

## READMISSION: PHARMACIST'S ASSISTANT TRAINING

Herewith are the details of the readmission of the Pharmacist's Assistant Training Courses presented by the S Buys Academy.

Although registration for the National and FET Certificate courses ended on 30 June 2024, the teach-out period only ends on 30 June 2027. Thus, if you were registered as a learner between 10 September 2010 and 30 June 2024, you can be readmitted to complete your qualification, provided you are working full-time in a pharmacy with a pharmacist willing to be your tutor.

Attached is a readmission form that allows you **6 months** to complete the course. Please take note of the following:

- If your initial SAPC registration as a learner was in Community or Hospital Pharmacy, you may continue in either one. If your initial registration was in Wholesale or Manufacturing Pharmacy, you must complete the course in the original category.
- It is your responsibility to ensure that your learner registration with the SAPC is paid to date, and if you need to change a facility or tutor, you must apply for it via your SAPC login profile.
- Readmission is allowed for six months:
  - ✓ An administrative fee of **R880.00 (VAT incl.)** is payable upon submission of the application form.
  - ✓ The fee to book and write a Summative assessment is R85 per credit (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).
  - ✓ The fee to book for and write a Summative reassessment is **R150 per module**. (Proof of payment must accompany the booking form).
  - ✓ If required, the cost to obtain study material is R1 200.00 (VAT incl.) and/or a flash drive containing audiovisual presentations for each module is **R220.00 (VAT incl.)**.
  - ✓ All payments must be made by using your TDA number as the reference.
- Attached are tables for the Basic and Post-basic courses indicating the credits per module. You only need to complete the modules relevant to your pharmacy category (according to the textbooks) that were not completed before.
- Summative Assessments are conducted at the following venues: Carletonville, Centurion, Century City (Cape Town) and Westville (Durban).
- Once you have been found competent in all the required modules for a course, you must complete a certificate request form (available on the USB flash drive). S Buys Academy will then generate your statement of results and upload it to the SAPC's website. If your tutor has submitted the 4-, 8-, and 12-month progress reports, and your 365 in-service training days are complete, you will be qualified.

SPAR HEALTH S BUYS ACADEMY (PTY) LTD

A SUBSIDIARY OF SPAR HEALTH (PTY) LTD | A SUBSIDIARY OF THE SPAR GROUP LTD | SOUTH AFRICA

Tel: +27 18 788 2102/3 | Website: [www.sbuys.co.za](http://www.sbuys.co.za)

Cnr Kaolin & Radium Streets, Carletonville, 2499 | Private Bag X2057, Carletonville, 2500

**DIRECTORS:** Eric Pickering & Marialet Greeff

**THE SPAR HEALTH GROUP – DIRECTORS:** Megan Pydigadu, Jeremy Nicol & Marialet Greeff

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

| Unit Std                                                                   | Module | Modules per session                                                                                           | Credits    |
|----------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------|------------|
| <b>Session 1: Basic language and communication skills</b>                  |        |                                                                                                               |            |
| 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          |
| <b>Session 2: Basic number skills</b>                                      |        |                                                                                                               |            |
| 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          |
| <b>Session 3: Basic workplace safety understanding and skills</b>          |        |                                                                                                               |            |
| 116520                                                                     | 9      | Apply safety, health & environmental principles and procedures in the workplace                               | 2          |
| 13915                                                                      | 10     | Demonstrate knowledge and understanding of HIV/AIDS in the workplace                                          | 4          |
| 120496                                                                     | 11     | Provide risk-based primary emergency care/first aid in the workplace                                          | 5          |
| <b>Session 4: Basic pharmaceutical healthcare understanding and skills</b> |        |                                                                                                               |            |
| 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          |
| <b>Session 5: Basic customer service</b>                                   |        |                                                                                                               |            |
| 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         |
| <b>Session 6: Basic stock control skills</b>                               |        |                                                                                                               |            |
| 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          |
| <b>Session 7: Basic manufacturing skills</b>                               |        |                                                                                                               |            |
| 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         |
| <b>Session 8: Basic self-enrichment skills</b>                             |        |                                                                                                               |            |
| 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          |
| <b>TOTAL CREDITS CPS (Community Pharmacy Sector)</b>                       |        |                                                                                                               | <b>147</b> |
| <b>TOTAL CREDITS DPS (Distribution Pharmacy Sector)</b>                    |        |                                                                                                               | <b>140</b> |
| <b>TOTAL CREDITS IPS (Institutional Pharmacy Sector)</b>                   |        |                                                                                                               | <b>147</b> |
| <b>TOTAL CREDITS MPS (Manufacturing Pharmacy Sector)</b>                   |        |                                                                                                               | <b>140</b> |

