



# South African Nursing Council

*The Nursing Council was established under the Nursing Act, 1978*

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## **GUIDELINES FOR NURSING EDUCATION INSTITUTIONS: REQUIREMENTS FOR PROCESSING OF LEARNERS WHO ARE REGISTERED IN TERMS OF THE NURSING ACT, 2005**

# 1 Introduction

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In terms of the Nursing Act, 2005 (Act No. 33 of 2005), the following is required in respect of registrations:

- A person undergoing education and training in nursing must apply to the Council to be registered as a learner nurse or learner midwife – Section 32(1).
- The person in charge of a nursing education institution (NEI) must, within 30 days, notify and furnish to the Council information prescribed by the Council in respect of each learner nurse or learner midwife who has commenced, completed, transferred to or abandoned a prescribed nursing education and training programme (prescribed programme) – Section 32(3).
- No person may practice as a practitioner unless he or she is registered to practice in a prescribed category – Section 31(1) and (2).
- The Council must register the additional qualification of a registered practitioner on receipt of a written request if the practitioner complies with all requirements for registration of the additional qualification including the payment of required fees – Section 34(1) and (2).

Registrations referred to above will be processed only once the Council is furnished with all the prescribed particulars, information, documentation and payment.

The process of registration is currently arduous due to various factors associated with the processes of the Council, nature of submissions by some nursing education institutions (NEIs) and applications by candidates which are sometimes received months after completion of training. All these factors cause undue delays in registration.

This document is intended to ensure that the flow of communications relating to learners between the Nursing Education Institutions (NEIs) and South African Nursing Council (SANC) and vice versa occurs in a manner that is:

- Consistent;
- Efficient; and
- Effective

The ultimate objective is to achieve a much improved level of service delivery and responsiveness relating to learner matters. This will benefit the three parties involved namely:

- Nursing learners;
- Nursing Education Institution; and
- South African Nursing Council.

SANC believes that by making these requirements known, and with the committed support of the NEIs, the problems that have beset these processes in the past can be largely overcome. SANC is committed to service delivery improvement and trusts that it will be supported in its efforts to improve by a conscientious reciprocal effort on the part of NEIs.

Your feedback, suggestions and comments on the requirements will always be most welcome. Please communicate these to SANC via the contact details given at the end of the document. Any future improvements to these requirements will be communicated to all NEIs.

## **2 Overview**

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This document covers the submission by NEIs to SANC of the following documents, related to prescribed programmes:

- a) Applications for registration as learners;
- b) Applications for learners to write SANC examinations;
- c) Notices for termination of training of learners;
- d) Notices of completion of training of learners;
- e) Declarations;
- f) Applications for learners to be registered as practitioners; and
- g) Applications to register additional qualifications.

Note that the documents in (f) and (g) above are usually submitted together with the documents in (d). However, if the regulations permit terminations to register in a lower category, documents in (f) above may also be submitted together with the documents in (c).

The declarations referred to in (e) above must be submitted to SANC at the same time as the notices referred to in (c) or (d) as the case may be – even though the NEI may only confer the actual qualification on the learner at a much later date.

This document has a special section that covers the requirements for learners who transfer between NEIs and/or between prescribed programmes.

This document also covers the requirements when the following documents from SANC are received by the NEIs:

- Learner certificates/cards;
- Examination results; and
- Registration certificates

Each of the topics mentioned above will be dealt with in more detail below. But first we will deal with some general requirements that apply to almost all submissions to SANC by NEIs.

The submissions covered in this document will include information, documentation and requirements that have previously been submitted by individual learners directly to the Council – particularly those learners who had already completed the prescribed programme and left the nursing education institution.

## **3 General requirements for submissions to SANC**

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In this section we cover some general requirements for NEIs submitting documents to SANC. These requirements apply to most of the situations covered in this circular.

### **3.1 Responsibility of persons in charge of NEIs**

It is the responsibility of the person in charge of an NEI to:

- Instruct learners and/or programme administrators in how to fill in forms correctly and completely;
- Check that all forms are correctly filled in before they are submitted to SANC;
- Check that all additional requirements are met before documents are submitted to SANC; and
- Ensure that the required fees are paid to SANC and that SANC can correctly identify the learners for whom payment is being made.

### **3.2 Official SANC forms**

Applications and notices must be submitted to SANC on the official forms supplied by SANC for this purpose. NEIs can obtain copies of the required forms by:

- Requesting the required quantity in writing from SANC – please allow sufficient time for printing and postage; or
- Printing the required quantity from the electronic version that is available on the SANC website (in PDF format).

