



S Buys
Academy

Pharmacy
at SPAR 

GUIDANCE DOCUMENT

Application for Tutor approval for the purpose of training

- Please note that this document serves as a guideline on how to apply for approval/renewal as a tutor for the purpose of training.
- The S Buys Academy is not responsible for the application for the approval/renewal of tutors.
- The pharmacist acting as a tutor in approved training premises is responsible for applying or renewing as a tutor.

Please refer to the official SAPC document, *Online Registration Tutor*, for additional requirements for the approval/renewal as a tutor for the purpose of training.

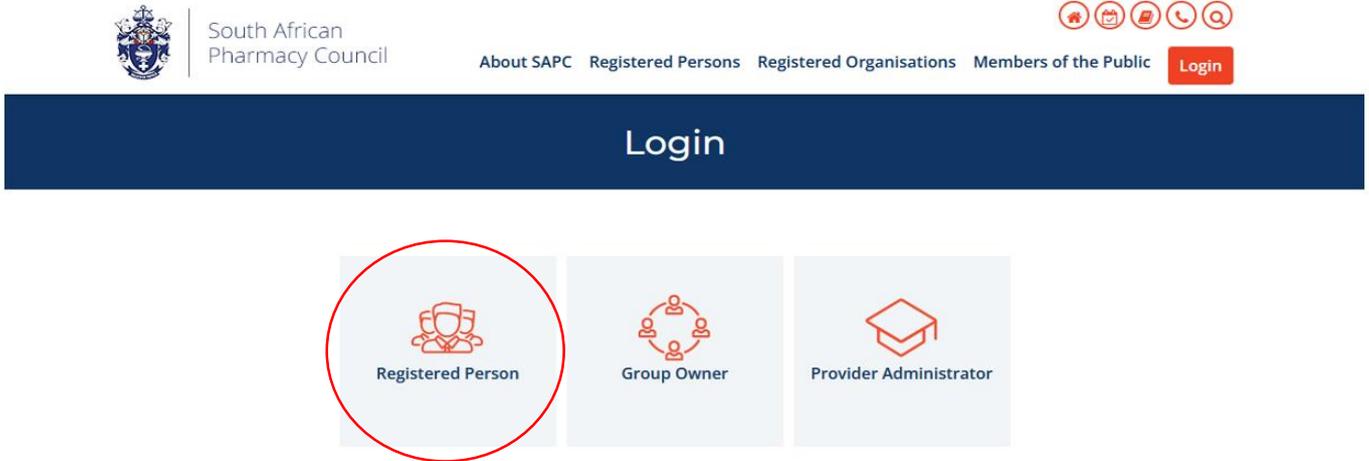
<https://www.mm3admin.co.za/documents/docmanager/0C43CA52-121E-4F58-B8F6-81F656F2FD17/00079538.pdf>

EXTREMELY IMPORTANT! A renewal as a tutor for the purpose of training application should be submitted at least **three (3) months before the expiration date of the approval period** via the Tutor's online SAPC profile.



Step-by-Step Guidance

Step 1: The Tutor log on to their SAPC profile by clicking on **Registered Person**.



