



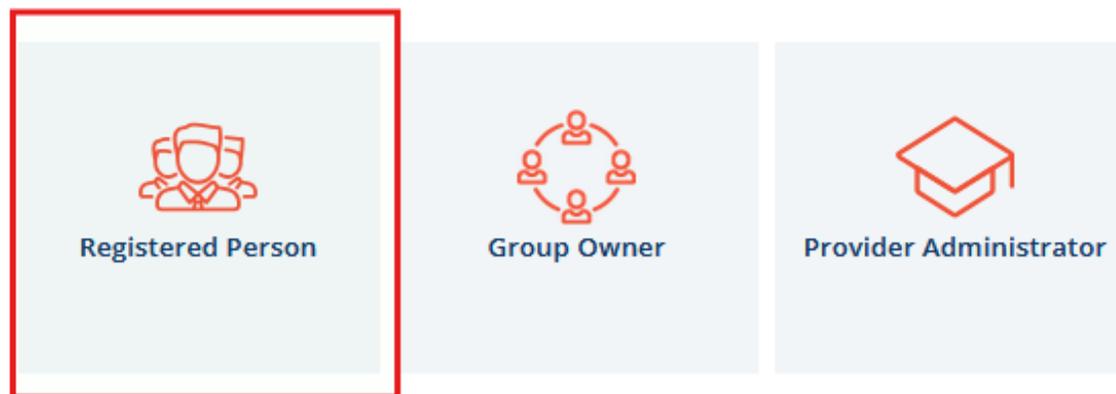
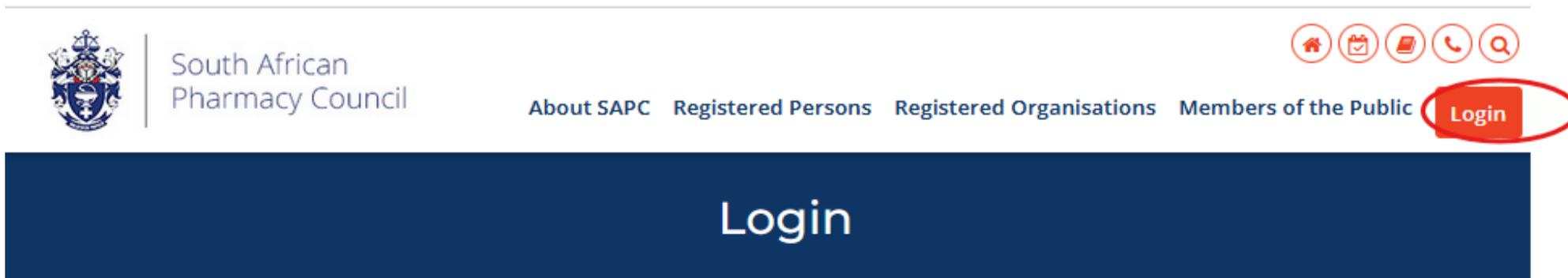
Intern PoE User Manual



South African
Pharmacy Council
www.sapc.za.org

Login as a registered person

- Logon to www.sapc.za.org
- Click on **Login**
- Click on **Registered Person**





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Pharmacy Council
www.sapc.za.org

Login as a registered persons

- Complete login details and click enter



South African
Pharmacy Council

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



Login

Registered Persons

P Number

ID/Passport Number

Password

Enter

Login with your unique account number eg. P12345, enter your full ID/Passport number with no spaces, enter your password as sent to you. Note: your password can be changed once you have successfully logged in. For more information click here to read the tutorial: [How to login on the SAPC Website.](#)

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



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Secure section dashboard

- After successfully logging in, you will be redirected to the secure section dashboard page. A number of transactions can be performed including personal information updates, online applications, payments, workshop bookings etc.

Dashboard

- Dashboard
- My Profile
- CPD**
- Professional Conduct
- Guidelines/Docs
- Contact the SAPC
- Log out

Dashboard

- Finance
Balance : R -786.00
- Online Applications
- Manual Application Forms
- My letters and certificates
- Contact
- Workshops and events
- Telecommunication



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Annual declaration

- Annual Declaration has to be completed first by intern

South African Pharmacy Council

Dashboard

CPD Dashboard

Annual Declaration

Reflection

Planning

Implementation

Evaluation

My submissions

Log out

Welcome to the CPD platform

To record your CPD activities click event Reflection from the main menu

information at any stage of the cycle and continue at a later date

Annual Declaration

Please complete your annual declaration for the year 2025 before continuing with your CPD activities.

