understanding of most concepts

Application to personal/ professional context

Criteria

Criteria	Integration of concept & application	Change evidenced by behaviour	Thinking
Max. Mark	4	4	4
4	All concepts discussed with high clarity, demonstrated by applications	Change clearly evidenced by reported behaviour	High clarity in process (how & why) of the change
3	All concepts discussed clearly demonstrated by applications	Change evidenced by reported behaviour	clarity in process (how & why) of the change
2	Connection between concepts & application plausible; reasoning difficult to follow	Change somewhat evidenced by reported behaviour	some clarity in process (how & why) of the change
1	Little & superficial connection between concepts & application	Change not evidenced by reported behaviour	Not sufficient clarity in process (how & why) of the change

General Criteria

Criteria	Ethical & Value based thinking	Referencing	Coherence	Presentation
Max. Mark	5	3	5	4
5	Ethical/Value based thinking is clearly evident		Excellent Coherence, and well integrated	
4	Ethical/Value based thinking is evident		Very Coherent and integrated	Excellent presentation and organisation of material
3	Ethical/Value based thinking is somewhat evident	Relevant, and accurate referencing as per APA standards	Coherent and quite integrated	Very well presented and well organised
2	Ethical/Value based thinking is barely evident	Relevant but Inadequate referencing as per APA standards	Somewhat coherent	Well presented and organised
1	Ethical/Value based thinking is not sufficiently evident	Insufficient APA referencing	Inadequate coherence	Adequate presentation and organisation

Appendix V : Marks Sheet of Diploma in Transactional Analysis

Section	Detail	Maximum marks	Marks awarded		
A	Self-portrayal, learning experience and personal development	20			
			B1	B2	B3
B	Theoretical understanding	9			
	Application to personal/ professional context	12			
	Total for each Answer	21			
	Theory and literature – Total	63			
C	Overall General Criteria (Total 17 marks)				
	Ethics & Value Based thinking	5			
	Referencing	3			
	Coherence	5			
	Presentation	4			
	Total of Section A, B & C	100			

Examination Result (Tick one):

Pass

Defer

Examiner's Comments
