



**South African Nursing Council**  
*Regulating nursing, advocating for the public*

---

## REGISTRAR'S ROADSHOW PRESENTATION MS AGNES MNGUNI

—  
**12 & 15 March 2024**

### **Contact**

E: [customerservice@sanc.co.za](mailto:customerservice@sanc.co.za)  
W: [www.sanc.co.za](http://www.sanc.co.za)

# PROFESSIONAL AFFAIRS MATTERS

- Learner Affairs

# Learner Registrations

- All nurses undergoing nursing programme must be registered with SANC as stipulated in the Nursing Act, 2005 (Act No. 33 of 2005), Section 32 (1).
- Learner application forms must be filled in accurately and be signed by both the Person in charge of the Nursing Education Institution and the Learner prior to sending them to SANC.
- All supporting documents must be attached, inclusive of:
  - Certified copies not older than 6 months
  - Statements of results will only be accepted for Learners who sat for the November 2023 Matric examination; the NEI should follow up to obtain the Matric certificates.

# Learner Registrations

- NEIs should attach covering letters when submitting applications
- The NEI should state the prescribed programme, followed by the applicable government notice number and date of the Gazette containing the regulation.
- List of all the documents being submitted.
- The NEI should use the available checklist found at the SANC website, [www.sanc.co.za](http://www.sanc.co.za) , *under students/ Documents/ NEI checklist to accompany the Registration as a Learner Nurse/ Midwife*

# Learner Registrations continued

- The office will not accept individual applications from Learners
- The NEI should break down the fees for more than one programme as follows:
  - Name of the programme
  - The number of students
  - Total amount paid
  - Grand total
  - Proof of payment with the correct payment made
  - The NEI S-number followed by the payment type code REGLEN as reference.

# Late and Retrospective registration of Learners

- Late registration refers to learners who are registered after 90 days of commencement of education and training in an NEI as per Section 32 (4) of the Nursing Act, (Act 33 of 2005).
- Retrospective registration refers to learners who completed their education and training programme without being registered as learners as per Section 32 (1) of the Act as stated above.
- A person who fails to adhere to the above provisions, is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding 12 months, Section 32 (5) of the Act, (Act No. 33 of 2005).

# Late and Retrospective registration of Learners continued

- The office will not accept individual applications from Learners
- The NEI should breakdown the fees for more than one programme as follows:
  - Name of the programme
  - The number of students
  - Total amount paid
  - Grand total
  - Proof of payment with the correct payment made
  - The NEI S-number followed by the payment type code REGLEN as reference.

# Nurse Registrations

- Upon completion of training the NEI must send the completion of training records, including certified copies of the ID and proof of payment of R840.00
- The completion of training records must be submitted within thirty (30) days of completion of training.
- Should the NEI require an invoice to make a payment, please send a request to Mr Lucas Mosime at [mosime@sanc.co.za](mailto:mosime@sanc.co.za) with the following information:



# Nurse Registrations continued

- Purpose of the invoice
- Number of the Learners
- Name of the NEI
- Address of the institution
- VAT number of the institution

The latest version of the registration forms are available on the SANC website, under *Students/ Documents/*

# Nurse Registrations for Postgraduate Diplomas

- The completion records must meet both the Clinical and theoretical requirements
- No Learner must submit academic records to the SANC
- Completion records, declaration and academic transcripts must contain complete and correct information
- Commencement and completion of training dates must be reflected accurately

# Nurse Registrations: Foreign matters

- Practitioners with limited registrations and whose registration certificates have expired, should submit the following to renew their registrations.
  - Original registration certificate that has expired
  - Endorsement letter from the Department of Health Foreign Workforce for such renewal/ extension
  - Current certified copy of the visa and passport
  - Application form
  - Proof of payment of the registration fee

# Conclusion

- Continuous engagement between Stakeholders and the SANC is highly appreciated as the SANC is committed to being a credible and responsive regulatory body.
- The issues of compliance are also important to ensure that the NEIs are not subjected to the processes related to non-compliance.
- A collaborative approach is key towards strengthening nursing education and training in the country.

THANK YOU

