

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

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

•••••

Enter

	South African Pharmacy Council	About SAPC	Registered Persons	Registered Organisations	(*) (*) (*) (*) (*) (*) (*) (*) (*) (*)	Login
			Login			
Step 2: Enter y	your P-number, ID 1	red Person	Group Owner	Provider Administra	itor	
		Reg	gistered F	Persons		\bigcirc
	P Number			Login with your unique accour number with no spaces, enter can be changed once you have here to read the tutorial: How	nt number eg. P12345, enter your password as sent to yo e successfully logged in. For r to login on the SAPC Website	your full ID/Passport u. Note: your password nore information click 2.
	ID/Passport Number			 Request a password Useful login tips, click l Secure login tutorial, c 	here lick here	

<u>Step 3:</u> 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.

uth African armacy Council		△ Contact Information			
ard le	Dashboard	NB: Confirm/Update your contact information Cell Number Email Address			
onal Conduct hes/Docs t the SAPC	My Vote/Nominati 24 Days 2 Hrs 32 Mins Nominations: 0 Secondings: 0	Update Home Number Update Postal	Update Busine: Update Residential Address	ss Number Courier Addesss	Manual Application Forms
	My letters and certific	Update	Update	Update Details are correct	Telecommunication





Step 4: Click on the block Online Applications.

② Dashboard	Dashboard			
A My Profile				
CPD				
D Professional Conduct	© ₽₽₽		B=	C 1
Guidelines/Docs	My Vote/Nomination			لينا
Contact the SAPC	23 Days 6 Hrs 9 Mins 46 Secs Nominations: 0 Secondings: 0 Accepted: 0	Finance Balance : R	Online Applications	Manual Application Forms
G Log out				
	My letters and certificates	Contact	Workshops and events	Telecommunication

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

Dashboard Dashboar	Applications			
A My Profile				
CPD				
Professional Conduct		B≡	BE	Be
Guidelines/Docs		is≡.		
Contact the SAPC	Application History	Permit for Immunisation	Permit for section 22(a)15 PDC1 (Primary Care Drug Therapy)-Incl. Renewal	Premises approval for the purpose of training interns/assistants
G Log out				
	Registration as a Responsible Pharmacist	Resignation as a Responsible Pharmacist	Resignation as a Tutor	Supplementary training certificate- PCDT/Family planning
	Tutor approval for the	e purpose of training	Trom SAPC register CPD - Change of des practising to	ignation from non-

<u>Step 6:</u> 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.

Dashboard	Tutor Approval
A My Profile	
CPD	TUTOR APPROVAL FOR THE PURPOSE OF TRAINING -1549.00
Professional Conduct	Practical training site Y number
🚇 Guidelines/Docs	Click here to search for pratical training [Y] number.
Contact the SAPC	Bock
G Log out	





<u>Step 7:</u> 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*.

Dashboard	Tutor Approval			
A My Profile				
CPD	TUTOR APPROVAL FOR THE PURPOSE	OF TRAINING -1549.00		
Professional Conduct	CURRENT APPROVAL			
垦 Guidelines/Docs	Site		From	То
Contact the SAPC	Y51266-Pharmacy at Spar S Buys Whole	saler	01 Dec 2022	31 Dec 2025
G Log out	Name		Туре	Start Date
	APPROVAL DETAILS			
	Site :	Type : Pharmacy Support Personnel only	Approval : FROM - 01 Jan 2023 TO - 31 Dec 2025	Pharmacy Type :
	Check		Outcome	
	CPD		CPD com	plete.
<u></u>	Active RP (Responsible Pharmacist) at	pharmacy	RP active	
	Training Restriction		No trainin	g restriction .
	Pharmacy Financial Balance		No outsta	nding balance.
	RP (Responsible Pharmacist) Role at an	other pharmacy	No	
	Tutor Role at another pharmacy		No	
	Approval Type : Renewal			
	Tutor Type Options			
	Select			~
	From Date		ToDate	
	0130112020,		51 Dec 2023	
	Back			Next

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

 Dashboard 	Declaration	
A My Profile		
CPD	I, as the applican	t herein, declare that:
🗓 Professional Conduct	a.	The information that I have provided herein is true and correct. In the event that the Council becomes aware of any false information, the Council shall have the right to summarily reverse any registration status changes as a result of this application;
Guidelines/Docs	b.	I have not disclosed my information to enable persons other than myself of complete this application;
Contact the SAPC	с.	I give the Council consent that the Council may, by any appropriate means, verify the information supplied herein;
-	d.	Should the Council so request, I confirm that I will provide the original documents, where certified copies of such documents have been included as part of this application;
G Log out		In the event of any information provided herein, I undertake to notify the Registrar of such changes within 30 days of such changes becoming applicable
	f.	I am in good standing with Council and have no disciplinary action pending against me in terms of Chapter V of the Pharmacy Act, 53 of 1974. I further declare that I have no criminal action or other judicial action pending against me that may give rise to disciplinary action against me in terms of Chapter V of the Pharmacy Act;
	g.	I am authorize, alternatively competent, alternatively meet all the requirements to complete this application; h. I shall adhere to all the timeframes stipulated by Council in terms of this application. I further declare that any failure by myself to meet such timeframes this application shall be deleted from the system and I shall be required to submit a new application;
	h.	I shall adhere to all the timeframes stipulated by Council in terms of this application. I further declare that any failure by myself to meet such timeframes this application shall be deleted from the system and I shall be required to submit a new application;
	i.	I acknowledge that this application is valid for 60 days from date of receipt by the Office of the Registrar. I further declare that should I fail to submit all the required supporting documentation and/or fees/proof of payment of fees within 60 days of this application, this application will be invalid and all fees (excluding annual fee) that may have been paid herewith shall be forfeited;
	j.	I am aware that once this application has been submitted, there will be no refund of the registration fee paid and the said paid annual fee will be refunded on a pro rata basis;
	k .	I will inform the Council if my status effected by this application changes, (e.g resignation as a Responsible Pharmacist);
	L.	I am the person to whom the qualification has been awarded, which qualification details are contained herein (where applicable);
	m.	I specifically comply with the criteria for registration of additional qualifications (where applicable);
	Back	IAccept





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

② Dashboard	PaymentOptions
A My Profile	
CPD	Payment Options
Professional Conduct	TUTOR APPROVAL FOR THE PURPOSE OF TRAINING : R 1549.00
图 Guidelines/Docs	
Contact the SAPC	Please note that no approval will be granted until payment confirmation is received from the financial institution.
G Log out	o 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.
	SA's most trusted alternative payment method to credit card. Pay via your trusted Internet Banking facility
	Bock

<u>Step 10:</u> 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	View

IMPORTANT!

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

