

INFORMATION BROCHURE – NURSING QUALIFICATIONS (2023)



Roodepoort Campus



Potchefstroom Campus

In this Information Brochure you will find information about UKWAZI SCHOOL OF NURSING (the SCHOOL); the nursing qualifications for which we are registered; requirements for admission to these qualifications; admission procedures; fees and charges; and various other matters.

We trust that it contains sufficient detail to answer all your queries. However, you are also free to contact us by telephone or email for more information – please ensure that you use the correct contact information of the campus of your choice.

We look forward to receiving you as a nursing student at our institution and trust that your time with us will be memorable and happy. More so, we know that you will join us with high expectations about your future and trust that we will be able to meet every one of those expectations – and more.

MANAGEMENT
UKWAZI SCHOOL OF NURSING

INTAKE DATES 2023

Higher Certificate in Auxiliary Nursing (1 year) – 23 January 2023

Diploma in Nursing (3 years) – 1 February 2023

CLOSING DATE FOR APPLICATIONS: 30 JUNE 2022

1 GENERAL INFORMATION

1.1 REGISTERED NAME & LEGAL STATUS

UKWAZI SCHOOL OF NURSING (Proprietary) Limited (2006/005683/07) is a private company registered in terms of the Companies Act, 2008 (Act 71 of 2008, as amended).

DIRECTORS

A M Claassen (Chief Executive Officer)

K E Claassen

M C J van der Merwe

P T Sishuba

PRINCIPALS

ROODEPOORT (MAIN) CAMPUS – Mrs Ria van der Merwe

POTCHEFSTROOM SUB-CAMPUS – Mrs Amanda Kent

The SCHOOL is provisionally registered with the Department of Higher Education and Training as a private Higher Education Institution until 31 December 2022 under the Higher Education Act, 1997 – Registration Certificate No 2018/HE07/002.

It is also accredited with the COUNCIL ON HIGHER EDUCATION and the SOUTH AFRICAN NURSING COUNCIL for the qualifications it offers as set out herein later.

1.2 LOCATION AND CONTACT DETAILS

The SCHOOL has a main campus and a sub-campus.

Prospective students are invited to visit us during the hours of 8h00 to 16h00 on weekdays but can also contact us telephonically or by email.

MAIN CAMPUS (ROODEPOORT, JOHANNESBURG)

UKWAZI SCHOOL OF NURSING is situated at Meersig 1, c/o Upper Lake Rd and Constantia Boulevard, Constantia, Roodepoort, Johannesburg.

Postal Address: P O Box 3177, Wilro Park 1724

Telephone: 011-760-3098

E-mail: info.gauteng@ukwazi.co.za

POTCHEFSTROOM SUB-CAMPUS

The sub-campus of UKWAZI SCHOOL OF NURSING in POTCHEFSTROOM (NORTH WEST PROVINCE) is centrally situated at 1st Floor, Standard Bank Building, c/o Walter Sisulu & Retief St, Potchefstroom.

Postal Address: P O Box 343, Potchefstroom 2520

Telephone: 018-297-6532

E-mail: info.potch@ukwazi.co.za

1.3 STATEMENT ON NON-DISCRIMINATION

The School does not unfairly discriminate on the basis of race as

contemplated in section 29(3)(a) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996, as amended) and supports and implements affirmative action.

1.4 MISSION STATEMENT

UKWAZI SCHOOL OF NURSING is dedicated to developing and providing education and training of the highest quality in serving the needs of the South African community. UKWAZI SCHOOL OF NURSING is committed to excellence of service and the provision thereof with integrity and compassion.

1.5 FACULTY (ACADEMIC) STAFF

All academic staff members are registered with the SOUTH AFRICAN NURSING COUNCIL and are academically qualified for the nursing qualifications we offer.

ROODEPOORT CAMPUS

M C J van der Merwe - Diploma in General Nursing and Midwifery; BA Cur (Nursing Administration and Community Health); Diploma in Nursing Education

S Siyengo - Diploma in General Nursing and Midwifery

M D Tsuaeli – Diploma in General Nursing and Midwifery; B Cur (Nursing Education and Administration); B A Cur (Hons)

P C Williams – Diploma in General Nursing and Midwifery; Diploma in Nursing Education; BA (Cur)

A M Woolfenden - Diploma General Nursing and Midwifery

H Naude – B Cur (Nursing Education & Nursing Administration); M Cur (Nursing Science)

M E Jeli – Diplomas in General Nursing and Midwifery; Diploma in Medical and Surgical Nursing Science

N Hlongwane – Diploma General Nursing; Diploma in Midwifery; Advance Diploma in Professional Nursing; Diploma in Asthma Education (UK); B Cur (Nursing Education & Administration)

T D Tshabalala – Diploma General Nursing; Diploma in Midwifery

M M Bopape – Diploma in Clinical Nursing Science, Health Assessment Treatment & Care; BA Cur (Nursing Administration & Community Nursing); Diploma in Nursing Education

M Manning – Diploma in General, Psychiatric and Community Nursing and Midwifery; B Cur (Nursing Education and Administration); M Cur (Nursing Education)

M S Mosito – Diploma in General, Psychiatric and Community Nursing and Midwifery; Diploma in Nursing Administration; Diploma in Nursing Education

S S Photolo – Diploma in General Nursing; Diploma in Midwifery; Diploma in Community Nursing Science; B Cur (Administration, Management and Nursing Education)

E P Mbele – Diploma in General Nursing; Diploma in Midwifery; Diploma in Community Nursing Science; Diploma in Clinical Nursing Science

POTCHEFSTROOM SUB-CAMPUS

A Kent – Diploma in General Nursing and Midwifery; Diploma Community Health Care; BA Cur (Nursing Administration and Education)

A van Tonder - Diploma in General Nursing & Midwifery; Diploma in Nursing Education; Diploma in Community Health; Certificate in Primary Health Care

J W J Van Vuuren – B Cur; Diploma in Nursing Education; Diploma in Nursing Administration

E Steenkamp – Diploma General Nursing and Midwifery; Diploma in Nursing Education; BA Cur; M Cur

MPJ Mofoloe – Diploma General Nursing Science; B A Cur (Nursing Education & Nursing Administration)

