ARWYP TRAINING INSTITUTE

STUDENT PROSPECTUS 2023

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ACRONYMS AND DEFINITIONS

Academic Staff: Persons employed to conduct theoretical and clinical facilitation. These include educators and clinical facilitators.

Academic year: This is a minimum of 44 weeks of education and training.

Assessment: means a structured process for gathering evidence and making judgements about a learner's performance in relation to the prescribed requirements for the programme.

Administrative staff: Non-academic support staff.

AMC: Arwyp Medical Centre.

ATI: Arwyp Training Institute.

BOE: Board of Examiners, which consists of the principal and all academic staff of the ATI.

CHE: Council on Higher Education.

Clinical Facility: The hospital / health care institution / clinic which the Student utilizes to gain work integrated learning (WIL). This facility may be any private or public health care facility accredited by SANC and CHE for use by ATI for this purpose.

Clinical Practica for Learning (CPL): Shall mean facilitated practical training as stipulated per individual programme. This may take the form of simulated practice, facilitation at the bedside, assessment, projects and education and teaching and mentoring.

DHET: Department of Higher Education and Training.

Learning for Role Taking (LRT): Shall mean learning that takes place in the accredited clinical facility where the Student is supervised and mentored.

Learning Programme: A structured set of learning opportunities with related assessment and attainment requirements within a particular field of learning which leads to a qualification.

NQF: National Qualifications Framework.

Principal: The person responsible for the management of the ATI.

Recognition of Prior Learning (RPL): RPL means the evidence based assessment comparison of previous learning and experience against the learning outcomes required for a specific programme and the acceptance of such previous learning for the purpose of accessing a programme.

SANC: South African Nursing Council.

SAQA: South African Qualifications Authority.

SRC: Student Representative Council.

Student: An individual registered for any education and training programme offered by the ATI**.**

Work Integrated Learning (WIL): Refers to learning that takes place at an accredited clinical facility where workplace supervision and mentoring of Students takes place for the purpose of acquiring knowledge, skills and abilities to reach the exit level outcomes of a specific programme.

INTRODUCTION TO THE ARWYP TRAINING INSTITUTE

Contact details

2nd Floor Customer Support Centre

4 Blockhouse Street

Cnr of Blockhouse Street and Central Ave,

Kempton Park

PO Box 3452

Kempton Park 1620

Website: www.training.arwyp.com

Telephone number:

011 922 1235/ 1323/ 1387/ 1195

E-mail: training@arwyp.com

Fax number: 011 922 1383

Vision

The vision of the ATI is to be the private training provider of choice for nursing programmes by providing accessible, high quality education and training.

Mission

The ATI is to advance, transmit and sustain knowledge and understanding through the conduct of teaching, clinical practice and research at the highest standards for the benefit of the local and national community.

Market research and focus on the right product mix in order to achieve the maximum profit potential and sustain the business.

Philosophy of ATI

The ATI believes in preparing Students to become competent graduates who provide quality nursing care to diverse populations. Personal and professional characteristics of the graduates are developed to form a basis for continuous growth to enable the graduate to meet the needs of an ever-changing society.

Legal status

THE ARWYP TRAINING INSTITUTE (PTY) LTD Company Reg. No. 2009/015166/07.
The Directors of the company are Mr. Otto Wypkema, Dr. Emma Wykema,
Mr. Wypke Wypkema, Ms. Agatha Smith.

The Arwyp Training Institute is accredited by South African Nursing Council (SANC) for the Higher Certificate in Nursing and Diploma in Nursing (SANC Ref no S1546).

The Arwyp Training Institute is provisionally registered with the Deparment of Higher Education and Training as a Private Higher Education Institute under Higher Education Act, 1997, until 31 December 2022, DHET No. 2018/HE07/006.

Higher Certificate in Auxiliary Nursing (HEQSF-Aligned, NQF Level 5, 120 Credits: Contact Mode). SAQA ID No. 101883.

Diploma in Nursing (HEQSF-Aligned, NQF Level 6, 360 Credits: Contact Mode). SAQA ID No. 112081.

Language policy

The official language of the ATI is English. All documentation, communication, lectures, assessments, memorandums etc. are conducted in English.

Mode of instruction

The mode of instruction is contact.

