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4   THE TA101 INTRODUCTORY COURSE

4.1   The official TA101 course: purpose, requirements and certification

The TA101 course is the official introduction to transactional analysis. Its purpose is to provide consistent and accurate information about TA concepts. The following requirements must be met in order to qualify as a TA101 course recognized by the ITAA:
- The course content must include content as specified in Section 4.2
- The course must be at least twelve hours long
- TA101 instructors must be officially recognized; so they must be
    - a Teaching Transactional Analyst, or
    - a Provisional Teaching Transactional Analyst, or
    - a CTA who is endorsed as a TA101 Instructor.

The first time an official TA101 is offered by a PTSTA (normally within 3 years of signing the TSTA contract), it should be supervised live and endorsed by a TSTA (see 12.4.2).

Students who participate in the whole course are awarded the TA101 Certificate. This is awarded by the ITAA. Recipients of the TA101 Certificate can apply for the appropriate category of membership in ITAA.

The basic knowledge of the TA101 can also be acquired by independent study. The TA101 Certificate is awarded on successful completion of the TA101 Exam, Section 4.3.

4.2   The TA101 course outline

Notes:

1. Sections labelled A to H, except items marked *, are <u>essential and mandatory.</u> Items marked * are <u>optional and at the discretion of the trainer</u>. Items marked * may be communicated to students in written form, rather than by direct teaching.

2. The outline below can be taught in any order at trainer's discretion.

A. Statement of the purpose of the TA101 course

B. Projected outcomes
By the end of the TA101 participants will be able to:
1. Describe basic theoretical concepts of transactional analysis
2. Apply basic transactional analysis concepts to problem solving
3. Classify a range of interpersonal behaviors and internal processes using basic transactional analysis concepts

C. Definition and underlying values of transactional analysis and its areas of application
1. Definition of transactional analysis
2. Value base (philosophical principles)
3. Definitions of autonomy
4. Contractual method
5. Areas of application - differences in process
    a) Counselling
    b) Education
    c) Organizations

d) Psychotherapy

D. Brief overview of the development of transactional analysis
1. Eric Berne
   - Who was Eric Berne
   - Development of his ideas
   - Literature list of Berne's most relevant works *
2. Development of transactional analysis
   - Evolution of transactional analysis theory and methodology post Berne
   - Eric Berne Memorial Awards *
   - Literature list of EBMA award winning publications *
3. Transactional analysis organizations
   - TA-worldwide: national, regional, multi-national and international TA associations *

E. Theory of personality – ego states
1. Motivational theory - structure, stimulus and recognition hungers
2. Definition of ego states
3. Structural model of ego states
   - Recognition and 4 types of diagnosis of ego states
   - Internal dialogue
4. Contamination
   - Exclusion
5. Behavioural descriptions of ego states
   - Egograms
   - Options

F. Theory of communication – transactional analysis proper
1. Transactions
   - Definition of a transaction
   - Types of transactions
   - Rules of communication
2. Strokes
   - Definition of strokes
   - Types of strokes
   - Stroke economy
3. Social time structuring

G. Theory of life patterns – scripts
1. Game analysis
   a) Definitions of games
      - Reasons for playing games
      - Advantages of games
      - Examples of games
      - Degrees of games
   b) Ways of describing the process of games
      - Drama triangle
      - Formula G
      - Transactional game diagram
2. Racket analysis
   a) Definitions of rackets and their pay-offs

- Trading stamps
  b) Significance of internal / intra-psychic processes
  c) Relationship of rackets to transactions, games and script
    - Racket system and racket analysis
  3. Script analysis
    a) Life positions
      - Definition of life positions, OKness
      - Four life positions
      - Relationship of life positions to games and script
    b) Script
      (1) Definitions of script
      (2) Origin of script in child's experiences
      (3) Process of script development
        - Injunctions
        - Attributions
        - Counter-injunctions
        - Early decisions
        - Somatic component
        - Program
        - Script change
        - Script matrix and other script diagrams

H. Transactional analysis methodology
  - Group and individual method

IBOC recommends that the TA101 course should reflect the material and recent developments in transactional analysis that are represented in the Eric Berne Memorial Award winning articles. A list of authors with references to the works for which they received their awards can be found on the ITAA website.

4.3   The TA101 written examination

The TA101 written examination is based on the TA101 course outline. It is an "open-book" examination, which is to say that candidates answer the questions in their own time and with the help of any TA books or other sources of information they wish. There is a minimum pass score of sixty-five. A pass in the examination can be accepted in the place of attendance at an official TA101 course.

4.3.1   Instructions to candidates
  - Write your name and address at the top of each page.
  - Write out the complete question above each answer.
  - Each answer should be about one page long.
  - This is an 'open-book' examination, and you may use any literature sources for preparing your answers to the ten questions below.
  - Use personal examples where relevant, not those in the TA books.
  - Cite the references you use to answer each question either in the text of your answer or at the end of your answer.
  - Where an introductory text is used, the originator of the TA theory should be referenced.

4.3.2   TA101 written examination questions

1. Briefly define transactional analysis (TA) as you see it expressed in one of Eric Berne's books, giving the reference. Give two examples to illustrate how TA can be used to make life changes. (This question refers to TA as a body of knowledge, not to 'transactional analysis proper'. If no Eric Berne book is available in your language, use a TA theory book that is available, remembering to cite the book.)

