



- 1. FORMER BPHARM STUDENT REGISTRATION AS A PHARMACY SUPPORT PERSONNEL**
- 2. ONLINE COMPLETION OF PROGRESS REPORTS BY SUPERVISING PHARMACIST**
- 3. HOW TO CHANGE A PHARMACY SECTOR**

ONLINE APPLICATION FOR FORMER BPHARM STUDENT REGISTRATION AS A PHARMACY SUPPORT PERSONNEL

- Check if the applicant is applying within **two years** of leaving the approved/accredited provider of Bachelor of Pharmacy
- Ensure that the applicant has no intention of continuing with the Bachelor of Pharmacy degree in the near future.
- If they intend to continue, they should write a letter to the Registrar, requesting to remain as a student on the register system and practice as a pharmacists' assistants.
- A pharmacy student who has successfully completed the first year of study at an approved provider of education and training by Council, may be eligible for registration in the category pharmacist's assistant (learner basic).
- A pharmacy student who has successfully completed the second year of study at an approved provider of education and training by Council, may be eligible for registration in the category pharmacist's assistant (learner post-basic).
- A pharmacy student who has successfully completed the third year of study at an approved provider of education and training by Council, may be eligible for registration in the category learner pharmacy technician.

ONLINE APPLICATION AS A FORMER STUDENT REGISTRATION AS A PHARMACY SUPPORT PERSONNEL

1. Login to your profile on the SAPC secure website: <https://pharmcouncil.co.za/>

The screenshot shows the homepage of the South African Pharmacy Council (SAPC) website. The browser address bar displays pharmcouncil.co.za. The website header includes the SAPC logo and the text "South African Pharmacy Council". Navigation links are provided for "About SAPC", "Registered Persons", "Registered Organisations", "Members of the Public", "Tenders", and a prominent red "Login" button. A yellow circle and a red arrow highlight the "Login" button. Below the navigation bar, there is a "View Nominees" button and a large banner for "PHARMACIAE" magazine. The banner text reads: "eVol 9 No 1", "24 Must read articles for Pharmacists, Support Personnel, Students and Stakeholders", and "Dece Pharmaciae". The banner also features a QR code and a preview of the magazine's content, including articles like "MESSAGE FROM THE REGISTRAR" and "REGISTERED ASSESSORS".



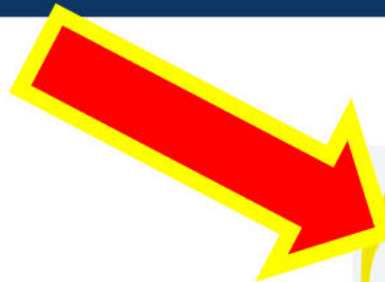
South African
Pharmacy Council

[About SAPC](#) [Registered Persons](#) [Registered Organisations](#) [Members of the Public](#)



Login

Login



Registered Person



Group Owner



Provider Administrator

Registered Persons

P Number

P12345

ID/Passport Number

8901011234567

Password

Enter

Login with your unique account number with no spaces, email can be changed once you are logged in. [Click here to read the tutorial: How to login](#)

- [Request a password](#)
- [Useful login tips, click here](#)
- [Secure login tutorial](#)



Finance
Balance : R 1379.00



Applications



Letters and certificates



EISA examinations



Contact



Progress Reports



Workshops



Telecommunication



Application History



Voluntary removal from the SAPC
register



[Former B Pharm Student]
Pharmacist's Assistant (Learner
Basic/Learner Post-Basic)

The applicant will land on the application page, if not, check if the Student role is inactive.

ONLINE APPLICATION FOR FORMER B PHARM STUDENT REGISTRATION AS A PHARMACIST'S ASSISTANT (LEARNER BASIC OR PHARMACIST'S ASSISTANT (LEARNER POST-BASIC) FOR RECOGNITION OF PRIOR LEARNING

Application Fee : R 2447.00

Annual Fee : R 280.00

Total Cost : R 2727.00

Unable to apply. To apply you must have:

- Completed 1st year of study are eligible to be on the **learner basic- former BPharm student** role;
- Completed 2nd year of study are eligible to be on the **learner post-basic- former BPharm student** role; and
- Completed 3rd year of study are eligible to be on the **pharmacy technician learner - former BPharm student** role.