Principal and staff of the ATI

Academic staff		
Dr. A.E. de Villiers	Principal	PhD in Nursing MCur in Professional Nursing BCur (Education and Administration) Diploma in Nursing Education and Community Nursing Science Diploma in General Nursing and Midwifery Diploma in Orthopaedic Nursing Science
Ms M.J. Malatji	Nurse Educator	MCur in Nursing Management BCur (Education, and Administration, Community Nursing Science) Diploma in General Nursing Science (Midwifery, Psychiatry and Community)
Ms M.C. Molete	Nurse Educator	Diploma in General Nursing Advanced Diploma in Health Care Management and Administration Diploma in Nursing Education
Ms I. Botha	Nurse Educator	BCur (Education and Administration, Advanced Midwifery and Neonatology) Diploma in General Nursing Science (Midwifery, Psychiatry and Community)
Ms C.C. Joubert	Nurse Educator	MCur in Nursing Sciences BCur (Education and Administration) BCur in Nursing Sciences

Mrs V. Swart (Part time)	Nurse Educator	BA Cur (Nursing Education and Management) Diploma in General Nursing Science Diploma in Midwifery
Mrs E. Kleynhans	Clinical Facilitator	BCur (General, Psychiatric, Community, Midwifery) Assessor and Moderator
Mrs R.T. Nyadonga	Clinical Facilitator	Diploma in General Nursing Assessor and Moderator
Mrs L. Price	Soft skills Facilitator	National Diploma HRM
Mrs H. Pieterse	External Moderator	Honours Ba (Cur)
Mrs O. Tyson (Part Time)	English Facilitator	Higher Diploma in Education
Administrative staff		
Miss C. v.d. Merwe	Administrative Officer	
Mrs. A. Harmse	Receptionist, Data Capturer and Library Assistant	

INTRODUCTION TO THE HIGHER CERTIFICATE: IN NURSING

The programme leading to SANC registration in the category Auxiliary Nurse

The programme will lead to the qualification: Higher Certificate in Nursing. This qualification is an entry level into nursing. The qualification serves to provide students with basic knowledge, tools and techniques to enter into additional higher education studies in nursing.

The programme focuses on general principles and their application in the provision of basic nursing care. The qualification signifies that students have achieved a basic level of higher education knowledge and competence in nursing. It also signifies that the student can apply this knowledge and competence in the workplace, specifically in a healthcare setting. The programme is characterized by a work integrated learning component (WIL).

Aims of the qualification

It will produce nurses that will provide basic nursing care in all spheres of healthcare service delivery. It will provide the nurse with a wide range of cognitive, affective and psychomotor skills and will hone skills in assessment, planning and implementation of basic nursing care. It will develop writing and oral communication skills.

Exit level outcomes

On completion of the learning programme the student will be able to:

- Apply basic knowledge of anatomy, physiology, biophysics, pharmacology and microbiology in the provision of nursing care.
- Communicate effectively in a variety of ways in a nursing context.
- Use the scientific nursing approach to address the basic needs of individuals and groups in various healthcare settings.
- Demonstrate appropriate methods of interacting sensitively and professionally with people from diverse backgrounds.
- Maintain professionalism in nursing practice within the ethical and legal framework. Participate in addressing the needs of individuals and groups in a community.

NQF Level

Level 5.

Credits

120 Credits of which 72 credits must be acquired in appropriate and accredited clinical facilities and at least 70% of clinical acquired credits must be supervised and mentored.

Duration of the programme

One academic year.

Articulation options

The Higher Certificate in Nursing articulates with the National Diploma in Nursing.

Graduation requirements

The student must pass both the theoretical and clinical components of the programme with a minimum of 50%. The student must meet the clinical requirements as stipulated in the curriculum.

Admission requirements

National Senior Certificate with admission to Higher Certificate study at a Higher Education Institution.

Learning assumed to be in place

Communication Skills Level 4
Life Sciences Level 4
English (at least D symbol)
Computer Literacy Level 3
Mathematical Literacy Level 4

The following criteria apply for the Higher Certificate in Auxiliary Nursing (SANC R.no.169)

Candidates who matriculated prior to 2008:

- National Senior Certificate with an endorsement for entry into Higher Education.

- An English achievement as follows:
  A minimum matric score (M-score) of 2 (English HG 50% or SG 60%).
- A total M-score of at least 8.

Candidates who matriculated from 2008 onwards:

- National Senior Certificate with an endorsement for entry into Higher Education.
- An English achievement as follows: A minimum admission point score (APS) on level 5 (60%).
- A total APS of at least 17.

All candidates must achieve the following as part of the selection process:

- A written English test score of at least 50%.
- A psychometric general mental ability (GMA) score of at least 5.
- A selection interview score of at least 75%.

INTRODUCTION TO THE DIPLOMA IN NURSING

Purpose of the qualification

This qualification will enable the learner to function as a clinically focused, service orientated, independent Registered General nurse, who is able to render nursing care as determined by the appropriate legislative framework in alignment with the National Health Needs of South Africa focusing on the envisioned National Health Insurance Plan and Primary health care delivery.

