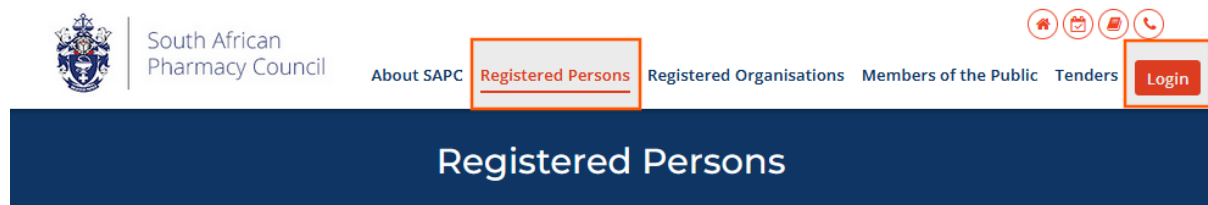


Intern Portfolio of Evidence User Manual

Go to www.sapc.za.org and click the [Login] button on the top right-hand side of the screen. Select the [Registered person block] where you will be requested to enter your login details (P number, ID and Password). Fig 1.1 → 1.3

Fig 1. SAPC website



The South African Pharmacy Council (SAPC) registers all professionals practising in the pharmacy profession as well as learners and students. The below tabs provide relevant information and direct you to services applicable to your specific registration category.

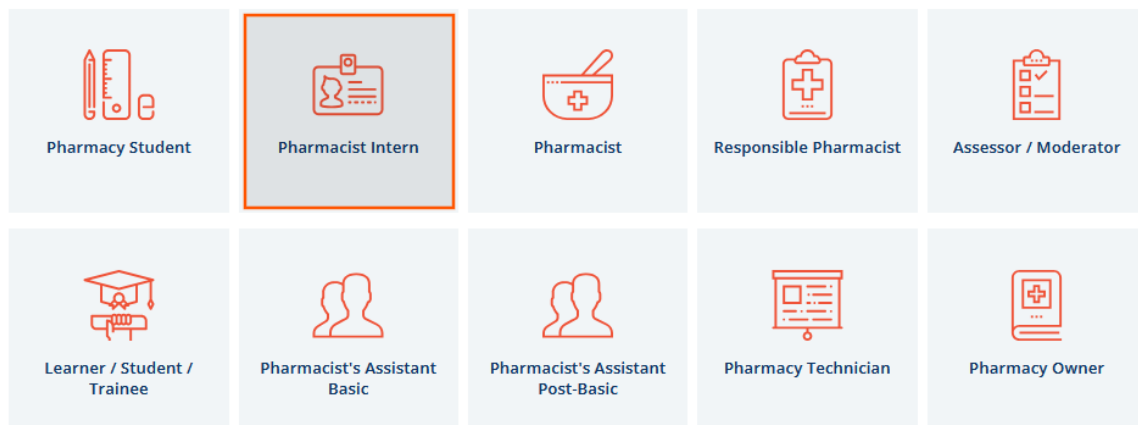
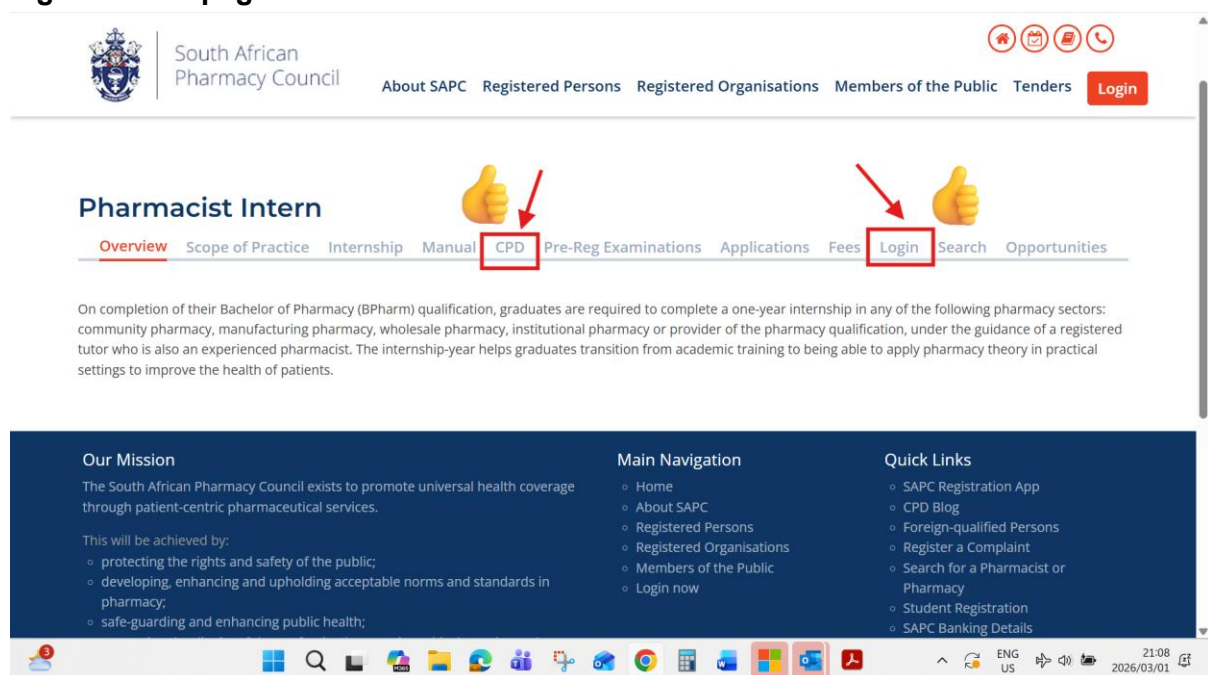


Fig 1.2 Intern page





Registered Persons

Pharmacist Intern

- Overview**
- Scope of Practice
- Internship
- Manual
- Portfolio**
- Pre-Reg Examinations
- Applications
- Fees
- Login**
- Search
- Opportunities

On completion of their Bachelor of Pharmacy (BPharm) qualification, graduates are required to complete a one-year internship in any of the following pharmacy sectors: community pharmacy, manufacturing pharmacy, wholesale pharmacy, institutional pharmacy or provider of the pharmacy qualification, under the guidance of a registered tutor who is also an experienced pharmacist. The internship-year helps graduates transition from academic training to being able to apply pharmacy theory in practical settings to improve the health of patients.

Our Mission

The South African Pharmacy Council exists to promote universal health coverage through patient-centric pharmaceutical services.

This will be achieved by:

- protecting the rights and safety of the public;
- developing, enhancing and upholding acceptable norms and standards in pharmacy;
- safe-guarding and enhancing public health;
- promoting the dignity of the profession by ensuring ethical practice and conduct;
- ensuring ongoing competency of pharmacy professionals;
- creating an enabling environment to foster the adoption of technology and innovation; and
- create an enabling environment for proactiveness and responsiveness to emerging developments and challenges in pharmaceutical care.