🏠 Dashboard

📅 CPD

📊 My Progress

🚪 Log out

Former Student

/ [Dashboard](#)

ONLINE APPLICATION FOR FORMER B PHARM STUDENT REGISTRATION AS A PHARMACIST'S ASSISTANT (LEARNER BASIC OR PHARMACIST'S ASSISTANT (LEARNER POST-BASIC) FOR RECOGNITION OF PRIOR LEARNING

Application Fee: R 2180.00

Annual Fee : R 264.00

Total Cost : R 2444.00

- Completed 1st year of study are eligible to be on the **learner basic- former BPharm student** role;
- Completed 2nd year of study are eligible to be on the **learner post-basic- former BPharm student** role; and
- Completed 3rd year of study are eligible to be on the **pharmacy technician learner - former BPharm student** role.

Application Role Type : LEARNER POST BASIC – FORMER STUDENT

Supervising/Practical training site Y number

[Click here](#) to search for practical training [Y] number.

Envisaged date of commencement




yyyy/mm/dd --:-- 📅





[Back](#)

[Next](#)

Enter the Y-number of the pharmacy intended for training completion and the envisioned date of commencement (which should always be a future date)

← → ↻ 🔒 interns.pharma.mm3.co.za/PharmacySupportPersonnel/Applications/FormerStudent/ 🔑 🔍 📄 ⚙️ 🗖️ 📱 📺 📺 Relaunch to update ⋮

 South African Pharmacy Council  Ms. Azintle Mhlauli 

 Dashboard  CPD  My Progress  Log out

Former Student / [Dashboard](#)

ONLINE APPLICATION FOR FORMER B PHARM STUDENT REGISTRATION AS A PHARMACIST'S ASSISTANT (LEARNER BASIC OR PHARMACIST'S ASSISTANT (LEARNER POST-BASIC) FOR RECOGNITION OF PRIOR LEARNING

Application Fee: R 2180.00
Annual Fee: R 264.00
Total Cost: R 2444.00

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- Completed 2nd year of study are eligible to be on the **learner post-basic- former BPharm student** role; and
- Completed 3rd year of study are eligible to be on the **pharmacy technician learner - former BPharm student** role.

Application Role Type : LEARNER POST BASIC – FORMER STUDENT

Supervising/Practical training site Y number
[Click here](#) to search for practical training [Y] number.

Y50875

Envisaged date of commencement
2023/08/16 13:22 📅

[Back](#) [Next](#)

Select the supervising pharmacist at the premises

Student To Intern Details

/ [Dashboard](#)

ONLINE APPLICATION FOR FORMER B PHARM STUDENT REGISTRATION AS A PHARMACIST'S ASSISTANT (LEARNER BASIC OR PHARMACIST'S ASSISTANT (LEARNER POST-BASIC) FOR RECOGNITION OF PRIOR LEARNING : R 2180.00

Y Number

Y50[REDACTED]

Name

Klei[REDACTED] Pharmacy

Envisaged date of commencement

10-Nov-2023

Available Supervising Pharmacists

☐ P33[REDACTED] - First Registration Date:11 Feb 1998

☐ P26[REDACTED] - First Registration Date:11 Feb 1998

[Back](#)

[Next](#)

Attach the Certified copy of the academic record, ID and application form

Required Documents

[/ Dashboard](#)

ONLINE APPLICATION FOR FORMER B PHARM STUDENT REGISTRATION AS A PHARMACIST'S ASSISTANT (LEARNER BASIC OR PHARMACIST'S ASSISTANT (LEARNER POST-BASIC) FOR RECOGNITION OF PRIOR LEARNING : R 2180.00

A certified copy of my academic record up to the last enrolment year;

No file chosen

[Back](#)

[Next](#)

Read and accept the declaration

Declaration

[/ Dashboard](#)

I, as the applicant herein, declare that:

- 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;
- b. I have not disclosed my information to enable persons other than myself of complete this application;
- c. 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;
- e. 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](#)

[I Accept](#)

Select the applicable payment option

Payment Options

[/ Dashboard](#)

ONLINE APPLICATION FOR FORMER B PHARM STUDENT REGISTRATION AS A PHARMACIST'S ASSISTANT (LEARNER BASIC OR PHARMACIST'S ASSISTANT (LEARNER POST-BASIC) FOR RECOGNITION OF PRIOR LEARNING : R 2180.00



Please note that no approval will be granted until payment confirmation is received from the financial institution.



