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.

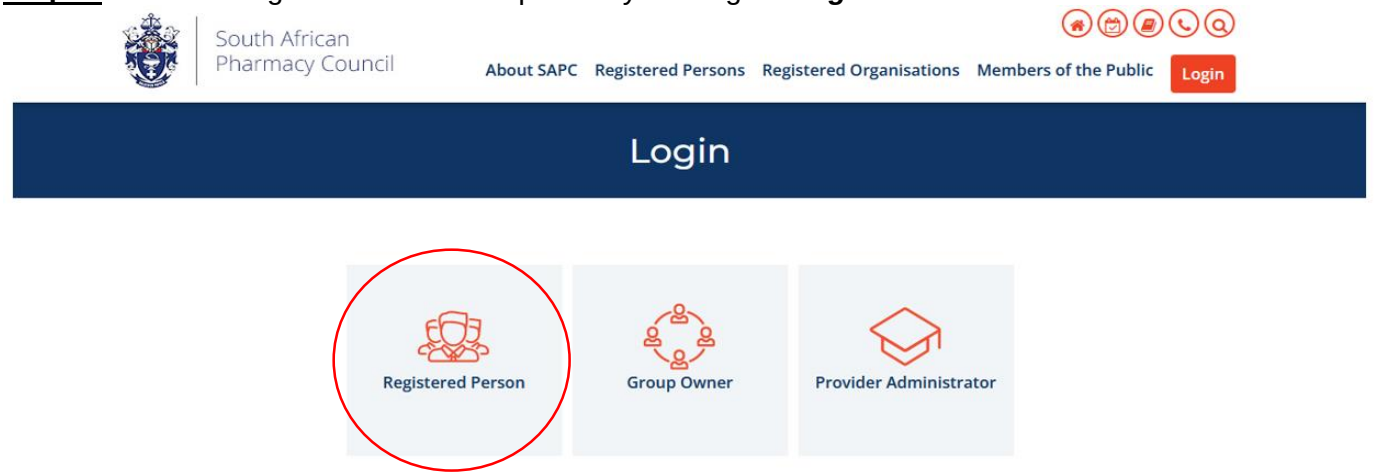
Please refer to the official SAPC document, *Online Registration Tutor,* for additional requirements for the approval/renewal as a tutor for the purpose of training.

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

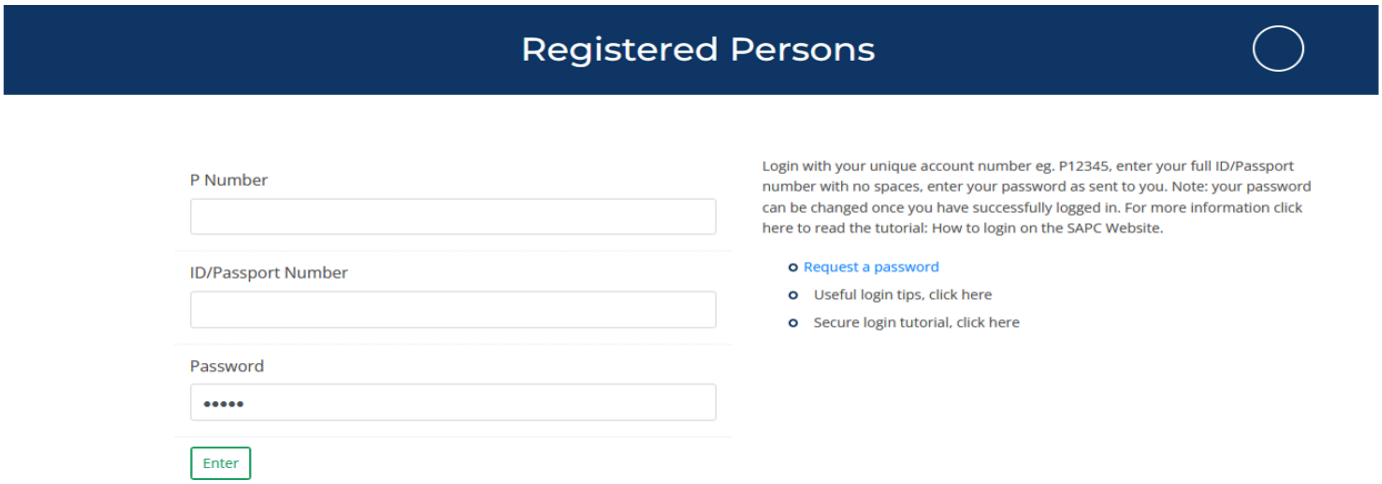
EXTREMELY IMPORTANT! A renewal as a tutor for the purpose of training application should be submitted at least **three (3) months before the expiration date of the approval period** via the Tutor's online SAPC profile.