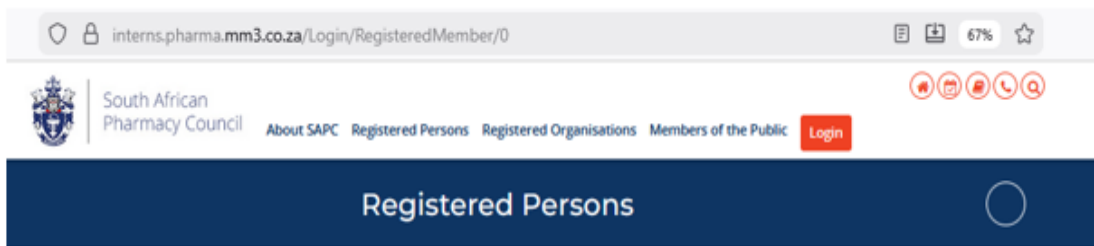
Main Navigation

- Home
- About SAPC
- Registered Persons
- Registered Organisations
- Members of the Public
- Login now

Quick Links

- SAPC Registration App
- CPD Blog
- Foreign-qualified Persons
- Register a Complaint
- Search for a Pharmacist or Pharmacy
- Student Registration
- SAPC Banking Details
- Login as a Registered Person
- Publications
- Contact the Council

Fig 1.3 SAPC secure site



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](#)

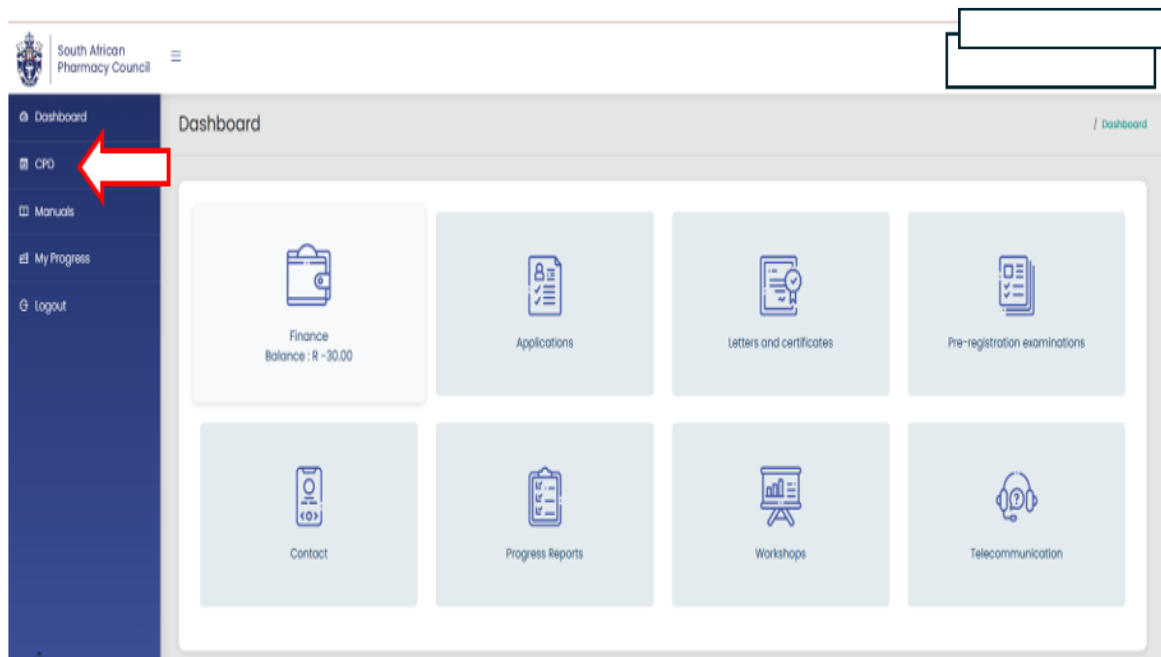
P Number

ID/Passport Number

Password

On a successful login, you will be redirected to the secure section dashboard page. Here, a number of transactions can be performed, including updating personal information, submitting online applications, making payments, and booking workshops, etc. To access the Portfolio of Evidence page – Select the [CPD] link on the left-hand side of the screen (main menu). Fig 1.4

Fig.1.4 Portfolio of evidence page



Annual Declaration

In order to participate in Portfolio of Evidence, you are required to make a declaration to the 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, domain competencies and assessment criteria. At the end of these sections, you will be designated as either practising or non-practising. To complete an Annual Declaration – click on the [Annual Declaration] tab on the annual declaration window. Then select [New Declaration] tab to access the three sections of the annual declaration. Fig 2.1→ 2.2

Fig 2.1 Annual Declaration

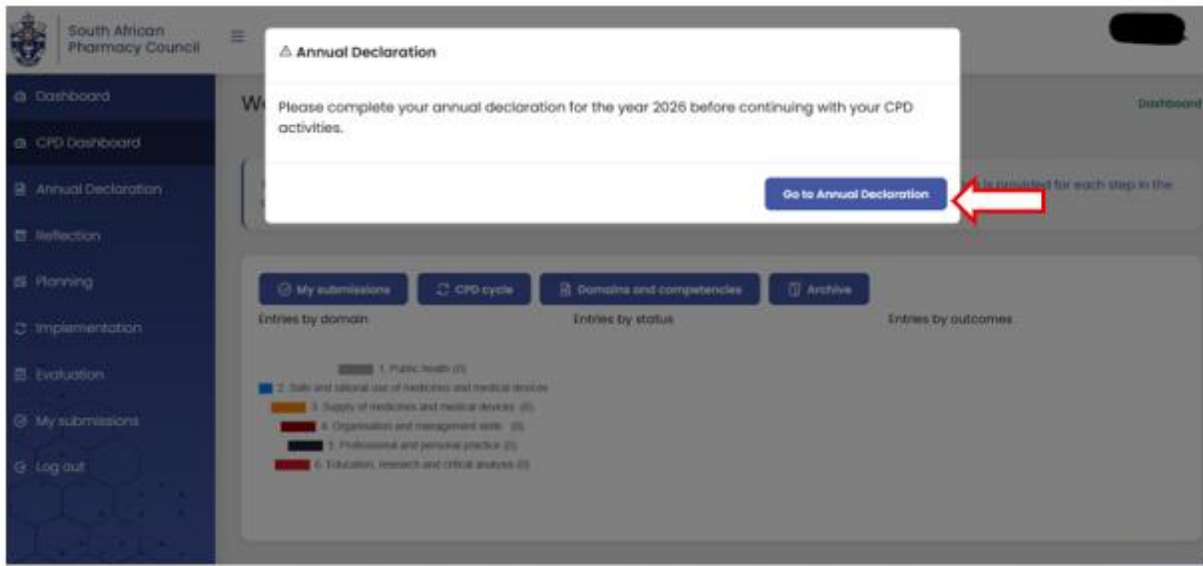
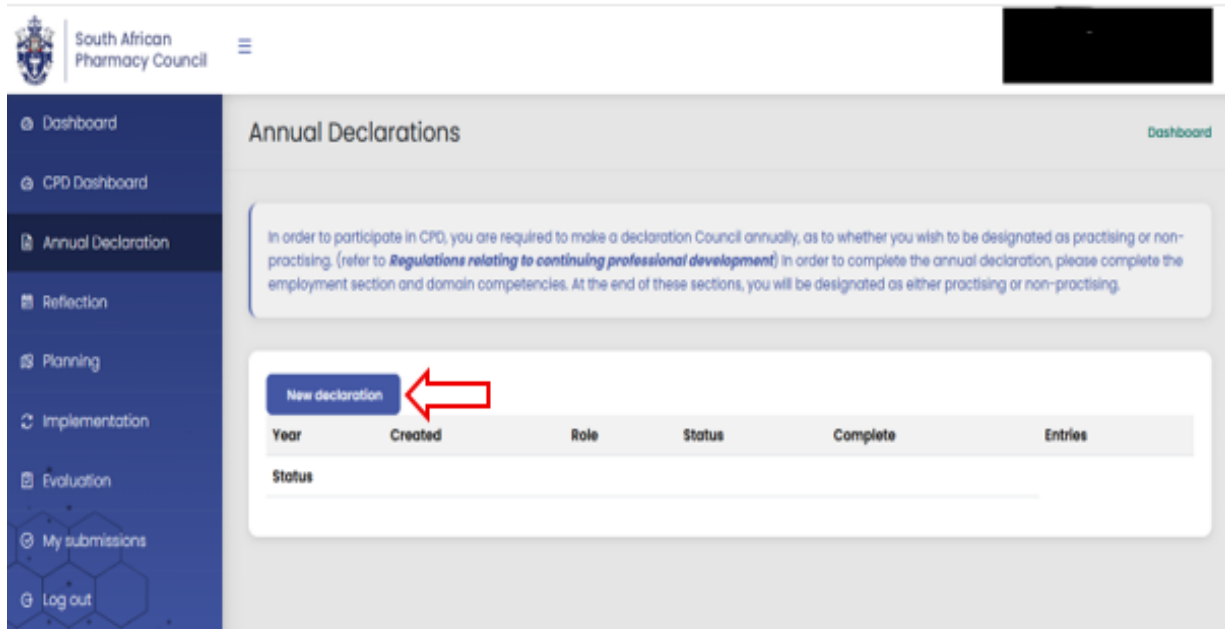