Go to Annual Declaration

My submissions CPD cycle Domains and competencies Archive

Entries by domain Entries by status Entries by outcomes

1. Public health (0) 2. Safe and rational use of medicines and medical devices (0)
3. Supply of medicines and medical devices (0) 4. Organisation and management skills (0)
5. Professional and personal practice (0) 6. Education, research and critical analysis (0)



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Annual Declaration

- Submit a new declaration

The screenshot shows the 'Annual Declarations' page. On the left is a dark blue sidebar with navigation links: Dashboard, CPD Dashboard, Annual Declaration (highlighted with a red box), Reflection, Planning, Implementation, Evaluation, My submissions, and Log out. The main content area has a light grey header with the title 'Annual Declarations' and a breadcrumb link '/ Dashboard'. Below the header is a light blue informational box with text: 'In order to participate in CPD, you are required to make a declaration Council annually, as to whether you wish to be designated as practising or non-practising. (refer to *Regulations relating to continuing professional development*) In order to complete the annual declaration, please complete the employment section and domain competencies. At the end of these sections, you will be designated as either practising or non-practising.' Below this is a white box containing a blue button labeled 'New declaration' (highlighted with a red box). At the bottom of the page is a table with the following headers: Year, Created, Role, Status, Complete, and Entries. The table body is currently empty, with the word 'Status' visible in the first cell of the first row.

Year	Created	Role	Status	Complete	Entries
Status					



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Annual Declaration

- Complete employment and domain competencies section of the annual declaration

The screenshot displays the 'Annual Declaration' form interface. On the left is a dark blue sidebar with navigation options: Dashboard, CPD Dashboard, Annual Declaration (highlighted), Reflection, Planning, Implementation, Evaluation, and My submissions. The main content area is divided into three numbered steps: 1. Employment (highlighted in red), 2. Domain Competencies, and 3. Assessment Criteria. Under the 'Employment' step, there is a blue button labeled 'Scope of practise - Pharmacist' (highlighted in red). Below this are three dropdown menus: 'Primary area of practice' (set to 'Other'), 'Primary employment status' (set to 'Full-Time'), and 'Sector of Practice' (set to 'Statutory Council'). Underneath these are 'Secondary areas of practice (if applicable)' with checkboxes for: Community Pharmacy, Other, Public Institutional Pharmacy, Consultant Pharmacy, Private Institutional Pharmacy, Public Wholesale Pharmacy, Manufacturing Pharmacy, and Private Wholesale Pharmacy. At the bottom left, a green 'Continue' button is highlighted with a red border.



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Annual Declaration

Annual Declaration

According to your competencies you are a **Practicing** pharmacist.

Disagree Agree

Back Done

never do this

provision of education and training

never do this

practice embedded education or work

never do this

gap analysis

never do this

critical analysis

never do this

research

never do this

supervision of other researchers

never do this

collaborative research

spend most of my time doing this



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CPD Platform

- Start submitting a PoE entry by following 4-step CPD cycle

Dashboard / Dashboard

Welcome to the CPD platform

To record your CPD activities click event Reflection from the main menu to start the CPD cycle. Ensure that information is provided for each step in the CPD cycle. You may save the information at any stage of the cycle and continue at a later date

My submissions CPD cycle Domains and competencies Archive

Entries by domain Entries by status Entries by outcomes

1. Public health (0) 2. Safe and rational use of medicines and medical devices (0)
3. Supply of medicines and medical devices (0) 4. Organisation and management skills (0)
5. Professional and personal practice (0) 6. Education, research and critical analysis (0)



Step 1 - Reflection

South African Pharmacy Council

Mr. Q Solutions TEST

This is the first step of the CPD cycle which involves identification of learning needs through reflection on practice. Each individual is best placed to identify these needs.