M B Gaborone - Diploma in General Nursing, Psychiatric Nursing, Community Nursing and Midwifery; B Cur (Nursing Education and Administration)

JSA Oosthuizen – Diplomas in General Nursing, Midwifery, Occupational Health, Community Health; B Cur (Nursing Education and Administration)

J Barnard – B Cur; Diploma in Health Science Education

A Motsuenyane – Diploma in General, Community, Psychiatric Nursing and Midwifery; B CUR (Administration and Nursing Education)

2 QUALIFICATIONS

2.1 QUALIFICATIONS OFFERED

MAIN CAMPUS (ROODEPOORT)

- Higher Certificate in Auxiliary Nursing
- Diploma in Nursing (General Nurse)

POTCHEFSTROOM SUB-CAMPUS

- Higher Certificate in Auxiliary Nursing
- Diploma in Nursing (General Nurse)

2.2 ACCREDITATION STATUS OF QUALIFICATIONS

The SCHOOL is accredited by the COUNCIL ON HIGHER EDUCATION for both the HIGHER CERTIFICATE IN AUXILIARY NURSING (Auxiliary Nurse) as well as the DIPLOMA IN NURSING (General Nurse). It is also accredited by the SOUTH AFRICAN NURSING COUNCIL for these

programmes.

2.3 DURATION OF QUALIFICATIONS

The HIGHER CERTIFICATE IN AUXILIARY NURSING extends over 1 academic year and the DIPLOMA IN NURSING over 3 academic years.

2.4 LANGUAGE AND MODE OF INSTRUCTION

The language of instruction and assessment (*examination*) is English only.

The mode of instruction is contact (typically in a classroom setting) or else in the clinical setting (hospital/clinics /old age home) under supervision of a registered nurse and under guidance of the School's clinical facilitators. Students are also exposed to some blended (mixed) learning modalities.

2.5 CAREER PATH / ARTICULATION

The Higher Certificate in Auxiliary Nursing leading to registration with the South African Nursing Council as an auxiliary nurse and the Diploma in Nursing leading to registration as a General Nurse open the door to a career in nursing. These qualifications (coupled with registration with the South African Nursing Council) create employment opportunities in themselves, but are also the first step towards further education and training in nursing. Typically a student can pursue the following path of training (vertical articulation):

- Higher Certificate in Auxiliary Nursing
- Diploma in Nursing Nurse
- Degree in Nursing
- Post-graduate Diplomas (specialisations) (e.g. Midwifery; Psychiatry; Community Nursing; etc).

2.6 HIGHER CERTIFICATE IN AUXILIARY NURSING

The HIGHER CERTIFICATE IN AUXILIARY NURSING is a 1 year-programme.

The rationale of the qualification is to equip a nursing practitioner with the knowledge and skills to provide basic nursing care as an auxiliary nurse independently in a variety of health care settings within legal and ethical parameters.

THEORETICAL COMPONENT

- i. Basic anatomy, physiology, biophysics, pharmacology and microbiology as applied in the provision of nursing care

- ii. Effective Communication in a nursing context
- iii. Implementation of Basic Nursing Care
- iv. The implementation of basic nursing interventions to people of diverse backgrounds
- v. Maintaining professionalism in nursing practice within the ethical and legal framework
- vi. Participating in addressing the needs of individuals and groups in a community

PRACTICAL COMPONENT

A minimum of 720 hours of Work-Integrated Learning is prescribed which is compulsory.

Work-Integrated Learning will take place at the SCHOOL in our simulation laboratories (approx. 20%) and in the clinical setting (hospitals, primary health care clinics, old age homes)(approx. 80%)

2.7 DIPLOMA IN NURSING

The Diploma in Nursing is a 3 year programme. The rationale of the qualification is to equip a nursing practitioner with the knowledge and skills to practice as a generalist nurse who will be able to meet the service delivery needs of the country.

THEORETICAL COMPONENT

- i. The provision of nursing care throughout the lifespan in various healthcare settings
- ii. The rendering of nursing care within a legal and ethical framework
- iii. The application of knowledge of natural and biological sciences in the practice of nursing
- iv. The application of knowledge of psycho-social sciences in the practice of nursing
- v. Pharmacology in nursing practice
- vi. Healthcare information systems for nursing practice
- vii. The Management of a healthcare unit by implementing the management process
- viii. The provision of reproductive health care to promote and maintain optimum health of individuals and families

PRACTICAL COMPONENT

An aggregate of 1970 (one thousand nine hundred and seventy) hours of Work-Integrated Learning spread over the 3 year duration of the programme is prescribed.

Work-Integrated Learning will take place at the SCHOOL in our simulation laboratories (approx. 20%) and in the clinical setting (hospitals, primary health care clinics, old age

homes)(approximately 80%).

2.8 ASSESSMENT, ACADEMIC CREDIT ACCUMULATION, PROGRESSION AND QUALIFICATION

All students are registered as learner nurses with the SOUTH AFRICAN NURSING COUNCIL.

ASSESSMENT

The student's academic progress is formatively assessed throughout the programme in a continuous process (tests; assignments; OSCEs; etc) and students need to obtain a minimum year mark for admission to the final examinations (summative assessment) set for an academic year of study.

Summative assessments consisting of written examinations and practical examinations take place at the end of the academic year of study and qualifying students are afforded the opportunity of a supplementary examination(s). Written examinations are taken at the SCHOOL and practical examination(s) typically takes place in the clinical setting (hospital).

ACADEMIC CREDIT ACCUMULATION

Students obtain academic credits for each module of a programme successfully completed. At the end of each programme a student is issued with an ACADEMIC RECORD reflecting all modules completed and the aggregate of academic credits awarded to the student in regard thereto.

Students who terminate their studies prior to completion of a programme or who wish to relocate their studies to another educational institution are entitled to the issue of an ACADEMIC RECORD reflecting the modules of the programme successfully completed and the academic credits awarded by the SCHOOL in regard thereto. No academic credits are awarded for a module of study not successfully completed by a student.

PROGRESSION

As a general rule students admitted to a learning programme of 2 year or longer duration are not allowed to enrol in the next academic year of the programme unless and until having passed all modules of the current year; having passed the practical examinations for the year of study and having completed the full complement of practical training hours (Work-Integrated Learning) for that year.. There are exceptions to this rule which are set out in the SCHOOL'S *POLICY ON ACADEMIC PROGRESSION* obtainable from the SCHOOL.