Fig 2.2: New declaration



In order to complete the annual declaration, please complete the employment section, domain competencies and assessment criteria. Complete all 3 steps by clicking the [continue] button. The Domain competencies section covers the six domains of a CPD. For each Domain, select the competencies that apply to your pharmacy category by choosing either “**I spend most of my time doing this**” or “**I spend some of my time doing this**”. If the competencies are not applicable to your practice, choose “**I never do this**”. Fig 2.3 → 2.7

Fig 2.3: Employment section

Fig 2.4: Domain competencies section

On completion of the domain competencies section, you will be designated a **“Practising”** or **“Non-practising”** intern based on your responses. Click either **[Agree]** or **[Disagree]** tabs to accept or decline the annual declaration status.

Fig 2.5 (a) Practising competencies section

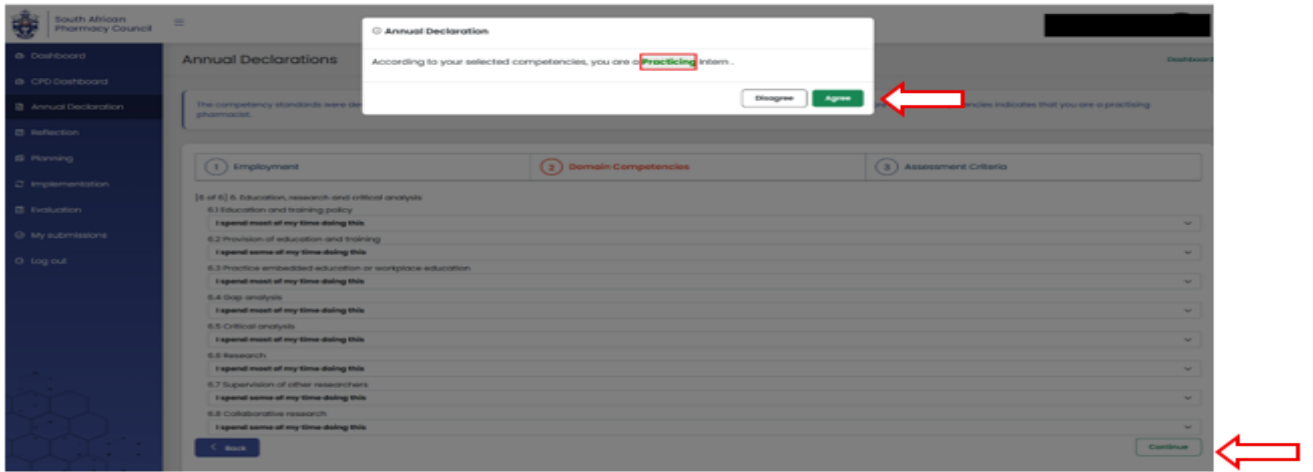


Fig 2.5 (b) on-Practising competencies section

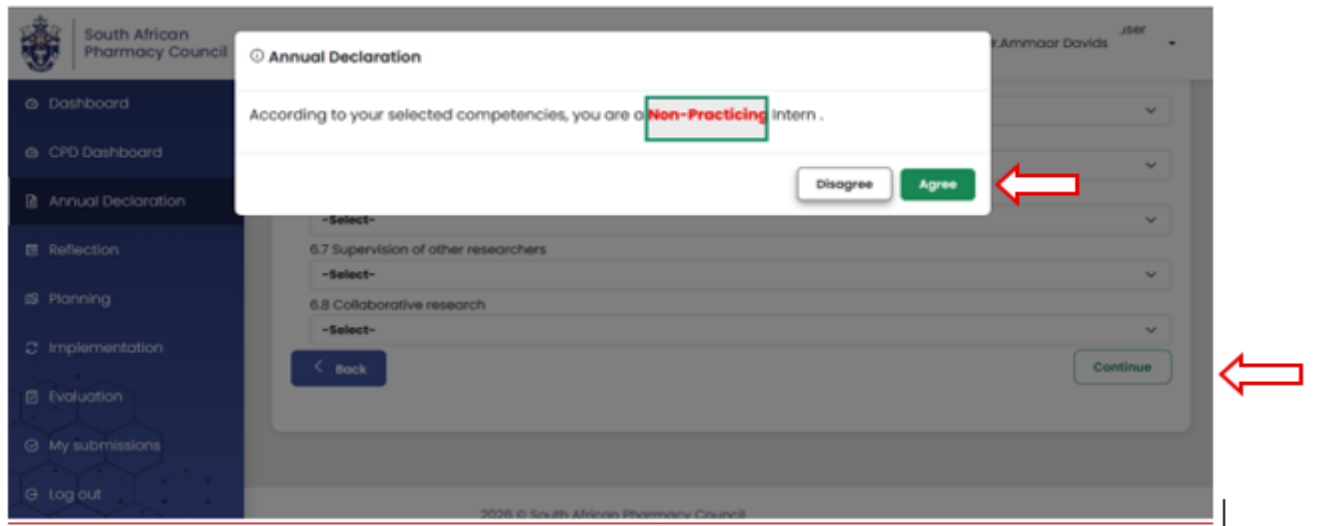
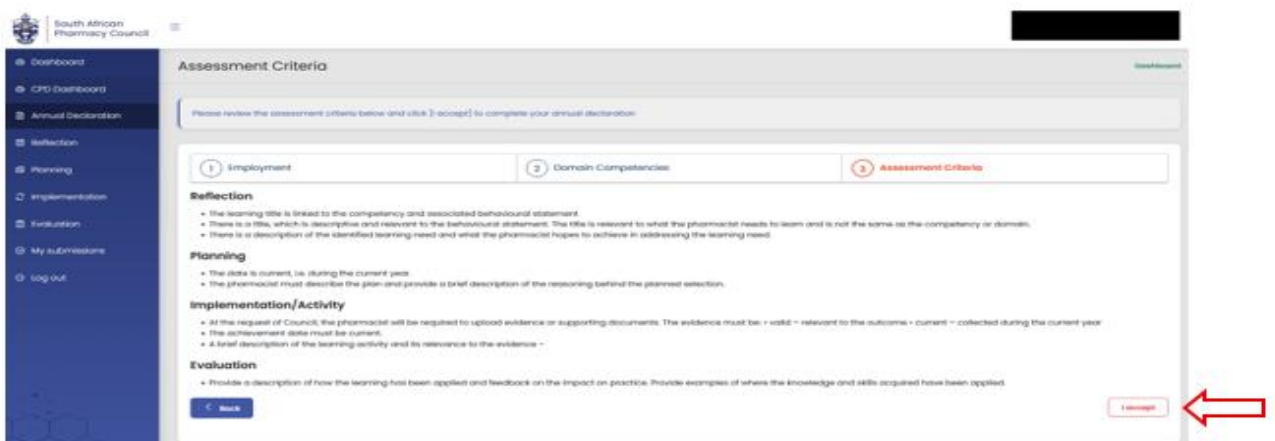