2. a. The structural model of ego states: Give a definition of an ego state. Describe each ego state and explain four ways to diagnose an ego state.

    b. Functional analysis: Draw a diagram of the functional model and give examples of behavior from each mode.

3. Define a transaction, list the three types of transactions, and describe and draw an example of each type of transaction with dialogue.

4. Explain the relationship between stimulus hunger, recognition hunger, and strokes. Include definitions of each concept in your answer.

5. Discounting is an internal mechanism whereby a person minimizes or ignores some aspect of themselves, others or the situation. Give an example of the four levels of discounting by using a person going on holiday as an illustration. (NB. Do not use examples of passive behaviors.)

6. Describe how work colleagues might model the six ways of structuring time at a party.

7. Describe a game that you have observed and use the drama triangle to analyze it. What was the payoff for each of the participants?

8. Name the four life positions and explain how they relate to games and scripts, giving examples.

9. Define injunction, program, counterinjunction, and early decision. Explain the part each plays in script formation, using a script matrix to illustrate.

10. Using a TA definition of autonomy, distinguish between autonomy and independence, giving examples of how you might recognize the difference.

4.3.3   Marking the TA101 written examination

A.   Instructions to markers

When you mark the TA101 written examination, please bear in mind that the examination is a substitute for the TA101 course and that expert knowledge is not expected.

B.   Recommended procedure
   *   Read each question checking the references used by the examinee.
   *   Score each question on a scale from 1 to 10.
   *   Use the following guidelines, which are based on three criteria:
       a. the amount and accuracy of information;
       b. understanding of the material and relevance of examples;
       c. the organization and clarity of the written answer.

10 points:
   o   The information included is comprehensive and accurate.
   o   The candidate's understanding of the material is excellent.
   o   The answer is carefully thought out and presented clearly and concisely.

8 points:
  - o The information given is accurate and covers the material well.
  - o The candidate's understanding of the material is above average.
  - o The answer is concise and clear.

6 points:
  - o The basic information is given and is accurate.
  - o The candidate's understanding of the material is average.
  - o The answer is clear.

4 points:
  - o Some basic information, but one or two important aspects are missing or inaccurate.
  - o The candidate's understanding of the material is below average.
  - o The answer is poorly organized but clear.

2 points:
  - o Only minimal information is given or answered inaccurately.
  - o The candidate's understanding is not sufficient.
  - o The answer is poorly organized or unclear.

0 points:
  - o The information given is inaccurate or insufficient.
  - o The candidate's understanding is poor.
  - o The answer is chaotic or incoherent.

C. Comments and verification. Please write feedback for the examinee on the examination or on a separate sheet. This should be clear, concise and accurate. Where the candidate's answer is insufficient or inaccurate, give references where they can find the relevant information. For the candidates who pass, please fill out the TA101 Certificate (12.4.1).

4.4   Endorsement of CTAs as TA101 instructors

CTAs may become TA101 instructors if:
  - they teach a TA101 at which they are supervised;
  - the teaching is in the presence of a TSTA or a TTA;
  - the principal supervisor provides detailed feedback on the teaching including, where appropriate, recommendations or requirements to be met before endorsement.

  - o NOTE: Live supervision can be done face to face or via an online platform. It needs to be in real time to afford moments of feedback during the sessions, providing a developmental experience for the trainee, rather than feedback on a recording after the event.

TSTAs or TTAs who give the live supervision and decide to endorse the CTA should fill out the TA101 Instructor Endorsement Form (12.4.2), and send it to the IBOC Office. If the TSTA or TTA decides to impose extra requirements on the potential instructor, he or she should ensure that these are fulfilled before completing the TA101 Instructor Endorsement Form. The endorsement will be officially registered and a stamped copy will be sent to the new TA101 Instructor.

  - "TA101 Instructor" is not a certification but a regulated endorsement between an individual and IBOC.

- The TA101 instructor endorsement is valid for five years; it must be renewed every five years.
- A TA101 Instructor needs to be in continuous supervision with a PTSTA/TSTA as part of his/her professional development.
- A TA101 Instructor does not have to repeat the live supervised TA101 when signing up a contract as PTSTA within three years.

4.5   Winners of the Eric Berne Memorial Award

The Eric Berne Memorial Scientific Award was established in 1971 to honor and perpetuate the memory of Eric Berne's scientific contributions. It was to be given annually to the originator of a new scientific concept in TA. In 1990, the ITAA Board of Trustees changed the title and scope of the Award. It is now known as the Eric Berne Memorial Award in Transactional Analysis. The Award is given annually for published contributions to TA theory or practice, or for the integration or comparison of TA theory or practice with other therapeutic modalities. A committee appointed by the ITAA Board of Trustees chooses the winner(s) of the Award.

A chronological list of winners of the Award for the years 1971 to the present, together with references to the works for which they received their awards can be found on the ITAA website *www.itaaworld.org*

4.6   Documentation (see Section 12)

TA101 Certificate (12.4.1)
TA101 Instructor Endorsement Form (12.4.2)