QUALIFICATION / CERTIFICATION

A student at the SCHOOL is entitled to receive a

qualification certificate once having successfully completed all outcomes of the said qualification.

It is the policy of UKWAZI SCHOOL OF NURSING that no student shall be denied certification for awards achieved and no student shall be certified as having achieved such award without being entitled thereto.

The certificate / statement of credit is the formal proof that a student has been awarded the qualification or credits of the particular modules / exit level outcomes of a programme..

Qualifications / modules are awarded in accordance with the following mark scale

Pass = 50% or more

Distinction = 75% or more in either theory or practica

Honours = 75% or more in both theory and practica.

For an award to be made with distinction or with honours, the recipient shall have obtained a mark of 75% or more in **each** academic year of the programme.

No student shall be awarded a qualification certificate or statement of credits achieved or be issued with a transcript of academic training (ACADEMIC RECORD) unless all tuition fees and /or other charges owing to the School have been paid in full.

Upon successful completion of the qualifications), students sit for admission examinations to the profession set by the SOUTH AFRICAN NURSING COUNCIL upon successful conclusion whereof they are entitled to be registered in the appropriate register for the particular category of nurse.

3 ADMISSION CRITERIA

3.1 HOLDERS OF THE NATIONAL SENIOR CERTIFICATE

Students with a NATIONAL SENIOR CERTIFICATE endorsed with higher certificate studies wishing to apply for admission to any of the SCHOOL's nursing programmes need to meet the statutory and SCHOOL requirements for admission as set out below to become eligible for selection.

- **HIGHER CERTIFICATE IN AUXILIARY NURSING**

STATUTORY ENTRY REQUIREMENT	National Senior Certificate pass certified by UMALUSI with <u>admission to higher certificate, diploma or bachelor degree endorsement</u> and with a minimum of 30% in the language of learning and teaching of the higher education institution
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UKWAZI SCHOOL ENTRY REQUIREMENTS	<ul style="list-style-type: none"> • National Senior Certificate pass certified by UMALUSI and endorsed with admission to higher education (higher certificate, diploma or degree) • 40% or more (NSC Level 3) in English as Home Language or First Additional Language (English being the language of learning and teaching (LOLT) at Ukwazi School of Nursing) • 50% or more (NSC Level 4) in Life Sciences / Biology which is learning assumed to be in place • A score of at least 16 points on the scoring scale set out below as achieved in the National Senior Certificate (thus APS ≥ 16) in the applicant's best 6 (six) subjects (excluding Life Orientation) • Written proof from an acceptable medical/health source that the candidate has been vaccinated against Hepatitis "B" • Declaration of good health by candidate
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- **DIPLoma IN NURSING**

STATUTORY ENTRY REQUIREMENT	<ul style="list-style-type: none"> • A National Senior Certificate certified by UMALUSI with an achievement rating of 3 (50 – 59%) or better in 4 NSC 20-credit subjects • <u>with admission to diploma or bachelor degree endorsement</u>
UKWAZI SCHOOL ENTRY REQUIREMENTS	<ul style="list-style-type: none"> • A National Senior Certificate pass certified by UMALUSI endorsed with diploma or bachelor degree study endorsement • 40% or more (NSC Level 3) in English as Home Language or First Additional Language (English being the language of learning and teaching (LOLT) at Ukwazi School of Nursing) • 50% or more (NSC Level 5) in Life Sciences / Biology which is learning assumed to be in place • A score of at least 19 points on the APS scoring scale set out above as achieved in grade 12 summative assessment event (thus APS ≥ 19) • Written proof from an acceptable medical/health source that the candidate has been vaccinated against Hepatitis "B" • Declaration of good health by candidate

3.2 CALCULATION OF ADMISSION POINTS SCORE (APS)

As stated above, a candidate should have a particular ADMISSION POINTS SCORE (APS) for the qualification concerned.

LIFE ORIENTATION IS EXCLUDED FOR PURPOSES OF CALCULATING AN APPLICANT'S APS SCORE.

The following values are allocated to the percentages obtained in the National Senior Certificate subjects of the candidate and must be used to calculate the applicant's APS:

NSC LEVELS		UKWAZI SCHOOL POINTS			
Level	Percentage	Points for English (Home Language or First Additional Language*)	Points for Mathematics	Points for Life Sciences	Points for other subjects
8	90-100%	15	15	15	8
7	80-89%	13	13	13	7
6	70-79%	11	11	11	6
5	60-69%	9	9	9	5
4	50-59%	7	7	7	4
3	40-49%	5	5	5	3
2	30-39%	3	3	3	2
1	20-29%	1	1	1	1
	< 20%	0	0	0	0

3.3 HOLDERS OF OTHER QUALIFICATIONS

Applicants who hold a qualification other than the National Senior Certificate e.g. the old Senior Certificate (before 2008); a NC (V) or a foreign qualification evaluated by SAQA should contact the SCHOOL for the calculation of their APS.

3.4 RECOGNITION OF PRIOR LEARNING

- The School recognises that knowledge and skills can be acquired from a wide range of formal, non-formal and informal learning experiences. The School therefore encourages the Recognition of Prior Learning and Credit Accumulation and Transfer as a means of providing entry to its programmes or credit within its learning programmes alternatively as a means of transferring credits obtained in its programmes.

- Such recognition takes place within the context of the *National Qualifications Framework (NQF)*, the *National Policy for the Implementation of the Recognition of Prior Learning (SQAQ 3/2013 as Amended in March 2019)*, the *Recognition of Prior Learning Coordination Policy (DHET 2/2016)*, the Council on Higher Education's *Policies on the Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment (CHE 8/2016 as amended 2021)* and various other statutory and regulatory prescripts detailed below.
- The School subscribes to the attainment through RPL and CAT of the objectives of the National Qualifications Framework Act, Act 67 of 2008 by basing this policy on the principles of equity, access, inclusivity and redress of past unfair discrimination in regard to education opportunities and on the mobility of learner achievement.
- Applicants who do not meet the SCHOOL's formal admission requirements as set out above, but who wish to apply for admission on the ground of the recognition of prior learning are advised to contact the SCHOOL for more information – a copy of the SCHOOL's *Policy and Procedure: Recognition of Prior Learning and Credit Accumulation and Transfer* is available on request.