Fig 2.6. Assessment Criteria



Once all three sections of the annual declaration are successfully completed, the annual declaration message will be displayed, indicating your practising status based on your annual declaration. Fig 2.6 → 2.7

Fig 2.7 Annual declaration Status

South African Pharmacy Council

Annual Declarations

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.

Year	Created	Role	Status	Complete	Entries
2026	25/02/2026	Intern	Practising - Self-designated : 6 CPD entries required	Yes	Total : 0

Update declaration

CPD Dashboard

There are four topics covered on the CPD dashboard: My submission, CPD cycle, Domain and competencies, and Archive. Fig 3.1→ 3.5

Fig 3.1 CPD Dashboard

South African Pharmacy Council

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

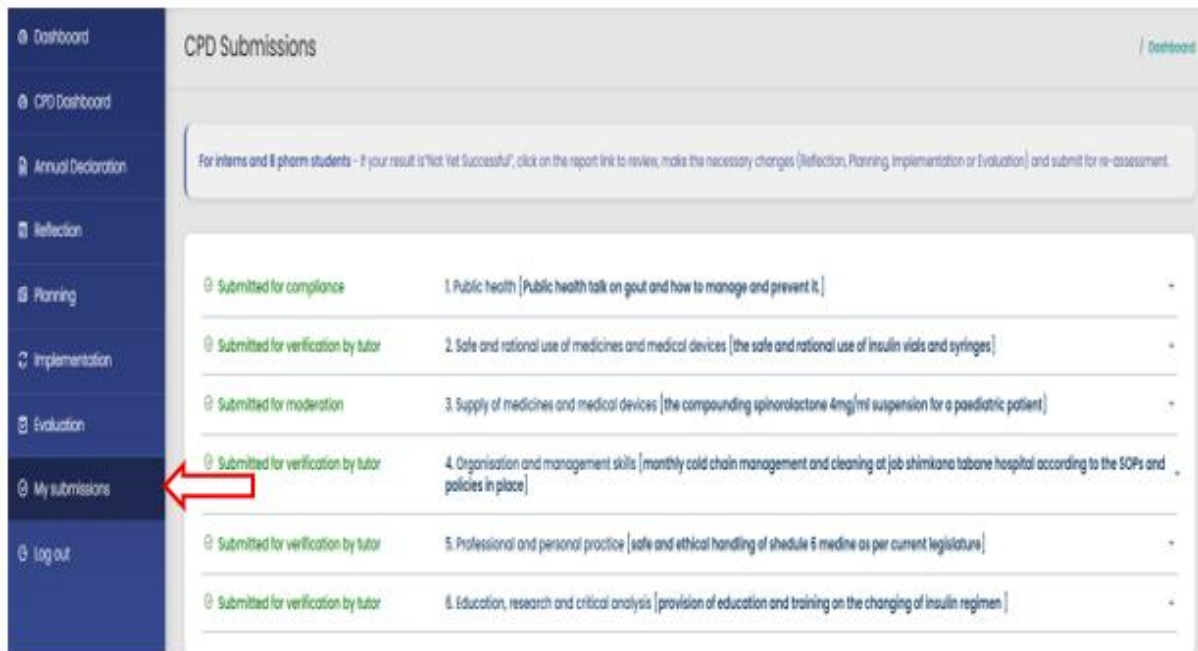
My submissions CPD cycle Domains and competencies Archive

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)

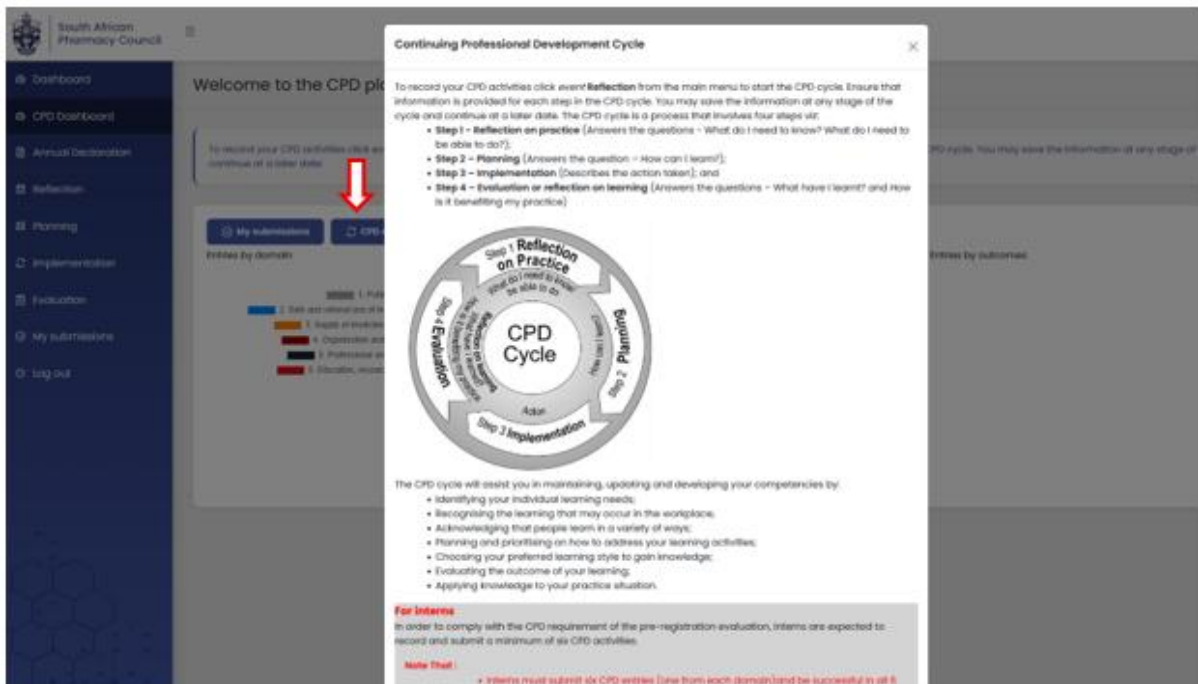
[My Submission] will show all submitted entries and their submission statuses.

