

# **GUIDELINES FOR NURSING EDUCATION INSTITUTIONS: REQUIREMENTS FOR PROCESSING OF LEARNER APPLICATIONS IN TERMS OF THE NURSING ACT, 2005**

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**South African Nursing Council**  
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## 1. GLOSSARY OF TERMS

ACT	The Nursing Act, 2005 (Nursing Act No. 33) of 2005
Candidate	A pupil nurse, student or student midwife, or student following a post- basic course
Elective practica	The opportunity given to foreign candidates to gain experience in a specific area of practice are required to apply to an approved African nursing education institution.
Evaluation of foreign qualifications:	The process followed by SANC to verify the authenticity of foreign qualifications and to compare them 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.
Learner	a person undergoing education and training in nursing
Limited registration:	In Section 33 (1) of the Nursing Act 2005, the Council may provide limited registration to a person who holds a qualification other than a qualification contemplated in Section 38 of the Nursing Act 2005 to practice as a nurse
Post- basic course	Any course specified as a post- basic course in the regulations made for a specific course

## 2. ACRONYMS

DHA	Department of Home Affairs
FWMP	Foreign Workers Management Programme
GG	Government Gazette
IETS	International English Tests System
NDoh	National Department of Health
NEI	Nursing Education Institution
PRP	Permanent Residence Permit
RSA	Republic of South Africa
SANC	South African Nursing Council
SAQA	South African Qualification Authority
TOEFEL	International English Tests System

### 3. INTRODUCTION

In terms of Sections 32- 45 of the Nursing Act, 2005 (Act No. 33 of 2005), the following is required in respect of Learner registrations:

- 3.1 In accordance with Section 32 (1) of the Nursing Act, 2005, “A person undergoing education and training in nursing must apply to the Council to be registered as a learner nurse or learner midwife “
- 3.2 Section 32 (3) “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 “
- 3.3 Section 31 (1).” Subject to the provisions of Section 37, no person may practice as a practitioner unless he or she is registered to practice in at least one of the prescribed categories “
- 3.4 Section 34 (1) and (2) “The Council must register the additional qualification of a person who is registered under Section 31 and who applies in writing for such registration. If the practitioner complies with all requirements for registration of the additional qualification including the payment of required fees
- 3.5 “In Section 32 (2), Registrations referred to above will be processed only once the Council is furnished with all the prescribed particulars for a training programme at a nursing education institution, namely: information, documentation and payment.

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

#### 4. PURPOSE

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

- 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 challenges 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.

#### 5. SCOPE

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

- 5.1 Applications for registration as learners
- 5.2; Applications for learners to write SANC examinations.
- 5.3 Notices for termination of training of learners
- 5.4 Notices of completion of training of learners
- 5.5 Declarations.
- 5.6 Applications for learners to be registered as practitioners; and
- 5.7 Applications to register additional /postgraduate qualifications.

Note that the documents in (5.6) and (5.7) above are usually submitted together with the documents in (5.4). However, if the regulations permit terminations to register in a lower category, documents in (5.6) above may also be submitted together with the documents in (5.3).

Issuance of lower qualifications will come to an end once the Circular has been repealed and NEIs will be informed

(This applies to legacy qualifications that have been phased out)

The declarations referred to in (5.5) above must be submitted to SANC at the same time as the notices referred to in (5.3) or (5.4) 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 registration certificates
- Examination results; and
- Registration certificates

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

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

## 6. RELATED LEGISLATION AND DOCUMENTS

6.1 The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996)

6.2 Nursing Act, 2005 (Act No. 33 of 2005)

6.3 Higher Education Amendment Act, 2008 (Act No. 39 of 2008)

6.4 National Qualification Framework Act, 2008 (Act No. 67 of 2008)

6.5 Regulation relating- to the Accreditation of Institutions as Nursing Education Institutions (Government Notice No. 173 of 8 March 2013)

