

INFORMATION BROCHURE – NURSING QUALIFICATIONS (2021)

(this document is an abridged version of our PROSPECTUS which is available from our ADMINISTRATION DEPARTMENT)



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

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).

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 Horizon Office Park, 6 Kingfisher St, Horizon Park, Roodepoort, Johannesburg.

Postal Address: P O Box 3177, Wilro Park 1724
Telephone: 011-760-3098
Fax: 011-760-5567
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
Fax: 018-297-7764
E-mail: info.potchefstroom@ukwazi.co.za

1.3 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.

1.4 FACULTY (ACADEMIC) STAFF

All academic staff are registered with the SOUTH AFRICAN NURSING COUNCIL and are academically qualified for the nursing qualifications we offer. Information about faculty members is available from Administration.

2 QUALIFICATIONS

2.1 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 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 per annum 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%)

2.2 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

lifespans 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 2000 (two thousand) 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)(approx. 80%)

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 admission to higher certificate, diploma or bachelor degree endorsement and with a minimum of 30% in the language of learning and teaching of the higher education institution
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UKWAZI SCHOOL ADMISSION 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 • with admission to diploma or bachelor degree endorsement
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) • 60% 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 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 – process (see above).

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. Applicants who previously trained at the SCHOOL will be preferred to outside applicants in the selection process
- iv. Admission is offered to the best applicants who have met or exceeded the said minimum achievement levels.
- v. 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 SELECTION INTERVIEW

- i. All applicants must submit to an INTERVIEW conducted by an admission 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 Interview Panel to grant or refuse admission to an applicant.
- iii. The decision of the Interview Panel in this regard shall be final and binding on all parties concerned and the SCHOOL shall not entertain any discussion in this regard (it is the prerogative of the SCHOOL whom to admit to its learning programmes as provided by section 37 of the Higher Education Act, 1997).

4.4 PSYCHOMETRIC TESTING

All applicants will take a psychometric test arranged by or on behalf of the SCHOOL except where the SCHOOL decides to dispense therewith in regard to a particular intake(s) of students.

4.5 NATIONAL BENCHMARK TESTS

All applicants will take the National Benchmark Tests for ACADEMIC LITERACY & QUANTATIVE LITERACY (AQL) except where the SCHOOL decides to dispense therewith in regard to a particular programme / intake(s) of students.

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 INTAKES FOR 2021

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.

All intakes for the current academic year (2020) are full and the SCHOOL is now accepting applications for the 2021 academic year.

5.2 CLOSING DATE FOR 2021 INTAKES

- i. The closing date for the 2021 intakes for the HIGHER CERTIFICATE IN AUXILIARY NURSING and the DIPLOMA IN NURSING is **30 JUNE 2020** whereafter the SCHOOL shall commence with the selection process of applicants as set out above.
- ii. 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.
- iii. Applicants are liable to the SCHOOL for payment of an interview fee (currently R1000-00) to be paid prior to the date of the interview and without which an interview shall be scheduled.

6 APPLICATION FORM

- i. 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.
- ii. The Application is an important document and Applicants should acquaint themselves fully with the contents thereof – any uncertainty should be cleared with the SCHOOL.
- iii. The Application should be completed fully and signed where indicated.
- iv. 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

FAX 011-760-5567

EMAIL info.gauteng@ukwazi.co.za

POTCHEFSTROOM CAMPUS

FAX 018-297-7764

EMAIL info.potchefstroom@ukwazi.co.za

- v. An APPLICATION FEE is payable (currently R2 500-00) and proof of such payment must be sent together with the Application. Applications will not be considered without payment having been made.

- vi. The INTERVIEW FEE of R1000-00 (see above) is deducted from the APPLICATION FEE and the balance is applied towards Tuition Fees or refunded in the case of unsuccessful candidates.

7 TUITION FEES & BANK ACCOUNTS

7.1 APPLICATION FEE

- i. As stated above an APPLICATION FEE of R2500-00 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 fax your deposit slip, with your name, surname, telephone number and area code clearly written thereon, to us on (011) 760 – 5567 (ROODEPOORT) or 018-297-7764 (POTCHEFSTROOM)

7.2 TUITION FEES

7.2.1 HIGHER CERTIFICATE IN AUXILIARY NURSING

- i. Tuition Fees for the 2021 academic year will be R56 500-00 (FIFTY SIX THOUSAND FIVE HUNDRED RAND).
- ii. R1500-00 of the APPLICATION FEE (i.e. R2500 less R1000 for the INTERVIEW FEE) is deducted from the amount of R56 500-00.
- 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.

7.2.2 DIPLOMA IN NURSING

- i. Tuition Fees for the 1st academic year of the DIPLOMA IN NURSING in 2021 will be R56 500-00 (FIFTY SIX THOUSAND FIVE HUNDRED RAND).

- ii. R1500-00 of the APPLICATION FEE (i.e. R2500 less R1000 for the INTERVIEW FEE) is deducted from the amount of R56 500-00.
- iii. Tuition fees will increase between 5-8% 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.

