



Dear Candidate

2023

RE-ADMISSION: PHARMACIST'S ASSISTANT TRAINING

Herewith are details of the Re-admission of the Pharmacists' Assistant Training Courses presented by the S Buys Academy.

Per your contract with the Academy, you were allowed 18 months to complete this course.

Attached, please find a re-admission form that will allow you an **additional six months** to complete the course:

- Re-admission is allowed for six months at a fee of **R880.00 (VAT incl.)**
- Costs to access workshops and write summative assessments not yet done, work on a strict "pay-as-you-go" basis (all costs are VAT inclusive):
 - ✓ **Workshops:** A flash drive containing audio-visual presentations of all modules is available at **R220**. If you already have such a flash drive, it is not necessary to buy another.
 - ✓ **Summative assessment:** When you book to write a summative assessment (not a re-assessment), the cost is **R85 per credit per module** (e.g. Session 1 consists of 4 modules worth 5 credits each, thus 20 credits x R85 = R1 700), and proof of payment must accompany the booking form;
 - ✓ **Summative re-assessment:** When you book to write a summative re-assessment, the cost is **R150 per module**. Proof of payment must accompany the booking form; and
 - ✓ All payments must be made by using your TDA number as the reference.
- Attached, please find tables for the Basic and Post-basic courses indicating the credits per module. You only have to do the modules relevant to your sector (according to textbooks) that were not completed during the 18-month contract period.

Please note we will only be able to process your application if all of the following are in order.

	List of documents	Check yourself
1.	Valid SAPC Learner certificate	
2.	Proof of payment of R880	

Banking details:

NAME OF ACCOUNT: S Buys Academy
BANK: ABSA
BRANCH CODE: 632005
ACCOUNT NUMBER: 4054414695
REFERENCE NUMBER: Your TDA number

Application form with requested documents & proof of payment (Course Admin Fee) to be faxed (086 533 7347) or e-mailed (apply@sbuys.co.za).

Please contact us at (018) 788 2102 / 2103 if you have any further queries.

S BUYS ACADEMY (PTY) LTD

Tel: +27 18 788 2102/3 | Website: www.sbuys.co.za

Cnr Kaolin & Radium Streets, Carletonville | Private Bag X2057, Carletonville, 2499

DIRECTOR: Sicily van Rensburg**EXECUTIVE MANAGEMENT COMMITTEE:** Jeremy Nicol (CEO), Sicily van Rensburg (COO & Founder), Dirk van Zyl (CFO), Nadine Grobler, Madeleine Malan, Eric Pickering, Sonica Spamers & Estelle Victor.

Course Content: Revised Basic Level Pharmacist's Assistant course:

Unit Std	Module	Modules per session	Credits
Session 1: Basic language and communication skills			
119457	1	Interpret and use information from texts	5
119465	2	Write/present texts for a range of communicative contexts	5
119467	3	Use language and communication in occupational learning programs	5
119472	4	Accommodate audience and context needs in oral communication	5
Session 2: Basic number skills			
9010	5	Use of different number bases and measurement units	2
9012	6	Investigate life and work related problems using data and probabilities	5
9013	7	Describe, apply, analyse and calculate shape and motion in 2- & 3-dimensional space	4
7456	8	Use maths to investigate and monitor financial aspects of personal, business and national issues	5
Session 3: Basic workplace safety understanding and skills			
116520	9	Apply safety, health & environmental principles and procedures in the workplace	2
13915	10	Demonstrate knowledge and understanding of HIV/AIDS in a workplace	4
120496	11	Provide risk-based primary emergency care/first aid in the workplace	5
Session 4: Basic pharmaceutical healthcare understanding and skills			
256475	12	Explain pharmaceutical concepts and terms	5
256477	13	Define health promotion in the South African context	5
256485	14	Apply ethical and legally compliant behaviour in pharmaceutical and health environments	8
Session 5: Basic customer service			
256476	15	Interact with clients in a health and pharmaceutical environment	6
243680	16	Take orders from customers (Only CPS, DPS & MPS)	12
256482	17	Sell products or services to clients in a pharmacy (Only CPS & IPS)	6
114911	18	Resolve customer queries/complaints (Only CPS & IPS)	8
243712	19	Address customer queries in a wholesale environment (Only DPS)	10
Session 6: Basic stock control skills			
256497	20	Receive, count and store pharmacy stock	10
256479	21	Monitor, handle and dispatch pharmacy stock	7
117899	22	Pick stock in a distribution centre (Only DPS)	12
256478	23	Pack pharmaceutical products (Only IPS & MPS)	7
256484	24	Display products in a pharmacy (Only CPS & IPS)	6
Session 7: Basic manufacturing skills			
256480	25	Define concepts and terminology related to large-scale pharmaceutical manufacturing (Only MPS)	3
256483	26	Weigh raw materials in large scale pharmaceutical manufacturing (Only MPS)	4
256481	27	Manufacture pharmaceutical products on a large scale (Only MPS)	12
256496	28	Compound, manipulate, prepare and pack pharmaceutical products (Only CPS & IPS)	12
Session 8: Basic self-enrichment skills			
116945	29	Use electronic mail to send and receive messages	2
116931	30	Use a Graphical User Interface (GUI)-based web-browser to search the Internet (Only CPS, DPS & IPS)	4
242811	31	Prioritise time and work for self and team	5
13912	32	Apply knowledge of self and team in order to develop a plan to enhance team performance (Only DPS, IPS & MPS)	5
244589	33	Identify causes of stress and techniques to manage it in the workplace (Only CPS & IPS)	2
244611	34	Apply problem-solving techniques to make a decision or solve a problem in a real life context	2
TOTAL CREDITS CPS (Community Pharmacy Sector)			147
TOTAL CREDITS DPS (Distribution Pharmacy Sector)			140
TOTAL CREDITS IPS (Institutional Pharmacy Sector)			147
TOTAL CREDITS MPS (Manufacturing Pharmacy Sector)			140