- 6.6 Regulations relating to the particulars to be furnished to the Council for keeping of register for nursing practitioners, their manner of effecting alterations to the register, and certificates that may be issued by the Council (R195 OF 19 February 2008 as amended)
- 6.7 Regulations regarding the register for learner/ student nurses and learner/ student midwife (Government Notice No. R519 of 11 May 2020)
- 6.8 Regulations relating to the Approval of and the Minimum Requirements for Education and Training of a Learner leading to Registration in the Category Auxiliary Nurse (Government Notice No. R169 of 8 March 2013)
- 6.9 Regulations relating to the Approval- of and the minimum Requirements for the Education and Training of a Learner leading to Registration in the Category General Nurse (Government Notice No. R171 of 8 March 2013)
- 6.10 Regulations relating to the Approval of and the minimum Requirements for the Education and Training of a Learner leading to Registration in the Category Professional Nurse and Midwife (Government Notice No. R174 of 8 March 2013)
- 6.11 Regulation relating to the Approval of and the minimum Requirements for the Education and Training of a Student leading to Registration as a Nurse Specialist or Midwife Specialist (Government Notice No. R.635 of 5 June 2020)
- 6.12 Regulation relating to the Approval of and the Minimum requirements for Education and Training of a Student leading to Registration in the Category Midwife (Government Notice No. R1497 of 22 November 2019)
- 6.13 Regulation relating Recognition of Prior Learning (RPL) Coordination Policy No. 381 National Gazette No. 39876 of 31 March 2016.

## **7. GENERAL REQUIREMENTS FOR SUBMISSIONS TO SANC**

This section covers some general requirements for NEIs when they submit documents to SANC. These requirements apply to most of the situations covered in this guideline.

## 7.1 Responsibility of persons in charge of NEIs

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

- 7.1.1 Instruct learners and/or programme administrators on how to fill in forms accurately and completely.
- 7.1.2 Check that all forms are accurately filled in before they are submitted to SANC.
- 7.1.3 Check that all additional requirements are met before documents are submitted to SANC; and
- 7.1.4 Ensure that the required fees are paid to SANC and that SANC can correctly identify the learners for whom payment is being made. (NB Bulk payment only; NOT individual)

## 7.2 Official SANC forms

- 7.2.1 Applications and notices must be submitted to SANC only on the official forms supplied by SANC for this purpose.
- 7.2.2 NEIs are required to ensure that the correct application or notice forms are always used. This includes ensuring that the latest version on the applicable form is used which are found available on the SANC website [www.sanc.co.za](http://www.sanc.co.za) NB. Incorrect and incomplete application forms will be returned to the NEI. The NEI will be expected to arrange courier to collect the documents

## 7.3 Covering letters

- 7.3.1 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 most 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 one covering letter on the official letterhead of the NEI Each program must be accompanied by proof of payment where applicable.

7.3.2 The covering letter must contain the usual contact details and S Number of the NEI together with the following information specific to the document/documents being submitted:

7.3.2.1 Type of documents being submitted.

7.3.2.2 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);

7.3.2.3 The total number of documents submitted; and

7.3.2.4 The total amount of the payments made in respect of the submission and the method of payment used or proof of payment. The covering letter must be signed by the person in charge of the NEI.

7.3.2.5 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.

## **8. APPLICATION FOR REGISTRATION AS A LEARNER NURSE/MIDWIFE**

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.

### **8.1 Covering letter**

In addition to the information mentioned in 7.3 above, the covering letter should indicate the following:

- 8.1.1 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.
- 8.1.2 Nature of the application, namely: "Commencement of a prescribed programme".
- 8.1.3 Date of commencement of the prescribed programme in full e.g. 1 January 2021

## 8.2 Application form for registration as a learner nurse/midwife

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

The form must:

- 8.2.1 Bear the full and correct names of the learner nurse/midwife, as they appear in the learner's identity document.
- 8.2.2 Be completed in full as stipulated in Section 2 of the R519 of 11 May 2020
- 8.2.3 Bear the signatures of both the Learner nurse/midwife and the head of the NEI; and
- 8.2.4 Bear the official stamp of the NEI.