The qualification will provide a basis for decision-making about what is within and beyond the defined scope of practice, as well as understanding of the referral system in place for anything outside of the scope of practice. The diplomate will apply evidence-based nursing practice which is based on research or established practices that have proven to be effective both nationally and internationally within the profession.

Credits

The learner must acquire 360 credits to meet the programme requirements. The qualification rules stipulate that 197 credits allocated to core modules must be acquired in an appropriate and accredited clinical facility and at least 70% of these must be supervised and mentored.

Articulation Options

This qualification, the Diploma in Nursing, offers systematic articulation with the following qualifications offered by other institutions, provided that minimum entry requirements are met.

Horizontal Articulation

Horizontal articulation is possible into diplomas in appropriate other fields.

Vertical Articulation

Advanced Diploma in Midwifery, Level 7
Post Graduate Diploma in Nursing, Level 8
Bachelor Degree in Nursing and Midwifery, Level 8.

NQF Level

Level 6

Admission Requirements

National Senior Certificate (with an endorsement for admission to *diploma studies at a* Higher Education *Institution).*

Learning assumed to be in place

- English (at least D symbol)
- Communication Skills level 4
- Mathematical Literacy level 4
- Life Sciences level 4
- Computer Literacy level 3

The following criteria apply for the Diploma in Nursing (SANC R.no.171)

Candidates who matriculated prior to 2008:

- National Senior Certificate with an endorsement for admission to higher education.
- An English achievement as follows: A minimum M-score of 2 (English HG 50% or SG 60%).
- A candidate must have achieved a minimum M-score of 1 in each of the remaining five subjects: (HG 40% or SG 50%).
- A total M-score of at least 12.

Candidates who matriculated from 2008 onwards

- National Senior Certificate with an endorsement for entry into Higher Education.
- An English achievement as follows: A minimum admission point score (APS) on level 5 (60%).
- A candidate must have achieved a minimum APS on level 4 (50%) in two other fundamental subjects (apart from the language of learning and teaching in the higher education institution).
- A candidate must have achieved a minimum APS on level 5 (60%) in the three compulsory vocational subjects.
- A total APS of at least 28.

Selection Criteria for all Candidates

- A written English test score of at least 60%.
- A psychometric general mental ability (GMA) a score of at least 5.5.
- A selection interview score of at least 75%.
- The candidate must produce proof that he/she has permission from his/her employer to study (if applicable).

The management of applications

1. All applications are processed within ten days after the closing date as specified herein / on the website.

2. You need to submit the following documents with your application:
   - Application form.
   - Declaration form.
   - Curriculum Vitae (CV).
   - Two SAPS certified copies of Senior Certificate.
   - Two SAPS certified copies of South African Identification Document.
   - Two ID photos.
   - Proof of payment of non-refundable application handling fee.

3. If the application document is not complete the application cannot be processed or considered for selection. An application is considered as incomplete if any of the documents listed under point 2 are not attached.

The selection process

1. Phase one – Paper Selection:

   - The application and supporting documents are reviewed.
   - Those candidates who do not meet the academic requirements are eliminated and informed by the appointed administrative person within 30 working days following the completion of the paper selection. Please note that there is a non-refundable application fee.

2. Phase two – Psychometric Assessment:

   Those candidates who are successful in the paper selection are invited to write a psychometric test once the closing date for paper selection has been completed. These tests reveal prospective learner's general mental ability, interests and emotional maturity. Please note that there is a non-refundable fee for the psychometric assessment.

3. Phase three – English Proficiency Assessment and Selection Interview:
   Those candidates who meet the requirements of the paper selection and psychometric assessment are invited by the appointed administrative person within ten working days of receipt of the psychometric test results, to write a 1-hour English proficiency assessment and for a selection interview on the same day. Please note that there is a non-refundable fee for the English proficiency assessment.

4. Phase four – Selection of Candidates. Candidates are informed by the appointed administrative person within 30 (thirty) working days following the final selection decision of the selection committee.

Recognition of prior learning (RPL)

Candidates who don't meet the M-score or AP-Score requirements for admission, but who have healthcare experience or have successfully completed a relevant health-related qualification, may be able to provide evidence of sufficient and current learning on matriculation-level on the basis of which they may be granted access. Such candidates may apply to the ATI for recognition of prior learning.

Credit bearing education relevant to nursing at NQF Level 5 and above will be considered for assessment towards progression / exemption.

Applications for RPL will be managed in accordance with the ATI RPL policy.

FEES

Banking details

Please use the following banking details when making a deposit into the Arwyp Training Institute's bank account: Please note that no cash is handled on the premises. Payments are made via deposits into the Arwyp Training Institute's bank account.