ASSESSMENT CRITERIA

- The learning title is linked to the competency standard and associated behavioural statement. The title is relevant to what the Pharmacist/Intern needs to learn and is not the same as the competency standard or domain.
- There is a description of the identified learning need and what the Pharmacist/Intern hopes to achieve in addressing the learning need.

Domain: 2. Safe and rational use of medicines and medical devices

Domain Competency: 2.1 Medicines and medical devices safety

Reflection Title: Supply of Medicines and Medical Devices Research: Medicine Disposal and Destruction

Learning Trigger: Competencies

Learning Relation: Both

Learning Initiation: Bottom down (users of my products and services)

Describe the learning need that you have identified to improve your knowledge and skill, and what you hope to achieve after addressing this learning need?

Regulations and Outcomes Familiarity with local, national, and international regulations on the disposal of pharmaceuticals and medical devices.

Environmental Impact Understanding the repercussions of improper disposal methods.

7 character(s) remaining

Save

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Mr. Q Solutions TEST

Reflections

Reflection title saved. Would you like to continue to planning?

No Yes

This is the first step of the CPD cycle which involves identification of learning needs through reflection on practice. Each individual is best placed to identify these needs.

Identify a new learning need

Awaiting submission

Incomplete

Awaiting submission

Awaiting submission

Awaiting submission

Awaiting submission

- Public health [Enhancing Community Well-Being: Strategies for Effective Health and Wellness Promotion]
- Safe and rational use of medicines and medical devices [Supply of Medicines and Medical Devices Research: Medicine Disposal and Destruction]
- Supply of medicines and medical devices [Research on Medicine Dispensing: Enhancing Skills and Knowledge in Medicine Dispensing Practices]
- Professional and personal practice [Ethical and Legal Practice in Professional and Personal Contexts]
- Education, research and critical analysis [The Role of Education and Training Policy in Enhancing Workforce Skills for the 21st Century]

log out



Step 2 - Planning

South African Pharmacy Council

Mr. GJ SOUTHERN TEST

New Plan

This is the second step after reflection on practice. Having identified the learning needs, the registered person must develop and record a learning plan to achieve the desired outcome.

ASSESSMENT CRITERIA

- The date is current i.e. within the period of internship/restoration.
- The Pharmacist/Intern must describe the plan and provide a brief description of the reasoning behind the planned selection.

Reflection title and domain competency
Supply of Medicines and Medical Devices Research: Medicine Disposal and Destruction - 2. Safe and rational use of medicines and medical devices (2.4 Medicines and medical devices safety)

Mode of Learning: Non-Measurable
Primary Activity: Self-study

Start Date (date when you started or the date you are going to start your learning activity): 2025/02/05
End Date (the date you need completing your learning): 2025/02/05

Briefly describe the reasoning behind your planning selections
professionals, and local health authorities for insights and knowledge sharing.
- "Community involvement": Participate in community events on health and safety to spread awareness and gather feedback on disposal practices.

412 character(s) remaining

save

South African Pharmacy Council

Mr. GJ SOUTHERN TEST

Plannings

Planning saved. Would you like to continue to implementation?

No **Yes**

Identify a new learning plan

- Awaiting submission** 1. Public health [Enhancing Community Well-being, Strategies for (T)ective Health and Wellness Promotion]
- Incomplete** 2. Safe and rational use of medicines and medical devices [Supply of Medicines and Medical Devices Research: Medicine Disposal and Destruction]
- Awaiting submission** 3. Supply of medicines and medical devices [Research on Medicine Dispensing, Enhancing Skills and Knowledge in Medicine Dispensing Practices]
- Awaiting submission** 5. Professional and personal practice [Ethical and Legal Practice in Professional and Personal Contexts]
- Awaiting submission** 6. Education, research and critical analysis ["The Role of Education and Training Policy in Enhancing Workforce Skills for the 21st Century"



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Step 3 - Implementation

South African Pharmacy Council

Mr. E2 Solutions TEST

Dashboard

CPD Dashboard

Annual Declaration

Reflection

Planning

Implementation

Evaluation

My submissions

Assessments

Quick Assessments

Log out

Add New Activity

This is the next step after drafting a learning plan where registered persons put into action the learning activities they have planned following identification of their learning needs.