Fig 3.2: My submission



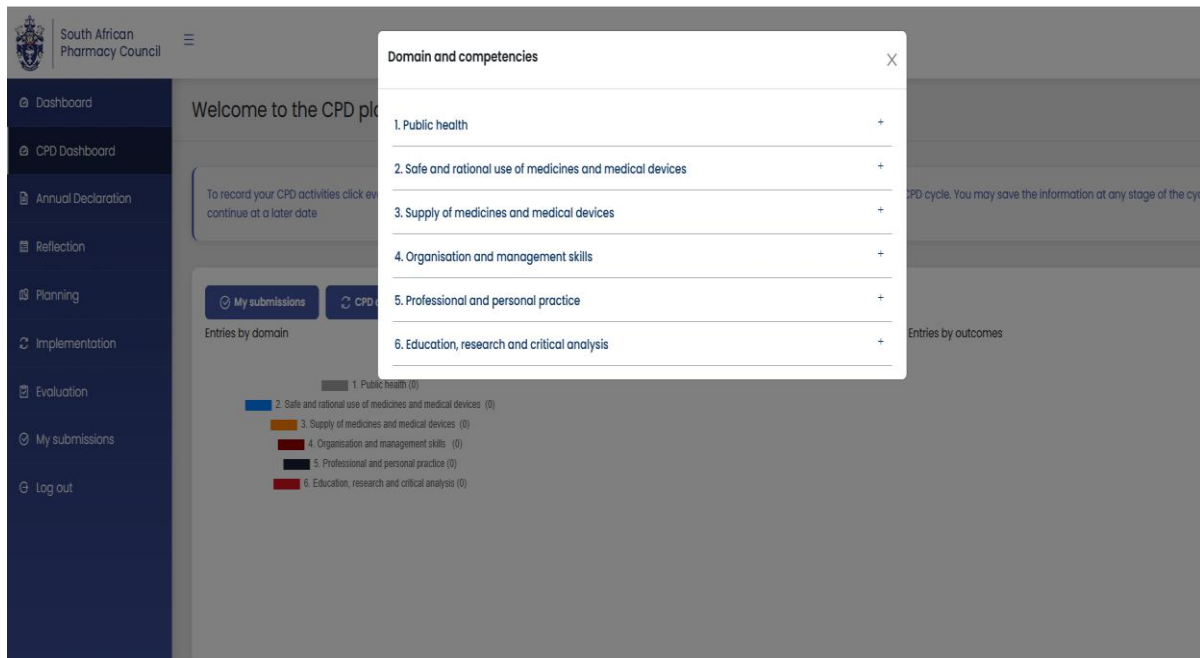
[Continuing Professional Development (CPD) Cycle] provides the 4 steps to be followed when recording a Portfolio of Evidence entry.

Fig 3.3: CPD Cycle



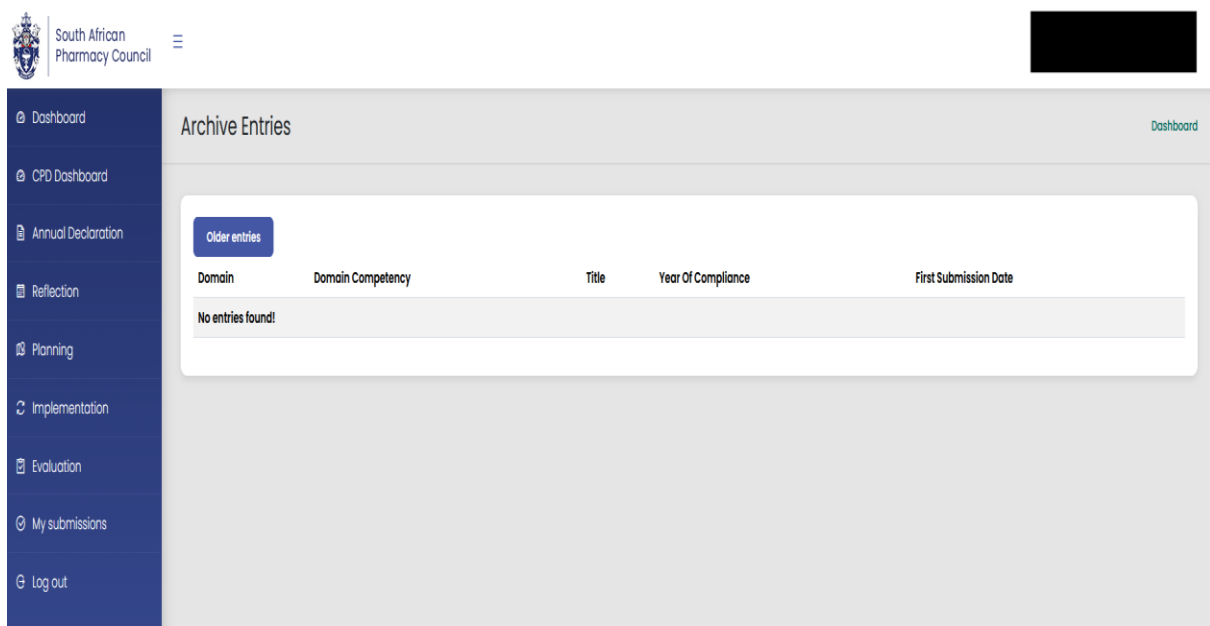
[Domains and competencies] provide the six (6) domains, their competencies and behavioural statements. The intern is expected to select a competency from each of the six domains to address by responding to the behavioural statements. The competency standards should be submitted for assessment.

Fig 3.4: Domains and competencies



[Archive] stores the previous year's entries starting from the internship year. Entries are moved to the archive at the end of each year.

