



South African Nursing Council

The Nursing Council was established under the Nursing Act, 2005

Cecilia Makiwane Building
602 Pretorius Street, Arcadia, Pretoria, 0083
P/Bag X132, Pretoria, 0001
Tel: 012 420-1000
Fax: 012 343-5400
E-mail: registrar@sanc.co.za
Website: www.sanc.co.za

POLICY GUIDELINES REGARDING REGISTRATION OF INTERNATIONALLY QUALIFIED NURSES AND MIDWIVES AND/OR FOREIGN QUALIFICATIONS WITH SOUTH AFRICAN NURSING COUNCIL

© South African Nursing Council, June 2016

CONTENTS

CONTENT	PAGE
Glossary of terms	3
Acronyms	4
Vision	5
Mission	5
Values	5
1. Context	5
2. Purpose of this document	6
3. Principles	6
4. Criteria	7
5. Categories of applicants	8
6. Requirements to be submitted by the applicant	8
7. Application process	12
8. Appeals process	16
9. Application for registration of internationally qualified nurses and midwives pathway	17
10. Useful contact details/information	18

GLOSSARY OF TERMS

TERM OR PHRASE	MEANING
Appeal	The formal petitioning, by an applicant (qualification holder), against the decision made by South African Nursing Council (SANC), after the evaluation process regarding the recognition of a foreign qualification.
Comparison	A process which entails comparing foreign qualifications with SANC qualifications, considering the structure and outcomes of foreign qualifications and locating them within the National Qualifications Framework (NQF).
Credit	A measure of the volume of learning required for a qualification or part qualification, quantified as the number of notional study hours required for achieving the learning outcomes specified for the qualification or part-qualification. In South African education and training system one credit is equated to ten (10) notional hours of learning.
Elective practica:	The opportunity given to foreign candidates to gain experience in a specific area of practice are required to apply to an approved South African nursing education institution.
Evaluation of foreign qualifications	The process followed by SANC to verify the authenticity of foreign qualifications and to compare foreign qualifications with SANC qualifications.
Foreign qualification	A qualification which is both awarded by an institution accredited or recognised in an education and training system other than South Africa (SA) and forms an intrinsic part of the system in accordance with its laws, policies or generally accepted practice.
Foreign qualification recognition value chain	The various recognition responsibilities, undertaken by key SA key role players, to recognise a foreign qualification for specific purposes
Limited registration:	The Council may provide limited registration to a person who holds a qualification other than a qualification contemplated in Section of the Nursing Act 2005 to practice as a nurse
National Qualifications Framework	The Comparison system approved by the Minister of Higher Education and Training for the

TERM OR PHRASE	MEANING
	classification, registration, publication and articulation of quality-assured national qualifications and part-qualifications. It is a single integrated system comprising three co-ordinated Qualifications Sub-Frameworks namely for: General and Further Education and Training; Higher Education; and Trades and Occupations
Regulatory Authority/body/Council	Government body formed or mandated under the terms of a legislative act (statute) to ensure compliance with the provisions of the act, and in carrying out its purpose.
Verification of a foreign qualification	The process followed by SANC to check the authenticity of foreign qualifications. Verification includes authenticating the status of institutions and qualifications offered by them, investigating the authenticity of qualification documentation and verifying that the qualification was awarded to the individual in question

ACRONYMS

ACRONYM	MEANING
DHA	Department of Home Affairs
FWMP	Foreign Workforce Management Programme
IELTS	International English Language Testing System
NDoH	National Department of Health
NEI	Nursing Education Institution
NQF	National Qualifications Framework
SA	South Africa
SANC	South African Nursing Council
SAQA	South African Qualifications Authority

VISION

Excellence in professionalism and advocacy for health care users

MISSION

We serve and protect health care users by regulating nursing and midwifery professions

VALUES

The Council will be guided by the values of:

- ❖ Advocacy
- ❖ Caring
- ❖ Quality
- ❖ Professionalism
- ❖ Innovation
- ❖ Relevance

1. CONTEXT

South African Nursing Council (SANC) is a statutory regulatory body established by an Act of Parliament and continues to exist in terms of the Nursing Act, 2005 (Act No. 33 of 2005).