ASSESSMENT CRITERIA

- Interns and pharmacists in restoration are required to upload evidence or supporting documents. The evidence must be valid, authentic, current, sufficient, and annotated.
- The achievement date must be current.
- A brief description of the learning activity and its relevance to the evidence.

Learning Title (Domain)
Supply of Medicines and Medical Devices Research: Medicine Disposal and Destruction (2. Safe and rational use of medicines and medical devices)

Primary Mode of Learning: Non Measurable
Primary Activity: Self study

Start Date (date which you started or the date you are going to start your learning activity): 05 Feb 2025
End Date (the date you intend completing your learning): 06 Feb 2025

Duration of Activity: > 120 mins
Achievement Date: 2025/02/06

Describe what you have done, that is, the action taken to achieve the specific outcome.
adherence to disposal protocols, adjusting procedures as needed based on staff input and environmental assessments.

281 character(s) remaining

Save



Step 3 – Implementation ...

- Uploading of evidence

The screenshot shows the 'Implementation' page in the South African Pharmacy Council system. A red box highlights a modal dialog titled 'Upload files'. The dialog contains the text: 'Implementation saved. Please upload evidence files or documents' and a green 'Upload documents' button. Below the dialog, a table lists implementation topics with their status:

Status	Topic
Awaiting submission	1. Public health [Enhancing Community Well-Being: Strategies for Effective Health and Wellness Promotion]
Incomplete	2. Safe and rational use of medicines and medical devices [Supply of Medicines and Medical Devices Research: Medicine Disposal and Destruction]
Awaiting submission	3. Supply of medicines and medical devices [Research on Medicine Dispensing: Enhancing Skills and Knowledge in Medicine Dispensing Practices]
Awaiting submission	3. Professional and personal practice [Ethical and Legal Practice in Professional and Personal Contexts]
Awaiting submission	6. Education, research and critical analysis [**The Role of education and Training Policy in Enhancing Workforce Skills for the 21st Century**]

The screenshot shows the '3.Implementation-Documents' page. A red box highlights the file upload interface, which includes a 'Choose file' button (with 'No file chosen' text) and an 'Upload' button. Below the upload area, the text reads: 'You have not uploaded any files yet'.



Step 3: Implementation

This screenshot shows the 'Implementation' page in the South African Pharmacy Council system. A modal window titled 'Upload files' is open, with a red box highlighting the 'upload documents' button. The background page shows a list of implementation activities, including 'Public health', 'Sale and rational use of medicines', 'Supply of medicines', 'Professional and personal practice', and 'Education, research and critical analysis'.

This screenshot shows the '3.Implementation-Documents' page. A red box highlights the 'Choose file' button in the file selection area. Below the button, it says 'You have not uploaded any file yet'. The 'Upload' button is also highlighted with a red box.

This screenshot shows the '3.Implementation-Documents' page with a document upload history. A red box highlights the 'Next' button in the bottom left corner. The history shows a document named 'View Document-1' uploaded on '16 Feb 2025', with a 'Remove' button next to it.



Step 4 - Evaluation

South African Pharmacy Council Mr. E2 Solutions TEST

4. Evaluation-Edit evaluation / Dashboard

Evaluation is the step where registered persons assess the progress made towards achieving their learning objectives identified in Step 1 of the cycle. They reflect on what they have learnt and how they are able to apply the knowledge and skills gained. Evaluation can be used to identify further learning activities in an ongoing CPD cycle.

ASSESSMENT CRITERIA

- Provide a description of how the learning has been applied and feedback on the impact on practice. Provide examples of where the knowledge and skills acquired have been applied.

Select a Learning Title: Supply of Medicines and Medical Devices Research: Medicine Disposal and Destruction (2. Safe and rational)

Learning Objective Met: Fully

Applied the Learning: In my workplace

Describe what you have learned

Describe providing examples, how you have applied what you have learnt, including feedback on the impact of your learning and possible next step

Overall, these experiences have improved my practice by fostering a culture of safety and responsibility regarding medicine disposal, enhancing the overall quality of care provided in my healthcare setting.