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

| Unit Standard                                                        | Module | Modules per session                                                                                                              | Credits    |
|----------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Session 1: Basic language and communication skills</b>            |        |                                                                                                                                  |            |
| 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          |
| <b>Session 2: Advanced language and communication skills</b>         |        |                                                                                                                                  |            |
| 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          |
| <b>Session 3: Advanced number skills</b>                             |        |                                                                                                                                  |            |
| 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          |
| <b>Session 4: Advanced workplace safety understanding and skills</b> |        |                                                                                                                                  |            |
| 242665                                                               | 12     | Apply technical knowledge and skills 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          |
| <b>Session 5: Advanced customer service</b>                          |        |                                                                                                                                  |            |
| 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          |
| <b>Session 6: Advanced stock control skills</b>                      |        |                                                                                                                                  |            |
| 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         |
| <b>Session 7: Advanced manufacturing skills</b>                      |        |                                                                                                                                  |            |
| 256555                                                               | 21     | Implement quality assurance in a pharmaceutical manufacturing environment (Only MPS)                                             | 10         |
| <b>Session 8: Advanced self-enrichment skills</b>                    |        |                                                                                                                                  |            |
| 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          |
| <b>TOTAL CREDITS CPS (Community Pharmacy Sector)</b>                 |        |                                                                                                                                  | <b>144</b> |
| <b>TOTAL CREDITS DPS (Distribution Pharmacy Sector)</b>              |        |                                                                                                                                  | <b>147</b> |
| <b>TOTAL CREDITS IPS (Institutional Pharmacy Sector)</b>             |        |                                                                                                                                  | <b>144</b> |
| <b>TOTAL CREDITS MPS (Manufacturing Pharmacy Sector)</b>             |        |                                                                                                                                  | <b>147</b> |

**Please note that we can only process your application if all of the following are in order.**

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

|                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Banking details:</b><br>NAME OF ACCOUNT: S Buys Academy<br>BANK: ABSA<br>BRANCH CODE: 632005<br>ACCOUNT NUMBER: 4054414695<br>REFERENCE NUMBER: Your TDA number |  | <b>Application form with requested documents &amp; proof of payment (Course Admin Fee) to be emailed to <a href="mailto:data1@sbuys.co.za">data1@sbuys.co.za</a>.</b><br><br>Please get in touch with us at (018) 788 2102 / 2103 if you have any further queries. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Application for readmission:  
Pharmacist's Assistant Course

**TDA**

For Office use only

**Course Information**

|                                                                                                                                                                                          |                    |  |                          |  |                          |  |               |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--|--------------------------|--|--------------------------|--|---------------|--|
| <b>Please indicate your registered pharmacy sector:</b> (Tick one)                                                                                                                       | Community / Retail |  | Institutional / Hospital |  | Distribution / Wholesale |  | Manufacturing |  |
| <b>Course enrolled for:</b> (Tick one)                                                                                                                                                   | Basic Level        |  | Post-basic Level         |  |                          |  |               |  |
| <b>Assessment venue of choice</b> (Tick one)                                                                                                                                             | Carletonville      |  | Centurion                |  | Century City             |  | Westville     |  |
| Please note that assessment venues have 1 day per month available for assessments/reassessments. The learner may arrange additional dates in Carletonville with the booking coordinator. |                    |  |                          |  |                          |  |               |  |