Fig 3.5 Archive Entries



Record a Portfolio of Evidence entry

To record a Portfolio of Evidence entry, click on the [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. Fig 4.1 → 4.4

Fig 4.1 Reflection

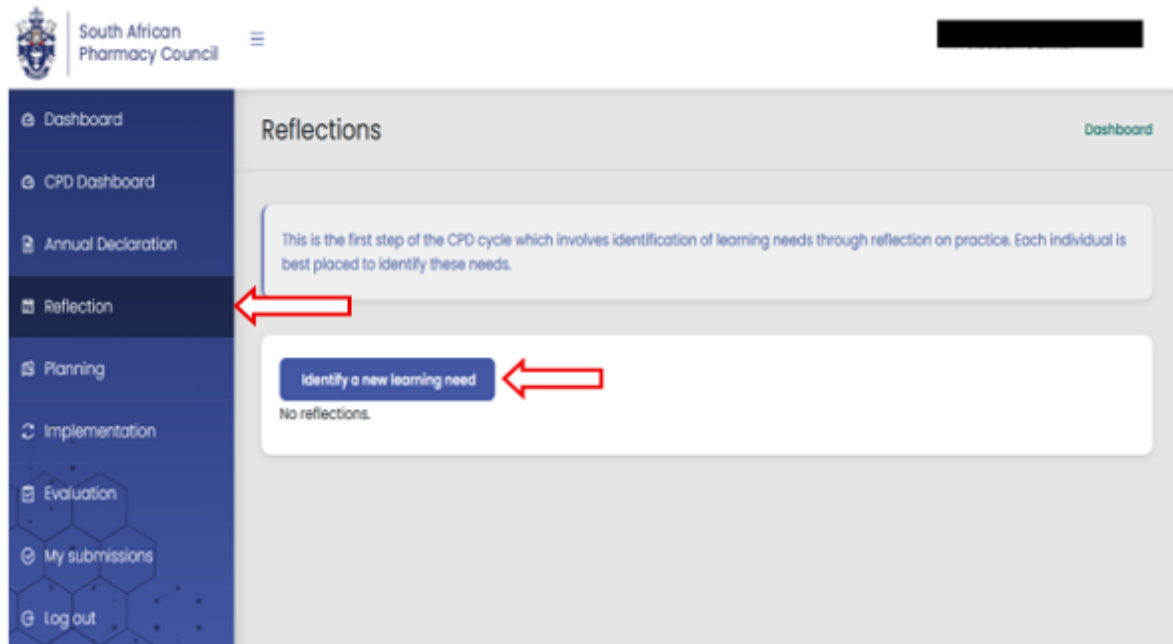
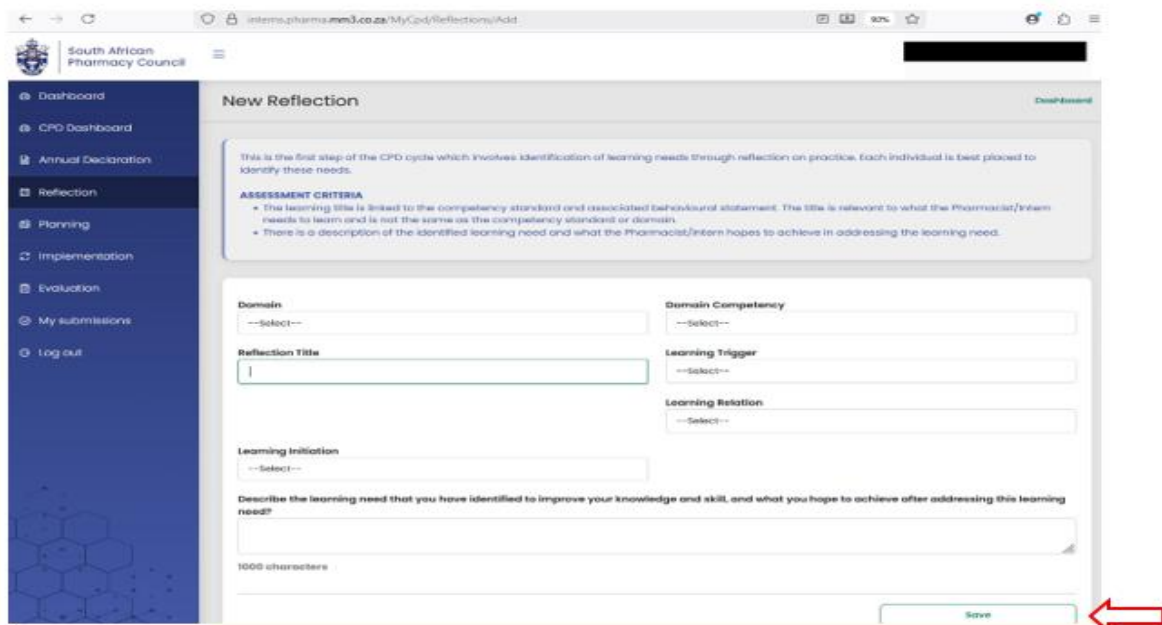


Fig 4.2 Reflection description



Upon completing the reflection step, a pop-up window will ask whether you would like to continue to the planning step. Click **[Yes]** to proceed to planning or **[No]** to edit the reflection description.

Fig 4.3: Edit the reflection step

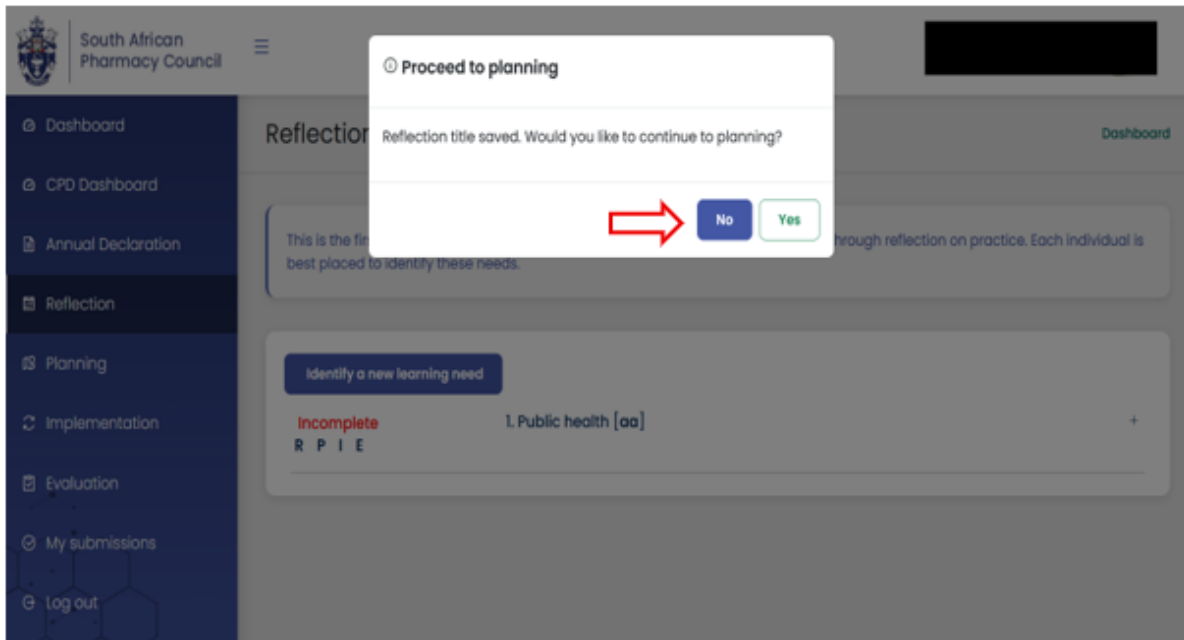
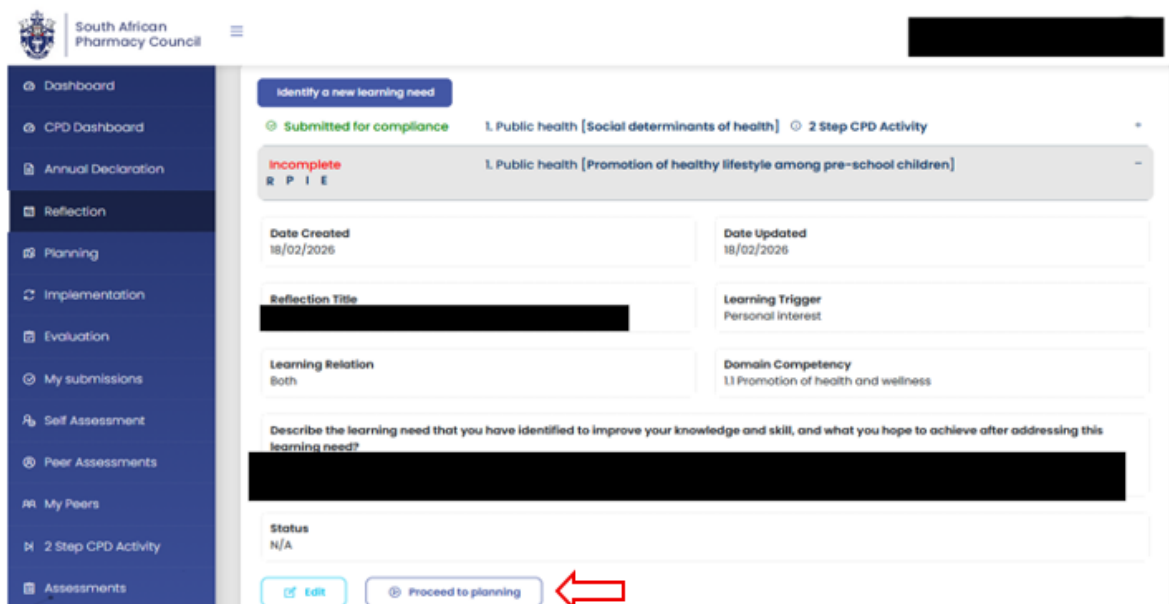