ARWYP TRAINING INSTITUTE (Pty) Ltd
Bank: First National Bank Festival Mall.
Branch code: 231-433
Account number: 622 491 100 74
Payment Reference: Please use your full name and surname (of candidate) as reference when making a deposit. Failure to do so may result in the funds not being allocated correctly or not allocated at all.

Non-refundable fees

The following non-refundable fees are applicable for 2023.

- Application Fee for 2023 application is R600.00
- On-site Psychometric General Mental Ability fee is R500.00. Refreshments included.
- On-site English Proficiency Test and Selection Interview fee is R280.00. Refreshments included.

Fee Structure

All students are self-funders. Arwyp Training Institute does not allocate bursaries to students.

Two options for payment are available.

1. Paid in full before or on commencement of course.
2. Registration fee and monthly instalments. The registration fee is determined annually or before the commencement of the course. The balance of the fee is payable in monthly instalments over a six-month period. The outstanding balance is paid in equal, consecutive

monthly instalments by the first of each month for the registration of each academic year. The first instalment is due in the first month of commencement of the programme.

Course/ Programme Fee

The course fee for the Higher Certificate in Auxiliary Nursing is R68 750.00, excluding books, uniforms, and insurances. The cost of the books, uniforms, insurances is R12 350.00. The registration fee (part of the course fee) is R40 000.00.

The course fee for the first year of the Diploma in Nursing is R68 750.00, excluding books, uniforms, and insurances. The cost of the books, uniforms, insurances is R12 350.00. The registration fee (part of the course fee) is R40 000.00.

The course fee for the second year of the Diploma in Nursing is R68 750.00, excluding books, uniforms and insurance. The cost of the books, uniforms and insurance is R2500.00. The registration fee is R40 000.00.

Extension fee

Students who have their training extended for academic reasons will be liable to pay an extension fee per month. The extension fee for 2022 per month is R5500.00.

Lost student access card

Any student who loses a student identification or access card will be liable to pay R200.00 for a new card.

International students

International students who request a full transcript will be charged R2 000.00 plus courier / postage cost.

Supplementary examinations

Students taking supplementary examinations will be charged R480.00 per examination for either a theoretical or clinical examination.

Remark of examination answer paper

The fee is R910.00 per examination paper. There is no remark for a clinical assessment/ examination.

CLOSING DATE FOR APPLICATIONS

Applications must reach the Arwyp Training Institute before or on 31 August 2021. Late applications will not be considered.

HEALTH, SAFETY AND SECURITY

Disaster plan & Evacuation procedures

The ATI has a health and safety representative on staff.

All Students will be orientated to the disaster plan which includes the escape routes and cue card system at commencement of their programme.

One Student will be elected for every 30 Students or part thereof as a health and safety representative for the duration of the academic year. The Student health and safety representatives will be orientated to their responsibilities by the ATI health and safety representative. All Student health and safety representatives will receive firefighting training.

It will be expected of all Students to participate in evacuation practice drills.

Access control

All Students will be issued with Student identification and access control cards at commencement of their programme. Access control is applicable to Arwyp Medical Centre nursing units and the ATI. On completion of the programme Student identification and access cards must be returned to ATI.

STUDENT SUPPORT SERVICES

Academic support

Staff of the ATI offers academic proficiency training to Students within the first semester of all training programmes.

Students' progress will be monitored throughout the training programme by means of informal and formal assessment by the educator / clinical facilitator / unit manager of the clinical facility which will enable them to identify Students who might require remedial / supplemental instruction.

Psycho-social support

An ATI counsellor is available for Students who are experiencing personal difficulties for support, therapy or guidance. The SRC members are available to support Students who are experiencing challenges in either theoretical or clinical environments.

Health-related support

All Students are offered Hepatitis B vaccination. The students may use the employee wellness clinic at Arwyp Medical Centre at the same cost as for Arwyp employees. Should a student be exposed to HIV/AIDS, the student is covered under the HIV insurance.

Student representative council (SRC)

The goal of the ATI SRC is to ensure growth and development of all Students at social, physical and professional level in order to introduce knowledgeable, skilled, well rounded nurses into the healthcare industry.

Social investment (community engagement)

ATI identifies a social investment project annually to assist the Students to learn how to give back to the community in the surrounding area. This is an important aspect of the Student Representative Council duties. All Students are expected to take part in such projects.

Professional indemnity insurance

The ATI requires of its Students, on behalf of itself and all its accredited clinical facilities where Students are placed for work integrated learning, to purchase professional indemnity insurance from DENOSA or any other legitimate professional indemnity body.

Each Student receives a membership card which should always be carried with them during the nursing programme. Students must maintain indemnity cover for the full duration of the training programme.