Step-by-Step Guidance

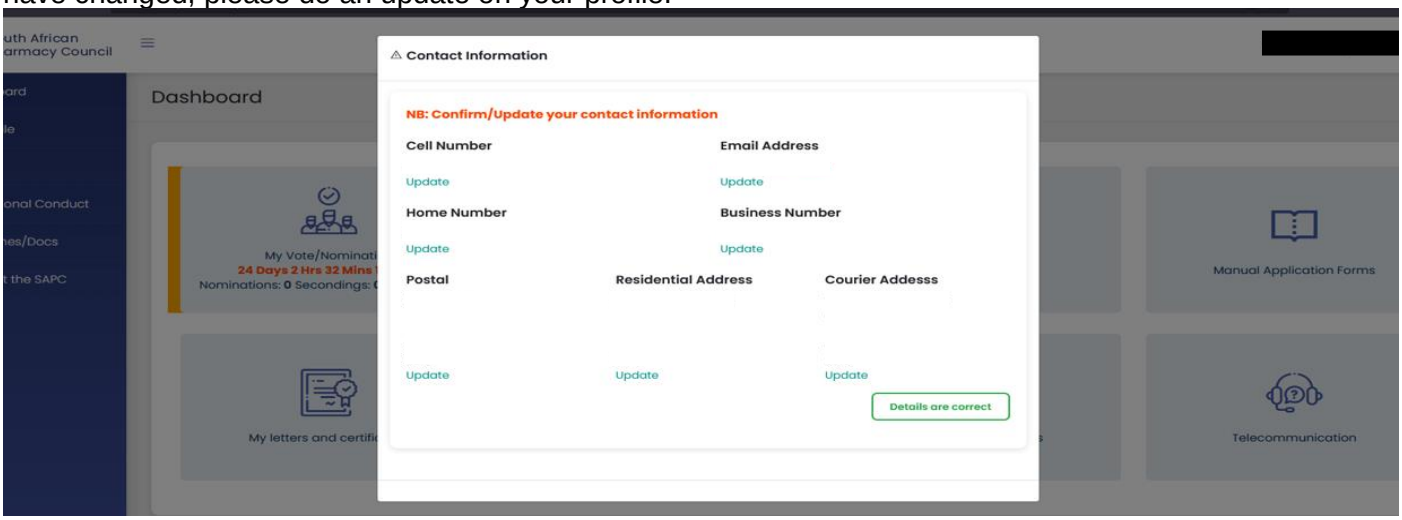
Step 1: The Tutor log on to their SAPC profile by clicking on ***Registered Person***.