103 character(s) remaining

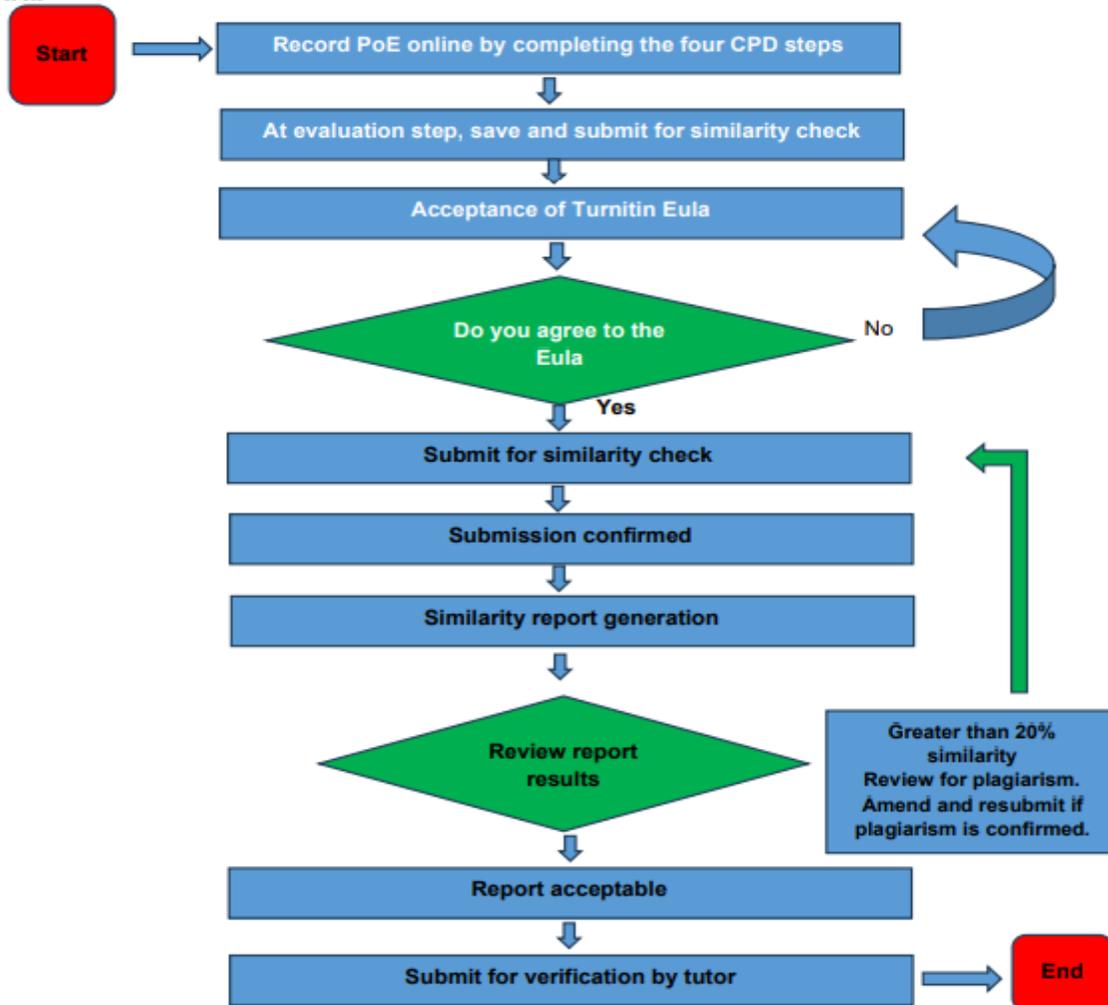
Save and Continue later

Save and Submit for similarity check



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Process for submission of PoE entry for plagiarism detection



IMPORTANT

- With effect from 2025, each PoE entry submitted will be subjected to the plagiarism detection prior to submission for tutor verification.
- The maximum acceptable similarity score is **20%**.



Submit for similarity check

- Accept Eula, then submit

The screenshot shows the user interface of the South African Pharmacy Council website. The user is logged in as 'Mr. E2 Solutions TEST'. The left sidebar contains navigation options: Dashboard, CPD Dashboard, Annual Declaration, Reflection, Planning, Implementation, Evaluation, My submissions, Assessments, Quick Assessments, and Log out. The main content area displays a list of terms and conditions (6-12) regarding data processing and privacy. At the bottom, there is a 'Do you agree?' checkbox, a 'Yes, I agree' dropdown menu, and a 'Submit' button, both of which are highlighted with red boxes.