Indemnity against loss

The Student indemnifies ATI against any loss or destruction of cash, valuables or any other property or personal injury or harm whilst on the premises of ATI or any of its accredited clinical facilities during the period of training by completing and submitting an indemnity form at commencement of training.

The ATI indemnifies itself from the loss of money or extension of training period that a Student may suffer due to the Student not upholding their SANC registration in their professional capacity. Indemnity cover will lapse during the period in which the Student's SANC registration is not upheld.

Insurance cover against occupational exposure to blood borne diseases

Students are covered against occupational exposure to blood borne diseases through ATI insurance. Exposure will be managed in accordance with the Policy on the Management of occupational exposure to blood borne pathogens.

ACADEMIC MATTERS

SANC registration

It is the Students' responsibility to uphold their registration with the SANC for the category nurse they are qualified in. This registration is separate from the registration with the SANC as a Student which is required for the duration of the training programme.

Learning contract and study agreement

Each Student signs a learning contract and study agreement at commencement of their programme. A copy of the learning contract and study agreement are provided to the Student and the original documents are kept on the Student's file. It is the Students' responsibility to familiarise themselves with the respective contracts. Refer Annexure A: Student Study Agreement.

Extension of training programme

Any extension of a Student's training program will be in line with the South African Nursing Council regulations and the Board of Examiners' decision.

Deregistration

Deregistration of a Student may result from disciplinary action or a decision by the Board of Examiners.

Grievance procedure

A grievance is any dissatisfaction or feeling of injustice which a student may feel which arises out of the ATI / student relationship, or harassment experienced by a student whilst attending classes or clinical placement as part of the nursing programme, but which is not the result of action taken against the Student in terms of the Disciplinary Sanction Guide in which provision is made for in the hearing of appeals. A grievance is brought formally (in writing) to the attention of an educator/clinical facilitator/principal of the ATI.

Lodging and settlement of grievances:
No Student or his/her representative will be victimized as a result of any formal grievance being submitted. Grievances will be handled in private and confidentially to preserve the dignity of the parties.
The aggrieved Student must lodge his/her grievance in writing by completing an ATI Grievance Report Stage 1 form. The aggrieved Student must lodge his/her grievance with his/her educator/clinical facilitator who will if he/she is unable to settle the complaint, refer the Student to the next level of authority.

The Educator/Clinical Facilitator shall confirm in writing the steps taken and/or resolution of which the Student lodging the grievance shall be given a copy.

Should the aggrieved Student not be satisfied with the decision at any level of the procedure, he/she will be at liberty to process the grievance to the next highest level of authority.

Students have the right to representation during the stages of this procedure on the understanding that:-

- Students may select a fellow Student / SRC member, or staff member of the ATI, or a trade union representative in terms of this procedure
- Before any Student or representative absents himself/herself from the class/clinical area, in terms of this procedure, he/she must obtain the prior approval of the Educator/Clinical Facilitator/Unit Manager which must not be unreasonably withheld.
- The Student may choose not to be represented during the proceedings.
- No legal representation will be allowed into this procedure.

STUDENT CODE OF CONDUCT

Student uniform and dress code

Students will be supplied with the prescribed clothing items that make up the nurses' uniform as described in the Student Handbook. It is compulsory for all Students of the ATI to wear the prescribed nurses' uniform when reporting for work integrated learning at any of the ATI approved clinical facilities.

Students may not when in uniform, smoke, chew gum, over-indulge or become intoxicated by any means in a public environment.

Students may not enter a place of public entertainment whilst in uniform, unless required to do so in the course of their duties.

Students will ensure that the uniform worn when on-duty is clean, stain free, crease free and in a state of good maintenance.

Dress code for class attendance

Students attending class will be allowed to wear their own private clothes. Students are to adhere to the prescriptions of acceptable attire when attending classes as described in the Student Handbook.

Use of personal digital devices

There are strict rules relating to the use of personal digital devices on the premises of the ATI and it's approved clinical facilities as contained in the Student Handbook. ATI accepts no liability whatsoever, from any cause howsoever arising, in respect of any loss, damage or theft of a digital device brought onto ATI's premises by a Student.

Simulation laboratory code of conduct

The simulation laboratory is to be treated as a clinical setting at all times. Students must treat the manikins and the equipment with proper care and respect.

Food and beverages are not permitted in the simulation laboratory.

Professional conduct and communication are expected at all times in the simulation laboratory. Students will be participating and observing others during simulation experiences.

Library and computer laboratory code of conduct

Admission to the Library

Permitted for all students who have completed the library membership form.

Handling of library material

Any person handling library material shall be obliged:

- To keep such library material in a sound and clean condition;
- Not to damage library material in any way whether of minor or serious nature;
- Not to remove any protective coverings or any identification;
- Not to lend library material to any unauthorized person;
- Not to expose or permit such material to be exposed to or be damaged by water, heat, fire, animals or any other thing.