3.5 APPLICANTS WITH PHYSICAL DISABILITIES

A high degree of physical capabilities is required from students wishing to enrol into the SCHOOL's nursing programmes. For this reason the SCHOOL can unfortunately not consider applicants with any physical constraints.

Applicants who wish to apply and are in doubt in this regard are invited to discuss their situation telephonically with the Principal or can address the SCHOOL in writing..

The SCHOOL may request the production of a medical certificate relating to the applicant's condition.

The SCHOOL's decision in this regard shall be final and binding on all parties concerned.

4 SELECTION PROCESS

4.1 GENERAL

The SCHOOL, in line with its vision and mission, aims at admitting candidates to its learning programmes who best meet its admission requirements.

All candidates applying for admission to the SCHOOL's nursing learning programmes are entered into a selection process.

The selection of applicants is competitive and based on the

Admission Points Scores (see above) and the additional criteria set out below.

THE SCHOOL SHALL GIVE PREFERENCE TO ITS OWN STUDENTS IN THE SELECTION PROCESS.

All Applicants are liable to the SCHOOL for payment of an APPLICATION FEE (currently R1000-00) (which is non-refundable) and which is included in the DEPOSIT of R3000-00 (see below).

4.2 SELECTION PROCESS

The selection process involves the following:

- i. The SCHOOL is limited in the number of students that it can admit annually to its nursing learning programmes and is also limited in the number of students per intake for a particular learning programme - determined and regulated by the SOUTH AFRICAN NURSING COUNCIL.
- ii. The SCHOOL determines the minimum requirements for admission to its learning programmes as well as the minimum admission points score (APS) as seen above.
- iii. Admission is offered to the best applicants who have met or exceeded the said minimum achievement levels.
- iv. Where there is competition for places in any particular programme – that is, where the number of qualified candidates exceeds the number of available places – selection will take place on the basis of the SCHOOL's policy on redress, equity and quality in education:
 - admission will firstly be offered to those applicants who have the highest score according to the SCHOOL's APS as set out above
 - admission to the SCHOOL's nursing programmes will SECONDLY BE OFFERED TO APPLICANTS HAVING UNDERGONE PREVIOUS TRAINING AND EDUCATION IN A HEALTH CARE PROGRAMME AT THE SCHOOL
 - thereafter where there is equality of APS between applicants for the remaining places in the programme, preference will be given to admitting students from the previously disadvantaged community.

4.3 PSYCHOMETRIC TESTING

All applicants for the DIPLOMA IN NURSING shall be required to take a psychometric test(s) arranged by or on behalf of the SCHOOL prior to the selection interview referred to below. It is in the discretion of the School to extend psychometric testing to Higher Certificate in

Auxiliary Nursing applicants as well.

4.4 SELECTION INTERVIEW

- i. The SCHOOL shall determine a short-list of applicants for a selection interview. Such applicants must submit to an INTERVIEW conducted by a SELECTION INTERVIEW PANEL of the SCHOOL who shall finally decide whether to offer admission to an applicant in respect of any learning programme.
- ii. It shall be in the absolute discretion of the SELECTION INTERVIEW PANEL to grant or refuse admission to an applicant.
- iii. The decision of the SELECTION INTERVIEW PANEL in this regard shall be final and binding on all parties concerned and the SCHOOL (it is the prerogative of the SCHOOL whom to admit to its learning programmes as provided for in section 37 of the Higher Education Act, 1997).

4.5 NATIONAL BENCHMARK TESTS

Applicants are currently not required to write the National Benchmark Tests for ACADEMIC LITERACY & QUANTATIVE LITERACY (AQL), but the SCHOOL may in future introduce such requirement. Applicants will be informed in good time thereof.

4.6 CHANGES TO SELECTION CRITERIA

The SCHOOL is entitled to change its selection criteria at any given time.

4.5 WHEN INTAKES FULL

An applicant who is not selected for a particular intake of a learning programme as a result of the intake being fully subscribed and who satisfies the SCHOOL's admission criteria, shall automatically be entered onto a waiting list for the next intake of students for that programme.

5 ADMISSION PROCEDURES

5.1 GENERAL

- i. Prospective students wishing to study at UKWAZI SCHOOL OF NURSING must SUBMIT THEIR APPLICATIONS FOR ADMISSION PRIOR TO THE CLOSING DATE for a particular intake of students
- ii. The onus is on the prospective student to ascertain the closing dates for applications. Late applications will automatically stand over for consideration for the next intake of students to the particular learning programme.

- iii. A prospective student wishing to apply for admission must
- *Ensure that he / she complies with the admission criteria (see above) prescribed for the learning programme for which he/she is applying*
 - Submit all required supporting documents with the application form
 - Pay the prescribed DEPOSIT OF R3000-00 into the banking account of the School and submit written proof of payment with the APPLICATION FORM.
- iv. THE FOLLOWING DOCUMENTS MUST BE SUBMITTED:
- An APPLICATION FORM (attached hereto or obtainable from Administration) prior to the closing date (see below)
 - 2 certified copies of the applicant's IDENTITY DOCUMENT
 - 2 certified copy of the applicant's NATIONAL SENIOR CERTIFICATE or other school leaving certificate
 - An original ACADEMIC RECORD and certificate of conduct from a previous higher education institution where a student transfers to the School from another higher education institution
 - 2 certified copies of a MARRIAGE CERTIFICATE (for married applicants)
 - Where a prospective student is enrolled/registered with the South African Nursing Council at the time of submission of the application, written proof of such registration
 - WRITTEN PROOF OF PAYMENT OF THE DEPOSIT OF R3000-00
- v. The APPLICATION FORM and supporting documents can be handed in at the School during office hours or can be sent by email (see contact details for the campuses below).
- vi. All applications for admission is subject to selection criteria in terms of the School's *Policy and Procedure on Student Entry, Guidance and Support* (see further above).

5.2 CLOSING DATE FOR 2023 INTAKES

- i. The closing date for the 2023 intakes for the HIGHER CERTIFICATE IN AUXILIARY NURSING and the DIPLOMA IN NURSING is **30 JUNE 2022** (which the SCHOOL may extend) whereafter the SCHOOL shall commence with the selection process of applicants as set out above.
- ii. The SCHOOL shall advise applicants timeously of the

dates and venues in respect of psychometric tests.