SANC is responsible for the regulation of the nursing profession in South Africa. This is carried out through setting standards for nursing education and training as well as the standards for the practice of practitioners in nursing. It is also responsible for the registration of:

- Learner nurses/midwives;
- Nurses (including foreign nurses); and
- Additional qualifications.

In executing the function of registration of foreign nurses and qualifications from foreign countries, SANC takes cognizance of the policy of the National Department

of Health (NDoH) on recruitment and employment of foreign health professionals in the Republic of South Africa. This policy was developed and is administered by the NDoH: Foreign Workforce Management Programme (FWMP).

In accordance with this policy, each health professional council accepts and processes applications relevant to its sector. SANC processes applications from foreign nurses and midwives who hold qualifications from a foreign country as well as South Africans who hold qualifications from a foreign country.

2. PURPOSE OF THIS DOCUMENT

The purpose of the document is to outline:

- Categories of persons whose applications are processed by SANC
- Requirements for registration with SANC
- Process of application towards registration
- The principles and criteria constituting the policy by which SANC evaluates foreign qualifications within the context of the NQF Act 67 of 2008 and Nursing Act 33 of 2005.

3. PRINCIPLES

- In South Africa, national legislation takes precedence over international legislation. The evaluation of foreign qualifications by SANC considers all SA NQF related legislation, regulations and policies
- The foreign qualifications evaluation and advisory service is provided in accordance with:
 - The guidance and oversight provided by SANC governance structure, as well as SANC policies, codes and service standards
 - The principles of fairness, transparency, confidentiality and consistency
 - SANC values quality information as a cornerstone of effective processes and fair recognition decisions

- SANC takes seriously its responsibility to provide true, clear and accessible information and expects the same of qualification holders and foreign institutions
- Where substantial difference exists and can be demonstrated between foreign and local qualification, it remains SANC's decision to recognise a foreign qualification at the designated NQF level
- In accordance with the rules of administrative justice, a qualification holder has a right to be informed of the rationale underlying a recognition decision and exercise the right to appeal.
- SANC has a zero tolerance approach for fraudulent and corrupt practices
- Any attempts to bypass standards procedures, or influence either the process or outcome of evaluation of foreign qualification, must be refused and reported
- SANC reserves the right to revoke a Certificate of professional registration should any evidence come to light that compromises its integrity and validity

4. CRITERIA

To be accepted for evaluation, applications must meet all requirement stipulated in the published application material.

- Applicants must provide SANC with complete and credible set of documents to enable evaluation
- Education and training institutions must provide complete and credible qualification documents to qualifying learners
- SANC will request relevant information from foreign institutions and professional bodies in order to conduct a fair and authentic evaluation of a foreign qualification
- A foreign qualification will be recognised as authentic after SANC has determined that all the verification requirements are met

5. CATEGORIES OF APPLICANTS

5.1 Applicants who hold foreign qualifications and seek employment in South Africa.

These can be either:

- Foreign nationals including refugees or
- South African citizens.

5.2 Applicants who hold a foreign qualification and wish to undergo basic/undergraduate nurse training and education in South Africa.

5.3 Applicants who hold a foreign qualification and wish to pursue post-graduate studies in South Africa.

5.4 Applicants who wish to do elective *practica* in South Africa in order to gain experience in a specific area of practice.

5.5 Applicants who wish to do voluntary work or research in South Africa.

5.6 Applications who wish to be registered for employment after successful completion of his/her post-graduate studies in SA.