Offences

No person shall:

- Take any food or drink into the library and / or computer laboratory.
- Conduct him/her in a manner which is disturbing to other persons present in the library and / or computer laboratory.
- Impede, obstruct, disturb or in any other way annoy any other person in the legitimate use of the library and / or computer laboratory.
- Refuse to deliver any library material to the Library officer within a reasonable time after being requested thereto verbally or telephonically.
- Act in an uncouth or disorderly fashion; use unseemly, abusive or blasphemous language.
- While using the library and / or computer laboratory, refuse to comply with any reasonable request of the Library officer.
- Damage or deface any part of the library and / or computer laboratory or any fitting, furniture, equipment or contents thereof.
- Remove from the library or be in the possession of library material of which the loan has not been registered by the Library officer.

Clinical facilities

Placements of ATI Students in clinical facilities that have been approved by the SANC for the ATI are planned in accordance with the prescriptions of the SANC for each respective programme.

Accredited Clinical facilities

The Arwyp Training Institute has service level agreements with the following clinical health care establishments:

Diploma in Nursing:

Arwyp Medical Centre
Ekurhuleni Metropolitan Municipality: Health and Social Development

Higher Certificate in Nursing:

Arwyp Medical Centre
Ekurhuleni Metropolitan Municipality: Health and Social Development
Sunshine Hospital
Casa Caritas Care Centre
Thembalami Frail Care Centre

TEACHING AND LEARNING

At commencement of the programme, Students receive an academic programme which clarifies the theory and clinical contact sessions and when assessments will be conducted.

Components of the programme

- Theory
- Clinical practica for learning (CPL) – Students work with patients but do not form part of any service team

- Learning for role taking (LRT) during which Students form part of the service team

Clinical Accompaniment

The clinical accompaniment of Students will be performed by a nurse educator/ clinical facilitator appointed by the ATI.

Time & attendance

It is each Student's responsibility to record their time and attendance which has to be signed by the unit manager/registered nurse or educator/clinical facilitator.

Class Attendance

Students must attend lectures, seminars, tutorials, clinical lectures or any other educational events as indicated on the programme. 90% class attendance is required for entrance to summative assessments.

Clinical Attendance

Clinical practica for learning activities require 90% attendance for entrance to summative assessments.
Clinical practica for role taking hours must reach the required amount of work integrated learning hours stipulated in the curriculum.

Maternity Leave

Pregnancy must be disclosed to your educator/clinical facilitator as soon as possible after consultation with your doctor to determine your estimated date of delivery (EDD). Your doctor must provide your EDD in writing.

Sick Leave

Students are afforded 12 days sick leave per academic year.

Annual Leave / Vacation

APPLICATION FOR PLANNED LEAVE
Students may only take leave in accordance with the requirements of the academic programme. Application for all planned leave (including maternity leave) is done by the Student at least eight weeks prior to the commencement of leave.

UNPLANNED LEAVE
Should a Student be absent for every one and more than one consecutive day, a medical certificate that must be issued by a medical practitioner or any other person who is certified to diagnose and treat patients and who is registered with a professional council established by an Act of Parliament, must be submitted to the ATI.

ABSENCE WITHOUT APPROVED LEAVE
A Student who is absent without approval will be disciplined according to the disciplinary procedure.

ASSESSMENT & PROMOTION

Graduation requirements

The student must pass both the theoretical and the clinical components of the programme with a minimum achievement of 50%. The student must meet the clinical requirements as stipulated in the curriculum.

Student assessment and moderation

All assessments, whether theoretical or clinical, formative or summative, are designed to assess the outcomes of the nursing programme.

Students are informed of the criteria against which their performance will be assessed as well as the date and time of their assessment in advance in the form of an assessment strategy. Students are adequately prepared for assessments and are orientated regarding the content to be covered in each respective assessment, the desired outcomes and the criteria against which their competence will be measured.

All assessments are moderated to ensure validity and fairness.

Assessment of students' performance in Clinical Practice

Assessment is done of Students' performance by means of a monthly growth report completed by a Registered Nurse in the unit.

Corrective action regarding poor academic progress or academic misconduct

Any incident of unacceptable progress and/or behaviour of Students is recorded and assistance or remediation provided to the Student.
Any Student found guilty of academic misconduct will be managed in accordance with the ATI Disciplinary Procedure.

Reassessment and appeal

Should a Student feel dissatisfied with either the assessment process or outcome, they may appeal in accordance with the ATI reassessment and appeals procedure.