Course Content: Revised Post-basic Level Pharmacist's Assistant course:

Unit Standard	Module	Modules per session	Credits
Session 1: Basic language and communication skills			
119457	1	Interpret and use information from texts	5
119465	2	Write/present texts for a range of communicative contexts	5
119467	3	Use language and communication in occupational learning programs	5
119472	4	Accommodate audience and context needs in oral communication	5
Session 2: Advanced language and communication skills			
119459	5	Write/present for a wide range of contexts	5
119462	6	Engage in sustained oral communication and evaluate spoken texts	5
119469	7	Read/view, analyse and respond to a variety of texts	5
119471	8	Use language and communication in occupational learning programmes	5
Session 3: Advanced number skills			
9015	9	Apply knowledge of stats and probability to critically interrogate and effectively communicate findings on life related problems	6
9016	10	Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	4
7468	11	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	6
Session 4: Advanced workplace safety understanding and skills			
242665	12	Apply technical knowledge and skill in order to manage risk in occupational health and occupational hygiene	8
256536	13	Apply the principles of asepsis and sterility in a healthcare environment	12
120348	14	Demonstrate knowledge and understanding of basic toxicological principles	3
Session 5: Advanced customer service			
256495	15	Identify common conditions and ailments and provide information relating to health and medicine	10
256557	16	Issue prescribed medicines to a patient (Only CPS & IPS)	15
114491	17	Educate and work closely with the community with regard to STIs including HIV/AIDS (Only CPS, DPS & IPS)	10
118028	18	Supervise customer service standards (Only DPS & MPS)	8
Session 6: Advanced stock control skills			
256535	19	Order and reconcile pharmaceutical stock	8
256556	20	Issue, dispatch and receive returned specified scheduled medicines in a distribution centre (Only DPS & MPS)	10
Session 7: Advanced manufacturing skills			
256555	21	Implement quality assurance in a pharmaceutical manufacturing environment (Only MPS)	10
Session 8: Advanced self-enrichment skills			
114589	22	Manage time productively	4
114215	23	Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path	3
242819	24	Motivate and build a team	10
115855	25	Create, maintain and update record keeping systems	5
TOTAL CREDITS CPS (Community Pharmacy Sector)			144
TOTAL CREDITS DPS (Distribution Pharmacy Sector)			147
TOTAL CREDITS IPS (Institutional Pharmacy Sector)			144
TOTAL CREDITS MPS (Manufacturing Pharmacy Sector)			147

**Application for re-admission:
Pharmacist's Assistant Course**

TDA

Course Information

Please indicate your pharmacy sector: (Tick one)	<input type="checkbox"/> Community / Retail	<input type="checkbox"/> Institutional / Hospital	<input type="checkbox"/> Distribution / Wholesale	<input type="checkbox"/> Manufacturing
Course enrolled for:	<input type="checkbox"/> Basic Level	<input type="checkbox"/> Post-basic Level		

Personal Information

Title:	<input type="text"/>	SAPC P-number: (if available)	<input type="text"/>
Surname:	<input type="text"/>		
First name(s):	<input type="text"/>		
ID number:	<input type="text"/>		
Contact numbers:	Home:	<input type="text"/>	Work:
	Fax:	<input type="text"/>	Cell:
E-mail address:	<input type="text"/>		
Courier Address: (Pharmacy)	Address: <input type="text"/>		
	Postal code: <input type="text"/>		