- iii. Applicants selected to be interviewed by the SELECTION INTERVIEW PANEL shall be advised in good time of the date and venue for the conduct of the interview.

5.3 INTAKE DATES FOR 2023

The SCHOOL (and all other nursing education institutions) is only allowed 1 intake per year for each of its nursing learning programme in line with the accreditation stipulations of the SOUTH AFRICAN NURSING COUNCIL.

Intake dates for 2023 are as follows:

- HIGHER CERTIFICATE IN AUXILIARY NURSING: 23 JANUARY 2023**
- DIPLOMA IN NURSING: 1 FEBRUARY 2023**

6 APPLICATION FORM

- All applicants must submit the prescribed APPLICATION FORM which is sent with this Information Guide. Applicants can request Administration for the APPLICATION form where such has not been received.
- The APPLICATION FORM is an important document and Applicants should acquaint themselves fully with the contents thereof – any uncertainty should be cleared with the SCHOOL.
- The Application should be completed fully and signed where indicated.
- Applications can be delivered to the campus of the SCHOOL to which application is made or send by fax or by email as follows:

ROODEPOORT CAMPUS

EMAIL nea@ukwazi.co.za

POTCHEFSTROOM CAMPUS

EMAIL betsie@ukwazi.co.za

- v. **A DEPOSIT IS PAYABLE (CURRENTLY R3 000-00)** and proof of such payment must be sent together with the Application. Applications will not be considered for the selection process without payment having been made.
- vi. An APPLICATION FEE of R1000-00 (see 4.1 above) is deducted from the DEPOSIT and the balance of R2000-00 is applied towards Tuition Fees or refunded in the case of unsuccessful candidates. In addition, bank charges shall be deducted from any refunds.

7 REGISTRATION

7.1 STUDENT CONTRACT

All students shall upon being admitted execute a contract with THE SCHOOL on the prescribed terms and conditions and in the prescribed form and style which contract shall form the basis of the relationship between the student and the School and in terms of which the student undertakes to abide by the policies and procedures of the School. A copy of the standard contract is available on request..

7.2 ACKNOWLEDGEMENT OF DEBT

No student shall be registered unless he/she shall have paid the full tuition fees for the learning programme into which enrolment is sought. The School shall however, in its entire discretion, be entitled to allow a student to pay off a portion of the tuition fees in monthly instalments, in which event the student or person responsible for payment of the tuition fees shall execute a written acknowledgement of debt in favour of THE SCHOOL in the prescribed format.

8 TUITION FEES & BANK ACCOUNTS

8.1 DEPOSIT

- i. As stated above (see 6(v)) a DEPOSIT of R3000-00 is payable - do not send cash, but kindly deposit your payment into our bank account the details whereof are:

ROODEPOORT CAMPUS

UKWAZI SCHOOL OF NURSING

First National Bank

Clearwater Mall

Account number 62030 583 133

Branch Code 251-141

POTCHEFSTROOM CAMPUS

UKWAZI SCHOOL OF NURSING

First National Bank

Clearwater Mall

Account number 62073 434 608

Branch Code 251-141

- ii. Thereafter, kindly email your deposit slip together with your APPLICATION FORM to info.gauteng@ukwazi.co.za (ROODEPOORT) or to info.potch@ukwazi.co.za (POTCHEFSTROOM) (depending on the campus to which you are applying).

8.2 TUITION FEES

8.2.1 HIGHER CERTIFICATE IN AUXILIARY NURSING (AUXILIARY)

- i. Tuition Fees for the 2023 academic year will be R66 000-00 (SIXTY six THOUSAND RAND).
- ii. R2000-00 of the DEPOSIT (i.e. R3000 less R1000 for the APPLICATION FEE) is deducted from the amount of R66 000-00.
- iii. Please note that all tuition fees and other charges payable are subject to change without notification – applicants will be liable for the fees and charges prevailing at the date of registration irrespective of the date of their application for admission.

8.2.2 DIPLOMA IN NURSING

- i. Tuition Fees for the 1st academic year of the DIPLOMA IN NURSING in 2022 will be R66 000-00 (SIXTY six THOUSAND RAND).
- ii. R2000-00 of the DEPOSIT (i.e. R3000 less R1000 for the APPLICATION FEE) is deducted from the amount of R66 000-00.
- iii. Tuition fees will increase between 5-10% per year for each of the 2nd and 3rd year of the qualification – students will be advised of the exact figure during their then current year of the programme.

8.3 PAYMENT OF TUITION FEES

8.3.1 HIGHER CERTIFICATE IN AUXILIARY NURSING (Auxiliary)

Payment of fees is to be made as follows:

- i. An amount of R2000-00 being the DEPOSIT of R3000-00 (from which R1000-00 for the APPLICATION FEE is deducted) (see above)
- ii. an amount of R20 000-00 before 31 AUGUST 2022
- iii. an amount of R19 000-00 before 30 SEPTEMBER 2022
- iv. an amount of R19 000-00 before 31 OCTOBER 2022
- v. The balance of R6 000-00 in cash on commencement of classes in 2022, alternatively, in 8 monthly instalments of R750-00, the first whereof is payable on or before 31 JANUARY 2022 and all subsequent payments on or before the last day of each succeeding month.

8.3.2 DIPLOMA IN NURSING

Payment of fees is to be made as follows:

- i. FIRST YEAR OF QUALIFICATION
 - An amount of R2000-00 being the DEPOSIT

of R3000-00 (from which R1000-00 for the APPLICATION FEE is deducted) (see above)

- an amount of R20 000-00 before 31 AUGUST 2022
- an amount of R19 000-00 before 30 SEPTEMBER 2022
- an amount of R19 000-00 before 31 OCTOBER 2022
- The balance of R6 000-00 in cash on commencement of classes in 2022, alternatively, in 8 monthly instalments of R759-00, the first whereof is payable on or before 31 JANUARY 2023 and all subsequent payments on or before the last day of each succeeding month.

ii. SECOND AND THIRD YEAR OF QUALIFICATION

Payment of 2nd year and 3rd year TUITION FEES is to be made as follows (students are urged to plan their financial affairs accordingly as the School shall suspend students who do not keep to the payment schedule):

- 50% of the total tuition fees payable for the particular academic year is payable 14 days prior to commencement of classes for the particular year of study (i.e. 2nd or 3rd year)
- the balance in 8 equal monthly instalments the first whereof is payable on or before the 31st of January of the particular academic year and all subsequent monthly instalments on or before the last day of each succeeding month

8.3.3 GENERAL

- No applicant who shall not have made full payment in terms of the aforesaid payment requirements shall be admitted (registered) to a programme / to the particular year of study of a programme.
- The SCHOOL shall in terms of its rules and regulations, terminate the contract with a student, once registered, who persistently fails to keep to any payment arrangement and, in such event, all payments made, shall be forfeited.

