

# THUTO BOPHELO NURSING ACADEMY

## PROSPECTUS



**For any Inquiries please contact:**

### **Thuto Bophelo Nursing Academy (Pty) Ltd**

270 Struben Street,  
PRETORIA  
0002

P.O Box 30367  
WONDERBOOMPOORT  
0033

Telephone: 0861 687 746    Facsimile: 086 548 5675

Website: [www.nursingacademy.co.za](http://www.nursingacademy.co.za)

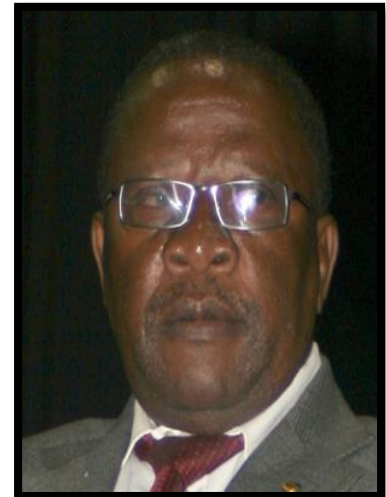
E-mail: [thutobophelo@nursingacademy.co.za](mailto:thutobophelo@nursingacademy.co.za)



**DIRECTOR**  
Ms L Graupner



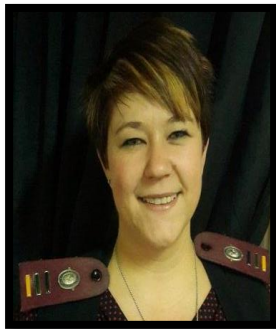
**CEO**  
Mr PE du Preez



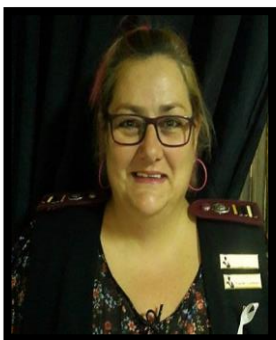
**DIRECTOR**  
Mr P Zondo



**PROGRAM DIRECTOR**  
MS E SMIT



**PROGRAM MANAGER**  
MS CM DE VILLIERS



**PROGRAM CO-ORDINATOR BRIDGING**  
MS R MAKRELOV

**CORPORATE STRATEGY**

The corporate strategy of the Thuto Bophelo Nursing Academy embodies our vision, mission, strategic intent and strategic focus areas. We base our overall strategic direction around these four (4) pivotal factors.

**VISION**

Thuto Bophelo Nursing Academy will distinguish itself by becoming a benchmark for the provision of private nursing education and training and be the preferred provider of private nursing education and training. These characteristics will be the seal of Thuto Bophelo Nursing Academy's teaching and learning activities, research and service obligations, as it achieves excellence through focused involvement.

**MISSION**

Thuto Bophelo Nursing Academy aims to provide the highest standard of nursing education, which incorporates and addresses the dynamic needs of the entire healthcare sphere (public and private sectors). To be a dynamic and nurturing learning provider that supports the growth and aspirations of its learners through purposeful interaction amongst staff and learners and emphasizes active health and welfare sector and application of knowledge and skills to promote education and training excellence, equity and opportunity.

**STRATEGIC INTENT**

To maintain viability and sustainability in the private educational and training market

## STRATEGIC FOCUS AREAS

Our strategic focus areas incorporate:

- Growing our business and exploring networking partnerships
- Continuously exploring and utilising marketing opportunities
- Promoting an environment of employees that foster teamwork, personal and professional growth, as well as respect for the individual within a community context; and
- Continuously striving to enhance satisfaction of shareholders as members of the community, in rendering healthcare services of the highest qualities.

Our strategic objectives center on the following principals:

## STRATEGIC OBJECTIVES

- Providing quality, accessible, flexible learning programs based on adult education principles
- Making re-admission to the educational mainstream possible and doing so, promote lifelong learning
- Providing outreach programs to disadvantaged communities
- Establishing and maintaining partnerships with shareholders in the healthcare market

## SUSTAINABILITY REPORTING FRAMEWORK

The directors (shareholders) of the Thuto Bophelo Nursing Academy (Pty) Ltd. are responsible for the maintenance of adequate accounting records, and the preparation and integrity of the financial statements and related information. The auditors are responsible to report on the fair presentation of the financial statements

The directors (shareholders) are also responsible for the company's system of internal financial control. These are designed to provide reasonable but not absolute, assurance as to the reliability of the financial statements, and to adequately safeguard, verify and maintain accountability of assets, and to prevent and detect misstatement and loss. Nothing has come to the attention of the directors to indicate that any material breakdown in the functioning of these control procedures and systems has occurred during the year under review.