Fig 4.4: Edit the reflection step and proceed to planning



Planning

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.

Fig 4.5 → 4.6

Fig 4.5: Planning description

South African Pharmacy Council

Dashboard

CPD Dashboard

Annual Declaration

Reflection

Planning

Implementation

Evaluation

My submissions

Self Assessment

Peer Assessments

My Peers

2 Step CPD Activity

Assessments

Quick Assessments

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

Mode of Learning: --Select--

Primary Activity: --Select--

Start Date (date which you started or the date you are going to start your learning activity): 2020 / 02 / 18

End Date (the date you intend completing your learning): 2020 / 02 / 19

Briefly describe the reasoning behind your planning selections

1000 characters

Save

Fig 4.6: Proceed to implementation

South African Pharmacy Council

Dashboard

CPD Dashboard

Annual Declaration

Reflection

Planning

Implementation

Evaluation

Plannings

Proceed to implementation

Planning saved. Would you like to continue to implementation?

No Yes

Identify a new learning plan

Submitted for compliance

1. Public health [Social determinants of health] 2 Step CPD Activity

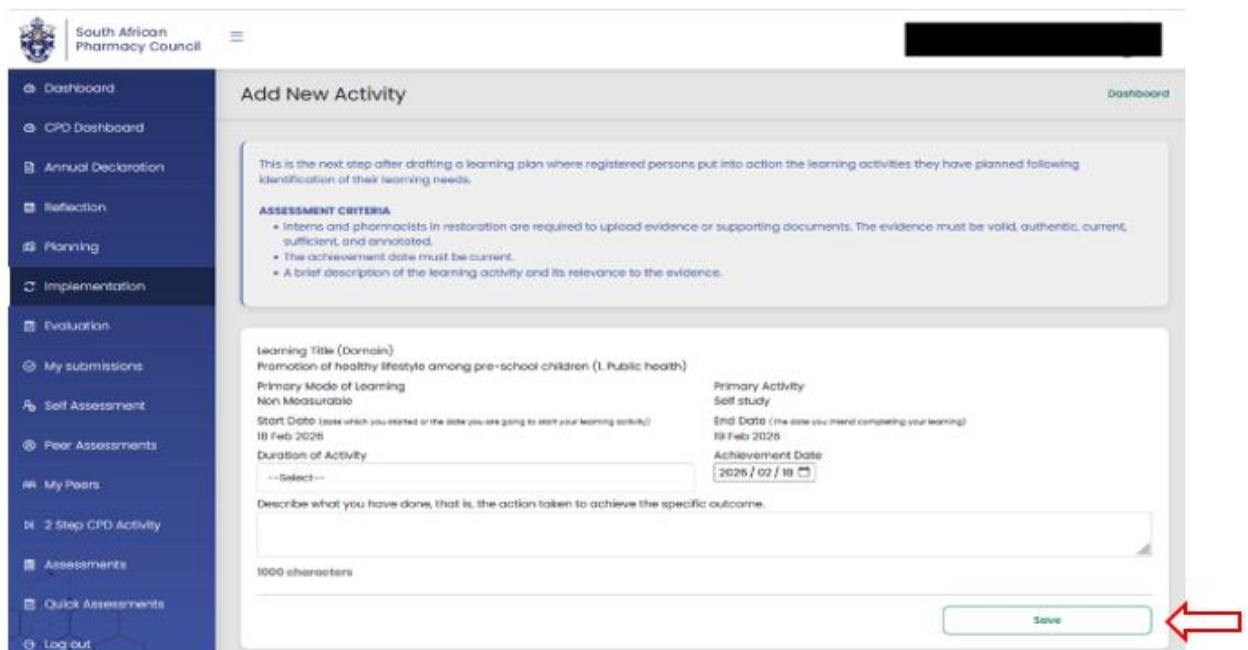
Incomplete

1. Public health [Promotion of healthy lifestyle among pre-school children]

R P I E

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. At this step, the intern is required to upload evidence of the entry recorded. Fig 4.7 → 4.8

Fig 4.7: Implementation description



To upload evidence, select manage activity documents tab. There will be a pop-up window requesting you to browse your computer to select the document you want to upload. Once the document has been selected, please click the upload tab, upload the document, and the date of uploading will be shown. Proceed to the next step by selecting the next tab.