NEIs are required to ensure that the correct application or notice forms are used at all times. This includes ensuring that the latest version on the applicable form is used. SANC will always send out a notice when forms are changed. NEIs can also check for the latest version on the SANC website.

### **3.3 Covering letters**

In the remainder of this document, the requirements will be given for an individual application or notice that must be submitted to SANC by the NEI. In the majority of cases however, several similar documents will be submitted simultaneously. Similar documents (for example applications to register as learners for the same prescribed programme) must therefore be submitted to SANC under cover of a letter on the official letterhead of the NEI (covering letter).

The covering letter must contain the usual contact details for the NEI together with the following information specific to the document/documents being submitted:

- Type of documents being submitted;
- Names and SANC reference numbers of learners for whom documents are being submitted (OR, in the case of learners who do not yet have a SANC reference number, names and identity numbers OR, in the case of foreign applicants, names and passport numbers/countries);
- The total number of documents submitted; and
- The total amount of the payments made in respect of the submission and the method of payment used or proof of payment made.

The covering letter must be signed by the person in charge of the NEI.

The name and contact details of the administrator for the applicable prescribed programme – the person who should be contacted in case of any queries regarding the submission.

## **4 Application for registration as a learner**

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In order for the Council to commence processing an application for registration as a learner, a complete pack of documentation from the head of the NEI must be submitted.

Full details of the submission process and further processing once learner registration is completed are given below.

### **4.1 Covering letter**

In addition to the information mentioned in 3.3 above, the covering letter should indicate the following:

- Name of the prescribed programme followed by the applicable government notice number and date of the *Gazette* containing the regulations for the prescribed programme. The prescribed programme name should be the name reflected in the regulations for the prescribed programme and not the name used by the NEI. Should the nursing education institution wish to use any other additional name for academic purposes, such a name may be written in brackets immediately after the name of the prescribed programme.
- Nature of the application - namely “Commencement of a prescribed programme”.
- Date of commencement of the prescribed programme in full e.g. 01 January 2010.

### **4.2 Application form for registration as a learner nurse/ midwife**

The approved form obtainable from the Council for this purpose must be utilized. The form must:

- Bear the full and correct names of the learner nurse/midwife, as they appear in the learner’s identity document;
- Be completed in full;
- Bear the signatures of both the learner nurse/midwife and the head of the NEI; and
- Bear the official stamp of the NEI.

### **4.3 Payment or proof of payment**

Proof of payment of the required learner registration fee made electronically or by other means directly into the Council bank account by the NEI must be included. NEIs should ensure that the information which will print on the Council’s bank statement contains the reference number allocated to the NEI by SANC to facilitate identification and allocation of the payment.

In exceptional circumstances, payment of the required learner registration fee by means of bank guaranteed cheque of the NEI may accompany the application.

Payment by means of postal orders is **STRONGLY DISCOURAGED** because these often have already expired when they are received by SANC or they are made out incorrectly – leading to delays in processing of the application.

#### **4.4 Certified copy of the learner’s original identity document**

A certified copy of the learner’s South African identity document OR, in the case of a foreign learner, a certified copy of the learner’s passport from his country of origin must be included.

Applications without the correct identification will NOT be processed.

#### **4.5 Certified copy of the prescribed general education certificate**

A certified copy of the learner’s highest general education certificate must be included.

Applications without the correct general education certificate will NOT be processed.

An example is the matric/ national senior certificate or equivalent. The latter must have been verified with the South African Qualifications Framework (SAQA) prior to submission to SANC. This is the responsibility of the NEI.

#### **4.6 Copy of current Annual Practicing Certificate**

This is **ONLY** required for a learner who is already registered as a practitioner.

#### **4.7 Processing once completion of registration as a learner is completed**

If the Council is satisfied that the applicant meets all the requirements for the prescribed programme, the applicant will be registered as a learner and the Council will print a learner certificate/card in respect of the learner. These will be sent with other related documents to the NEI by registered mail. When the NEI receives these documents, the learner certificate/card and regulations for the prescribed programme must be distributed to the learner to whom they have been issued by the person in charge of the NEI.

## **5 Application for a learner to write SANC examination**

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In order for the Council to commence processing an application for admission to a SANC examination, a complete pack of documentation from the head of the NEI must be submitted.

Full details of the submission process and further processing once candidates have been admitted to the examination is completed are given below.

## 5.1 Covering letter

In addition to the information mentioned in 3.3 above, the covering letter should indicate the following:

- The year of the examination – e.g. First Year Examination, Final Examination, etc.
- Name of the prescribed programme followed by the applicable government notice number and date of the *Gazette* containing the regulations for the prescribed programme. The prescribed programme name should be the name reflected in the regulations for the prescribed programme and not the name used by the NEI. Should the nursing education institution wish to use any other additional name for academic purposes, such a name may be written in brackets immediately after the name of the prescribed programme.
- Nature of the application - namely “Examination Application”.
- Date (month and year) of the relevant examination e.g. January 2010.