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

[Back](#)[Next](#)

Upload the proof of payment

History Details

Dashboard

< Application History

Case Progress 0% (n/a), Step 0 of 0

0%

100%

Case Number

0

Case Date

11/9/2023 1:35:30 PM

Step Number

0

Application

Online application for former B Pharm Student registration as a Pharmacist's Assistant (Learner Basic or Pharmacist's Assistant (Learner Post-Basic) for recognition of prior learning

Pharmacy

Y5 [redacted] Pharmacy

Proof of payment

[View](#)

StartDate

11/9/2023 1:35:30 PM

Case Status

n/a

Current Step

Total Steps

0

Tutor/Supervising Pharmacist

P33 [redacted]

Your tutor needs to accept the appointment before a case is created. If declined, please change your tutor.

[Change Tutor](#)

Invoice

Upload proof of payment

Choose File

No file chosen

Upload

LastUpdated

11/9/2023 1:19:33 PM

An SMS will be sent to the supervising pharmacist to accept, then a case number will be created

Application	Case No.	Date	View
(Pending) Online application for former B Pharm Student registration as a Pharmacist's Assistant (Learner Basic or Pharmacist's Assistant (Learner Post-Basic) for recognition of prior learning		09/11/2023	View

ONLINE PROGRESS REPORTS

- Progress reports are to be completed online
- The supervising pharmacist can only complete the tasks which are related to their sector
- The progress reports will not be submitted to SAPC until the learner is competent in all the tasks



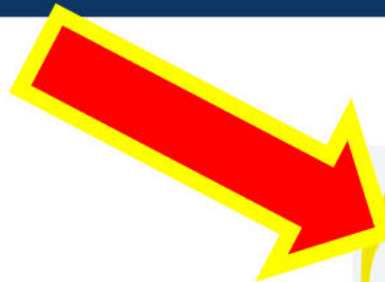
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Login

Login



Registered Person



Group Owner



Provider Administrator

Registered Persons

P Number

P12345

ID/Passport Number

8901011234567

Password

.....


Enter


Login with your unique account number with no spaces, email can be changed once you are logged in. [Click here to read the tutorial: How to login](#)


- [Request a password](#)
- [Useful login tips, click here](#)
- [Secure login tutorial](#)


2. On the Dashboard, click on "[My Profile](#)"





 Dashboard


 My Profile

 CPD


 Professional Conduct

 Guidelines/Docs


 Contact the SAPC

 Log out


Dashboard




My Vote/Nomination
The nominations process
is now closed!