- Review Submission

The screenshot shows the 'Review Submission' page on the South African Pharmacy Council website. The user is logged in as 'Mr. E2 Solutions TEST'. The left sidebar contains navigation options: Dashboard, CPD Dashboard, Annual Declaration, Reflection, Planning, Implementation, Evaluation, My submissions, Assessments, Quick Assessments, and Log out. The main content area displays the 'Review Submission' form. The 'Submission Title' field contains the text: '2.4 Medicines and medical devices safety - Supply of Medicines and Medical Devices Research, Medicine Disposal and Destruction - Mr. E2 Solutions TEST, P00008'. Below the form is a red 'Submit For Similarity Check' button.



Submit for similarity check....

ACCEPT EULA THEN SUBMIT

South African Pharmacy Council | W. C. Daniels 101

- 1. When a sub-process is added to the performance of the South African Pharmacy Council, they will be required to use the sub-process that are necessary to the technical performance of the Council, such as data centres and software products. South African Pharmacy Council ensures that all sub-processes are GDPR compliant by way of other controls.
- 2. The Personal Data is accepted to be stored in the Cloud. It will be stored in a secure and safe manner to ensure integrity of the submission to the Council. South African Pharmacy Council ensures that all sub-processes are GDPR compliant by way of other controls.
- 3. The Council has the right to request from the Candidate that the Candidate agrees to the use of Personal Data in a secure manner to ensure integrity of the submission to the Council. South African Pharmacy Council ensures that all sub-processes are GDPR compliant by way of other controls.
- 4. The Candidate agrees to the use of Personal Data in a secure manner to ensure integrity of the submission to the Council. South African Pharmacy Council ensures that all sub-processes are GDPR compliant by way of other controls.
- 5. The Candidate agrees to the use of Personal Data in a secure manner to ensure integrity of the submission to the Council. South African Pharmacy Council ensures that all sub-processes are GDPR compliant by way of other controls.
- 6. The Candidate agrees to the use of Personal Data in a secure manner to ensure integrity of the submission to the Council. South African Pharmacy Council ensures that all sub-processes are GDPR compliant by way of other controls.
- 7. The Candidate agrees to the use of Personal Data in a secure manner to ensure integrity of the submission to the Council. South African Pharmacy Council ensures that all sub-processes are GDPR compliant by way of other controls.
- 8. The Candidate agrees to the use of Personal Data in a secure manner to ensure integrity of the submission to the Council. South African Pharmacy Council ensures that all sub-processes are GDPR compliant by way of other controls.
- 9. The Candidate agrees to the use of Personal Data in a secure manner to ensure integrity of the submission to the Council. South African Pharmacy Council ensures that all sub-processes are GDPR compliant by way of other controls.
- 10. The Candidate agrees to the use of Personal Data in a secure manner to ensure integrity of the submission to the Council. South African Pharmacy Council ensures that all sub-processes are GDPR compliant by way of other controls.

I agree

No, I don't

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SUBMIT FOR SIMILARITY CHECK

South African Pharmacy Council | W. C. Daniels 101

Review Submission

Submission Title

1. Medicine and medical device safety - Supply of Medicine and Medical Device Research - Medicine Research and Distribution - W. C. Daniels 101, 101000

Wait for the report generation to complete

South African Pharmacy Council | W. C. Daniels 101

Submissions Confirmation

It may take up to 15 mins for your report to be processed. Please wait.