8.4 CANCELLATION / WITHDRAWAL

- If a student cancels his/her application before the programme commencement date (beginning of lectures), all fees with the exception of the APPLICATION FEES and charges referred to below, will be refunded.
- If a student withdraws from a programme after the commencement date, the student shall be liable for the full programme fee unless the SCHOOL shall in its

absolute discretion on compassionate grounds decide otherwise. The determination of the amount of the refund shall also be in the discretion of the SCHOOL.

- Bank charges and administration charges will be deducted from all refunds.
- If a student is expelled from UKWAZI SCHOOL OF NURSING after programme commencement, there shall be no refund of tuition fees.
- Applications for refunds must be in writing, addressed to the Principal. Any refunds payable will be made within 2 weeks of receiving the written refund application.

8.5 STUDENT FINANCIAL AID

Students are to finance their studies at UKWAZI SCHOOL OF NURSING from own resources as there is currently no financial aid available to students. The SCHOOL is not subsidised by Government and NSFAS is not available as the School is a private college.

9 INCLUDED IN TUITION FEES

THE FOLLOWING ITEMS ARE INCLUDED IN TUITION FEES:

9.1 INDEMNITY

The School arranges personal indemnity cover on behalf of students in respect of periods of training in clinical facilities (e.g. hospitals; clinics; old age homes; etc).

9.2 TUNIC TOPS

Two (2) tunic tops in the 1st year of study (embroidered with the School's logo) are to be worn whilst undergoing practical training in clinical facilities.

9.3 IDENTITY TAGS

Each student will receive an identity tag with the student's name and must be worn on campus and during practical training pinned to the tunic top.

9.4 REGISTRATION FEES

Students are registered as students with the SOUTH AFRICAN NURSING COUNCIL and the School makes payment of the prescribed registration fees on their behalf.

10 ADDITIONAL COSTS

STUDENTS ARE LIABLE FOR THE FOLLOWING ADDITIONAL COSTS / CHARGES WHICH ARE NOT INCLUDED IN TUITION FEES:

10.1 PRESCRIBED TEXT BOOKS

Students must obtain a list of textbooks prescribed for the particular qualification from the SCHOOL.

Textbooks are available from the publishers / academic bookstores and students are expected to acquire them prior to the commencement of lectures. Van Schaik bookstore has a representative at the Roodepoort campus on commencement of lectures with whom orders for textbooks may be placed.

10.2 NURSES WATCH

Students must be in possession of a nurse's watch with per hour and per second-hand indicators – a digital watch is not acceptable.

Students cannot undergo Work-Integrated learning in the clinical setting (hospitals, etc) without being in possession of such a watch.

10.3 ACCESSORIES TO UNIFORMS

Skirts / trousers and shoes worn with the prescribed tunic tops are for the student's account but should comply with the School's prescribed standards (please enquire).

10.4 LAPTOPS / TABLETS

It is highly recommended that students should be in possession of a laptop / tablet – students are required to bring these to class with them. The School places increasing focus on incorporating online resources into its teaching and learning methodology for which a laptop / tablet is essential. Students will have free internet access for learning purposes whilst on campus.

10.5 HEPATITIS "B" INJECTIONS

All students (except those excused on medical grounds confirmed by a medical certificate) must have 3 hepatitis "B" injections.

Students must make their own arrangements to be vaccinated and will be required to submit a medical certificate to the SCHOOL in evidence failing which they will not be allowed to undergo practical training.

10.6 EXAMINATION FEES - SANC

All students after having successfully completed their studies at the SCHOOL must take the BOARD (ADMISSION TO PRACTICE) EXAMINATIONS set by the SOUTH AFRICAN NURSING COUNCIL.

Successful completion of the BOARD EXAMINATIONS allows students to practice in the category of nurse for which they

trained at the SCHIL viz. auxiliary nurse or generalist nurse.

EXAMINATION FEES are payable to the COUNCIL in this regard and are for the account of students (currently R487-00). Students are required to pay these EXAMINATION FEES to the SCHOOL on demand which will pay the same to COUNCIL when entering students for these examinations.

All students will be required to attend a COMPULSORY examination block of approximately 2 weeks at the SCHOOL in preparation for the BOARD EXAMINATIONS. Students ARE LIABLE TO THE SCHOOL FOR THE COST OF SUCH EXAMINATION BLOCK in such amount as shall be determined by the School from time to time.

10.7 COVID-19 MASKS

All students are required at all times to wear masks whilst attending the School and whether on campus or during practical training in the clinical facility and for as long as lock-down measures are in place. Students must provide their own masks.

The School provides sanitisers for student sanitising whilst on campus and also follows proper procedures and practices for the management of the COVID-19 virus in line with the regulations and protocols as published by the Minister of Higher Education and Training and by Higher Health.

11 CLINICAL TRAINING ITEMS

Students must be in possession of the following items which are required for clinical training:

- an aneroid sphygmomanometer (blood pressure measuring instrument) – a digital baumanometer is not acceptable
- a stethoscope, and
- nursing scissors

These can be bought online or at pharmacies like Dischem, Clicks, etc – shop around as prices might differ.