Finance
Balance : R

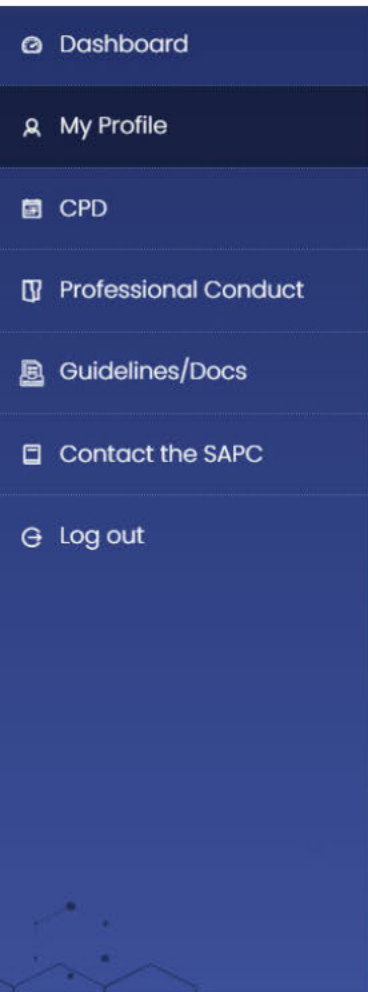


My letters and certificates

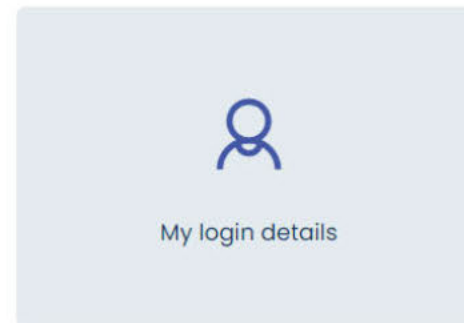
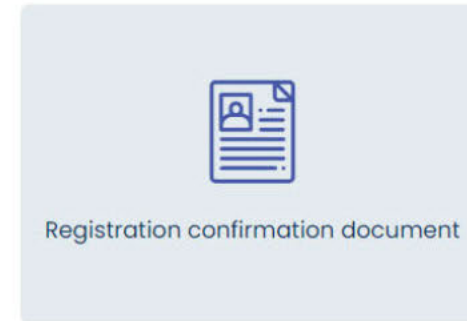
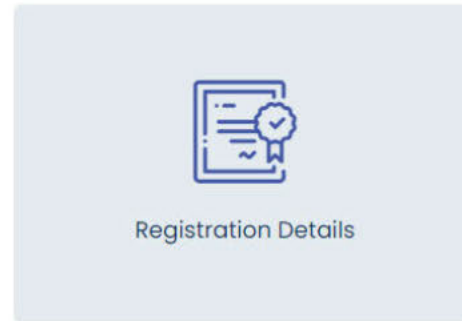
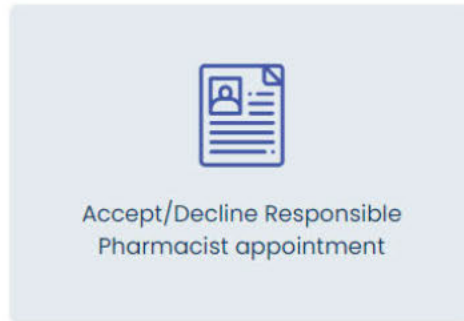


Contact

3. Click on “[Tutor/Supervising Pharmacist](#)”



Registration Information



4. Select [“Progress reports – Former BPharm students”](#)

Tutor/Supervising Pharmacist



My intern(s)/learner(s) progress



Accept/Decline tutor/supervising
pharmacist association



Accept/Decline tutor-delegation of
intern's training



Declaration of 400 H



Declaration of Pharmacist
Restoration 40/200/400 Hrs



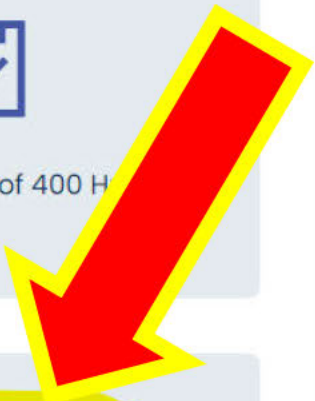
Progress Reports – Assistants



Progress Reports – Interns



Progress Reports – Former B Pharm
Student



5. The learner will appear under “My learner basic/post-basic/trainee(s)”. If the learner is not appearing, use their P-number to search for them

Learner Basic/Post-Basic/Trainee Progress Reports

Y537 : Pharmacy (Community Pharmacy)

PROGRESS REPORT FOR STUDENTS WHO DID NOT COMPLETE BACHELOR OF PHARMACY DEGREE AND APPLYING TO BE IN THE REGISTER AS A PHARMACIST'S ASSISTANT IN THE CATEGORY BASIC/POST-BASIC.

The candidate is required to get exposure in conducting the tasks indicated in the table below in a pharmacy that is approved for training pharmacist's assistants. You are thus required to gain experience in each sector of pharmacy and the supervising pharmacist must sign the report in each sector. Candidate may approach a provider of the relevant occupational certificate to obtain experience in a simulated environment.

Enter the **P number** of your (former student) learner/learner post basic/trainee in the search text box and click the [Search] button.

P Number

Search

My learner basic/post-basic/trainee(s)

P Number	Name	Role	Progress
No records found!			

PROGRESS REPORT FOR STUDENTS WHO DID NOT COMPLETE BACHELOR OF PHARMACY DEGREE AND APPLYING TO BE IN THE REGISTER AS A PHARMACIST’S ASSISTANT IN THE CATEGORY BASIC/POST-BASIC.

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Enter the **P number** of your (former student) learner/post basic/trainee in the search text box and click the [Search] button.

P Number

P68883

Search

My learner basic/post-basic/trainee(s)

P Number	Name	Role	Progress	
P68883	Mr. LEARNER BASIC FORMER STUDENT	Learner Basic – Former Student	1 of 1	View

6. under “My learner basic/post-basic/trainee(s)” click on “[View](#)”

Enter the **P number** of your (former student) learner/learner post basic/trainee in the search text box and click the [Search] button.