Employer Information

Employer: (Tick one)	<input type="checkbox"/> Private sector:	<input type="checkbox"/> Public sector:	
Name of pharmacy where employed:	<input type="text"/>		
If public sector:	Sub-district: <input type="text"/>	District: <input type="text"/>	Region: <input type="text"/>
Name of Owner/Manager:	<input type="text"/>		
Name & Surname of Tutor:	<input type="text"/>		
Contact details of Tutor:	Tel:	<input type="text"/>	Fax: <input type="text"/>
	Cell:	<input type="text"/>	
E-mail of Tutor:	<input type="text"/>		

Payee Information

Amount paid (VAT incl.):	R880	Date of payment:	<input type="text"/>
Description of reference used:	TDA		
Who should be invoiced: (Tick one)	<input type="checkbox"/> Self-funded:	<input type="checkbox"/> Employer:	<input type="checkbox"/> Funder:
Name of person or company to be invoiced:	<input type="text"/>		
Company VAT number, if applicable:	<input type="text"/>		
Contact person in case of a company:	<input type="text"/>		
Contact details of payee:	Tel: <input type="text"/>	Cell: <input type="text"/>	
E-mail of payee:	<input type="text"/>		
Address for correspondence: (Person or company to be invoiced)	Address: <input type="text"/>		
	Postal code: <input type="text"/>		
Payment method for initial re-admission as well as "pay-as-you-go": (Tick one)	<input type="checkbox"/> EFT transfer or Internet banking (preferred method)	<input type="checkbox"/> Debit order per attached debit order form (see attached)	<input type="checkbox"/> Cash deposit or cardless cash deposit at an additional administration fee of R40.00 per instalment

Please note: Your re-admission will only come into effect once proof of re-admission payment of R880 has been received.

Applicant's signature: _____

Date: _____

CONTRACTUAL AGREEMENT

I, (full name & surname of applicant), the undersigned, declare that this document constitutes a binding agreement upon the terms set out there in between myself and S Buys Academy (Pty) Ltd (here forth referred to as the Academy) when signed.

- I understand that it is my responsibility to notify the Academy within **5 working days** if there have been **any changes** in my personal and/or employer information, such as a change of contact details, change of tutor or change of pharmacy as a training facility.
- I take note that if new study material needs to be sent to me unless an alternative arrangement can be made for the study material to be sent to my tutor, I will be liable for the cost of courier fees exceeding R110.
- I note that the Academy will not allow me to book my final summative assessment if there are any outstanding fees.
- I also understand that the Academy will be under no obligation to issue any final results if there are any amounts outstanding on my account.
- In line with Section 15 of the Protection of Personal Information Act, 4 of 2013, I hereby give my consent freely and voluntarily that the Academy, its data operators and its employees may collect, process, share and store my personal data obtained through this document including future documents, such as booking forms, assessments and assignments, in the day to day business with regards to the completion of this course, to create a profile and update it from time to time. The Academy and its employees may further share the information obtained to report on the progress of my studies to my tutor or coordinator or employer or funder, or South African Pharmacy Council, as the case may be.
- I understand that my personal information, as recorded and stored by the Academy, is protected under and in full accordance with the Protection of Personal Information Act (4 of 2013). Any additional personal information I supply will be subject to the same standard of confidentiality and protection.
- I understand that I may enquire about what personal information the Academy shares and why it is necessary. I further understand that I may object to my information being processed and request a correction or deletion of my information at any time.

The Academy may / may not (tick the relevant box) send me marketing information regarding new courses or products via e-mail in future.

Applicant's signature: _____ Date _____

I, (full name & surname of tutor), the undersigned, declare that this document constitutes a binding agreement upon the terms set out there in between myself and S Buys Academy (Pty) Ltd (here forth referred to as the Academy) when signed.

- I declare that this applicant is employed full-time in (name of training facility), Y..... (Y number of the training facility) as stipulated.
- In line with Section 15 of the Protection of Personal Information Act, 4 of 2013, I hereby give my consent that the Academy, its data operators and its employees may collect, process, share and store my personal data obtained through this document, including future documents in the day to day business with regards to the completion of this course, to create a profile and update it from time to time. The Academy and its employees may further share the information obtained to report on my learner's studies progress to the coordinator, employer, funder, or South African Pharmacy Council, as the case may be.
- I understand that my personal information, as recorded and stored by the Academy, is protected under and in full accordance with the Protection of Personal Information Act (4 of 2013). Any additional personal information supplied by myself will be subject to the same standard of confidentiality and protection.
- I understand that I may enquire about what personal information the Academy shares and why it is necessary. I further understand that I may object to my information being processed and request a correction or deletion of my information at any time.

The Academy may / may not (tick the relevant box) send me marketing information regarding new courses or products via e-mail in future.

Tutor's signature: _____ Date _____

Signed on behalf of S Buys Academy: _____ Date _____

Please fax or e-mail to:
086 569 0120 or apply@sbuys.co.za