## 8.3 Payment or proof of payment

- 8.3.1 Proof of payment of the required learner registration fee made electronically or by other means directly into the bank account by the NEI must be included. NEIs should ensure that the information printed on the SANC bank statement contains the reference number allocated to the NEI by SANC and correct code to facilitate identification and allocation of the payment.
- 8.3.2 Payment by means of postal orders is – **NOT ACCEPTABLE**

**NB!! Bulk payment must be made for all Learner registrations including learners undergoing the post graduate diploma training.**

#### **8.4 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/her country of origin must be included.

**NB!! Applications without the correct identification will NOT be processed.**

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

8.5.1 A certified copy of the Learner's highest general education certificate must be included

8.5.2 It is the responsibility of the NEI to ensure that the Matric certificate is verified with UMALUSI, and a report is attached

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

8.5.4 An example is the matric/national senior certificate. 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 and the report must accompany the application documents.

**NB!! No application will be accepted without the required supporting documents; it is the responsibility of the NEI to ensure that the application forms are accompanied by the necessary supporting documents.**

## 8.6 Copy of current Annual Practicing Certificate

In terms of sub-regulation 3 of R519, an application for a programme leading to registration of an additional qualification, the applicant must, at the time of application be registered in terms of section 32 (1) OF THE Act and maintain this registration for the complete duration of the programme.

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

## 8.7 Processing once completion of registration as a Learner is completed

- 8.7.1 If the SANC is satisfied that the applicant meets all the requirements for the prescribed programme, the applicant will be registered as a Learner and a learner registration certificate in respect of the learner will be printed
- 8.7.2 SANC reference number will be allocated to students who have never been registered with SANC before, the provided SANC reference number should be used by the students throughout their nursing career.
- 8.7.3 These certificates will be sent to the NEI by courier.
- 8.7.4 When the NEI receives these documents, the Learner registration certificate must be distributed to the Learner to whom they have been issued by the person in charge of the NEI.

**NB Please check the certificates for correctness**

## 9. APPLICATION FOR A LEARNER TO WRITE SANC EXAMINATION

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.

## 9.1 Covering letter

In addition to the information mentioned in 7.3 above, the covering letter should indicate the following:

- 9.1.1 The year of the examination – e.g. First Year Examination, Final Examination, etc.
- 9.1.2 Name of the prescribed programme followed by the applicable government notice number and date of the Gazette containing the regulations for the prescribed programme.
- 9.1.3 The prescribed programme name should be the name reflected in the regulations for the prescribed programme and not the name used by the NEI!!
- 9.1.4 **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.**
- 9.1.5 Nature of the application – namely “Examination Application”.
- 9.1.6 Date (month and year) of the relevant examination e.g. January 2010.

## 9.2 Application form for admission to the examination

The approved form obtainable from the SANC for this purpose must be utilised.

The form must:

- 9.2.1 Bear the full and correct names of the learner nurse/midwife, as they appear in the learner's identity document.
- 9.2.2 Be completed in full.
- 9.2.3 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.
- 9.2.4 Bear the signatures of both the learner nurse/midwife and the head of the NEI; and
- 9.2.5 Bear the official stamp of the NEI.

### 9.3 Payment or proof of payment

- 9.3.1 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.
- 9.3.2 NEIs should ensure that the information which will print on the SANC's bank statement contains the reference number allocated to the NEI by SANC to facilitate identification and allocation of the payment.
- 9.3.3 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.
- 9.3.4 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.

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

- 9.4.1 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 SANC will print an examination time table for the candidate.
- 9.4.2 This will be sent with other related documents to the NEI by courier
- 9.4.3 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.
- 9.4.4 The examination is then conducted according to the requirements in place from time to time. These requirements will not be covered in this document.

### 9.5 Processing once the examination results are finalised

- 9.5.1 Once the examination and marking processes have been completed, the examination results and individual exam result letters will be printed by SANC.
- 9.5.2 These will be sent with other related documents to the NEI by courier
- 9.5.3 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.

## **10. NOTICE OF TERMINATION OF TRAINING OF A LEARNER**

In order for the Council to finalise 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.