Submission Title	Created
1. Medicine and medical device safety - Supply of Medicine and Medical Device Research - Medicine Research and Distribution - W. C. Daniels 101, 101000	20/02/2019 10:10 AM
Date	Submission Status
10:10 AM	Submitted

I've not ready, return to submission

I've not ready, return to submission

I've not ready, return to submission



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www.sapc.za.org

Similarity report

- Click pdf report for a full view of the report

South African Pharmacy Council

Mr. E2 Solutions TEST

Submissions Confirmation

It may take up to 15 mins for your report to be processed. Please wait

Submission Title	Created
2.4 Medicines and medical devices safety: Supply of Medicines and Medical Devices Research, Medicine Disposal and Destruction - Mr. E2 Solutions TEST, P99999	2/5/2025 6:13:59 AM

Owner	Submission status
P99999	CREATED

202 - PDF was not ready, status PENDING

[View Report](#)

South African Pharmacy Council

Mr. E2 Solutions TEST

Submissions Report Summary

Here is a summary of your similarity Report

Report Status	Date Generated
COMPLETE	2/5/2025 6:14:15 AM
Overall match percentage	Submitted works match percentage
0	0

%	Total count match	Name	Institution	Source type	Submitted Date
Details are not available right now					

[Back](#) [Open PDF Report](#)



Pdf similarity report

turnitin

cpd submission-P19998-9638b0ca-1151-4402-98fc-ec6fa570b71a.pdf
Feb 4, 2025
459 words / 2041 characters

6.1 Education and training policy:**The Role of Education and ...

Sources Overview

2%
OVERALL SIMILARITY

1 addition of internet 2%

Excluded search repositories:
• None

Excluded from document:
• None

Excluded sources:
• None

Ask Copilot 2 of 3

SAPC CPD Submission for Mr. E2 Solutions TEST

Submitted Tue 04 Feb 2025

6.1 Education and training policy

Reflection : ****The Role of Education and Training Policy in Enhancing Workforce Skills for the 21st Century****

Education and training policies are critical frameworks established by governments and educational institutions to define the standards, objectives, and methods for delivering education and training. These policies ensure that individuals acquire the knowledge and skills necessary to thrive in today's rapidly evolving work environment. This research critically examines the current education and training policies, emphasizing their implications for workforce development and individual learning outcomes.

Reflection on Practice: What Do I Need to Know?

To effectively engage with education and training policy, I need to have a comprehensive understanding of:

- **Current Policies****: Familiarize myself with both local and global educational frameworks, regulations, and best practices.
- **Key Stakeholders****: Understand the roles of policymakers, educators, employers, and students in shaping and implementing education policies.
- **Skill Gaps****: Identify the competencies

To acquire the necessary knowledge and skills, I plan to:

- **Attend Workshops and Training****: Participate in seminars focusing on education policy development and workforce training.
- **Network with Professionals****: Connect with educators, policymakers, and industry leaders to gain practical insights and experiences.
- **Review Literature****: Conduct a comprehensive literature review on education policies and



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Similarity check report

South African Pharmacy Council

Mr. E2 Solutions TEST

- Dashboard
- CPD Dashboard
- Annual Declaration
- Reflection
- Planning
- Implementation
- Evaluation
- My submissions**
- Assessments
- Quick Assessments
- Log out

▲ Awaiting submission 2. Safe and rational use of medicines and medical devices [Supply of Medicines and Medical Devices Research: Medicine Disposal and Destruction]

▲ Awaiting submission 3. Supply of medicines and medical devices [Research on Medicine Dispensing: Enhancing Skills and Knowledge in Medicine Dispensing Practices]

▲ Awaiting submission 5. Professional and personal practice [Ethical and Legal Practice in Professional and Personal Contexts]

▲ Awaiting submission 6. Education, research and critical analysis [**The Role of Education and Training Policy in Enhancing Workforce Skills for the 21st Century**]

Reflection Title
The Role of Education and Training Policy in Enhancing Workforce Skills for the 21st Century

Status Awaiting submission	First Submission Date 06/02/2025	Submission Date 04/02/2025	Verification Date -
Submission Count 0	Reflection Complete	Planning Complete	Implementation Complete