CUSTOMER RELATIONSHIP MANAGEMENT

Harassment and Discrimination Policy

There shall be no harassment and discrimination of any description in the clinical facilities and at the ATI. Incidents of harassment shall be reported within and dealt with according to the ATI policy.

DISCIPLINARY CODE

Disciplinary procedure

Any disciplinary action against a student for misconduct or for committing an offence will be dealt with in accordance with the ATI disciplinary sanction guide.

Grievance procedure

Should a student experience any dissatisfaction or feeling of injustice which arises out of the ATI / Student relationship, or harassment experienced by a Student whilst attending classes or clinical placement as part of the nursing programme, they may lodge a grievance in accordance with the ATI policy.

DISABILITY

The Arwyp Training Institute (ATI) is committed to providing a work learning environment that is free of any form of unfair discrimination with regards to disability.

The ATI strives to provide an accessible environment in compliance with all legal and other regulatory requirements that allows equal freedom of movement and access to services on its campus. ATI also aims to continuously address barriers in a strategic and incremental manner that allows students with diverse needs to function optimally within the campus environment.

The admission of Students with disabilities is subject to the admission requirements of the ATI. All types of disabilities will be catered for as far as reasonably possible.

QUALITY MANAGEMENT SYSTEM

Student Satisfaction

Students will have the opportunity to assess the quality of education and training at the end of each clinical placement and after each theoretical block. The feedback from the Students will be analysed and used to improve education and training.
The feedback from Students is highly appreciated.

Board of Examiners

The Board of Examiners is responsible for determining extensions, passes, failures, deregistration's and distinctions. The decision of the Board is final.

Certification

Students will be issued with a certificate or diploma after completion of the programme if all academic requirements are met in accordance with SANC and CHE requirements.

ANNEXURE A: STUDENT STUDY AGREEMENT

FOR THE ACADEMIC YEAR 20_____

FOR THE LEARNING PROGRAMME _____

entered into between

ARWYP TRAINING INSTITUTE (PTY) LTD

(hereinafter referred to as “the ATI”)

and

_____

(hereinafter referred to as “the Student”)

PREAMBLE:

It is agreed that the ATI (Pty) Ltd, as a Training School accredited by the South African Nursing Council (SANC) / the Council on Higher Education (CHE), shall train the Student once selected, as outlined herein and in terms of the conditions as stipulated hereunder.

The Student hereby registers for the first / second / third (delete which is not applicable) year of study to be trained as a Nursing Auxiliary / Registered Nurse (delete which is not applicable).

The ATI hereby undertakes to send all the necessary documents to the SANC to enable the Student to register as a Nursing Auxiliary / Registered Nurse (delete which is not applicable) with the SANC on completion of this course.

The ATI will only act as an accredited training institution and the Student will be required to personally register and be accredited by the SANC. It shall be the Student’s duty to register and pass all the SANC’s procedures and examinations in order to be accredited by that body and the ATI cannot be held liable for any failure of the said Council not to register the said Student for whatever reason.

DEFINITIONS:

"The ATI" shall mean	The Arwyp Training Institute (Pty) Ltd carrying on business at 4 Blockhouse Street, Kempton Park, and registration number 1985/02572/07
"The Student" shall mean	_____
	_____
	(Insert full name and Identity Number)
Residential address:	
	_____
	_____
"The programme" shall mean	The training programme leading to registration as a Nursing Auxiliary / Registered Nurse (delete which is not applicable).
"Academic year" shall mean	A period of forty four (44) weeks of study.
"Year of study" shall mean	The first / second / third (delete which is not applicable) year of the programme and shall run from _____ to _____.
"Costs of study" shall mean	Costs or amounts as required or expended for tuition, learning aids, practical demonstrations, and the like and excludes items for the Students own account being textbooks, stationary, registration and examination fees and personal indemnity insurance (as applicable).

WHEREAS:

The Student is desirous

- to obtain the required nursing qualifications pertaining thereto.
- The ATI is amenable to training such Student as outlined herein.
- The ATI as an accredited institution will use its last effort to facilitate the Student's knowledge to pass the required examination.

THEREFORE IT IS AGREED AS FOLLOWS:

1. TUITION AGREEMENT:

The ATI agrees to supply the required training and practical experience opportunities to the Student as outlined herein for the specified period for preparation of the Student to write the necessary examinations and gain the required theoretical and practical training to obtain the qualification the Student has registered for.

2. COSTS:

2.1 In consideration for the training and time spent with the Student, the Student agrees to pay the ATI an amount of R_____ for the first / second / third (delete which is not applicable) year of study, which the first amount of R_____ is payable on registration for the first year / on the date of commencement of the second / third (delete which is not applicable) year of study. Course fees are subject to an annual increase as determined by the ATI.