7.3 PAYMENT OF TUITION FEES

7.3.1 HIGHER CERTIFICATE IN AUXILIARY NURSING

Payment of fees is to be made as follows:

- i. The APPLICATION FEE of R2500-00 when application is made (from which the interview fee of R1000 shall be deducted) (see above)
- ii. an amount of R48 000-00 in 4 equal monthly payments of R12 000-00 each at the end of each of AUGUST 2020; SEPTEMBER 2020; OCTOBER 2020 and NOVEMBER 2020
- iii. The balance of R7 000-00 in cash on commencement of classes in 2021, alternatively, in 10 monthly instalments of R700-00 with effect from the last day of the month in which classes commence and all subsequent payments on or before the last day of each succeeding month, provided that should any one payment not be made on or before due date, the full balance then outstanding will become due and payable forthwith.

7.3.2 DIPLOMA IN NURSING

Payment of fees is to be made as follows:

- i. FIRST YEAR OF QUALIFICATION
- The APPLICATION FEE of R2500-00 when application is made (from which the interview fee of R1000 shall be deducted) (see above)
 - an amount of R48 000-00 in 4 equal monthly payments of R12 000-00 each at the end of each of AUGUST 2020; SEPTEMBER 2020; OCTOBER 2020 and NOVEMBER 2020
 - The balance of R7 000-00 in cash on commencement of classes in 2021, alternatively, in 10 monthly instalments of R700-00 with effect from the last day of the month in which classes commence and all subsequent payments on or before the last day of each succeeding month, provided that should any one payment not be made on or before due date, the full balance then outstanding will become due and payable forthwith.

ii. SECOND AND THIRD YEAR OF QUALIFICATION

- The full amount payable in respect of Tuition Fees for the particular year of study as determined by the School less an amount of R7 000-00 shall be payable on or before the last day of November of the preceding year – thus on or before 30 November 2021 in respect of the 2022 Second Year of the programme
- an amount of R7 000-00 shall be paid in 10 equal monthly instalments of R700-00 each with effect from 31 January in the particular year of study and all subsequent payments on or before the last day of each succeeding month, provided that should any one payment not be made on or before due date, the full balance then outstanding will become due and payable forthwith.

7.3.3 GENERAL

- No applicant who shall not have made full payment in terms of the aforesaid payment requirements shall be admitted (registered) to a programme.
- 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.

7.4 CANCELLATION / WITHDRAWAL

- If a student cancels his/her application before the programme commencement date (beginning of lectures), all fees will be refunded less charges as set out hereinafter.
- 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.

7.5 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.

8 ADDITIONAL COSTS

Students are liable for the following additional costs / charges WHICH ARE NOT INCLUDED in Tuition Fees:

8.1 PRESCRIBED TEXT BOOKS

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

Text books are available from the publishers / academic book stores and students are expected to acquire them prior to the commencement of lectures.

Text books can also be purchased from the publishers / distributors at the SCHOOL on the first day of commencement of classes. Students should ensure that they have adequate funds available for their purchases.

8.2 ADDITIONAL CHARGES

The items / charges listed below are included in the tuition fees for the programme concerned. The School arranges the supply / payment of these items.

8.2.1 NURSES WATCH

8.2.2 **2 X TUNIC TOPS** (embroidered with the SCHOOL's logo and to be worn during practical training in the work-place)

8.2.3 IDENTITY TAGS

The identity tag must be worn pinned to the tunic top on campus and during practical training.

8.2.4 HEPATITIS "B" INJECTIONS

All students (except those excused on medical grounds confirmed by a medical certificate) must have 3 hepatitis "B" injections. The School arranges these injections on behalf of students.

No applicant who refuses to have such an injection except on medical grounds will be allowed into the programme applied for or will be allowed to continue therewith.

8.2.5 SANC REGISTRATION

All nursing students MUST be registered with the SOUTH AFRICAN NURSING COUNCIL – the SCHOOL arranges registration on behalf of students.

8.2.6 INDEMNITY

Students are required to have risk cover in favour

of the clinical facility at which practical training will take place.

The School arranges such cover on behalf of students.

9 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 (Van der Bijl 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 must do his / her clinical 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.

10 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.

11 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:

Mrs Ronel Ras	082 885 9193
Mr Pieter Cloete	082 707 0300
Mrs Omar	072 361 1177
Mrs McKinnanon	018 294 3434

12 CONTACT US

12.1 ROODEPOORT CAMPUS

- 1st Floor, Horizon Office Park, 6 Kingfisher St, Horison, Roodepoort 1724
- P O BOX 3177 WILRO PARK 1724
- TELEPHONE (011) 760-3098
- FAX (011) 760-5567
- nea@ukwazi.co.za

12.2 POTCHEFSTROOM CAMPUS

- 1st Floor, Standard Bank Building, cnr Walter Sisulu & Retief St, Potchefstroom
- P O BOX 343 POTCHEFSTROOM 2531
- TELEPHONE (018) 297-6532
- FAX (018) 297-7764
- betsie@ukwazi.co.za