Evaluation
Complete

Assessment Status
Not Available

Reflection

✓ Similarity check report

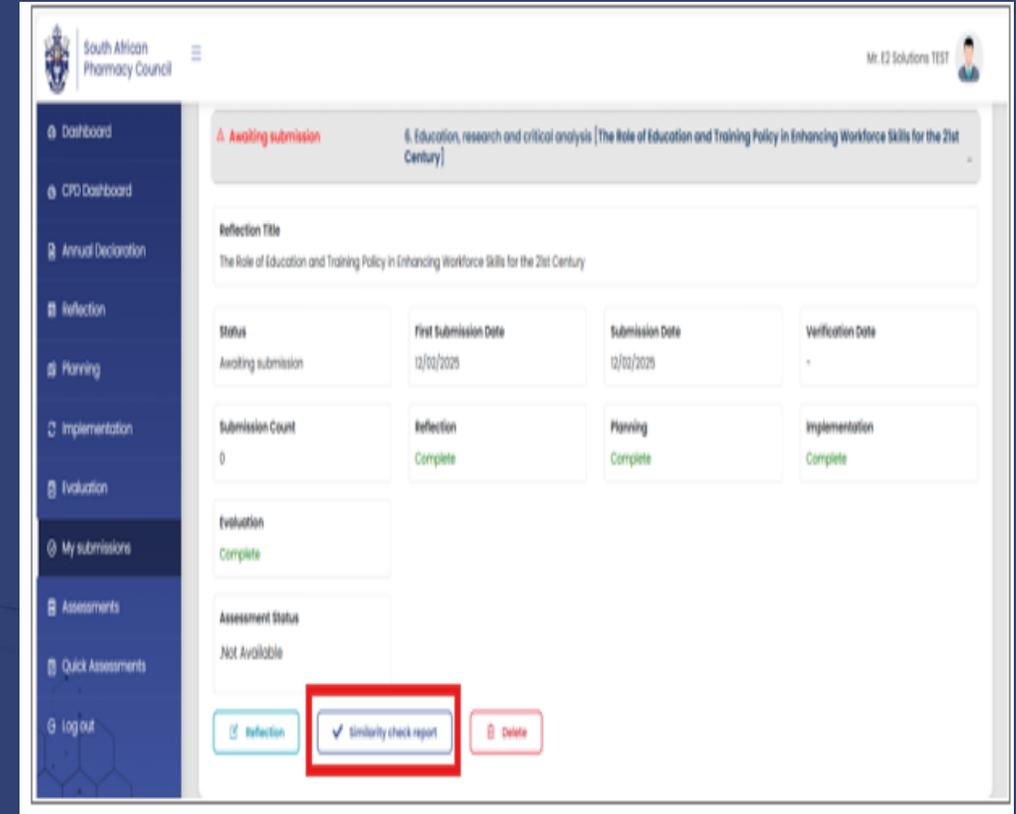
Delete

NOTE:

If the report is not there yet,
navigate to the MY
SUBMISSION Module, click
on similarity check report

Submission of PoE Entry for tutor verification

- Open entry with “Awaiting Submission” status
- Always make sure you select the correct entry by checking the domain
- Click on “Similarity Check Report”



The screenshot displays the user interface of the South African Pharmacy Council portal. The user is logged in as 'Mr. T2 Solutions TEST'. The main content area shows a reflection entry titled '6. Education, research and critical analysis [The Role of Education and Training Policy in Enhancing Workforce Skills for the 21st Century]'. The entry is in the 'Awaiting submission' status. The submission details are as follows:

Status	First Submission Date	Submission Date	Verification Date
Awaiting submission	12/02/2025	12/02/2025	-

Below the submission details, there are four progress indicators for different stages of the reflection process:

Submission Count	Reflection	Planning	Implementation
0	Complete	Complete	Complete

Additional indicators show 'Evaluation' as 'Complete' and 'Assessment Status' as 'NOT Available'. At the bottom of the entry, there are three buttons: 'Reflection', 'Similarity check report' (highlighted with a red box), and 'Delete'.



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Submission for verification by tutor

- Click the “ Submit for Verification” button

The screenshot shows the 'Submissions Report Summary' page in the South African Pharmacy Council system. The page displays a summary of a similarity report with the following details:

- Report Status: COMPLETE
- Date Generated: 2/10/2025 2:03:20 PM
- Overall match percentage: 3
- Submitted works match percentage: 0

%	Total count match	Name	Institution	Source type	Submitted Date
2.69 %	11	oovoice.cz	oovoice.cz	INTERNET	

At the bottom of the table, there are three buttons: 'Back', 'Open PDF Report', and 'Submit for verification'. The 'Submit for verification' button is highlighted with a red rectangular box.



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Contact Us



customercare@sapc.za.org



0861 7272 00
or
012 319 8500



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Thank you!