



AIMQUALIFICATIONS

Handbook
for centre staff



AIM Qualifications

**Level 2 Certificate in Transactional Analysis
(603/3975/5) RESTRICTED**

Version 2 - September 2019

“

I would like to convey my thanks to you all at AIM for the support and guidance you have provided during our first year as a training centre. I am aware we have asked a lot of questions and sent a lot of emails and you have dealt with every query swiftly and efficiently combined with a lot of patience.

It has been a roller coaster of a year setting up everything from scratch but it has been made easier by having access to you all.

Carol Harmston, AIM Centre

”



Document Version History

<i>Version Number</i>	<i>Date</i>	<i>Description</i>
2	September 2019	Rebrand - 'AIM Awards' changed to 'AIM Qualifications' Qualification family added to qualification details grid (page 8)



CONTENTS

Introduction	5
SECTION ONE - QUALIFICATION OVERVIEW	
About this qualification	7
SECTION TWO - QUALIFICATION STRUCTURE	
Qualification structure and components	11
SECTION THREE - ASSESSMENT	
Centre staff requirements	13
How this qualification is assessed	15
SECTION FOUR - OPERATIONAL GUIDANCE	
Approval to offer the qualification	16
Registration and certification	16
SECTION FIVE - APPENDICES	
Appendix 1 - A Guide to Assessing AIM Qualifications	18



Introduction

Welcome to the AIM Qualifications Level 2 Certificate in Transactional Analysis qualification handbook. This handbook contains everything you need to know about this qualification and is intended for tutors, assessors, internal verifiers and other staff involved with the planning, delivery and assessment.

This qualification is restricted for use by Aspire Futures Ltd only.

This is a live document and as such will be updated when required. You will be informed via email when changes are made and it is your responsibility to ensure the most up-to-date version of the Qualification Handbook is in use.

About us

AIM is a national and international Awarding Organisation. We offer a large number of regulated qualifications at different levels and in a wide range of subject areas, Access to Higher Education Diplomas and End Point Assessments.

Our products are flexible enough to be delivered in a range of settings, from small providers to large colleges and in the workplace both nationally and internationally.

We pride ourselves on offering the best possible customer service, and are always on hand to help if you have any questions. Our organisational structure and business processes enable us to be able to respond quickly to the needs of customers to develop new products that meet their specific needs.

Section one

Qualification overview

[Back to contents](#)

6



About this qualification

The AIM Qualifications Level 2 Certificate in Transaction Analysis (TA) serves as a broad introduction to the popular psychotherapy model of Transactional Analysis. TA was developed by Eric Berne in the 1950's and is used today across psychotherapy and counselling as well as in any area where good communication skills are valued. The TA model has given many people greater personal understanding and understanding of others.

Many therapists integrate the TA model with other therapy approaches such as Person-Centred Counselling, Psychodynamic Counselling and Cognitive Behavioural Therapy, and clients who are having relationship or communication difficulties often find TA's approach easy to understand and to work with.

This qualification does not entitle the learner to become a registered and accredited counsellor. Accreditation means several years of study, so learners are encouraged to begin their journey with an introductory course to ensure that the profession is right for them before committing to full studies.

This qualification is also of interest as Continued Professional Development to professionals in health and social care, management and education who would like to understand the philosophy behind listening and helping skills. It is also of interest to learners who would like to understand some key models of the mind for greater self-awareness and self-development.

Qualification details

Qualification	
AIM Qualifications Level 2 Certificate in Transactional Analysis	
Qualificatoin Family	Professional
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Geographical Coverage	England
Operational Start Date	1st February 2019
Review Date	31st July 2024
Sector	1.3 Health and Social Care
Qualification Number	603/3975/5
Learning Aim Reference	60339755
Guided Learning Hours (GLH)	95
Total Qualification Time (TQT)	110
Minimum Learner Age	19
Rules of Combination	Learners must achieve the three mandatory components to achieve the qualification.

Total Qualification Time (TQT) and Guided Learning Hours (GLH)

Total qualification time (TQT) is the number of notional hours it takes a typical learner to achieve the full qualification and is made up of two elements:

- the minimum number of qualification guided learning hours (GLH) - the number of tutor-led contact hours
- the number of hours spent on preparation, studying and the assessment that is non-guided

For example, the number of tutor-led contact hours (GLH) for a qualification is 30 and the number of hours spent by the learner (non-GLH) on preparation, studying and the assessment is 6 hours. Therefore the total qualification time (TQT) for the qualification is 36 hours.



Progression opportunities

This qualification provides a possible route to a full accredited Level 5 Diploma course with Chrysalis Not For Profit Limited. It allows adult learners who may be returning to study or changing career to gain their first qualification through supported home study.