12 WORK-INTEGRATED LEARNING

- i. Clinical (practical) training forms an integral part of both the HIGHER CERTIFICATE IN AUXILIARY NURSING and the DIPLOMA IN NURSING. Such training takes place in accredited clinical institutions such as hospitals, primary healthcare clinics & old age homes.
- ii. The Roodepoort (Johannesburg) campus uses hospitals / institutions located in Sebokeng (Vanderbijl Park), Benoni, Lenasia, Roodepoort, etc. The Potchefstroom campus uses local hospitals / institutions as well as institutions in neighbouring towns (e.g. Klerksdorp, Ventersdorp, etc).
- iii. The SCHOOL decides at which of these institutions a student shall do his / her practical training. **WHILST**

EVERY EFFORT IS MADE TO ACCOMMODATE STUDENTS, THE DECISION OF THE SCHOOL IN THIS REGARD IS FINAL AND BINDING ON STUDENTS.

- iv. Students must therefore make their own arrangements in respect of accommodation and transport to be able to do their clinical training at the institutions(s) to which they are allocated. The SCHOOL endeavours to assist students in these arrangements as far as practicable.
- v. THE COST OF ACCOMMODATION, TRANSPORT AND LIVING EXPENSES IN THIS REGARD IS FOR THE ACCOUNT OF THE STUDENT.

13 TRANSPORT COSTS

Students should make allowance for the cost of transport to and from the SCHOOL during theoretical instruction as well as to and from the clinical facility at which they are placed for practical training (Work-Integrated Learning) – see above.

14 ACCOMMODATION

The SCHOOL does not offer accommodation, but prospective students can contact the SCHOOL as private accommodation is available.

POTCHEFSTROOM CAMPUS

The following is a list of private accommodation available in Potchefstroom. PLEASE NOTE that we are not associated with these individuals in any way and that we cannot take responsibility for arrangements made by students in this regard:

Mr Pieter Cloete	082 707 0300
Mrs Omar	072 361 1177
Mrs McKinnanon	018 294 3434
Mr Ntsimane	078 878 1018
Mr Robertson	082 971 5633

15 STUDENT SUPPORT

It is the policy of the SCHOOL to support its students in various manners during their entire learning experience as student at the SCHOOL. THE SCHOOL has as goal a high standard of education; the timely identification of misunderstanding; identifying students' perceptions of learning context and content; encouraging student development and implementing remedial actions for under-performing; inactive and at risk-students. The SCHOOL's policy and procedures are set out in *its POLICY ON STUDENT ENTRY, GUIDANCE AND SUPPORT* which is available on request.

15.1 ACADEMIC SUPPORT

In realising its goals on student support, THE SCHOOL employs the following assistance and processes:

- Students are provided with learning material guiding the individual student towards achieving the outcomes of the learning programme.
- The learning material provides the student with organisational information and enables the student to adapt an approach that is objective, systematic and goal directed.
- A student guide (Student Orientation Guide) and the Academic Rules and Regulations of the School are included in the learning material of a learning programme to guide the student towards proper planning of studies.
- The tutor/facilitator evaluates each student's academic progression critically and is tasked with identifying at risk; inactive and under-performing students and individual problem areas at an early stage.
- Remedial measures are taken when and where indicated.

15.2 SKILLS ENHANCEMENT PROGRAMME

The success of its students in their studies is of prime importance to the School. Students need support for a successful transition to post-school and higher education.

The School appreciates that students are unlikely to make that transition successfully without support and training in study and reading skills. The SCHOOL therefore follows a skills enhancement programme for all students enrolled.

The Skills Enhancement Programme forms part of the induction phase of students at the start of training and includes training in study and reading skills.

15.3 HEALTH CARE SUPPORT

The School regards the health and well-being of its students as an important aspect of its activities and has put in place a support policy and procedures to enable students to access healthcare services as and when needed whilst enrolled as a student at the School.

It is the policy of the School that any student requiring medical attention whilst enrolled as a student at the School shall receive quality health care attention at the earliest possible opportunity.

The School shall provide basic first aid treatment to students to ensure that they receive prompt first aid treatment in case

of injury or emergency as set out in the General Safety Regulations promulgated in terms of the Occupational Health and Safety Act, 1993.

Minor injuries and ailments - the student is referred to the appointed first-aiders on duty at the campus. The first aid boxes kept by each campus contain supplies for the treatment of such conditions.

The SCHOOL shall refer any student where the condition / injury of a student is more serious for private medical care as instructed by the student / family or else to the nearest public health institution. The SCHOOL shall arrange appropriate transport and a staff member shall accompany the student.

15.4 PSYCHOLOGICAL SUPPORT

The School supports the mental well-being of its students and has developed a support system for students in this regard which is based on a referral system where expert counselling is indicated. The SCHOOL maintains an open door policy in supporting students psychologically.

15.5 MISCELLANEOUS

The School also offers support to students in respect of the following:

- injuries, illnesses, fits or other conditions sustained or contracted by a student whilst undergoing practical training in the clinical setting
- exposure to HIV and / or Hepatitis B when a student may come into contact with blood and other body fluids – e.g. through needle prick injuries in the clinical setting.
- in-house health care counselling e.g. in respect of issues such as reproductive health (contraception, sexually transmitted infections, pregnancy etc); drug and alcohol abuse; general health issues.
- pastoral support through external referral.

16 STUDENT CODE OF CONDUCT

Students are to be neatly dressed at all times.

16.1 GENERAL

- Smoking is not allowed.
- Littering is not tolerated. Waste paper and any other rubbish are to be disposed of in dustbins provided.
- No firearm is allowed onto the premises of THE

SCHOOL.

- THE SCHOOL does not undertake to place any student in any work or job position nor does it warrant that any student will be able to find any employment upon completion of the student's studies with THE SCHOOL.
- The SCHOOL will not be held liable for any loss or damage through bodily injury, illness or condition contracted or of whatever description suffered by any student whilst attending THE SCHOOL, or whilst attending any event arranged by THE SCHOOL outside the SCHOOL premises or whilst being conveyed in any transport arranged by the SCHOOL or whilst undergoing practical training at any clinical facility.
- Every student shall execute a written indemnity in favour of THE SCHOOL against all and any claim that may be made by the student or any third party against THE SCHOOL in this regard.
- THE SCHOOL expects and requires the highest degree of attention and concentration from students at all times.
- No disruptions will be tolerated.
- Cellular phones and all other electronic devices are to be switched off and remain switched off during lectures and practical classes.
- Incoming and outgoing phone calls will only be allowed in an emergency situation.
- Worksheets and homework are to be handed in timeously.
- Students are to respect lecturing and administrative staff as well as of their peers. No disruptive behaviour will be tolerated. Repeated transgressions may result in disciplinary proceedings being taken against the student concerned.
- Students are responsible for all equipment, utensils, furniture and material. Loss or breakage will be charged to the student causing such loss or breakage.
- Textbooks and other learning material issued to students are the responsibility of the student and will only be replaced at the cost of the student.
- Classrooms / simulation laboratories are to be left clean and tidy at conclusion of lectures – students are required to tidy up after classes

16.2 CLASSROOM CONDUCT

- THE SCHOOL expects and requires the highest degree of attention and concentration from students at all times.
- No disruptions will be tolerated.
- Cellular phones and all other electronic devices are to

be switched off and remain switched off during lectures and practical classes.