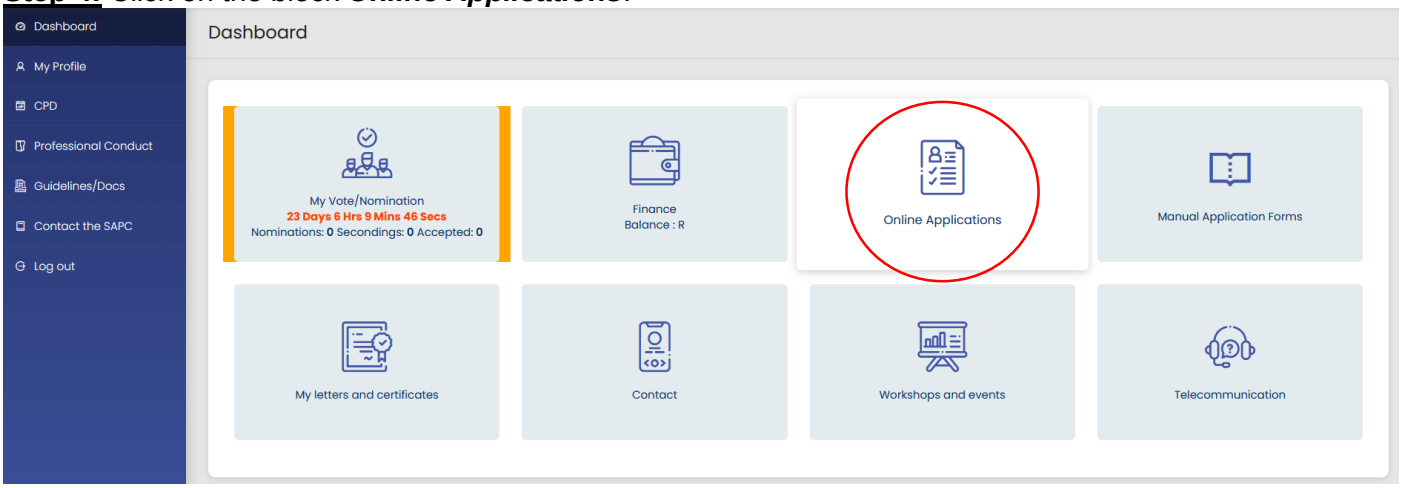
Step 2: Enter your P-number, ID number and Password



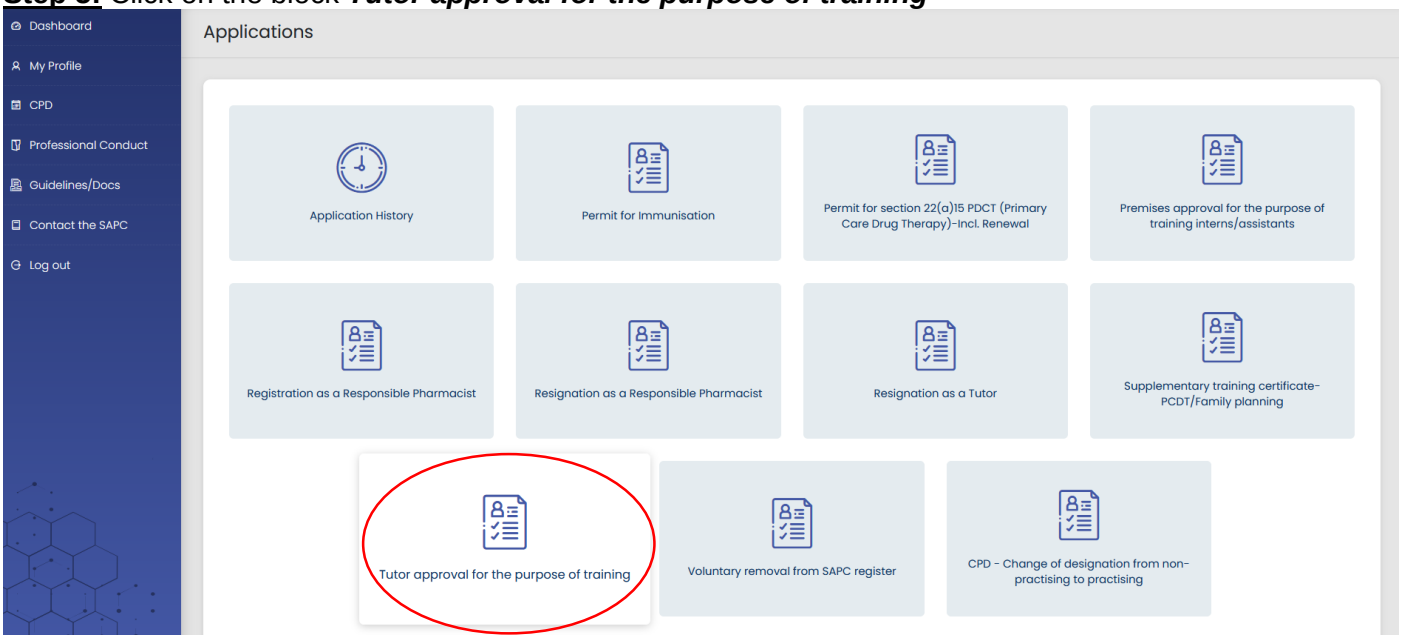
Step 3: Confirm that your personal details are still correct by clicking on ***Details are correct*** (If your details have changed, please do an update on your profile.