P Number

P68883







Search

My learner basic/post-basic/trainee(s)

P Number	Name	Role	Progress
P68883	Mr. LEARNER BASIC FORMER STUDENT	Learner Basic – Former Student	1 of 1 View

7. Click on the “+” to expand the different sections of the report.

P68883 LEARNER BASIC FORMER STUDENT

Question Categories	Question Options
<ul style="list-style-type: none">• C : Community Pharmacy• I : Institutional Pharmacy (Public/Private)• M : Manufacturing Pharmacy• W : Wholesale Pharmacy (Public/Private)	<ul style="list-style-type: none">• 0 : Evidence indicates that the learner has no experience• 3 : Evidence demonstrates that the learner consistently achieves the required standard with little or no intervention
<div><< BackContinue >></div>	
Distribute and Control Stock as per Current Legislation	[18 of 18] Complete 
Compound Non-sterile Extemporaneous Preparations	[7 of 7] Complete 
Perform General Housekeeping and Administrative Tasks in the Pharmacy	[3 of 3] Complete 
Operate Computers and Computer Software	[16 of 16] Complete 
The re-packaging of medicines	[4 of 4] Complete 
Manufacture Non-sterile medicines	[4 of 4] Complete 

The supervising pharmacist can only complete the sections related to the category/sector of pharmacy they are employed at. The learner is to find a supervising pharmacist in other sectors for the report to be complete. The learner also has to be competent in all sectors for the report to be able to be sent to Council.

8. Once done with the report, click on “[Continue](#)”

P68883 LEARNER BASIC FORMER STUDENT

Question Categories	Question Options
<ul style="list-style-type: none">• C : Community Pharmacy• I : Institutional Pharmacy (Public/Private)• M : Manufacturing Pharmacy• W : Wholesale Pharmacy (Public/Private)	<ul style="list-style-type: none">• 0 : Evidence indicates that the learner has no experience• 3 : Evidence demonstrates that the learner consistently achieves the required standard with little or no intervention
⏪ Back	Continue ⏩

Distribute and Control Stock as per Current Legislation

[18 of 18] Complete



Compound Non-sterile Extemporaneous Preparations

[7 of 7] Complete



Perform General Housekeeping and Administrative Tasks in the Pharmacy

[3 of 3] Complete



Operate Computers and Computer Software

[16 of 16] Complete



The re-packaging of medicines

[4 of 4] Complete



Manufacture Non-sterile medicines

[4 of 4] Complete



9. A general comment can be made and the report can be submitted once all the sections have been completed and the learner is competent in all the activities.

P68883 LEARNER BASIC FORMER STUDENT

[⏪ Back](#)

Submit Report

Comment

The Learner was very diligent and is a good team player.

Save Comment

How to change a pharmacy sector

Please note that should you have changed sectors and your SAPC profile is still showing your previous sector, you need to request the Responsible Pharmacist (RP) of your new sector to add you as an employee at the pharmacy.

