S Buys Academy (PTY) Ltd

Reg No. 2001/023449/07
VAT No. 4220196655
Accredited with the SAPC
Provider No. R00015

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.

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

Unit Standard	Module	Modules per session	Credits
Session 1: Basic language and communication skills			
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
Session 2: Basic number skills			
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
Session 3: Basic workplace safety understanding and skills			
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
Session 4: Basic pharmaceutical healthcare understanding and skills			
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
Session 5: Basic customer service			
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
Session 6: Basic stock control skills			
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
Session 7: Basic manufacturing skills			
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
Session 8: Basic self-enrichment skills			
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
TOTAL CREDITS CPS (Community Pharmacy Sector)			**147**
TOTAL CREDITS DPS (Distribution Pharmacy Sector)			**140**
TOTAL CREDITS IPS (Institutional Pharmacy Sector)			**147**
TOTAL CREDITS MPS (Manufacturing Pharmacy Sector)			**140**

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

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

	Please check that the following documents are included	Check yourself
1.	SAPC Learner certificate	
2.	Proof of payment of R880	

Banking details:		**Application form with requested documents & proof of payment (Course Admin Fee) to be emailed to (data1@sbuys.co.za).**
Name of Account:	S Buys Academy	
Bank:	First National Bank	
Branch Code:	250655	
Account Type:	CHQ	Please get in touch with us at (018) 788 2102 / 2103 if you have any further queries.
Account Nr:	63177410974	
Ref No:	Your TDA Number or ID Number	

Health Academy
S Buys Academy

Application for readmission: Pharmacist's Assistant Course

TDA
For Office use only

Course Information

Please indicate your registered pharmacy sector: (Tick one)	Community / Retail		Institutional / Hospital		Distribution / Wholesale		Manufacturing				
Course enrolled for: (Tick one)	Basic Level		Post-basic Level								
Assessment venue of choice (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)

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

Personal Information

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

Employer Information

Employer: (Tick one)	Private sector:		Public sector:	
Name of pharmacy where employed:				
Name & Surname of Tutor:				
Contact details of tutor:	Tel:		Cell:	
Email of Tutor:				

Payee Information

Amount paid (VAT incl.): (Add fees for study material and/or flash drive if applicable)	**R880 +**		**Date of payment:**			
Description of reference used:	**TDA**					
Who should be invoiced: (Tick one)	Self-funded:		Employer:		Funder:	
Name of person or company to be invoiced:						
Company VAT number, if applicable:						
Contact person in case of a company:						
Contact details of payee:	Tel:		Cell:			
Email of payee:						
Payment method for initial readmission as well as "pay-as-you-go": (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.
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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