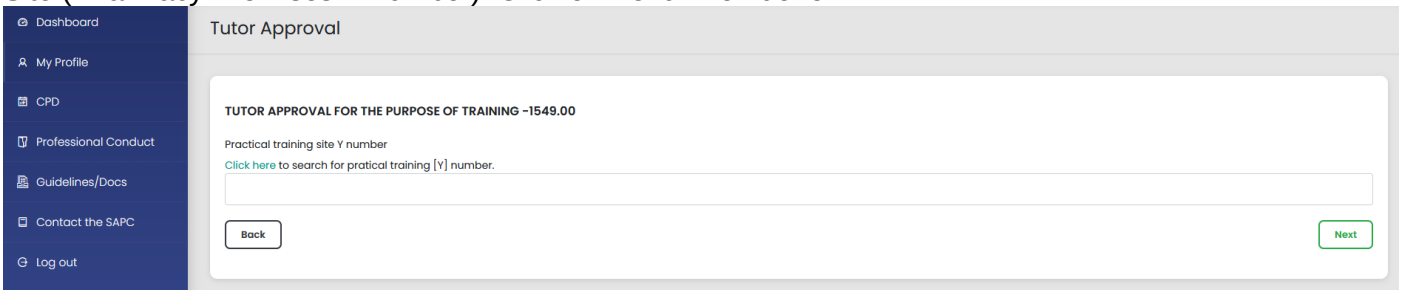
Step 4: Click on the block ***Online Applications***.



