

TDA

ASSESSMENT

BOOKING FORM

ASSESSMENTS
PHARMACIST'S ASSISTANT

BASIC LEVEL

<i>Office use only</i>		BOOKED	
		CONFIRMATION SENT <i>OR</i>	
		DECLINE SENT	
		PAPER PRINTED	
Presentation attended	YES:		NO:
Assessor		Learner SAPC Reg No	
Module status		Tutor SAPC Reg No	
Fees outstanding		Premises SAPC Reg No	
Please note that if any of the registrations have expired, the learner will legally be unable to complete the summative assessment			

I wish to inform the S Buys Academy that I would like to book the session as marked below.

Surname: First Names:

ID Number: Assessment Centre:

SECTOR:	CPS (RETAIL)		IPS (HOSPITAL)		DPS (WHOLESALE)		MPS (MANUFACTURING)
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LEARNER Checklist: Tick to ensure everything is in order before submitting your booking form	
Audio-visual question answers emailed to the booking coordinator	
Tutor and Premises active at the SAPC	
All course fees due are paid	
If you book for a re-assessment, the re-assessment fee is paid	
If booking for Session 2, the assignment must be competent	

ONLY ONE (1) BOOKING PER FORM												DATE:					
If the date written above is fully booked, the Academy may change it to the next available date												Yes	No				
SESSION:	Session 1		Session 2		Session 3		Session 4		Session 5		Session 6		Session 7		Session 8		
TITLE:	Language & Comm		Number skills		Workplace Safety		Pharm. Healthcare		Customer service		Stock Control		Manu- facturing		Self- Enrichment		
TICK (ONE ONLY)	ASS	RE	ASS	RE	ASS	RE	ASS	RE	ASS	RE	ASS	RE	ASS	RE	ASS	RE	
FOR A SUMMATIVE ASSESSMENT, PLEASE NOTE THE FOLLOWING:																	
1. IF THIS IS YOUR FIRST SUMMATIVE ASSESSMENT, ATTACH A COPY OF YOUR SAPC LEARNER REGISTRATION CERTIFICATE TO THIS BOOKING FORM.																	
2. ATTACH THE COMPLETED "AUDIO-VISUAL ATTENDANCE DOCUMENT" TO THIS BOOKING FORM TO SHOW YOU WATCHED THE PRESENTATIONS.																	

KINDLY CONFIRM YOUR DETAILS:	
WORK TEL NO:	FAX NO:
CELL NO:	EMAIL:

- I understand that I will be charged a cancellation fee of:
- **R80.00(VAT incl.)** per module if the cancellation is more than 3 working days (Mo. – Fri. 08:00 – 16:00) before the assessment date.
 - **R650.00(VAT incl.) per session** if the cancellation is less than 3 working days (Mo. – Fri. 08:00 – 16:00) before the assessment date.

- I agree to the following:
1. I will be on time, if I am late for the summative assessment, I will not be allowed additional time, and if I show up more than half an hour late for the summative assessment, I may be refused access to the room.
 2. I will take my complete portfolio of evidence to the summative assessment (Containing (1) all learning activities and corrections marked & signed off by the tutor and (2) all modules of the Formative assessment marked by the tutor and found competent in all)

Signature learner: Date:

WhatsApp or email this form at least **one month** before the assessment date to your booking coordinator.
You will receive a WhatsApp/email confirming receipt of the booking form within 24 hours.
A booking confirmation will only be sent once the form has been checked.

Please check the calendar on the website (www.sbuys.co.za) for the year program for each assessment centre. Also, check the website for your booking coordinator's contact details and fax numbers/email addresses.