6. REQUIREMENTS TO BE SUBMITTED BY THE APPLICANT

6.1 Applicants who hold a foreign qualification and wish to seek employment in South Africa

6.1.1 FOREIGN NATIONALS

The following must be submitted to SANC upon application:

- a) Letter of intent/ application
- b) Curriculum Vitae
- c) A letter of support to write examinations in South Africa from the NDoH: FWMP
- d) A certificate of English Language Proficiency obtained from an accredited institution (only for applicants whose nurse education was not done in**

English). The acceptable band for **International English Language Testing System (IELTS) is 6. Only certificates from international recognized testing centres will be considered**

- e) Evaluation certificate of foreign educational qualification by the South African Qualifications Authority (SAQA)
- f) Certified copy of official passport or South African identity document (except refugees who will submit the permit from Department of home affairs)
- g) Certified copy of registration certificate of the Regulatory Body from the country of origin
- h) Certified copy of qualification certificate
- i) Valid license to practice as a nurse from the nurse's Regulatory Body where the applicant's nursing qualification is registered
- j) Record of education and training (transcript) from the Nursing Education Institution in the country of origin
- k) Verification certificate from the Regulatory Body of country of origin confirming that the applicant is in good professional standing and has no professional cases pending against him/her (except for refugees)
- l) Application form duly completed by the applicant himself/herself which can be downloaded at www.sanc.co.za
- m) The applicable non-refundable application fee
- n) Certified copy of marriage certificate where applicable
- o) Letter of competence from the last employer
- p) Police clearance letter from country of origin

NB. It is the responsibility of each individual to approach SAQA and NDOH for SAQA evaluation certificate and the endorsement letter from NDOH

6.1.2 SOUTH AFRICAN CITIZENS

All requirements as outlined in 6.1.1, except that a letter of support from NDOH is not a requirement.

6.1.3 REFUGEES

All requirements as outlined in 6.1.1, except points g, h, i, j, and k, o and p.

In addition, a formal recognition of the Refugee status from Department of Home Affairs (DHA)

6.2 Applicants who wish to undergo basic/undergraduate nurse training and education in SA.

The approved nursing education institution that admits a learner from a foreign country must submit the following to the Council at the commencement of training:

- a) Study permit from the DHA
- b) Evaluation certificate from SAQA confirming the educational qualification from the country of origin
- c) Certified copy of education certificate
- d) Certified copy of official passport or South African identity document
- e) Certified copy of marriage certificate where applicable

NB. SANC will issue the certificate of registration on completion of the following courses of study.

- Bridging course for Enrolled Nurses leading to registration as a General Nurse or a Psychiatric Nurse: GG NO. R.683 of 14 April 1989
- Course leading to registration as a nurse (general, psychiatric and community) and midwife-GG NO.R.425 of 22 February 1985
- Course for the diploma in Psychiatric Nursing for registration as a Psychiatric Nurse: GG NO. R.880 of 2 May 1975

- Diploma in Community Nursing Science- GG NO. R.276 of 15 February 1980
- Course for the diploma in Midwifery for registration as a Midwife- GG NO. R.254 of 14 February 1975

6.3 An applicant who holds a foreign qualification and wishes to undertake post-graduate studies in South Africa

All the requirements as outlined in 6.1.1 and in addition of an acceptance letter into the program by the approved nursing education institution (NEI) in South Africa specifying the programme to undergo.

NB: Refugees/ Asylum Seekers who wish to undergo post-graduate studies will first be examined by the SANC as General Nurses for the R683 programme (both year levels). Upon being successful they can then undergo post-graduate studies.

6.4 Applicant who wish to do elective *practica*

Candidates who are studying in a foreign country and wish to do elective *practica* to gain experience in a specific area of practice are required to apply to an approved South African nursing education institution

The NEI that will host the foreign learner/s should submit the application letter to SANC indicating the following:

- a) Full names of foreign learner/s to be hosted
- b) The learning opportunities that the foreign learner/s will gain during the clinical *practica* in the South African Nursing Education Institution
- c) Duration of stay of foreign student/s in the Nursing Education Institution; that is the commencement date (format: yyyy-mm-dd) and the completion date
- d) Name(s) of the approved clinical facility/facilities where the foreign learner/s will be placed
- e) Name(s), qualification(s) and SANC reference number(s) of person(s) who will accompany the learner/s during their clinical placement

- f) Proof of payment to the Council of the non-refundable applicable fee per learner
- g) Clinical placement program