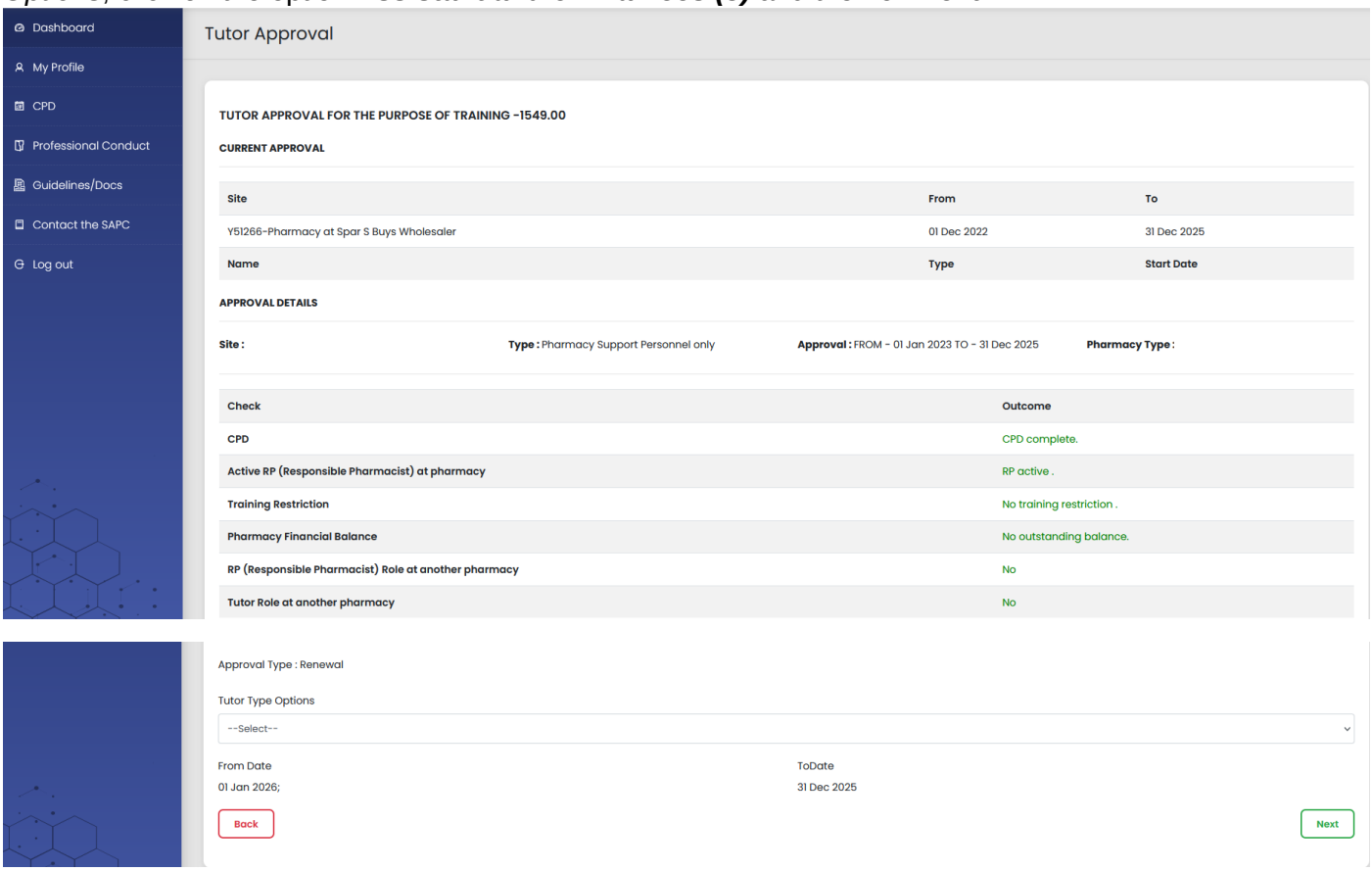
Step 5: Click on the block ***Tutor approval for the purpose of training***



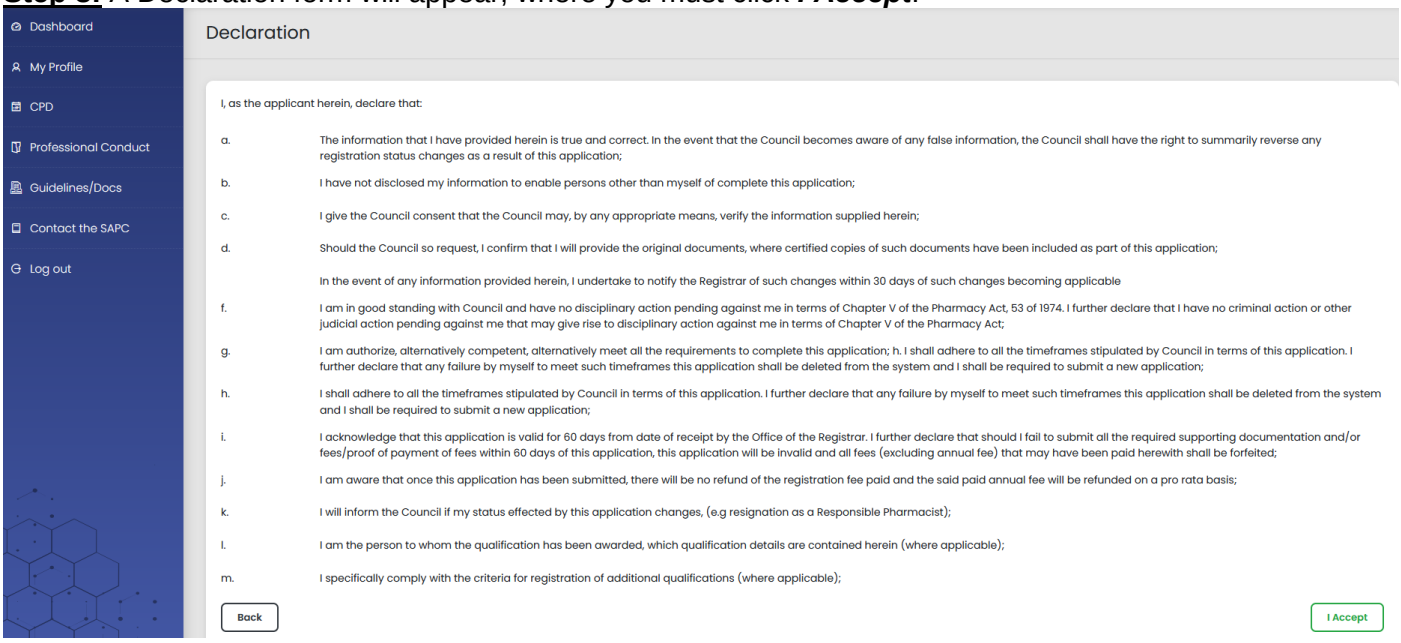
Step 6: The following screen will appear where you have to insert the ***Y-number*** of the Practical Training Site (Pharmacy Premises Y-number). Click on ***Next*** when done.