The financial statements have been prepared on the going concern basis, since the directors have every reason to believe that the company has adequate resources in place to continue in operation for the foreseeable future.

The auditors' and directors' reports are compiled on an annual basis, in accordance with the company's financial year end, i.e. 28 February of every year. This annual auditing process also incorporates the academy's annual budget reviews, which, amongst

others, address personnel and personnel development and the purchasing of supplies for the simulation laboratory.

## HISTORY: THUTO BOPHELO

Since 2000 the Academy has taken over the teaching and training responsibilities of the Mothwa Haven Training School (who has, since 2000 its registration, successfully trained and enrolled 2500 nursing Auxiliaries since 1982.)



The classes were conducted in the above wooden cabin at Mothwa Haven. During the course of 1999 the Thuto Bophelo Nursing Academy was founded by an agreement of transfer from Mothwa Haven Training School.

The learning process was upgraded from a normal standard to a broader and more appropriate clinical facility concerning the learning environment by incorporating the private and public sector in the Nursing Education Institution.

We improved the teaching and accompaniment structure of the learners by expanding our employee to additional tutors and a learner counsellor.

The Academy was moved to a venue more suitable for an educational environment with ideal infrastructural facilities and accessibility of reaching the Academy (from taxi ranks and railway station).

## LEGAL STRUCTURE

Registration number (Pty) Ltd **2001/025807/07**. Thuto Bophelo Nursing Academy is a registered company registered in terms of the companies Act of 1974 as amended to establish and provide nursing education and training in terms of the Nursing Act, no 33 of 2005, and its regulations.

The shareholders of the company are as follows:

- Deo Gloria Trust; JIK trust; Paul Zondo
- The Directors of the company are as follows:
- Mr Ernst du Preez(CEO); Mr Paul Zondo; Ms Lente Graupner





## LOCATION /SITES OF DELIVERY

The Thuto Bophelo Nursing Academy currently has 1 (one) site from which it operates namely 270 Struben Street; Pretoria Central.

## DESCRIPTION OF LOCATION

The location of the Academy ensures accessibility for the learners, all depending on public transport, since taxi-stands and bus routes are adjacent to the premises.



## DESCRIPTION OF BUILDING

- A Brick structure consisting of 4 floors with 10 class rooms and 3 auditoriums (accommodating BETWEEN 40-150 learners per classroom) with appropriate lighting/windows, overhead projectors and lockable outside doors
- 1 simulation laboratory (with demonstration teaching aids and 10 beds) with appropriate lighting/windows and lockable outside door
- Offices: Program Director, Human Resource, administrative employee; 2 open plan offices for 5 Educators; clinical office; administration assistant and conference room for utilisation by learner counsellors and adequate toilets for employees & learners

## TEACHING AIDS

- Demonstration aids for various purposes.
- Computers and projectors for power point presentation- fixed in all classrooms
- Library: well equipped with up to date books and magazines, including access to internet for research purposes.

## IT SUPPORT AND TEACHING AIDS

Information technology centre (outsourced) with 90 computers for utilization by learners.

## SCOPE OF PLANNED OPERATIONS

The learner audiences are nurses specifically interested in the science of nursing.