The following documents should be enclosed with the application letter:

- a) Certified copy of registration /enrolment certificate as a nurse from the country of origin
- b) Valid license to practice from the country of origin (for Professional nurses)
- c) Proof of indemnity insurance which is valid in South Africa
- d) Certified copy of official passport or South African identity document
- e) Valid visa where applicable

6.5 Applicants who wish to do voluntary service or research in South Africa

- The requirements are the same as in 6.4 above – except that it is the hosting institution which is a health establishment (e.g. hospital or clinic) and not a Nursing Education Institution which submits the required documents to SANC.
- When all required documents and fees are submitted to the SANC and the application meets the minimum requirements set by the SANC, the following conditions will for both applicants in 6.4 and 6.5:
 - a) A letter is issued to the host Institution by the SANC (not a registration certificate)
 - b) Duration of elective *practica* will not exceed a period of four (4) months

7. THE APPLICATION PROCESS

The process of application leading to registration is outlined below.

7.1 Phase 1: Pre-application Phase

- It is the responsibility of the individual applicant to obtain the SAQA evaluation certificate and an endorsement letter from the National Department of Health. The

delay in obtaining the above two documents should be addressed with the Institution directly and not with the South African Nursing Council

- Prior to applying to SANC the applicant must have in his/her possession **ALL** the mentioned requirements as outlined depending on the type of application including Proof of payment of the non-refundable application fee

7.2 PHASE 2: SUBMISSION OF THE APPLICATION DOCUMENTS TO THE SANC

- On receipt of the necessary requirements together with the proof of payment of non-refundable application fee, a file is opened and the SANC reference number issued. The SANC will acknowledge the application documents within two weeks of receipt at registration section
- The acknowledgement letter will be issued the following documents:
 - a) Verification form which must be completed by the Regulatory body/Board/ Council where the applicant is currently registered.
 - b) Transcript form to be completed by the Nursing Education/s where the applicant trained as a general nurse
- The above forms must be completed in English, stamped and signed by the duly designated person. Original completed forms must be returned by the relevant authority directly to SANC in a sealed envelope which is stamped and signed by the duly designated person. The transcripts that require translation must be done by the responsible Nursing education Institution
- The verification form must have a legible seal of the regulatory body/Board/ Council where the applicant is currently registered.
- Applicants will be required to start the process afresh in case of verifications and academic transcripts which aren't received with three months
- Sworn Affidavit to be completed by the Commissioner of Oaths and stamped accordingly. (In case of Refugees)

NB: The application documents which are incomplete, have cancellations, and use of correction fluid and without attached non-refundable fee will be returned back to the applicant

7.3 Phase 3: Analysis of the application documents

- This phase commences once the authentic verification form and the academic transcript are received by the SANC. During this phase, SANC will determine if the applicant meets the minimum requirements for registration in South Africa. Evaluation of the submitted documents will be done by a panel of evaluators at the South African Nursing Council, who will identify the SANC qualification equivalent to the candidate's training acquired in a foreign country. This is supported primarily by the South African Nursing Council regulations and directives and prescripts of South African Qualification Authority (SAQA). If the applicant meets the requirements for such qualification, he/she is supported for the admission examination for foreign applicants
- The candidate is informed in writing of the outcomes of the evaluation. The following documents and information is provided to the applicant in order to prepare for entry into the relevant examination :
 - An application form for entry into the examination and information about the examination fee
 - Brochure for learning material
 - Information on examination centres
- Refugees write basic examinations that are conducted for SA citizens based on their area of competence as declared in the affidavit and SAQA evaluation certificate
- Nurses who are coming to South Africa for post basic studies are exempted from writing the admission examination

- It is the responsibility of the applicant to purchase material for the examination and **NO previous question papers will be made available to applicants**