2.2 It is agreed that any outstanding balance is payable on the date of commencement of each year of training. Should the Student not be able to pay the outstanding balance on the date of commencement, arrangements may be made to settle the balance in 6 (SIX) monthly installments, of which payment will commence within 1 (ONE) month after commencement of each study year.

2.3 It is agreed that should a Student be in default with such payment the ATI may, in its discretion, suspend the Student and so prevent the Student from attending lectures or further training until the outstanding balance has been settled in full.

2.4 Should the Student remain in default with her/his fees the Student will forfeit the moneys paid and the ATI may further, at its sole discretion, terminate the Student's training, withhold any results and/or required documentation for the Student and/or refuse permission for the Student to write the required examinations.

2.5 Should the Student wish to terminate his/her further participation in the programme, all amounts owing to the ATI shall become immediately due and payable as set out in the agreement.

3. PROFESSIONAL REGISTRATIONS:

3.1 It is agreed that all SANC examination and registration fees shall be borne by the Student. It is further agreed that all fees for re-examinations will be borne by the Student.

3.2 The Student will be required to obtain and supply the ATI with proof of professional indemnity insurance from DENOSA and it is agreed that such fees will be payable by the Student.

4. DRESS CODE:

4.1 It is agreed between the parties that the Student shall at all times dress neatly and retain a presentable appearance. The dress requirement is stipulated in the ATI 15 Student Uniform Policy and Dress Code and the Student will adhere to this policy at all times.

4.2 The Student shall bear the cost of the required uniform.

5. REQUIRED HOURS OF CLINICAL PRACTICA:

5.1 The required hours of clinical practica will be outlined to the Student which will include a maximum of 1 (ONE) month on night duty per year. No remuneration will be given to the Student for private work undertaken at any of the accredited clinical facilities of the ATI.

6. REQUIRED LECTURE ATTENDANCE:

6.1 Theoretical lecture times will be indicated to the Student by the persons responsible in a timetable format.

6.2 The Student agrees to attend at least 90% (NINETY PERCENT) of the lectures and agrees and accepts that any obligations of the ATI will cease should the Student not attend such percentage of the lectures.

6.2 It is agreed that the Student will meet the required clinical practica hours / annum as stipulated in the programme curriculum.

6.3 It is also agreed that the Student will present an acceptable certificate from a doctor or clinic sister should he/she take ill or miss a lecture or any clinical practica and that the maximum allowable days of sick leave during the course will be 12 (TWELVE) days.

7. ADHERENCE TO POLICIES:

The Student hereby expressly acknowledges and agrees to adhere to all standards, policies and procedures of the ATI and its clinical facilities.

8. NO GUARANTEE OF EMPLOYMENT:

The ATI gives no guarantee or undertaking to offer employment to the Student after the completion of the programme and the Student acknowledges that he/she has no legitimate expectation of such an offer of employment being made by the ATI.

The Student however authorizes the ATI should it wish to do so, at its absolute discretion to attempt to place such Student at the ATI's costs and benefit at the Arwyp Medical Centre or any other institution the ATI may deem expedient.

9. ACKNOWLEDGEMENT OF DEBT:

9.1 The Student hereby acknowledges that he/she is truly and lawfully indebted to the ATI for the costs of study as outlined herein.

9.2 It is expressly acknowledged and agreed by the Student that the benefits of the legal exceptions of no value received, review of account, *non-numerate pecunia, non-causa debiti and errori calculi,* which terms are understood by the Student and are hereby waived.

10. DOMICILIUM CITANDI ET EXECUTANDI

The parties choose the addresses as outlined in the definitions as their *domicillium citandi et executandi.*

11. INDEMNITY

The Student hereby indemnifies the ATI and its employees and/or agents against all claims of whatever nature, howsoever arising, arising from the Student's presence on the ATI's property for the duration of this agreement.

12. WHOLE AGREEMENT

This agreement constitutes the whole agreement between the parties and no representations, warranties or other terms of whatever nature not contained in this agreement have been made or agreed to.

13. WAIVER

No relaxation or indulgence granted by the ATI shall in any way prejudice the ATI or be deemed to be a waiver of the ATI's rights in terms of this agreement.

DATED AT KEMPTON PARK ON _____

AS WITNESSES:

1. _____

2. _____

_____

THE STUDENT

DATED AT KEMPTON PARK ON _____

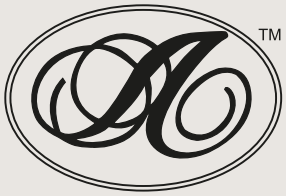
AS WITNESSES:

1. _____

2. _____

_____

For THE ATI



ARWYP TRAINING INSTITUTE

Website: www.training.arwyp.com