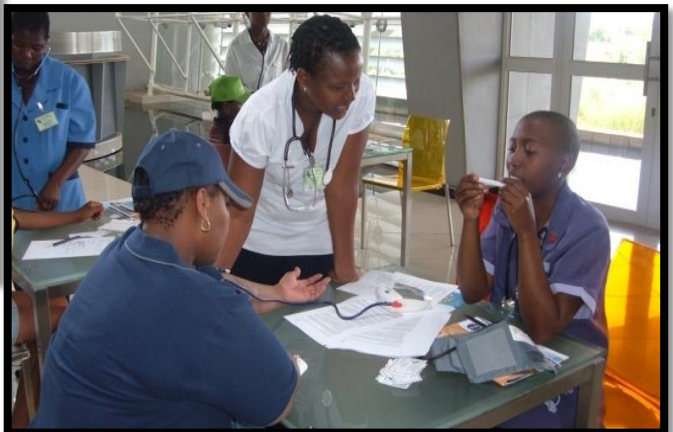
The learners will possess valuable knowledge and skills, which are recognised and used as the basis to develop greater insight and awareness into the nursing profession, scientific nursing and legal-ethical aspects.

Thus it is important to recognise prior learning and to make learning accessible, affordable and equitable.

The learning programmes enhance a culture of learning to enable the learner to embark on life-long learning through adult learning education.

Learners meeting the required outcomes attain the appropriate diploma or certificate thus rewarding learning achievements from the South African Nursing Council.

## WORKPLACE EXPOSURE OF LEARNERS



Seeing that nursing is an applied human science, the education and training of learners in nursing include a practical learning component, which has to be completed successfully to obtain the relevant qualification. In order to facilitate the clinical learning of our learners, we make use of accredited clinical facilities, which include hospitals and community centres

Our clinical facilities are approved by the South African Nursing Council, which are included in the agreements entered into with these facilities.





## CURRENT AND LONG-TERM DEMAND OF PROGRAMME OFFERINGS



### ASSESSMENT

Apart from expanding our learning facilities and staying abreast of new developments, we also recognise the importance of forming partnerships with our fellow private nursing education and training institutions.

As stated, nursing care forms a crucial part of the overall healthcare services of a country. In light of the burden that the HIV/AIDS pandemic places on this country's already stretched healthcare services, Thuto Bophelo Nursing Academy is providing an essential service to enhance the greater South African Community.

### TOTAL QUALITY MANAGEMENT

Total Quality Management System (QMS) is something that we continually strive towards in the management of the wellness of our personnel, learners and external partners. We have a personnel wellness programme, which is pre-planned and implemented on an annual basis, to recognise and reward our employees for their work-related contributions. Thuto Bophelo Nursing Academy is also investigating and incentive programme to award personnel for their exceptional achievements and contributions. We have kicked off this initiative with a week long holiday for the personnel member of the year. Competitions such as "survivor" afford personnel an opportunity to compete for this prize and forms part of motivating and rewarding our personnel. These types of team competitions also contribute to group cohesion and communication amongst our employees.

### SIMILAR PROGRAMS BY OTHER INSTITUTIONS

As known, there are many private institutions that offer similar nursing education and training programmes. Thuto Bophelo Nursing Academy sets, and will continue to set, itself apart from the rest and create a market edge by continually:

- Researching and adapting to the dynamics involved in the healthcare sector. These dynamics will be incorporated in all learning strategies
- Providing the healthcare sector with a product that is highly in demand, namely quality nurses who provide excellent healthcare and who continually strive to promote personal and professional growth, and
- Identifying learning gaps and implementing strategies to bridge such gaps.

Our learners elect a learner representative council (LRC) on an annual basis. We are investigating initiatives to promote the personal and professional growth of our learners and will use the stated body as a "rudder" to steer these processes. Incentive schemes, such as bursaries and awards for best achievements, are also awarded to our top learners.

### RISK MANAGEMENT

Risk is an integral part of improved performance, growth and sustainable value creation. Thuto Bophelo Nursing Academy (Pty) Ltd. follows a risk management strategy, which aims to reduce uncertainty and make us more committed in our endeavour to attain the goals embedded in our corporate strategy.

### TARGET MARKET

We aim to target school leavers and infuse them with a passion for nursing through marketing programmes and career exhibitions. However, our market includes anybody, irrespective of race, creed or nationality, who wishes to study nursing.

