



# International Centre for Transactional Analysis Qualifications

## Summary of Awards and Qualifications

Our wide range of TA qualifications, in order of commitment required, includes:

- An award for those wanting to check out that they are applying TA competently enough in their personal or professional life
- TA endorsement for those already competent in other approaches and wanting to add TA to their skills base
- Qualifications for managers and coaches, where our provision is also recognised by non-TA professional bodies
- Certificate, Diploma and Advanced Diploma options associated with an optional Master's degree
- TA Practitioner, Advanced TA Practitioner and Master TA Practitioner via the Certificate, Diploma and Advanced Diploma
- TA Manager, Advanced TA Manager and TA Master Manager via the Certificate, Diploma and Advanced Diploma
- An optional Master's degree
- A link to the international TA certifications known as CTA, CTA Trainer, PTSTA and TSTA

The great thing about our approach to professional qualifications is that they allow you to progress through them – you can start with one outcome in mind and then choose to carry over the credit for that if you want to shift to something more extensive. You can do this all the way from your earliest attendances without any commitment to a qualification, right through to a Master's degree and/or international accreditation.

This document has been produced to provide an easy-reference source to the range of awards and qualifications that are operated by ICTAQ, and how the work done towards getting ICTAQ qualifications can also lead to endorsement by several other bodies, as described below.

The ICTAQ qualifications for helping professionals (i.e. practitioners who work with clients, including individuals, teams, families, organisations) are awarded within three approaches - developmental TA, TA psychotherapy, and TA coaching. There are also management qualifications, qualifications for trainers and supervisors of helping professionals who base their work on TA, and awards for adults and children who apply TA within their own personal and/or professional lives.

We are aware that our range of qualifications is extensive and not always easy to comprehend. The following can only be a summary. Please contact us on [ictaq@ictaq.org](mailto:ictaq@ictaq.org) to arrange a free, no-obligation discussion of options. Please advise your town and country so we can put you in touch with whoever will be the most appropriate member of our team.

## TA Proficiency Awards

There are two options - awards open to children and those working directly with children, and awards for any individuals who wish to apply TA to their own personal and/or professional lives, and are not intending to function as practitioners developing others.

- Those associated with children include: TAPACY - children and young people ; TAPATE - teachers and educators; TAPACP - caregivers and parents; and TAPAHA - helpers and assistants. New applications can be added provided they are related to children.
- Those intended for personal and/or professional development are called TAPDA - and may be for personal development, professional development, or both.

Candidates are expected to produce a folder, or portfolio, that contains examples of how they applied TA in their life. This might include, for instance, an analysis using TA ideas of their relationships in the classroom, workplace or family. They need to do this for six different TA concepts (e.g. ego states, strokes, psychological games). It is then assessed by an experienced TA practitioner and the candidate receives a certificate (and a badge for children and their teachers), usually at a celebratory Award Ceremony. Advanced TAPDAs cover four additional concepts and include presentation of a learning journal. Anyone can provide the teaching for TAPA students of any age, making it a valuable addition to services provided by trainees/CTAs in any field.

See [www.taproficiencyawards.org](http://www.taproficiencyawards.org) for more information, including examples of schemes already run in many countries.

## Manager Awards

These are designed for experienced managers, consultants, coaches etc who wish to apply TA within their professional activities, but do not intend to become TA managers. These lead to recognition by the **Institute of Leadership and Management (ILM)** or by the **Chartered Management Institute (CMI)**, in association with the **Professional Development Foundation**. For the ILM, candidates should expect to attend 72 hours of training webinars supplemented with self-study, receive coaching tutorials (supervision), and produce evidence of their application of TA to their professional development. For CMI Chartered Manager status, attendance at an additional 72 hrs of training workshops and/or webinars is required. See also below for qualification as a TA manager.

## TA Professional Qualifications

These are a Certificate, Diploma and Advanced Diploma in TA, in which specialisation in developmental TA, coaching or psychotherapy are options. Certificate and Diploma represent approximately 25% each, and Advanced Diploma the other 50%, of the requirements for the ITAA/EATA TA qualifications and are a particularly supportive route towards the Certified Transactional Analyst exams. They can also form the basis for a Master's degree that is described below. They are intended for those already in practice or about to start as helping professionals, who wish to make TA a major element of their professional approach. Candidates are expected to attend training and supervision with internationally accredited TA trainer/supervisors and to produce evidence of their competent application of TA.

The Table below indicates the requirements in terms of applying TA with clients (or employees for the Manager option), attendance at TA webinars or workshops at which advanced training is being provided, and professional supervision of practice. Certificate and Diploma are expected to take about a year for each level, with another one or two years to Advanced Diploma. Students can however spread training and application over a longer period.

Attainment of the Certificate allows the candidate to refer to themselves as TA Practitioner, Diploma equates to TA Advanced Practitioner, and Advanced Diploma holders are TA Master

## Requirements Summary

	Certificate	Diploma	Advanced Diploma
training hours	75	75	150
supervision hours	15 of which 10 must be with sponsor	20 of which 15 must be with sponsor	40 of which 20 must be with sponsor
application hours/ professional practice	100	150	250
Portfolios/case study/oral exam	4 portfolios (incl reflective Learning Journal) plus final panel discussion	4 portfolios (now including transcripts and recordings of small segments) plus final panel discussion	c. 8000-word case study; with c. 4000-word response to 3 out of 10 pre-set theoretical questions; 3 recordings to demonstrate competence plus final panel discussion of

Practitioners. Those who apply TA within their role as a manager can instead refer to themselves as TA Manager, TA Advanced Manager and TA Master Manager.

Those attaining these TA professional qualifications for Coaching can also seek optional accreditation by the **European Mentoring & Coaching Council (EMCC)**.

Please note that if you want to become a TA Psychotherapist or some other specific title, many such titles have legal restrictions in some countries. Our focus is on developing your competence in the application of transactional analysis in your professional practice. Please check for any national requirements that may exist in your country of practice.

## Master's degree in Transactional Analysis (with appropriate specialism)

Awarded by Chester University in association with the Professional Development Foundation and Psychological Intelligence Foundation CIC, this qualification is based on the requirement for the Advanced Diploma. It is also available for those who are already accredited as competent TA professionals and undergo further practice, training and supervision as TA trainers and supervisors.

ICTAQ also operates a process whereby those who have completed their CTA Written Exam may apply for the Master's degree through accreditation of prior learning.

## CTA – Certified Transactional Analyst, CTA Trainer, TSTA

Although not run by ICTAQ, we include these here as all training and supervision received by the ICTAQ team can also be counted towards these qualifications run by the International Board of Certification (IBOC - ITAA) and the European Association of TA (EATA).

*Caveat: This information in this document is for guidance only and should not be relied upon when decisions are made – the original documents should be consulted before any contracts are signed. Note also that requirements are subject to change.*

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