Entry guidance

There are no specific learner entry requirements for this qualification.

Qualification dates

The qualification review date is the date by which we will have carried out a review of the qualification. We work with industry representatives to make any changes necessary to meet industry needs and to reflect recent developments. In most cases, we'll extend the qualification and set a new review date. If we make a decision to withdraw a qualification, we'll set an operational end date.

We will post information relating to changes or extensions to qualifications on our website and centres approved to offer the qualification will be kept updated. The certification end date will be three years from the operational end date.

Resource requirements

This qualification must be delivered and assessed in a Aspire Futures Ltd registered centre.

Section two

Qualification structure and components

[Back to contents](#)

10



Qualification structure and components

This section details the rules of combination for this qualification. Please contact the AIM Customer Support Team to access the individual components and assessment guidance.

Rules of combination for: AIM Qualifications Level 2 Certificate in Transactional Analysis			
Learners must achieve the three mandatory components to achieve the qualification.			
Component code	Component title	Level	GLH
	Mandatory components		
T/617/4175	01 Transactional Analysis Theory	Two	35
A/617/4176	02 Transactional Analysis: Concepts	Two	30
F/617/4177	03 Transactional Analysis: Techniques and Development	Two	30

Section three

Assessment

[Back to contents](#)

12



Centre staff requirements

As an awarding organisation, we require that:

Tutors have relevant teaching experience and/or a qualification, and experience and/or a qualification in the relevant subject area. Suitable teaching qualifications include:

- Level 3 or 4 Preparing to Teach in the Lifelong Learning Sector (PTLLS) or above
- Level 3 Education and Training or above
- Diploma or certificate in education
- Bachelors or Masters Degree in Education

Assessors have an assessor qualification or evidence of recent relevant experience. Suitable assessor qualifications include:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Certificate in Assessing Vocational Achievement
- A1 Assess Candidate Performance using a Range of Methods
- D32 Assess Candidate Performance and D33 Assess Candidate using Differing Sources of Evidence

In addition, Assessors must hold a counselling qualification at Level 2 or above.

Internal Verifiers (IV) have an internal verification qualification or evidence of recent relevant experience. Suitable internal verification qualifications include:

- Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- V1 Conduct Internal Quality Assurance of the Assessment Process
- D34 Internally Verify the Assessment Process

In addition, Internal Verifiers must hold a counselling qualification at Level 2 or above.

How the qualification is assessed

To be awarded the qualification, learners must provide evidence of achievement of all the assessment criteria for all the components specified in the rules of combination (see Section 2 for guidance on rules of combination).

Assessments are to be set by Aspire Futures Ltd.

Components			Set by Aspire Futures Ltd Ltd			Set by AIM		
<i>Component code</i>	<i>Component title</i>	<i>Level</i>	<i>Portfolio of evidence</i>	<i>Exam</i>	<i>Practical</i>	<i>Portfolio of evidence</i>	<i>Exam</i>	<i>Practical</i>
T/617/4175	01 Transactional Analysis Theory	Two	✓	–	–	–	–	–
A/617/4176	02 Transactional Analysis: Concepts	Two	✓	–	–	–	–	–
F/617/4177	03 Transactional Analysis: Techniques and Development	Two	✓	–	–	–	–	–



Section four

Operational guidance



Approval to offer the qualification

Centres wishing to offer this qualification must complete and submit a Qualification Approval request. Some qualifications require centres to have specific resources in place and/or their assessors/ internal verifiers should hold certain qualifications. Where this is the case, centres must provide evidence of resources/staff qualifications when completing the Qualification Approval request.

Registration and certification

Once your centre has approval to offer a qualification, you will be able to register learners using the AIM portal. Learners must be registered onto the correct qualification via the portal. Centres then select their chosen components.

For all registration and certification processes, please refer to the portal guidance document which can be downloaded from our website (www.aim-group.org.uk). Details of assessment, internal verification and external verification can be found in Appendix 1 - A guide to assessing AIM qualifications of this handbook.

Learners achieving a qualification will be issued with a qualification certificate detailing the achieved qualification and components. Learners who have not achieved a qualification will, on request, be issued with a component certificate detailing the components achieved.

Fees and charges

The AIM Fees and Charges brochure includes all qualification charges and is available on our website. Please note that registrations will not be processed if centre fees have not been paid.



Section five

Appendices



Appendices and links

Appendix Title

Please click on the below links to access the appendices.

[Appendix 1 - A Guide to Assessing AIM Qualifications](#)





AIM

Qualifications and Assessment Group



+44 (0)1332 341822



enquiries@aim-group.org.uk



www.aim-group.org.uk

AIM Qualifications and Assessment Group

3 Pride Point Drive

Pride Park

Derby

DE24 8BX