The adoption of an integrated risk management strategy will allow us to ensure that knowledge and experience is shared, while a balance between risk and reward will address fair expectations from shareholders, resource constraints and sustainable development. The framework of our risk management strategy centres on the following aspects:

- The alignment of strategic processes with work processes, which includes our internal and external environments
- The promotion of risk awareness amongst all



- shareholders and employees in order to promote transparency and efficiency
- The investigation of all options that can be realistically implemented to improve our services, i.e. the delivery of optimal nursing education and training
  - The continuous monitoring of changes in our external environment that has an impact on our business
  - The implementation of a risk management strategy that includes the monitoring of the total cost risk
  - Ensuring that management understands and accepts responsibility for managing any risk that may impact on their key performance areas or the achievements of objectives and that all employees take responsibility for managing the health, safety, environmental and quality risks inherent in their work
  - The monitoring, evaluation and implementation of strategies to manage and align relevant issues and changes on a political, economic, social, technological and environmental levels that have an impact on the company

Thuto Bophelo Nursing Academy (Pty) Ltd maintains accounting and administrative control systems that are designed to provide reasonable assurance that the accounting records accurately reflect that all transactions are executed and recorded in accordance with sound business practices, assets are safeguarded and that protection is provided against serious risk of loss in a cost-effective manner

## ORGANISATIONAL POLICIES

Our policies on employing, occupational health and safety and HIV/AIDS are contained in a master file and are accessible to personnel. The nursing academy is has developed policies to address both learner and personnel wellness.

As we are a vibrant and ever-growing institution the development of policies and procedures is a continuous task which requires constant revision and development.

## LANGUAGE POLICY

The language policy is that all instruction is in English.

## EQUITY POLICY

All applicants will be considered, with the understanding that preference will be given to the designated groups in accordance with this locality's Employment Equity Plan.

## INTAKE DATES

January and June  
Registrations are open all year.

## EXAMINATION BODY

The South African Nursing council is the ETQA for the nursing courses and will set and mark the final examinations. The short skills courses will also be listed with SANC as short courses



## ACCREDITATION STATUS

Thuto Bophelo Nursing Academy has been verified by the South African Nursing council, the ETQA for nursing, as an accredited Nursing Education Institution or presentation of nursing education.

Application for becoming a Private Higher Education Institution has been submitted to the HEQC (Higher Education Quality Council) and CHE (Council for Higher Education) courses.

## ASSESSMENT PROCEDURE

Apart from expanding our learning facilities and staying abreast of new developments, we also recognise the importance of forming partnerships with our fellow private nursing education and training institutions.



## COURSES OFFERED:

### BRIDGING COURSE FOR ENROLLED NURSES LEADING TO REGISTRATION AS A NURSE (R683)

#### APPLICATION REQUIREMENTS:

1. Senior Certificate or an equivalent certificate
2. Recognition of prior learning based on criterion referenced assessment for:
3. Proof of current registration as an Enrolled Nurse with the SA Nursing Council

#### COURSE CONTENT – CURRICULUM:

- The minimum standards are laid down by the registered school and the SA Nursing Council.
- The curriculum complies with the SANC minimum standards
- Ethos and Professional Practice I
- Integrated General Nursing Science 1
- Applied Social Science 1
- Clinical Nursing Science 1

#### FEES:

Course fees include:

- Registration as a learner with the South African Nursing Council
- Learner examination fees
- Uniform

The learner is responsible for the cost of textbooks

#### CONTRACT AND RULES:

All learners are subject to the Academy disciplinary code that governs workplace conduct and the grievance procedure. The Training and HR policies are available to all learners. These include rules relating to assessment, academic credit, progression and qualification



#### CLINICAL PRACTICAL:

The learner completes the prescribed practica in a formalized manner and according to a learning contract with the clinical unit or service. The allocation of the learner for clinical practice is coordinated by the Registered School. The practical allocation is in accordance with the minimum

requirements prescribed by the SA Nursing Council. A system of formative and summative evaluation is required. A formal First Year Practical / Final Practical Examination are taken down by the Nursing Education Institution in accordance with SA Nursing Council requirements.

#### CLINICAL AND THEORETICAL

##### ACCOMPANIMENT:

Accompaniment is provided by the Educator. All employees of Thuto Bophelo Nursing Academy have the necessary qualifications to perform their duties.

##### LEARNER SUPPORT SERVICES:

Library, Computer Room, Simulation Room and Academic Support Programme.

##### REGISTRATION:

Upon successful completion of the course, the candidate will obtain a qualification as a Registered General Nurse from SANC.