1. The RP to log into their SAPC profile on the SAPC secure website: <https://pharmcouncil.co.za/>

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Pharmacy Council



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Login

Login



Registered Person



Group Owner



Provider Administrator

Registered Persons

P Number

P12345

ID/Passport Number

8901011234567

Password

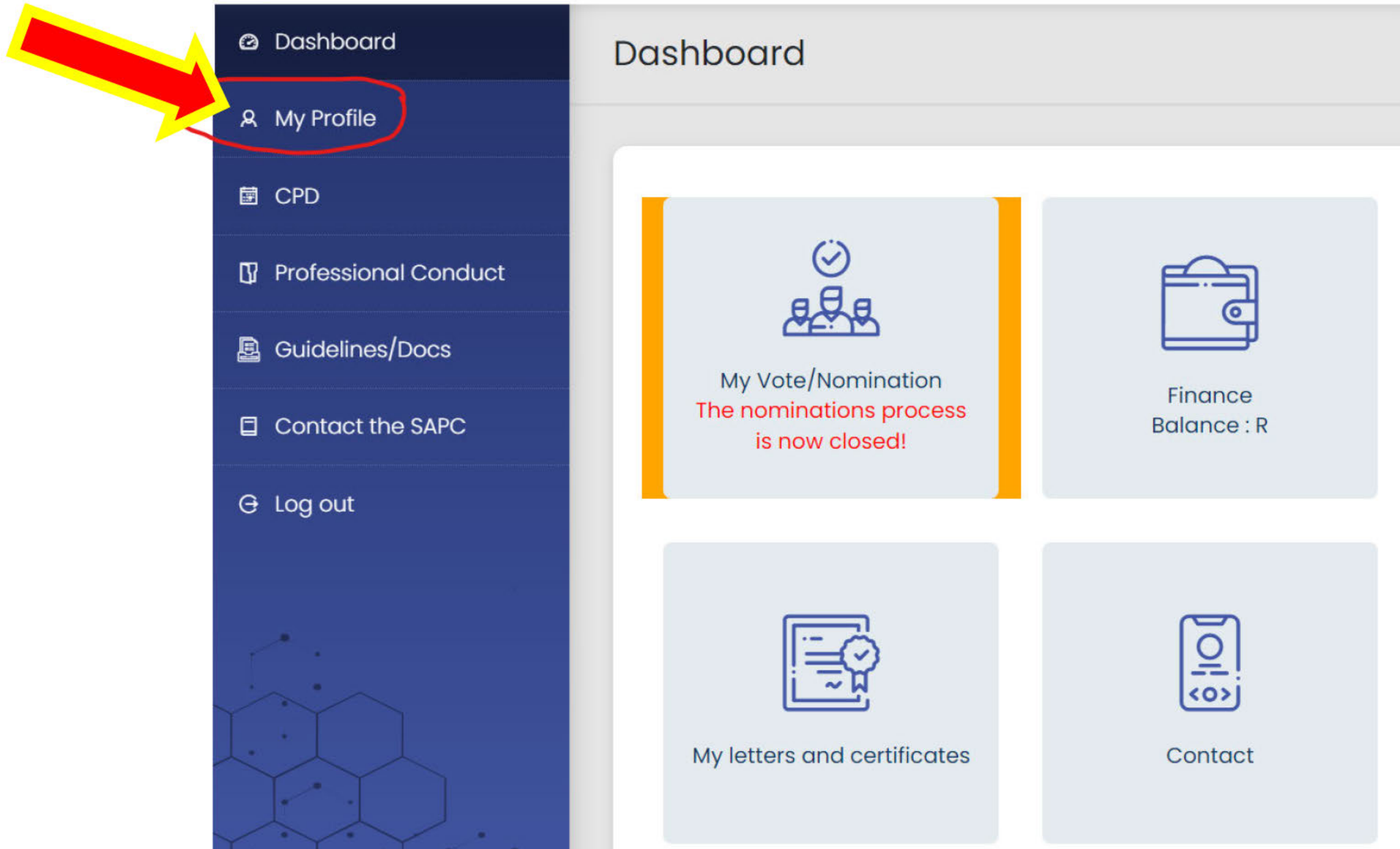
.....