Fig 4.8 (a): Uploading of evidence

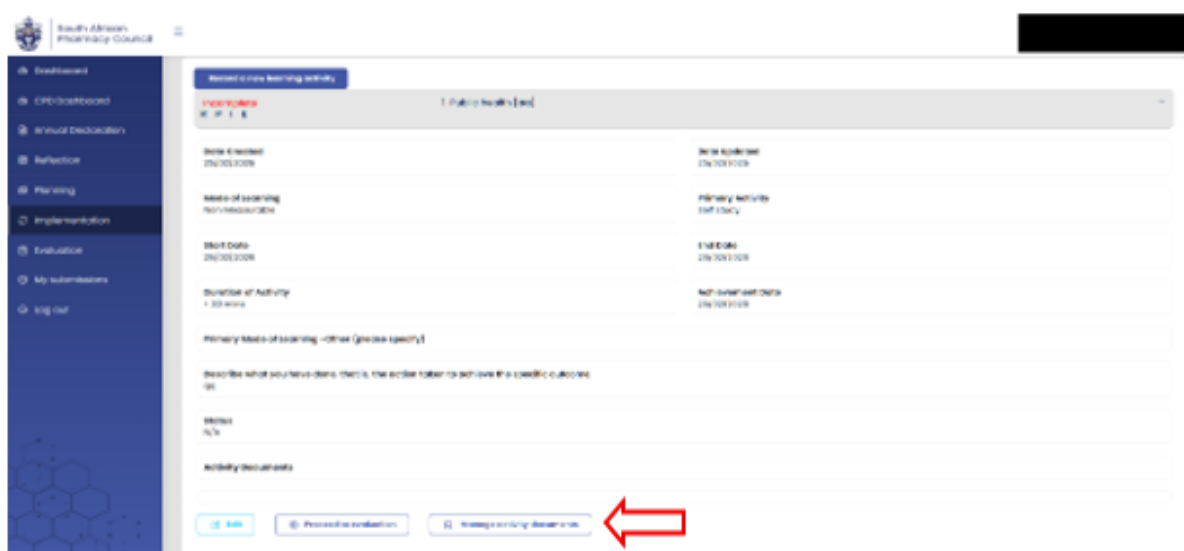
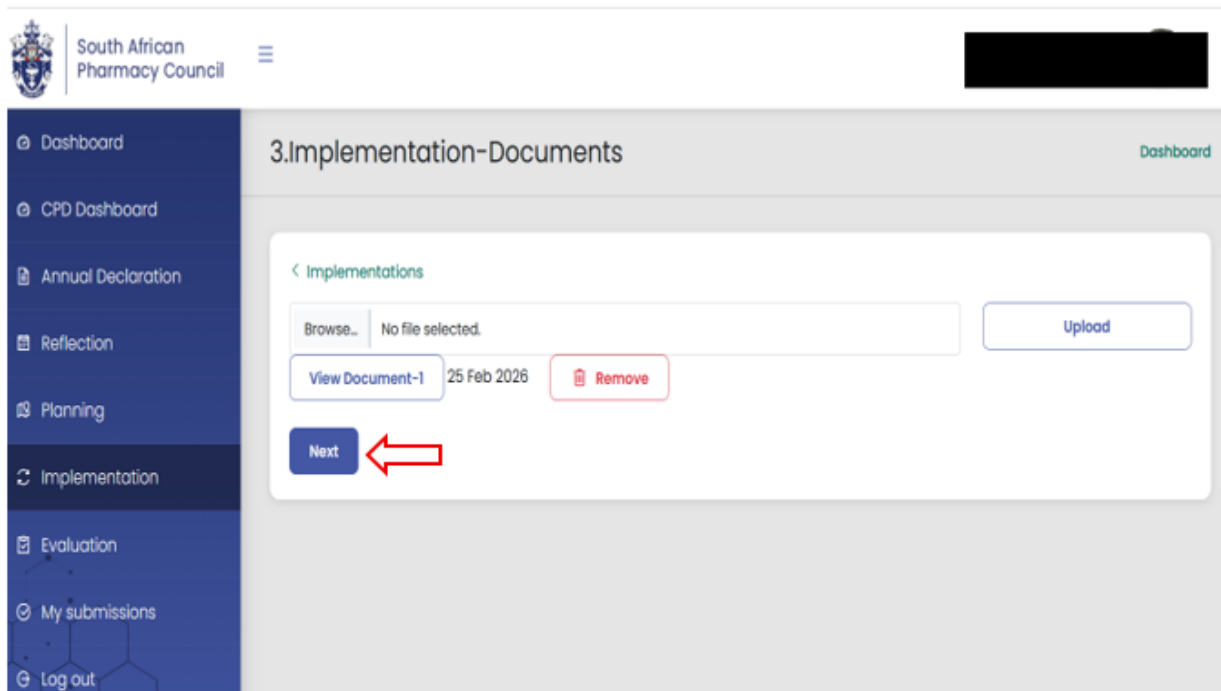
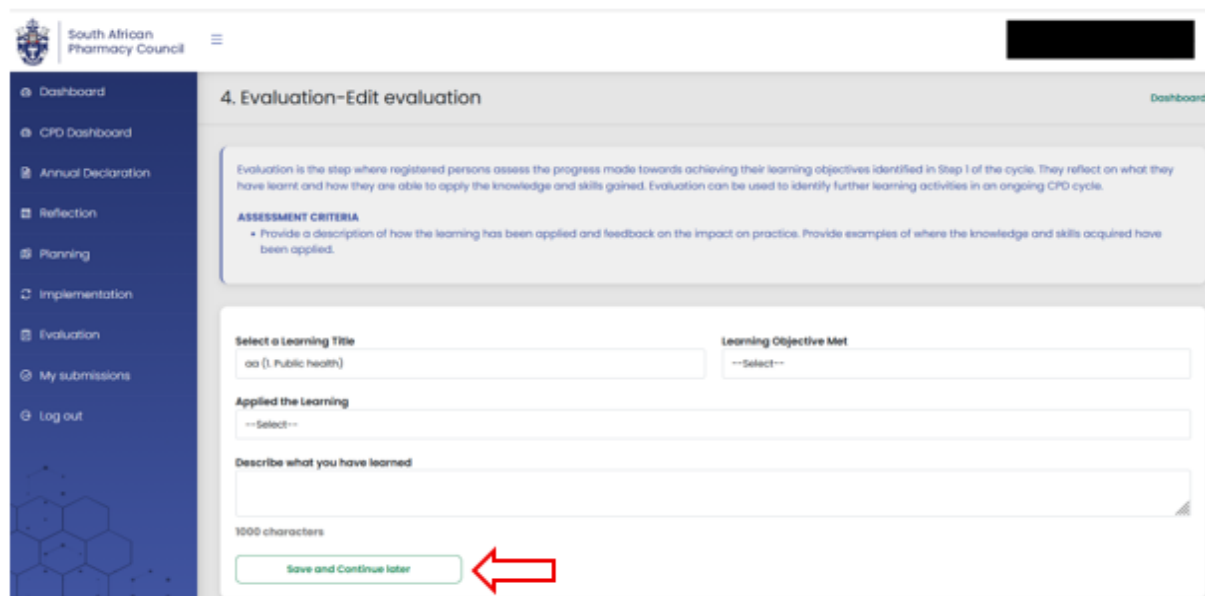


Fig 4.8 (b): Uploading of evidence



Evaluation is the step in which registered persons assess progress towards achieving their learning objectives identified in Step 1 of the cycle. They reflect on what they have learnt and how they apply the knowledge and skills gained. Evaluation can be used to identify further learning activities in an ongoing CPD cycle. Fig 4.9 → 4.11

Fig 4.9: Evaluation description



The entry will take the status awaiting submission. The intern must double-check the entry before submitting for verification by the tutor.

Fig 4.10: Awaiting submission



Fig 4.11: Submit for tutor verification