7.4 Phase 4: Examination

- Only applicants who have submitted completed examination application forms, proof of payment, current license to practice (if the initial one has expired) and a relevant permit (where applicable) will be entered for the examination. The documents must be submitted on or before the closing date as reflected in the examination schedule for that year
- An examination form which is incompletely filled will not be processed and applications received after the due date will not be processed
- The examination time table is send to the Nursing Education Institution where the examination will be held
- An SMS is sent to individuals to confirm registration to the examination two weeks before the examination is held
- The official examination results are posted to individual applicants and information is provided about the next application phase
- All applicants will be reassessed **twice** only and if the applicant is not successful, the application will be terminated
- The applicant who fails the examination and wishes to apply for remark will be guided by the remarking procedure of the SANC

7.5 Phase 5: Application for registration

A candidate who is successful in the examination will be required to submit the following:

- Registration application form
- Proof of payment of the registration application fee

- Letter of support from the NDoH for registration and employment: FWMP (2nd letter) in case of persons who seek employment.
- Valid permit if already in South Africa
- An original copy of the License to practice (if the original one submitted expired during the process of application). The SANC will not register any candidate whose license to practice has expired hence it is important that an applicant update the license to practice with the Council/Authority body until registered with the SANC
- A certificate of limited registration is issued by SANC and is valid for a period determined in the work permit/ critical skills permit/ relatives permit/ accompanying spouse permit
- The conditions as stipulated in the 2nd Endorsement letter will reflect on the registration certificate (province and hospital where the nurse will be placed and the validity of the certificate)
- Refugees are also be issued with limited registration (in line with the validity period of such permit) which is renewable until they are permanent residents of South Africa
- Candidates have to maintain their names on the register annually by paying subscription fees depending on their categories.

7.6 Application for extension of registration

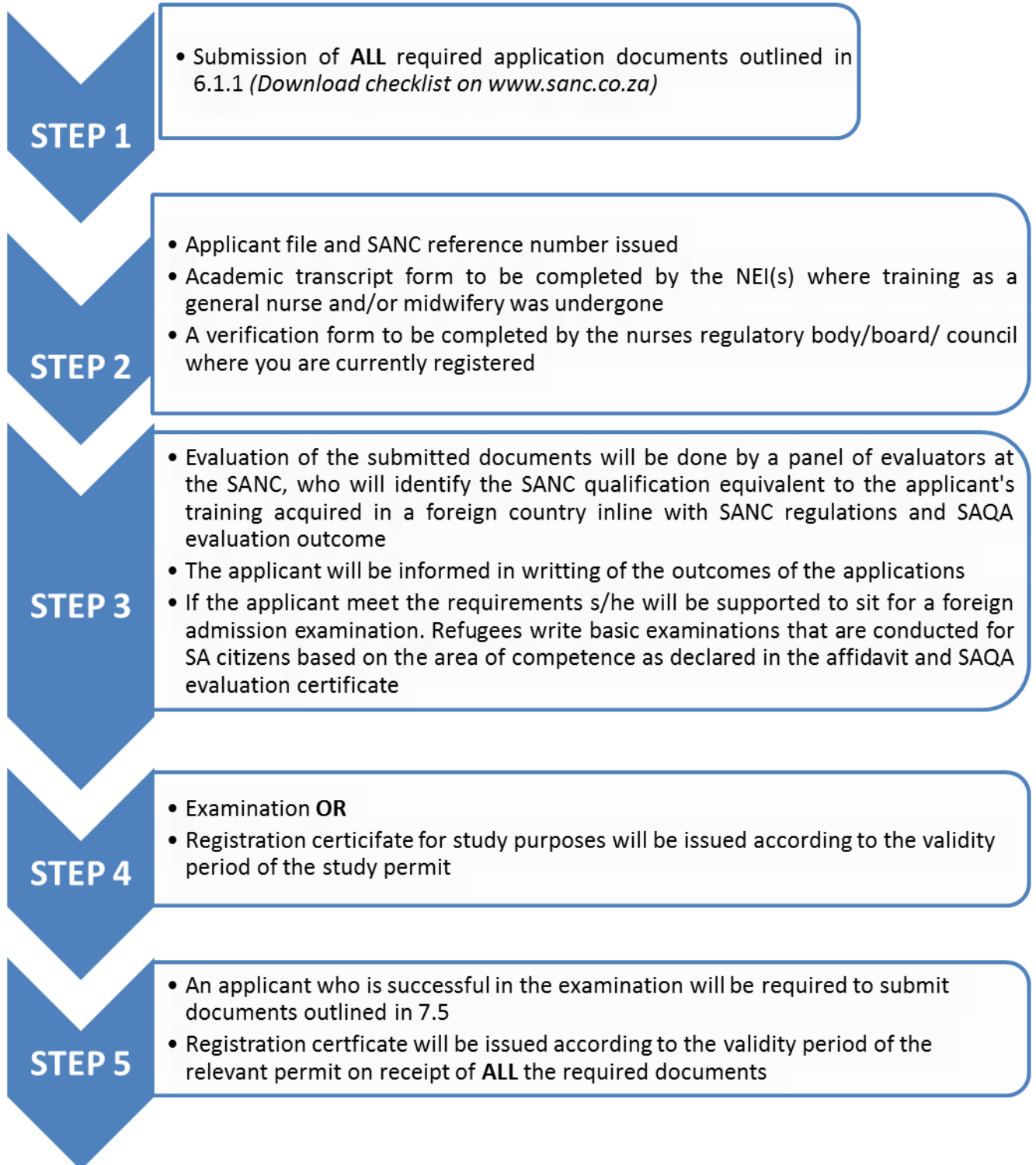
No extension of registration will be done automatically. A candidate who wishes to apply for extension of registration must submit the following:

- Registration application form
- Proof of payment of the registration application fee
- Letter of support from the NDoH: FWMP- extension
- Valid permit

8. Appeals process

An applicant may appeal against the decision made by South African Nursing Council (SANC), after evaluation process regarding the recognition of a foreign qualification.

9. APPLICATION FOR REGISTRATION OF INTERNATIONALLY QUALIFIED NURSES AND MIDWIVES PATHWAY



10. USEFUL CONTACT DETAILS/INFORMATION

10.1 Bank details of the South African Nursing Council

Name of Bank:	FNB (First National Bank)
Branch Code:	251445
Name of Account Holder:	South African Nursing Council
Account Number:	51425166282
Deposit reference:	14549091 (followed by name of applicant)

10.2 National Department of Health: Foreign Workforce Management Programme

Physical Address

Room 1002, Civitas Building
Cnr. Andries and Struben Streets
Pretoria

E-mail: director@health.gov.za

Tel: 012 359- 8686/ 0865

Fax: 086 529 5306

Postal Address

Programme Manager
National Department of Health:
Foreign Workforce Management
Programme
Private Bag X828
Pretoria
0001

10.3 South African Qualifications Authority

Physical Address

6th Floor, Forum West
1067 Arcadia Street
Hatfield
Pretoria

E-mail: saqa.info@saqa.org.za

Website: www.saqa.org.za

Tel: 012 431-5000

Fax: 012 431-5039

Postal Address

Centre for Evaluation of Educational
Qualifications
PostNet Suite 248
Private Bag X06
Waterkloof
0145

10.4 Tests on English as a Foreign Language (TOEFL)

Registration:	Johannesburg Test Center
Prometric	Thomson Prometric
ATTN: PTC Registrations	55 Empire Road
Noorderwagenplein 6	Parktown
8223 Al Lelystad	(Centre no. 8201)
The Netherlands	Tel: +27 (0) 11 713 0653
Tel: +31 320 239-593	Fax: +27 (0) 11 482 3715

Fax: +31 320 239-886
www.ETS.org

10.5 International English Language Test System (IELTS)

Physical Address

Ground Floor
Forum 1
Braakpark
33 Hoofd Street
Braamfontein
Johannesburg
2001

Postal Address

British Council
P O Box 30637
Braamfontein
2017
Tel: 011 718 4300
Toll Free: 0860 01 22 33
Fax: 011 718 4400/4402

Email: information@britishcouncil.org.za

Website: www.britishcouncil.org.southafrica