



LEVEL
3

Certificate in
**Pharmacy
Assistant**

Incorporating the National Certificate
Pharmacy (Assistant)

Fees.

See box below for tuition fees applicable to this programme.

This programme is approved for Student Loans and Allowances. This means eligible students can borrow the full cost of the programme and may attract a living allowance during their period of study with us.

All applications for Loans and Allowances are made through MSD Study Link. We will be happy to assist you with this process.

Application/enrolment process.

Once you have selected the Academy New Zealand programme you want to enrol in, you need to complete an official application/enrolment form. An interview will be arranged upon the receipt of your application/enrolment.

Further information.

If you would like further information on this programme, or other Academy New Zealand programmes, contact your local Academy.

Directory.

Christchurch

387 Manchester Street, Christchurch
PO Box 21-199, Edgware, Christchurch 8143
Phone (03) 366 3489
Facsimile (03) 366 7934

North Shore

7 Argus Place, Northcote, Auckland
PO Box 101-579, NSMC, North Shore City 0745
Phone (09) 443 7640
Facsimile (09) 443 7650

Otahuhu

51 Huia Road, Otahuhu, Auckland
PO Box 22-871, Otahuhu, Auckland 1640
Phone (09) 276 0576
Facsimile (09) 276 0570

Get
ahead
fast.



Fees: \$

This programme is available at the following
Academy New Zealand location:

Next start date:



SCHOOL of
PHARMACY

0800 4 ACADEMY | www.academy.ac.nz

BH7294

Academy New Zealand is registered as a private training establishment by the New Zealand Qualifications Authority pursuant to the 1990 Education Amendment Act.



SCHOOL of
PHARMACY



The National Certificate in Pharmacy is your first step to a successful career in pharmacy sales and service. The course introduces you to a diverse range of pharmacy products and equips you with the sales and customer service skills needed to make you a valuable part of any pharmacy team.

Programme Detail.

The programme has an emphasis on hands-on learning. All sites have a well-stocked model pharmacy with a point-of-sale computer and pharmacy counter for practising on.

The following skills are covered in this programme:

- **Client Advice:** Developing skills and knowledge to advise clients on products in the areas of cosmetics, fragrances, skincare, nailcare, home health care, eyecare, nutrition and dietary requirements, and the use of non-prescription medicines.
- **Photography:** Gain knowledge of digital photography downloads, manipulate and print images.

- **Health:** Gain knowledge of human nutrition, the human structure and function in a health context and First Aid.
- **Assisting Clients:** Developing skills and knowledge to assist clients on products for the treatment of minor ailments and the management of wounds (minor injuries), infectious and parasitic diseases, and medicines available from the pharmacy without prescriptions.
- **Presentation:** Creating point of sale displays, and care and maintenance of stock. Gift wrapping.
- **Beauty:** Anatomy and physiology of skin, skin consultations, cosmetic consultation for day and special occasions.
- **Customer Service:** Communication skills, listening techniques and customer service skills. Complete sales transactions, payments and documentation.
- **Policies & Procedures:** Applying legislation, codes and standards to the supply of products and services in the pharmacy. Procedures for handling potentially hazardous goods.
- **Personal Presentation:** Managing personal wellness and presentation. Work and work place health and safety. Professionalism.
- **Preparation of a Pharmacy Assistant CV.**

Quality Points.

Small classes. Student focused. Workplace experience. Industry trained tutors. Interesting guest speakers and industry field trips.

Career opportunities.

A National Certificate in Pharmacy Assistant (Level 3) opens up a number of exciting possibilities:

- **Pharmacy Retail Assistant**
- **Customer Services (retail or wholesale)**
- **Sales**
- **Pharmaceutical Representative**
- **Cosmetic Counter Manager**
- **Photographic Lab Operator**
- **Pharmacy Buyer**
- **Shop Manager**

With further training (see Pharmacy Technician National Certificate (Level 5), you could also become a Pharmacy Technician).

Certification.

Students who complete the prescribed programme requirements will receive the National Certificate in Pharmacy – Assistant – Level 3.

Entry Criteria.

Open entry. Applicants should have successfully completed year 12 as a guideline.

Duration.

1 year. Full time.

Programme Start Date

Start dates for this programme vary according to the location. For details, see box overleaf or contact your local Academy.