Enter

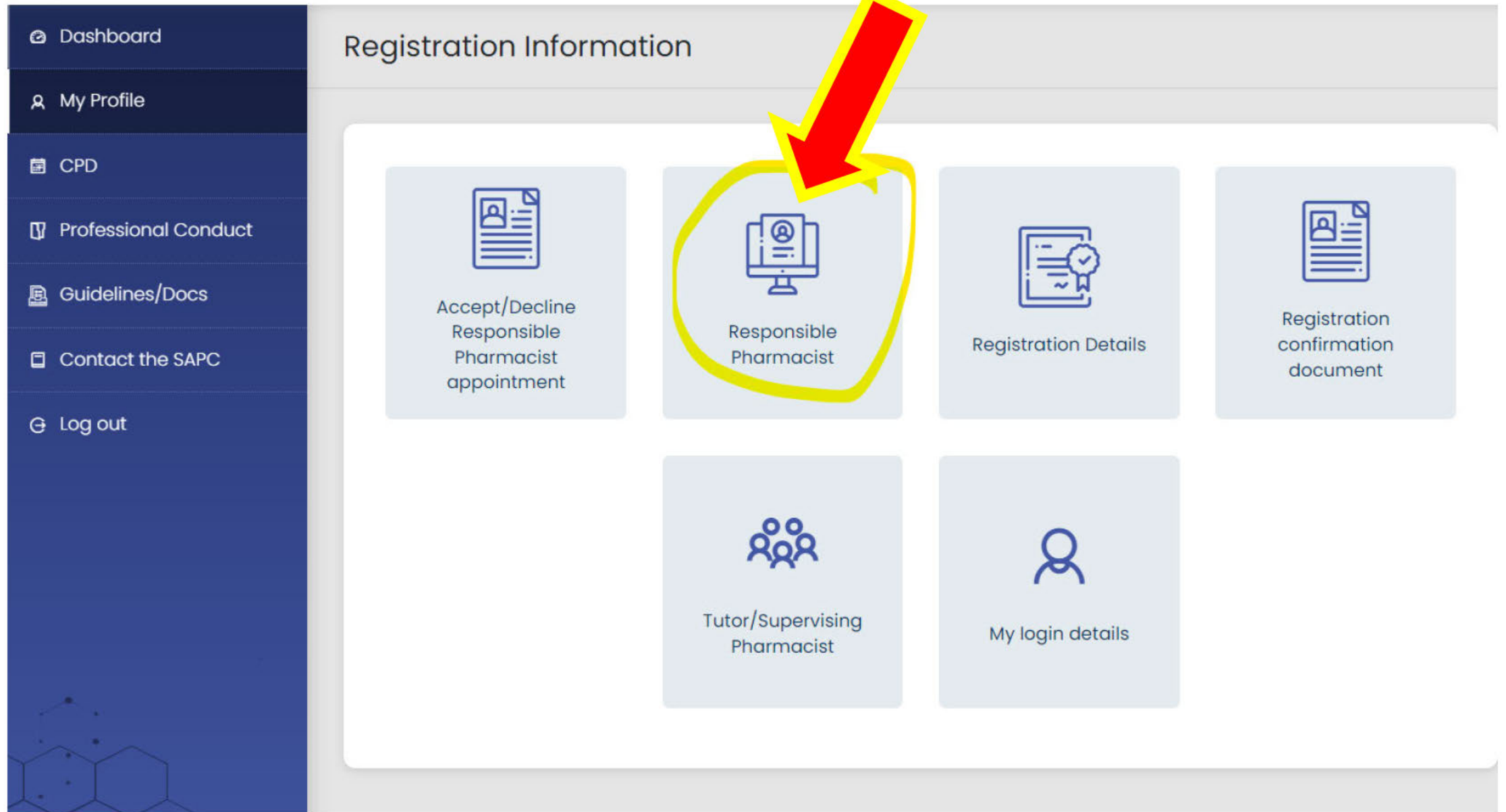
Login with your unique account number with no spaces, email can be changed once you are logged in. [Click here to read the tutorial: How to login](#)

- [Request a password](#)
- [Useful login tips, click here](#)
- [Secure login tutorial](#)

2. On the Dashboard, click on "[My Profile](#)"



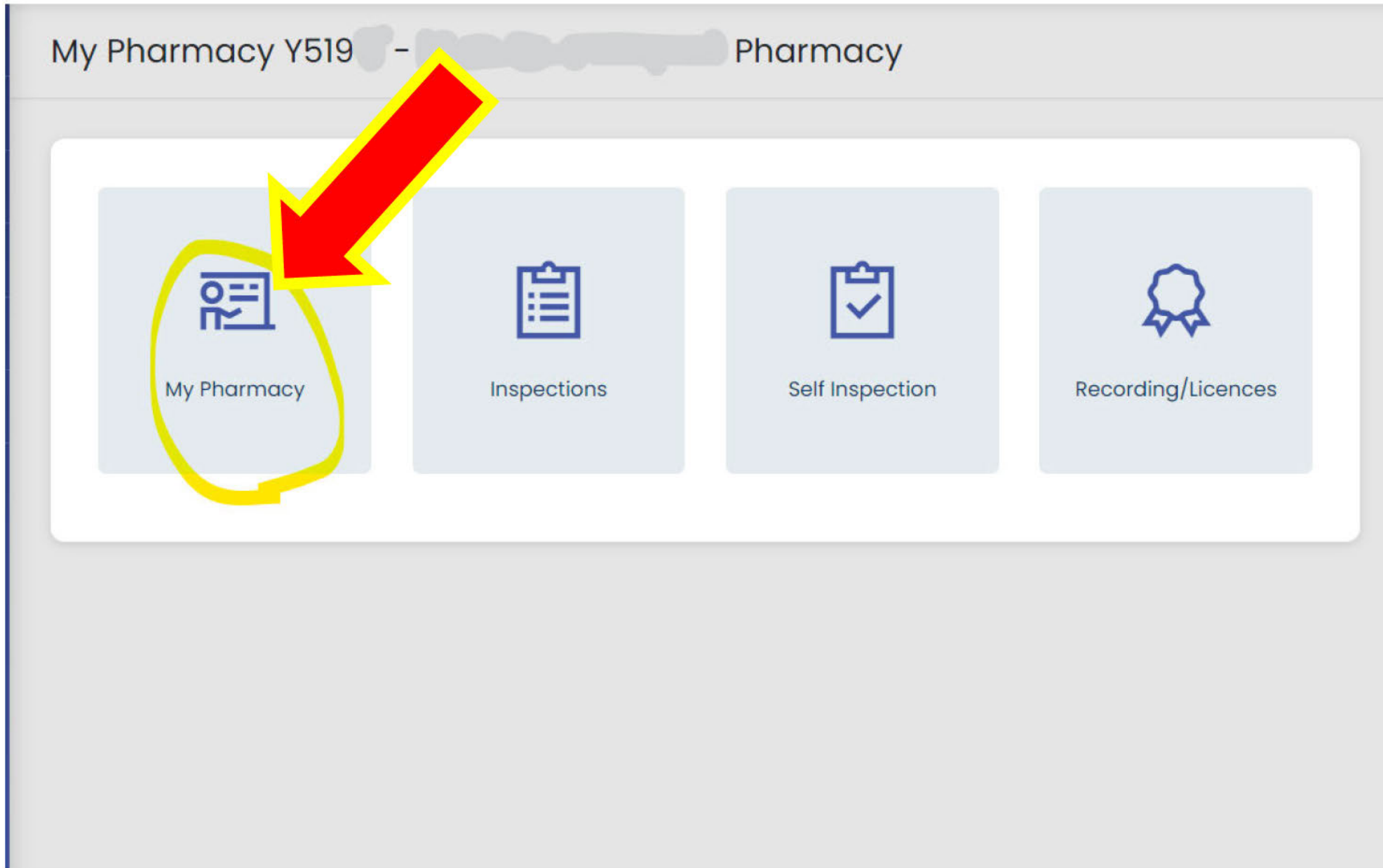
3. Click on “[Responsible Pharmacist](#)”