### **9.1 Covering letter**

In addition to the information mentioned in 6.3 above, the covering letter should indicate the following:

- 10.1.1 Name of the prescribed programme followed by the applicable government notice number and date of the Gazette containing the regulations for the prescribed programme.
- 10.1.2 The prescribed programme name should be the name reflected in the regulations for the prescribed programme and not the name used by the NEI.
- 10.1.3 Nature of the notice – namely “Termination of education and training”

## 9.2 Notice of termination as a learner nurse/midwife

The approved form obtainable from the SANC website for this purpose must be utilised. The form must:

- 9.2.1 Bear the full and correct names of the Learner nurse/midwife, as they appear in the learner's identity document;
- 9.2.2 Be completed in full according to R519
- 9.2.3 Bear the signatures of both the Learner nurse/midwife and the head of the NEI; and
- 9.2.4 Bear the official stamp of the NEI.

## 9.3 Record of education and training undergone by the Learner and leave taken (official transcript of training record) must be included

## 9.4 Processing once termination as a Learners is completed

- 9.4.1 If permitted in the regulations, and provided the Learner meets all the prescribed requirements, a learner may qualify for registration in a lower category (Only applicable to legacy qualifications).
- 9.4.2 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.

## 10 COMPLETION OF TRAINING OF A LEARNER

In order for the Council to finalise 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.

#### **10.4 Covering letter**

In addition to the information mentioned in 6.3 above, the covering letter should indicate the following:

- 10.4.1 Name of the prescribed programme followed by the applicable government notice number and date of the Gazette containing the regulations for the prescribed programme.
- 10.4.2 The prescribed programme name should be the name reflected in the regulations for the prescribed programme and not the name used by the NEI.
- 10.4.3 . Nature of the notice – namely “Completion of education and training”

#### **10.5 Notice of completion as a Learner nurse/midwife**

The approved form obtainable form only from the SANC website for this purpose must be utilised. The form must be completed according to R519

## 11. RECORD OF EDUCATION AND TRAINING UNDERGONE BY THE LEARNER AND LEAVE TAKEN (OFFICIAL TRANSCRIPT OF TRAINING RECORD)

11.1 The approved form obtainable form only from the SANC website for this purpose must be utilised. The form must:

11.1.1 Bear the full and correct names of the Learner nurse/midwife, as they appear in the learner's identity document;

11.1.2 Be completed in full according to R519

11.1.3 Bear the necessary qualification completed in full that the Learner has already completed the necessary education and training requirements before the date of the examination.

11.1.4 Include all the assessment outcomes

11.1.5 The SANC accredited clinical facilities where the Learner was placed during training

11.1.6 Ensure that a correct declaration is signed by the Head of the NEI, program co-ordinator and the Learner where applicable

11.1.7 Bear the official stamp of the NEI.

### 11.2 Processing once completion as a Learner is processed

11.2.1 An application for registration of a qualification to be processed by SANC, will usually be submitted to Council together with the completion of training.

11.2.2 In the case of those Learners required to perform Community Service, the required application to be registered for Community Service will be processed instead.

**NB!! It is the responsibility of the NEI to ensure that correct and complete records of training are submitted to SANC**

## 12. APPLICATION FOR LEARNER TO BE REGISTERED AS A PRACTITIONER

- 12.1 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—together with the documents in 11 above
- 12.2 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 together with the documents in 10 above
- 12.3 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.**

#### **12.3.1 Covering letter**

The covering letter must indicate the following:

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

### 12.3.2 Duly completed and signed application form

The approved application form obtainable from the SANC website for this purpose must be utilised. This form must include:

- 12.3.2.1 The full and correct names of the Learner nurse/midwife, as they appear in the Learner's identity document;
- 12.3.2.2 Be completed in full;
- 12.3.2.3 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.
- 12.3.2.4 Theoretical and clinical information must be completed
- 12.3.2.5 The signatures of both the Learner nurse/midwife and the head of the NEI; and
- 12.3.2.6 The official stamp of the NEI.

### 12.3.3 Proof of payment of applicable registration fee

- 12.3.3.1 If applicable, NEI should include 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.
- 12.3.3.2 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. NB The NEI must ensure that correct codes are used and correct amounts are paid to prevent unnecessary delays

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

- 12.3.4.1 A certified copy of the Learner's South African identity document  
OR, in the case of a foreign Learners, a certified copy of the  
Learner's passport from this country of origin must be included
- 12.3.4.2 . Applications without the correct identification will **NOT** be  
processed.

