



## How to enrol for the SPEL Programme for support personnel in Link pharmacies

Health Science Academy welcomes you to this very interesting course for pharmacy support personnel that is offered in co-operation with Link pharmacies.

The modules can be studied, printed or downloaded from our electronic portal.

### STEPS TO ENROL FOR THE SPEL PROGRAMME

- Go to our website [www.hsa.co.za](http://www.hsa.co.za)
- Click on SPEL Programme
- Read the welcoming letter
- Complete the application form
  - Fill in your personal details
  - Fill in the name and address of your pharmacy
  - Indicate the modules that you are interested in
  - To start with, you can choose from the modules in the Knowledge Sector - Commercial at the basic level
  - There will be a discount to Link if you do all 6 modules in a Knowledge Sector, but you can also choose just to do one at a time
  - Ask your pharmacist to sign his or her approval and insert the relevant P number.
  - Sign the form and insert the date.
- E-mail the form to [fsa@healthscience.co.za](mailto:fsa@healthscience.co.za) or fax it to [081 680 0671](tel:0816800671).
- The co-ordinators for the course will then send you a link to a website and a voucher code.
- Once you have entered the website, insert the voucher code to get access to the course material.
- Choose the module/s that you have enrolled for and that your pharmacist has approved.
- Now you can study the material, download or print it.
- Study the manual and then complete the questionnaire on the website.
- The questions will be different for each learner.
- You have 6 weeks to complete each module.
- You can only proceed to a new module if the first one was successfully completed and you were assessed as competent (C).
- Should you wish to do further modules, just send a new application form to [fsa@healthscience.co.za](mailto:fsa@healthscience.co.za) or [081 680 0671](tel:0816800671) with your further choices.

### RULES

- You have to complete the basic level of any Knowledge Sector first, before you can proceed to the advanced level.
- You have 6 weeks to complete each module. If you have not completed the module, then a reregistration fee is applicable to proceed.
- You will have two chances to complete the questionnaire for each module.
- If you still have not achieved the pass rate and was deemed Not Yet Competent (NYC), you will have to pay a rewrite fee to proceed.
- No cheating will be allowed and guilty learners will be suspended from the programme.

### CO-ORDINATORS

For any questions, please contact Ms Julia Ndlungwane or Ms Siphwiwo Khoza at Health Science Academy on 012 816 9000.