



SAPC e-Note: Notice of Upcoming SAPC Virtual Tutor Workshops

Dear Tutor/Responsible Pharmacist,

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The Office of the Registrar will be hosting Tutor workshops via Microsoft Teams. The purpose of the workshops is to guide Tutors on their roles and responsibilities, including verifying interns' Portfolio of Evidence entries as part of the internship evaluation, and responding to tutor enquiries. All Tutors are urged to attend the workshop as guidelines, assessment criteria and timetables for the 2026 internship programme will be discussed.

The workshops will be conducted virtually (via Microsoft Teams) during the month of February 2026 over two (2) days, as per the table below. Please note that the workshop content is the same for both workshops. Tutors are required to attend at least one (1) workshop. The presentations will be available on the website on 12 February 2026.

TUTOR WORKSHOPS SCHEDULE	
DATE	TIME
06 February 2026 Friday	09h00 - 12h00
11 February 2026 Wednesday	18h00 - 21h00

Tutors must book online on Council's website for the event.

How to book for the upcoming 2026 tutor workshops:

1. Tutors are requested to book online.
2. The online bookings will be opened from the **29 January – 10 February 2026**.
3. Bookings for each of the two (2) workshops will be closed a day before the workshop.
4. **The booking procedures are outlined as follows:**
 - Step 1 – Search for the SAPC website (sapc.za.org) and login using your credentials.
 - Step 2 – On the landing page, click on the 'Workshops and events' icon.
 - Step 3 – Select the workshop you wish to attend (please pay attention to workshop times).
 - Step 4 – Click on the 'Submit' button at the bottom of the page.

Please note the following important points:

1. The content of the two (2) tutor workshops is the same, therefore you are free to choose a date that suits you.
2. Workshops will be conducted via Microsoft Teams. A link to attend the workshop will be sent to tutors in the morning of the workshop day. Could we please share the link a day before. Tutors should login at least thirty (30) minutes before the workshop commences.
3. The following items will be needed during the workshop: the **2026 Intern/Tutor Manual** (available for download from the SAPC website), a pen or pencil and a notepad, as there might be some activities to do during the workshop.

Please feel free to contact the SAPC at customercare@sapc.za.org should you require assistance.

Yours sincerely,

Vincent Tlala
Registrar/CEO



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