## 5.2 Application form for admission to the examination

The approved form obtainable from the Council for this purpose must be utilized. The form must:

- Bear the full and correct names of the learner nurse/midwife, as they appear in the learner’s identity document;
- Be completed in full;
- Bear the necessary certificate completed in full that the learner will complete/ has already completed the necessary education and training requirements before the date of the examination;
- Bear the signatures of both the learner nurse/midwife and the head of the NEI; and
- Bear the official stamp of the NEI.

## 5.3 Payment or proof of payment

Proof of payment of the required examination fees and late entry fees (where necessary) made electronically or by other means directly into the Council bank account by the NEI must be included. NEIs should ensure that the information which will print on the Council’s bank statement contains the reference number allocated to the NEI by SANC to facilitate identification and allocation of the payment.

In exceptional circumstances, payment of the required examination and late entry fees by means of bank guaranteed cheque of the NEI may accompany the application.

Payment by means of postal orders is **STRONGLY DISCOURAGED** because these often have already expired when they are received by SANC or they are made out incorrectly – leading to delays in processing of the application.

#### **5.4 Processing once completion of registration as an examination candidate is completed**

If the Council is satisfied that the applicant meets all the requirements for admission to the examination, the applicant will be registered as a candidate and the Council will print an examination time table for the candidate. This will be sent with other related documents to the NEI by registered post. When the NEI receives these documents, the examination time table must be distributed to the learner to whom it has been issued by the person in charge of the NEI.

The examination is then conducted according to the requirements in place from time to time. These requirements will not be covered in this document.

#### **5.5 Processing once the examination results are finalised**

Once the examination and marking processes have been completed, the examination results and individual exam result letters will be printed by SANC. These will be sent with other related documents to the NEI by registered post. When the NEI receives these documents, the individual examination results letter must be distributed to the learner to whom it has been issued by the person in charge of the NEI.

## **6 Notice of termination of training of a learner**

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In order for the Council to finalize the training records for a registered learner nurse/midwife on termination of the programme, a complete pack of documentation from the head of the NEI must be submitted.

Full details of the submission process are given below.

### **6.1 Covering letter**

In addition to the information mentioned in 3.3 above, the covering letter should indicate the following:

- Name of the prescribed programme followed by the applicable government notice number and date of the *Gazette* containing the regulations for the prescribed programme. The prescribed programme name should be the name reflected in the regulations for the prescribed programme and not the name used by the NEI. Should the nursing education institution wish to use any other additional name for academic purposes, such a name may be written in brackets immediately after the name of the prescribed programme.
- Nature of the notice - namely “Termination of education and training”.



## **6.2 Notice of termination as a learner nurse/ midwife**

The approved form obtainable from the Council for this purpose must be utilized. The form must:

- Bear the full and correct names of the learner nurse/midwife, as they appear in the learner's identity document;
- Be completed in full;
- Bear the signatures of head of the NEI; and
- Bear the official stamp of the NEI.

## **6.3 Record of education and training undergone by the learner and leave taken (official transcript of training record)**

The approved form obtainable from the Council for this purpose must be utilized. The form must:

- Bear the full and correct names of the learner nurse/midwife, as they appear in the learner's identity document;
- Be completed in full;
- Contain full details of the theoretical and practical education and training undergone;
- Bear the signatures of head of the NEI; and
- Bear the official stamp of the NEI.

## **6.4 Processing once termination as a learner is completed**

If permitted in the regulations, and provided the learner meets all the prescribed requirements, a learner may qualify for registration in a lower category. If applicable, this option should be offered to the learner by the person in charge of the NEI. If required, the application for registration in the lower category, together with any requirements in terms of the regulations, must accompany this termination form.

# **7 Completion of training of a learner**

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In order for the Council to finalize the training records for a registered learner nurse/midwife on completion of the programme, a complete pack of documentation from the head of the NEI must be submitted.

Full details of the submission process are given below.

## **7.1 Covering letter**

In addition to the information mentioned in 3.3 above, the covering letter should indicate the following:

- Name of the prescribed programme followed by the applicable government notice number and date of the *Gazette* containing the regulations for the

prescribed programme. The prescribed programme name should be the name reflected in the regulations for the prescribed programme and not the name used by the NEI. Should the nursing education institution wish to use any other additional name for academic purposes, such a name may be written in brackets immediately after the name of the prescribed programme.