Step 2: Enter your P-number, ID number and Password

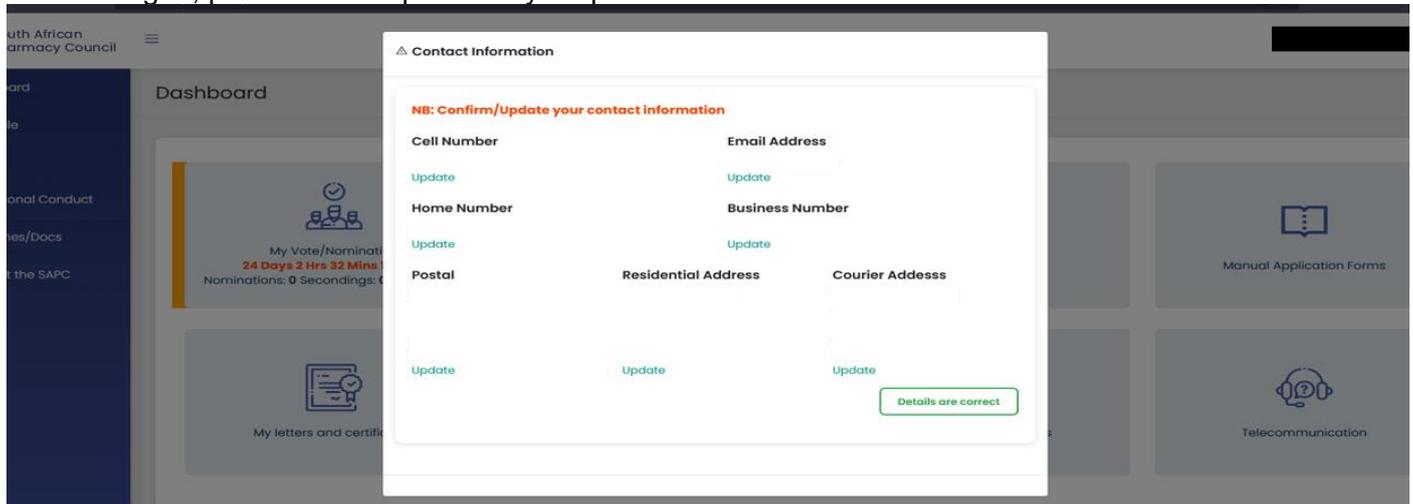
Registered Persons

P Number
 ID/Passport Number
 Password

Login with your unique account number eg. P12345, enter your full ID/Passport number with no spaces, enter your password as sent to you. Note: your password can be changed once you have successfully logged in. For more information click here to read the tutorial: How to login on the SAPC Website.

- [Request a password](#)
- [Useful login tips, click here](#)
- [Secure login tutorial, click here](#)

Step 3: Confirm that your personal details are still correct by clicking on **Details are correct** (If your details have changed, please do an update on your profile).



Step 4: Click on the block *Online Applications*.

The screenshot shows a user dashboard with a dark blue sidebar on the left containing navigation links: Dashboard, My Profile, CPD, Professional Conduct, Guidelines/Docs, Contact the SAPC, and Log out. The main content area is titled 'Dashboard' and features a grid of eight application blocks. The 'Online Applications' block, located in the top row, second column from the right, is highlighted with a red circle. Other blocks include 'My Vote/Nomination' (with a 23-day timer), 'Finance Balance: R', 'Manual Application Forms', 'My letters and certificates', 'Contact', 'Workshops and events', and 'Telecommunication'.