- Incoming and outgoing phone calls will only be allowed in an emergency situation.
- Worksheets and homework are to be handed in timeously.
- Students are to respect lecturing and administrative staff as well as of their peers. No disruptive behaviour will be tolerated. Repeated transgressions may result in disciplinary proceedings being taken against the student concerned.
- Students are responsible for all equipment, utensils, furniture and material. Loss or breakage will be charged to the student causing such loss or breakage.
- Textbooks and other learning material issued to students are the responsibility of the student and will only be replaced at the cost of the student.
- Classrooms / simulation laboratories are to be left clean and tidy at conclusion of lectures – students are required to tidy up after classes

16.3 CODE OF CONDUCT WHILST IN PRACTICAL TRAINING

The student will at all times behave professionally in any practical / workplace area whilst undergoing Work-Integrated Learning (practical training). S/he will be seen as part of the institution and the following will be expected of him/her:

- Punctuality at all times
- Loyalty and teamwork
- Accepting authority of the people in charge

The institution at which practical training takes place should not be discussed with outsiders

Unauthorised absenteeism will not be tolerated

Structured practical guidance sessions must be attended. Failure to do so will result in failure to attain entrance to practical summative examinations.

17 PARTNERSHIP AGREEMENTS

The SCHOOL has no partnership agreement with any other entity, but has various agreements in place for the placement of students for the workplace component of Work-Integrated Learning (practical training). The following is a list of the more important institutions utilised by the SCHOOL in this regard:

17.1 ROODEPOORT CAMPUS

- Sebokeng Hospital

- City of Johannesburg (clinics such as Helderkruin; Princess; Rex St; etc)
- Lakeview Hospital
- Daxina Private Hospital
- Midvaal Private Hospital
- Cormed Private Hospital
- various old age homes
- various others as approved by the South African Nursing Council

17.2 POTCHEFSTROOM CAMPUS

- Potchefstroom Hospital
- Fochville Hospital
- Multicare Private Hospital
- Wilmed Private Hospital
- Mooimed Private Hospital
- MediClinic (Potchefstroom)
- Tlokwe primary health care clinics
- various others as approved by the South African Nursing Council

18 STUDENT COMPLAINTS

Students have the right to raise complaints / grievances with the SCHOOL.

The SCHOOL therefore has a formal policy and procedures by which students (whether individually or as a body of students) can bring complaints / grievances to the attention of THE SCHOOL without fear of discrimination or victimisation.

The purpose of the grievance policy and procedure (a copy whereof is available on request) is to find solutions procedurally to grievances as expediently as possible and in accordance with prescribed procedures.

The SCHOOL's policy makes provision for an informal procedure for the resolution of complaints / grievances and for a formal procedure in terms whereof the matter is dealt with by the SCHOOL's Grievance Committee – the latter procedure being available where complaints / grievances are unable of being resolved informally.

A copy of the SCHOOL's *STUDENT GRIEVANCES POLICY AND PROCEDURES* is available on request.

19 HEALTH AND WELLNESS

The SCHOOL supports and is committed to the overall health and well-being of its students.

The SCHOOL sees health and wellness as those matters which contribute to the physical, emotional and psychological well-being of its students and which include educational awareness,

behavioural and lifestyle changes and supportive environments.

The School accepts responsibility for ensuring that:

- A healthy and safe environment that is conducive to optimum learning delivery is created and maintained on its sites of learning
- basic wellness services are made accessible to students and are conducted in an ethical manner
- the learning environment and learning conditions of students are conducive to wellness
- students' rights to confidentiality, autonomy, sensitivity, timely intervention, equality, openness and transparency and confidentiality are protected
- students are informed of conditions in the learning environment that may be harmful to their health and wellness
- students are not arbitrarily and unfairly discriminated against especially in regard to disabilities.

A copy of the SCHOOL's *POLICY AND PROCEDURE: STUDENT HEALTH AND WELLNESS* is available on request.

access to and success in post-school education and training (including at private institutions) for people with disabilities.

Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments and/or chronic conditions which in interaction with various barriers may hinder their full and effective participation in a nursing teaching and learning environment on an equal basis with others.

The School endeavours to comply with the policy within the limitations of financial constraints, and constraints placed on accommodating learners with disabilities due to the physical demands placed on learners by the prescribed practical learning outcomes of any particular learning programme.

However and regrettably so, the SCHOOL is unable to entertain applications from applicants with disabilities for its nursing programmes due to the physical demands placed on learners by the prescribed practical learning outcomes of nursing learning programme and the nursing profession in general.

The SCHOOL's *POLICY AND PROCEDURE: DISABILITY* is available on request.

20 POLICY ON DISABILITY

The School subscribes to the aims, objectives and principles as set out in the *STRATEGIC POLICY FRAMEWORK ON DISABILITY FOR THE POST-SCHOOL EDUCATION AND TRAINING SYSTEM (2018)* of the Department of Higher Education and Training for guiding the improvement of

21 CONTACT US

21.1 ROODEPOORT CAMPUS

- Meersig 1, c/o Upper Lake Rd and Constantia Boulevard, Constantia Kloof, Roodepoort 1709 P O BOX 3177 WILRO PARK 1724
- TELEPHONE (011) 760-3098
- nea@ukwazi.co.za

21.2 POTCHEFSTROOM CAMPUS

- 1st Floor, Standard Bank Building, cnr Walter Sisulu & Retief St, Potchefstroom P O BOX 343 POTCHEFSTROOM 2531
- TELEPHONE (018) 297-6532
- betsie@ukwazi.co.za

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