The South African Pharmacy Council
591 Belvedere Street, Arcadia, Pretoria, 0083; Private Bag X40040, Arcadia, 0007; www.sapc,za.org
Tel: 0861 7272 00; Fax: 27 (12) 321 1479/92; E-mail: customercare@sapc.za.org

Form is valid for **2020** only

APPLICATION FOR THE ACCREDITATION/APPROVAL OF A CPD OR A SHORT COURSE IN TERMS OF THE PHARMACY ACT 53 OF 1974 AS AMENDED OR BY COUNCIL IN ITS CAPACITY AS AN ETQA

1. Name of applicant

_____

_____

2. What is the **title** of the course?

_____

_____

3. State the **purpose** of the course in an outcomes-based format e.g. At the completion of the course – *The learner will be able to* …….

_____

_____

_____

4. **Type** of course

Continuing professional development	
Other	

5. The course will lead to the **conferring** of a:

National certificate	
National diploma	
N/A (CPD / short course)	

6. If the course is not based on a full qualification, specify the **unit standard** if such a standard is currently available to which it is aligned.

Relevant standard number/name: _____

_____

Standard not available	

7. State the **NQF** level of the qualification or unit standard to which the course is aligned.

Signature_____ Date_____

8. State the relevant **SAQA field** and **subfield.**

9. Is the course **new** or is it an **existing course** (offered for two years or longer)?

New course	
Existing course	

10. What is the **length** of the course, hours of learning or credits per course?

NOTE – One credit = 10 notional learning hours
120 credits equals approximately a one year course
Less than 120 credits is a short course

11. State the **specific outcomes** and associated assessment criteria that learners should be capable of demonstrating at the end of the course.

Specific outcomes	Assessment criteria

Signature_____ Date_____

12. Explain how the critical **cross-field outcomes** are integrated in the course:

Critical cross-field Outcome	**Explain how these are integrated in the course**
Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made.	
Working effectively with others as a member of a team, group, organisation, community.	
Organising and managing oneself and one's activities responsibly and effectively.	
Collecting, analysing, organising and critically evaluating information.	
Communicating effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion.	
Using science and technology effectively and critically, showing responsibility towards the environment and health of others.	
Demonstrating an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.	
Contributing to the full personal development of each learner and the social and economic development of society at large, by making it the underlying intention of any programme of learning to make an individual aware of the importance of: (i) reflecting on and exploring a variety of strategies to learn more effectively; (ii) participating as responsible citizens in the life of local, national and global communities; (iii) being culturally and aesthetically sensitive across a range of social contexts.	

13. State the **entry assumptions** for the course

_____

_____

_____

Signature_____ Date_____

14. **Entry assumptions** will be measured by means of:

Self assessments	
Interview	
Evaluation of portfolio	
Proof of qualification	
Other	

Please specify: _____

15. **Recognition** of **Prior Learning** (RPL) is used to assess the knowledge, skills and attributes of learners.

Yes ☐ No ☐

16. **Instructional strategies** that will be used to provide the course include:
(Please supply evidence)

Self-paced learning material	
Lectures	
On-the-job coaching	
Web-based	
Other	

Please specify: _____

17. Structured learning (knowledge or theory) as well as **structured practical experience** (practical learning) is included in this course.

(Please supply evidence)

Yes ☐ No ☐

18. **Structured learning** planned for this course is guided by text. e.g. workbooks, lecture notes etc.
(Please supply evidence)

Signature_____ Date_____

Text	
Workbooks	
Lecture notes	
Other	

19. **Procedures** are available to guide structured practical experience. (Please supply evidence)

Yes ☐ No ☐

20. If the course includes off-site practical components, **tutors/mentors** are in place. (Please supply evidence)

Yes ☐ No ☐

21. **Integrative assessment** (continuous, formative and summative assessment occurs. (Please supply evidence)

Complies	
Partially complies	
Does not comply	
N/A	

22. The following evidence-based, criterion-referenced **assessment methods** are used: (Please supply evidence)

Questions (verbal & written)	
Simulations	
Observation vs. checklist	
Assignment	
Other	

Please specify: _____

Signature_____ Date_____

23. List the **internal** and **external assessors** for the course and state their qualifications.

Name of assessor	Qualifications	Date of completion of assessment course	Date registered as an assessor with council

24. Evidence of the **expertise of the author or the presenter** of a course who must be competent and qualified in the relevant topic, must be provided

Complies	
Partially complies	
Does not comply	
N/A	

25. All programmes must have been **reviewed before submission** on behalf of the provider by two independent expert reviewers in the area of the topic.

Complies	
Partially complies	
Does not comply	
N/A	

26. In the case of a course which is **sponsored** (the name of the sponsor must be stated by the provider, as well as the nature of the sponsorship), the sponsor may recommend the topic of the course, not the content.

Complies	
Partially complies	
Does not comply	
N/A	

27. **An appeal process** is in place, whereby candidates can seek independent assessment in cases of disagreements regarding the assessment outcomes.
(Please supply evidence)

Signature_____ Date_____

Complies	
Partially complies	
Does not comply	
N/A	

28. The course could **articulate** with courses/qualifications offered at other institutions

Yes ☐ No ☐

Please provide details

_____

_____

_____

29. If there is no current articulation, give details of future **plans for articulation.**

_____

_____

_____

30. An appropriate method must be in place to confirm evidence of **participation** in and completion of the course

Complies	
Partially complies	
Does not comply	
N/A	

31. A **mechanism of evaluating** the course must be put in place by the provider

Complies	
Partially complies	
Does not comply	
N/A	

MATERIAL:

Signature_____ Date_____

Please attach the proposed material comprising the course as well as, provide a full description of what learning will take place

_____

SUPPORTING DOCUMENTATION AND APPLICABLE FEES

I, the above applicant, submit the following in support of my application:

a) documentary evidence as indicated in the form

b) fee for the approval of a course leading to a qualification: **R24, 531.00** (VAT incl) **(refer note A)**

_____

Note A: **Fees subject to change without further notification**

DECLARATION

I, the above applicant, declare that:

a) I herewith include (4 copies/sets) of the applicable documentation/fee(s) mentioned above; and

b) The information furnished herewith is true and correct.

Applicant's signature:		**Application Date:**	

PLEASE NOTE:

1. ***THIS APPLICATION IS VALID FOR 60 DAYS FROM THE DATE OF RECEIPT BY THE OFFICE OF THE REGISTRAR. SHOULD YOU FAIL TO SUBMIT ALL THE REQUIRED SUPPORTING DOCUMENTATION AND FEES/PROOF OF PAYMENT OF FEES WITHIN 60 DAYS OF THIS APPLICATION, THE APPLICATION WILL BE INVALID AND ALL FEES (EXCLUDING ANNUAL FEE) THAT MAY HAVE BEEN PAID HEREWITH SHALL BE FORFEITED.***
2. ***PLEASE REQUEST A PROFORMA INVOICE FOR THE FEES PAYABLE.***
3. ***COUNCIL WILL EVALUATE TWO SUBMISSIONS OF A COURSE (I.E. THE INITIAL SUBMISSION AND ONE RE-SUBMISSION), THEREAFTER A FEE EQUAL TO THE APPLICATION FEE WILL BE LEVIED FOR ANY SUBSEQUENT RESUBMISSION.***
4. ***THE PROVIDER IS REQUIRED TO ENSURE THAT THE COURSE MATERIAL IS EDITED BY A LANGUAGE PRACTITIONER PRIOR TO SUBMISSION TO COUNCIL.***

Signature_____ Date_____