Step 5: Click on the block *Tutor approval for the purpose of training*

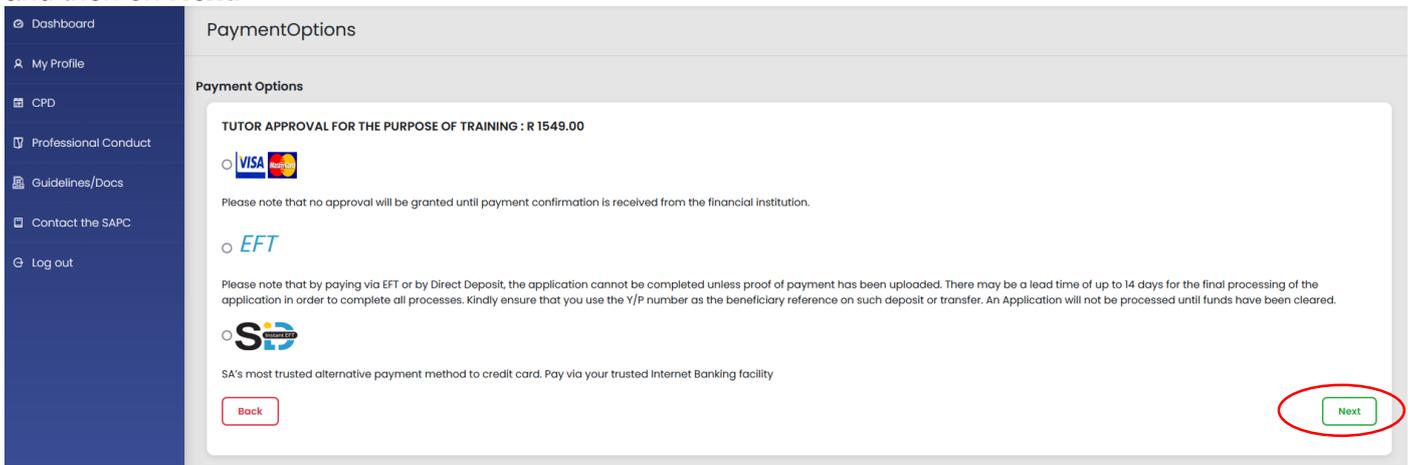
The screenshot shows the 'Applications' page with a dark blue sidebar on the left containing navigation links: Dashboard, My Profile, CPD, Professional Conduct, Guidelines/Docs, Contact the SAPC, and Log out. The main content area is titled 'Applications' and features a grid of ten application blocks. The 'Tutor approval for the purpose of training' block, located in the bottom row, first column, is highlighted with a red circle. Other blocks include 'Application History', 'Permit for Immunisation', 'Permit for section 22(a)15 PDCT (Primary Care Drug Therapy)-incl. Renewal', 'Premises approval for the purpose of training interns/assistants', 'Registration as a Responsible Pharmacist', 'Resignation as a Responsible Pharmacist', 'Resignation as a Tutor', 'Supplementary training certificate-PCDT/Family planning', 'Voluntary removal from SAPC register', and 'CPD - Change of designation from non-practising to practising'.

Step 6: The following screen will appear where you have to insert the *Y-number* of the Practical Training Site (Pharmacy Premises Y-number). Click on **Next** when done.

The screenshot shows the 'Tutor Approval' form with a dark blue sidebar on the left containing navigation links: Dashboard, My Profile, CPD, Professional Conduct, Guidelines/Docs, Contact the SAPC, and Log out. The main content area is titled 'Tutor Approval' and features a form titled 'TUTOR APPROVAL FOR THE PURPOSE OF TRAINING -1549.00'. The form contains a text input field for 'Practical training site Y number' and a link: 'Click here to search for practical training [Y] number.' Below the input field are two buttons: 'Back' and 'Next'.



Step 9: A Payment Options screen will appear with different payment options. Click on the preferred option and then on **Next**.



PaymentOptions

Payment Options

TUTOR APPROVAL FOR THE PURPOSE OF TRAINING : R 1549.00

VISA MasterCard

Please note that no approval will be granted until payment confirmation is received from the financial institution.

EFT

Please note that by paying via EFT or by Direct Deposit, the application cannot be completed unless proof of payment has been uploaded. There may be a lead time of up to 14 days for the final processing of the application in order to complete all processes. Kindly ensure that you use the Y/P number as the beneficiary reference on such deposit or transfer. An Application will not be processed until funds have been cleared.

Sbuys Pharmacy

SA's most trusted alternative payment method to credit card. Pay via your trusted Internet Banking facility

Step 10: You will receive an SMS with a case number after payment. You can also view your case number and application status under application history.

Application	Case No.	Date	View
(Pending) Tutor approval for the purpose of training		16/08/2023	<input type="button" value="View"/>

IMPORTANT!

Once you have received your Tutor Approval Certificate, please email a copy to training@sbuys.co.za for the S Buys Academy to update the system and allow your pharmacist's assistant learners to continue their studies.