### 12.3.5 A declaration

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

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

### 12.4 Processing once registration as a practitioner is completed

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

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

### 13. APPLICATION TO REGISTER AN ADDITIONAL QUALIFICATION/POSTGRADUATE QUALIFICATION

Please note that all the requirements outlined in 12 above are applicable for registration of additional/postgraduate qualifications.

### 14. QUERIES AND FEEDBACK

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](mailto:Examinations@sanc.co.za)

Registrations:                      Manager: Registrations

Tel: 012-426 9599

Email:

[learnerdesk@sanc.co.za](mailto:learnerdesk@sanc.co.za) ; [registration@sanc.co.za](mailto:registration@sanc.co.za)

Email: [basicqualification@sanc.co.za](mailto:basicqualification@sanc.co.za)

Email: [additionalqualification@sanc.co.za](mailto:additionalqualification@sanc.co.za)

Email: [foreign@sanc.co.za](mailto:foreign@sanc.co.za)

Email: [personal details@sanc.co.za](mailto:personal details@sanc.co.za)

General:                      Tel: 012 420 1000 (Call Centre)

Email: [customerservice@sanc.co.za](mailto:customerservice@sanc.co.za)

Alternatively address your written query to:

The Registrar OR

**Physical Address**

South African Nursing Council

Cecilia Makiwane Building

P O Box 1123

602 Pretorius Street

Pretoria

Arcadia

0001

Pretoria

## **15. REFUGEES**

All requirements as outlined in 11.1, except points 11.1.7; 11.1.8; 11.1.9; 11.1.10; and 11.1.11, 11.1.15 and 11.1.16. of the policy for Foreign qualification

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

## **16. 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 SANC at the commencement of training:

16.1 Study permit from the DHA. Acceptance letter from the training institution, specifying start date and completion date of training.

16.2 Evaluation certificate from SAQA confirming the educational qualification from the country of origin

16.3 Certified copy of education certificate

16.4 Certified copy of official passport or South African Identity document

16.5 Certified copy of marriage certificate where applicable

16.6 A Police Clearance certificate from the country of origin

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

- i. Bridging course for Enrolled Nurses leading to registration as a General Nurse or a Psychiatric Nurse: GG No. R683 of 14 April 1989
- ii. Course leading to registration as a nurse (general, psychiatric and community) and midwife GG No. R425 of 22 February 1985
- iii. Course for the diploma in Psychiatric Nursing for registration as a Psychiatric Nurse: GG No. R880 of 2 May 1975
- iv. Diploma in Community Nursing Science GG No R276 of 15 February 1980
- v. Course for the diploma in Midwifery for registration as a Midwife GG No R254 of 14 February 1975

## **17. AN APPLICANT WHO HOLDS A FOREIGN QUALIFICATION AND WISHES TO UNDERTAKE POST-GRADUATE STUDIES IN SOUTH AFRICA WILL FOLLOW THE PROCESS POLICY GUIDELINE ON PROCESSING OF FOREIGN QUALIFICATIONS**

17.1 All the requirements as outlined in 16 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. Application to be submitted 6 months before commencement of studies.

**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.**

## **.17.2 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:

- 17.2.1 Full names of foreign learner/s to be hosted
- 17.2.2 The learning opportunities that the foreign learner/s will gain during the clinical practica in the South African Nursing Education Institution
- 17.2.3 Duration of stay of foreign Learner/s in the Nursing Education Institution; that is the commencement date (format: yyyy-mm-dd) and the completion date
- 17.2.4 Name(s) of the approved clinical facility/facilities where the foreign learner/s will be placed
- 17.2.5 Name(s), qualification(s) and SANC reference number(s) of person(s) who will accompany the learner/s during their clinical placement
- 17.2.6 Proof of payment to the Council of the non-refundable applicable fee per learner
- 17.2.7 Clinical placement program

The following documents should be enclosed with the application letter:

- 17.2.7.1 Certified copy of registration/enrolment certificate as a nurse from the country of origin
- 17.2.7.2 Valid license to practice from the country of origin (for Professional nurses)
- 17.2.7.3 Proof of indemnity insurance which is valid in South Africa

17.2.7.4 Certified copy of official passport or South African identity document

17.2.7.5 Valid visa where applicable

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

17.3.1 The requirements are the same as in 16 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.

17.3.2 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 16.4 and 16.5:

17.3.3 A letter is issued to the host Institution by the SANC  
(not a registration certificate)

17.3.4 Duration of **voluntary service** will not exceed a period of **four (4) months**

## 18. THE APPLICATION PROCESS

The process of application leading to registration is outlined below.

### Phase 1: Pre-application Phase

18.1 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

- 18.2 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.

## Phase 2: Submission of The Application Documents to the SANC

- 18.3 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.
- 18.4 The acknowledgement letter will be with issued the following documents:
- 18.4.1 Verification form which must be completed by **all** the Regulatory body/Board/Council where the applicant is currently registered.
  - 18.4.2 Transcript form to be completed by the Nursing Education Institution/s where the applicant trained as a General Nurse
- 18.5 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.
- 18.6 The verification form must have a legible seal of the regulatory body/Board/Council where the applicant is currently registered.
- 18.7 Completed transcript and verification forms must be returned within **3(three)** months. Applications will be terminated if the transcripts and verification are not returned within three (3) months should the candidate wish to continue with the application a new application must be submitted with applicable fee.

- 18.8 Sworn Affidavit to be completed by the Commissioner of Oaths and stamped accordingly. (in case of Refugees)

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

### Phase 3: Analysis of the application documents

- 18.9 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 applicants meets the minimum requirements for registration in South Africa.
- 18.10 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.
- 18.11 This is supported primarily by the South African Nursing Council regulations and directives and prescripts of South African Qualification Authority (SAQA).
- 18.12 If the applicant meets the requirements for such qualification, he/she is supported for the admission examination for foreign applicants
- 18.13 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:
- 18.13.1 An application form for entry into the examination and information about the examination fee
  - 18.13.2 Brochure for learning material
  - 18.13.3 Information on examination centres
- 18.14 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

18.15 Nurses who are coming to South Africa for post basic studies are exempted from writing the admission examination, **except refugees who need to write the relevant examination prior to commencing with studies**

18.16 It is the responsibility of the applicant to purchase material for the examination and

**NB!! No previous question papers will be made available to applicants**

#### Phase 4: Examination

18.17 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. **Applicants who wish to other qualifications need to write and pass General Nursing first before being supported to write examination for other qualifications, e.g. Midwifery, Psychiatry, Community Nursing.**

18.18 An examination form which is incompletely filled will not be processed and applications received after the due date will not be processed.

18.19 The examination time table is send to the Nursing Education Institution where the examination will be held

18.20 An SMS is sent to individuals to confirm registration to the examination two weeks before the examination is held

18.21 The official examination results are posted to individual applicants and information is provided about the next application phase

18.22 All applicants will be reassessed twice only and if the applicant is not successful, the application will be terminated

18.23 The applicant who fails the examination and wishes to apply for remark will be guided by the remarking procedure of the SANC

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

- I. **Application form for registration certificate**
- II. Proof of payment of the registration application fee
- III. Letter of support from the NDoH for registration and employment: FWMP (2<sup>ND</sup> letter) in case of persons who seek employment.
- IV. **Valid permit indicating that the applicant is allowed to work in South Africa, or for studying in South Africa.**

18.24 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.

18.25 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

18.26 The conditions as stipulated in the 2<sup>nd</sup> Endorsement letter will reflect on the registration certificate (province and hospital where the nurse will be placed and the validity of the certificate)

18.27 Refugees are also issued with limited registration (in line with the validity period of such permit) which is renewable until they are permanent residents of South Africa

18.28 Candidates have to maintain their names on the register annually by paying subscription fees depending on their categories.