The screenshot shows a web interface with a dark blue sidebar on the left and a light grey main content area. The sidebar contains the following menu items: Dashboard, My Profile, CPD, Professional Conduct, Guidelines/Docs, Contact the SAPC, and Log out. The main content area is titled "Registration Information" and contains six light blue buttons arranged in two rows. A large red arrow with a yellow outline points to the "Responsible Pharmacist" button, which is also circled in yellow. The buttons are labeled as follows:

- Accept/Decline Responsible Pharmacist appointment
- Responsible Pharmacist
- Registration Details
- Registration confirmation document
- Tutor/Supervising Pharmacist
- My login details

4. Click on "[My Pharmacy](#)"



5. Select "[Pharmacy Staff](#)"

My Pharmacy

Y519 -

Pharmacy



Address/Telecoms



Interns



Learners-Basic/Post
Basic



Tutors



Pharmacy Staff



VAT No/Annual
Certificates



Invoices/Receipts



Operating Hours

6. Click on “[Add new employee](#)” and enter their P-number, then “[Find](#)”

My Pharmacy Employment

Y519 - Pharmacy

Add new employee

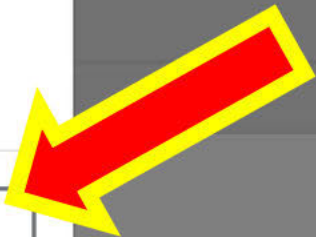
Name	Role	Status	Registration Status	Employment Type	Start	End
	Pharmacist	Active	Registered - Active	07 Feb 2018		<div><div></div><div>View</div></div>
	Pharmacist	Active	Registered - Active	27 Feb 2020		<div><div></div><div>View</div></div>
	Assistant Basic	Active	Complete - Inactive	07 Aug 2012		<div><div></div><div>View</div></div>
	Assistant Basic	Active	Complete - Inactive	19 Feb 2013		<div><div></div><div>View</div></div>
	Assistant Basic	Active	Registered -	29 Oct 2013		<div><div></div></div>

⚠️ New Employee

Enter a P number and click the [Find] button.

P12345

Find



⚙️ Add new employee

Name	Role	Status	Registration Status	Employment Type	Start
------	------	--------	---------------------	-----------------	-------

7. Select their **Employment type** and **start date**, then click "**add**"

Pharmacy Employment - NEW



P25 - Ms.N

Role:

Pharmacist

First Registration Date :

14 Mar 200

Employment Type :

--Select--



Start Date :

2023/10/02 12:48:38,659



Back

Add