**Additional items:** (Only tick the relevant blocks if you want to order new Study Material and/of flash drive with presentations)

|                                                                                                              |  |                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------|--|
| <b>I want a new set of Study Material; the R1 800 fee is included in my payment.</b>                         |  | <b>I want a dual flash drive with pre-recorded audiovisual presentations and have included proof of payment of R220.</b> |  |
| Please note that the dual flash drive fits on any computer and on smart devices with a Type-C charging port. |  |                                                                                                                          |  |

**Personal Information**

|                                                                                                                                    |                              |                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------|--|
| <b>Title:</b>                                                                                                                      |                              | <b>SAPC P-number:</b> (if available) |  |
| <b>Surname:</b>                                                                                                                    |                              |                                      |  |
| <b>First name(s):</b>                                                                                                              |                              |                                      |  |
| <b>ID number:</b>                                                                                                                  |                              |                                      |  |
| <b>Contact numbers:</b>                                                                                                            | Home:                        | Work:                                |  |
|                                                                                                                                    | Fax:                         | Cell:                                |  |
| <b>Email address:</b>                                                                                                              |                              |                                      |  |
| <b>Courier Address of the pharmacy:</b><br>(Only applicable if you want to order a new set of study material and/or a flash drive) | Address:<br><br>Postal code: |                                      |  |

**Employer Information**

|                                         |                 |       |                |  |
|-----------------------------------------|-----------------|-------|----------------|--|
| <b>Employer:</b> (Tick one)             | Private sector: |       | Public sector: |  |
| <b>Name of pharmacy where employed:</b> |                 |       |                |  |
| <b>Name &amp; Surname of Tutor:</b>     |                 |       |                |  |
| <b>Contact details of tutor:</b>        | Tel:            | Cell: |                |  |
| <b>Email of Tutor:</b>                  |                 |       |                |  |

**Payee Information**

|                                                                                                |                                                     |                                                                                                    |         |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------|---------|
| <b>Amount paid (VAT incl.):</b> (Add fees for study material and/or flash drive if applicable) | <b>R880 +</b>                                       | <b>Date of payment:</b>                                                                            |         |
| <b>Description of reference used:</b>                                                          | <b>TDA</b>                                          |                                                                                                    |         |
| <b>Who should be invoiced:</b> (Tick one)                                                      | Self-funded:                                        | Employer:                                                                                          | Funder: |
| <b>Name of person or company to be invoiced:</b>                                               |                                                     |                                                                                                    |         |
| <b>Company VAT number, if applicable:</b>                                                      |                                                     |                                                                                                    |         |
| <b>Contact person in case of a company:</b>                                                    |                                                     |                                                                                                    |         |
| <b>Contact details of payee:</b>                                                               | Tel:                                                | Cell:                                                                                              |         |
| <b>Email of payee:</b>                                                                         |                                                     |                                                                                                    |         |
| <b>Payment method for initial readmission as well as "pay-as-you-go":</b> (Tick one)           | EFT transfer or Internet banking (preferred method) | Cash deposit or cardless cash deposit at an additional administration fee of R40.00 per instalment |         |

**Please note:** Your readmission will only come into effect once proof of readmission 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 between myself and S Buys Academy (Pty) Ltd (hereforth referred to as the Academy) when signed.

- I confirm that I understand and acknowledge that I am required to complete my training and obtain registration as a qualified Pharmacist Assistant by 30 June 2027, in accordance with the applicable teach-out period.
- I understand that it is my responsibility to notify the Academy within 5 working days if there have been **any changes** in my personal 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 any amounts are 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, coordinator, employer, funder, or the 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 email in the 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 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 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 email in future.

Tutor's signature: \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of S Buys Academy: \_\_\_\_\_ date \_\_\_\_\_

Please fax or email to:  
086 569 0120 or [data1@sbuys.co.za](mailto:data1@sbuys.co.za)