- Nature of the notice - namely “Completion of education and training”.

## **7.2 Notice of completion as a learner nurse/ midwife**

The approved form obtainable from the Council for this purpose must be utilized. The form must:

- Bear the full and correct names of the learner nurse/midwife, as they appear in the learner’s identity document;
- Be completed in full;
- Bear the signatures of head of the NEI; and
- Bear the official stamp of the NEI.

## **7.3 Record of education and training undergone by the learner and leave taken (official transcript of training record)**

The approved form obtainable from the Council for this purpose must be utilized. The form must:

- Bear the full and correct names of the learner nurse/midwife, as they appear in the learner’s identity document;
- Be completed in full;
- Contain full details of the theoretical and practical education and training undergone;
- Bear the signatures of head of the NEI; and
- Bear the official stamp of the NEI.

## **7.4 Processing once completion as a learner is processed**

An application for registration will usually be submitted to Council together with the completion of training. In the case of those learners required to do Community Service, the required application to be registered for Community Service will be submitted instead.

# **8 Application for learner to be registered as a practitioner**

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An application to register a learner as a practitioner following the successful completion of a prescribed programme will usually accompany the completion notice for the learner – i.e. together with the documents in 7 above.

An application to register a learner as a practitioner following the completion of part of a prescribed programme, in terms of provisions of the applicable regulations, will usually accompany the termination notice for the learner – i.e. together with the documents in 6 above.

Full details of the submission process and further processing once registration is completed are given below.

### **COMMUNITY SERVICE**

**Please note that there is a separate process to be followed for learners who are required to do Community Service. Please consult the Community Service guidelines in such cases.**

#### **8.1 Covering letter**

The covering letter must indicate the following:

- Status of application i.e. completion of an accredited programme
- Correct name of the programme
- Date of completion in full
- Name/s of students who are eligible for registration against whose names the SANC Reference numbers are reflected and whose application forms are attached

#### **8.2 Duly completed and signed application form**

The approved application form obtainable from the Council for this purpose must be utilized. The form must:

- Bear the full and correct names of the learner nurse/midwife, as they appear in the learner's identity document;
- Be completed in full;
- Bear the signatures of both the learner nurse/midwife and the head of the NEI; and
- Bear the official stamp of the NEI.

#### **8.3 Proof of payment of applicable registration fee**

If applicable, proof of payment of the required registration fee made electronically or by other means directly into the Council bank account by the NEI must be included. NEIs should ensure that the information which will print on the Council's bank statement contains the reference number allocated to the NEI by SANC to facilitate identification and allocation of the payment.

In exceptional circumstances, payment of the required registration fee by means of bank guaranteed cheque of the NEI may accompany the application.

Payment by means of postal orders is **STRONGLY DISCOURAGED** because these often have already expired when they are received by SANC or they are made out incorrectly – leading to delays in processing of the application.

#### **8.4 Certified copy of the applicant's South African identity document**

A certified copy of the learner's South African identity document OR, in the case of a foreign learner, a certified copy of the learner's passport from his country of origin must be included.

Applications without the correct identification will NOT be processed.

#### **8.5 A declaration**

This certifies that the said learner/s have successfully completed the accredited programme. Such a declaration must comply with the following:

- Issued by the person in charge of the nursing education institution
- Signed by both the head of nursing and relevant second authority e.g. head of the programme.
- Bear the official stamp of the NEI.
- Details as outlined in the completion form
- It must be accompanied by an attached list of approved/accredited clinical facilities that were used for placement of the learners concerned

#### **8.6 Processing once registration as a practitioner is completed**

The Council will, upon registration, dispatch by registered mail all registration certificates in a batch to the NEI concerned. This should make it possible for both the Council and the accredited NEI to have control over issued certificates and in the process:

- Prevent lost certificates or certificates issued to the wrong person; and
- Avoid delays in the receipt of some practitioner's certificates due mainly to those certificates being returned to Council by the Post Office marked "uncollected".

## **9 Application to register an additional qualification**

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Please note that all the requirements outlined in 8 above are applicable for registration of additional qualifications.

## 10 Queries and feedback

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All queries and/or feedback in respect of this document must be directed to the appropriate manager at the following numbers:

Examinations:	Manager: Examinations (Assessments)
	Tel: 012 426-9596
	Email: Examinations@sanc.co.za
Registrations:	Manager: Registrations
	Tel: 012 426-9599
	Email: Registrations@sanc.co.za
General:	Tel: 012 420-1000 (Call Centre)
	Email: registrar@sanc.co.za

Alternatively address your written query to:

The Registrar  
South African Nursing Council  
P O Box 1123  
Pretoria  
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