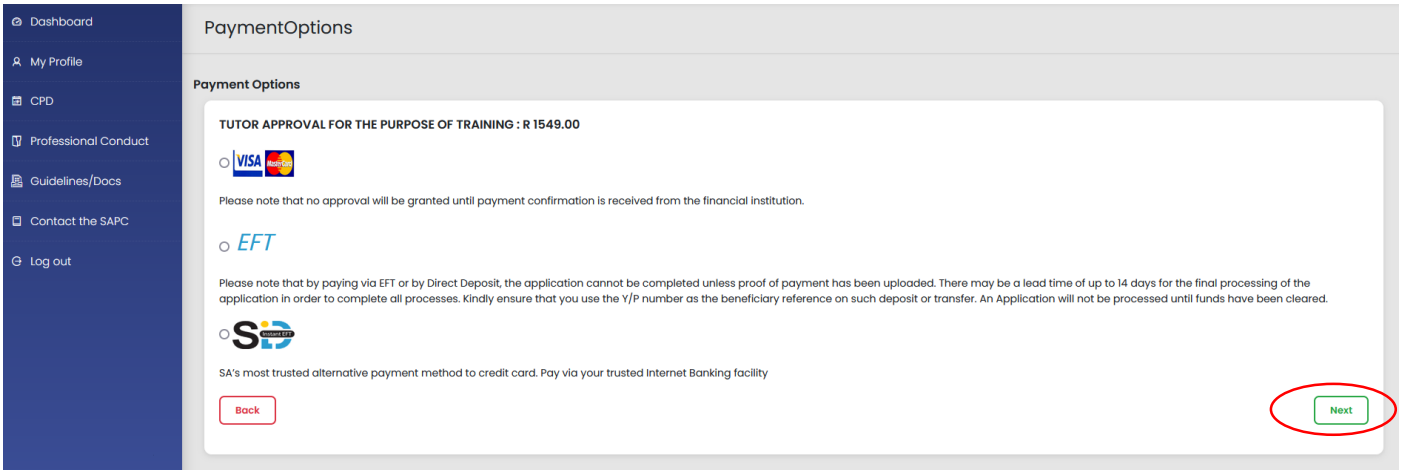
Step 7: A Tutor Approval screen will open with the details of the Training Premises. Under *Tutor Type Options*, click on the option ***Assistant and or Trainees (3)*** and then on ***Next***.



Step 8: A Declaration form will appear, where you must click ***I Accept***.



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



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.

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.