## **19 APPLICATION FOR EXTENSION OF REGISTRATION/CHANGES IN EMPLOYMENT**

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

- 19.1 Registration application form
- 19.2 Proof of payment of the registration application fee
- 19.3 Letter of support from the NDoH: FWMP extension

**(Not applicable if holding a PRP/RSA ID)**

- 19.4 Valid permit/permanent residence permit/certified copy of RSA ID document
- 19.5 Original certificate which has expired

## **20 APPLICATION TO CHANGE FROM STUDY TO WORK**

- 20.1 Submission of all documents stated on 16
- 20.2 Proof of payment of application fee
- 20.3 On analysis of application document, applicant will be provided with verification form only
- 20.4 Applicant will be supported to sit for the admission examinations for all qualifications which he/she wish to be registered.

## **21 APPLICATION FOR RE-REGISTRATION AFTER LEAVING SOUTH AFRICA**

- 21.1 Applicant to submit letter of intent
- 21.2 Competency letters from most recent employers
- 21.3 Valid licence to practice; DOH endorsement certificate
- 21.4 On receipt of application, candidate will be provided with verification form to submit at most recent country of employment and country of origin
- 21.5 On receipt of completed verification, candidate will be issued with Registration certificate once all documents for registration certificate meets requirements

## 22 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.

## 23 APPLICATION FOR REGISTRATION OF INTERNATIONALLY QUALIFIED NURSES AND MIDWIVES PATHWAY

**Step 1:** Submission of ALL required application documents outlined in 16  
(Download checklist on [www.sanc.co.za](http://www.sanc.co.za))

**Step 2:** Applicant file and SANC reference number issued

- Academic transcript form to be completed by the NEI(s) where training as a general nurse and/or midwifery was undergone
- A verification form to be completed by the nurse's regulatory body/board/council where you are currently registered

**Step 3:** Evaluation of the submitted documents will be done by a panel of evaluators at the SANC, who will identify the SANC qualification equivalent to the applicant's training acquired in a foreign country in line with the SANC regulations and SAQA evaluation outcome

- The applicant will be informed in writing of the outcomes of the applications
- If the applicant meets the requirements she/he will be supported to sit for a foreign admission examination. Refugees write basic examinations that are conducted for SA citizens based on the area of competence as declared in the affidavit and SAQA evaluation certificate

**Step 4: Examination OR**

Registration certificate for study purposes will be issued according to the validity period of the study permit

**Step 5:** An applicant who is successful in the examination will be required to submit documents outlined in 12 above

Registration certificate will be issued according to the validity period of the relevant permit on receipt of ALL the required documents

## 24 USEFUL CONTACT DETAILS/INFORMATION

### 24.1 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)

### 24.2 National Department of Health: Foreign Workforce Management Programme

#### **Physical Address**

AB Xuma building  
1112 Voortrekker Road  
Thabatshwane  
Pretoria

#### **Postal Address**

Programme Manager  
National Department of Health:  
Foreign Workforce Management  
Programme

E-mail: [director@health.gov.za](mailto:director@health.gov.za)

Tel: 012-359-8686/0865

Fax: 086 529 5306

Private Bag X828

Pretoria

0001

## 24.4 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	
<a href="http://www.ETS.org.za">www.ETS.org.za</a>	

## 24.5 International English Language Test System (IETS)

<b><u>Physical Address</u></b>	<b><u>Postal Address</u></b>
Ground Floor	British Council
Forum 1	P O Box 30637
Braakpark	Braamfontein
33 Hoofd Street	2017
Braamfontein	Tel: 011 718 4300
Johannesburg	Toll Free: 0860 01 22 33
2001	Fax: 011 718 4400/4402

Email: [information@britishcouncil.org.za](mailto:information@britishcouncil.org.za)  
 Website: [www.britishcouncil.org.southafrica](http://www.britishcouncil.org.southafrica)



## 26 APPROVAL AND REVISION

This Policy should be reviewed every two years by the Senior Manager: Learner Affairs and the Education Committee.

## 27 SIGNATURE

 South African Nursing Council
Approved by Council on:
Date: <u>30 MARCH 2022</u>
Policy Ref. Nr.: <u>128/C2-2022</u>