

ICSP

Internship and Community Service Programme

Applicant Guide for Applying for Posts on ICSP



health

Department:
Health
REPUBLIC OF SOUTH AFRICA



Health Information Systems Program - SA

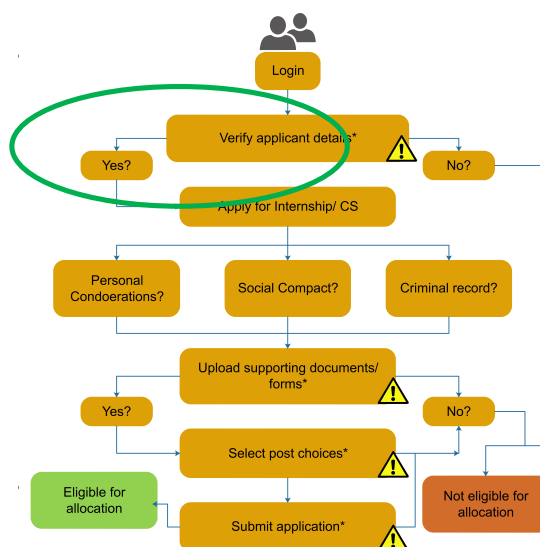
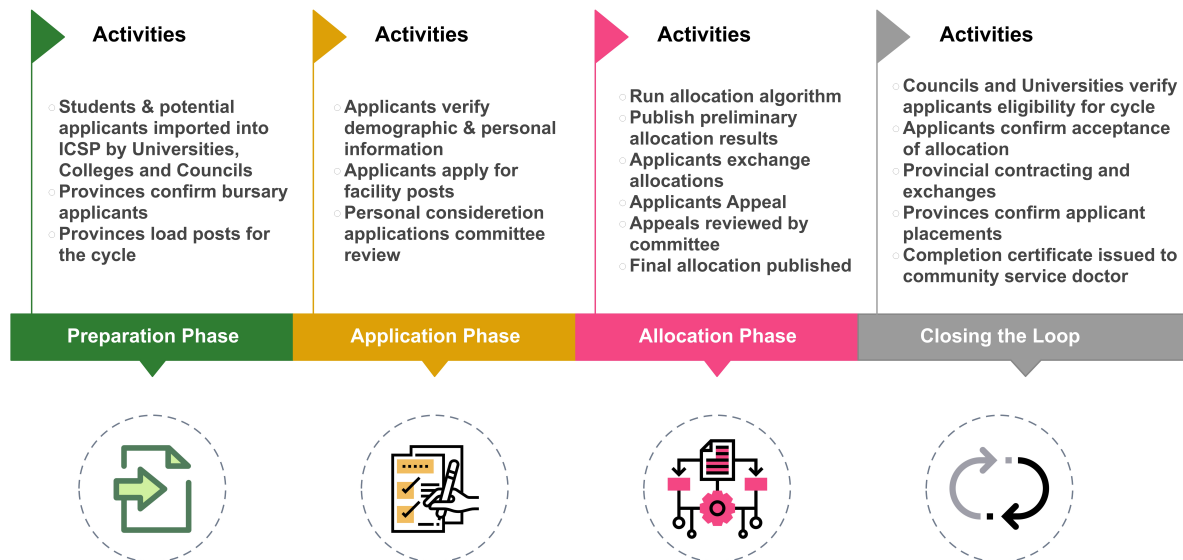
Table of Contents

1. Introduction	1
2. Signing In.....	2
3. Applying for post	4

1. Introduction

Welcome to the ICSP Guide on Application for internship and community service at facilities for posts that are provided. This is an important process that allows applicants to apply for internship or community service.

Where are we in the process of ICSP:



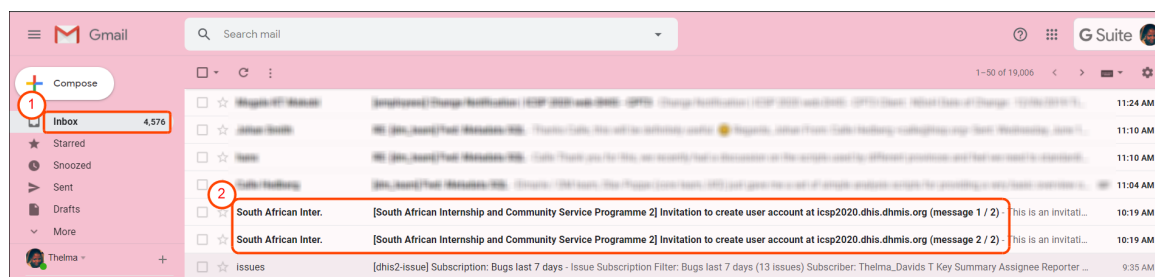
The Objective of this module: is to guide the Applicants on how apply correctly for posts, to be considered for allocation.

Target Audience: Applicants

2. Signing In

Applicants are pre-registered on ICSP by their statutory Councils, Universities, College or other institutions you are affiliated to. Students will receive an email notification requesting to confirm student registration details on the ICSP system. This process is to ensure and confirm correct details are provided for further communication and allocations to posts. For this reason, all students must provide their own an active email address (an email address that they check regularly).

For students who are not pre-registered by their University, College or Council, they may complete the “[Request ICSP Registration](#)” form on the Info Site. This method of registration requires you to upload proof of registration with your relevant Statutory Council and may take up to 72 hours before the email notification is received (depending on how long the verification may take).



Students will receive an email notification in the inbox of the email account that was provided by your university, college or Council in the case of pre-registered applicants or yourself in the case of self-registered applicants. (Please check all your email folders like spam or other non-primary inbox folders.)

You will receive **two** emails marked 1 of 2 (1/2) and 2 of 2 (2/2)

[South African Internship and Community Service Programme 2] Invitation to create user account at icsp2020.dhis.dhmis.org (message 1 / 2) Inbox x



South African Internship and Com... 10:19 AM (5 hours ago) ☆ ↶ ⋮
to ▾

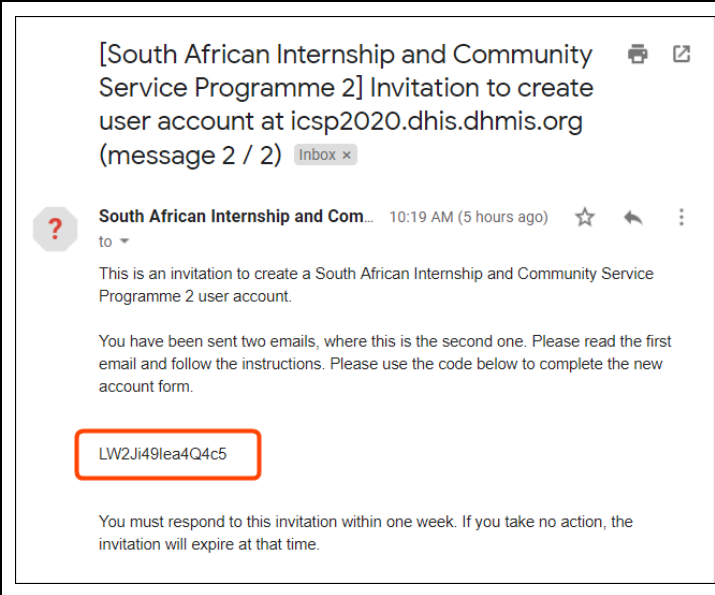
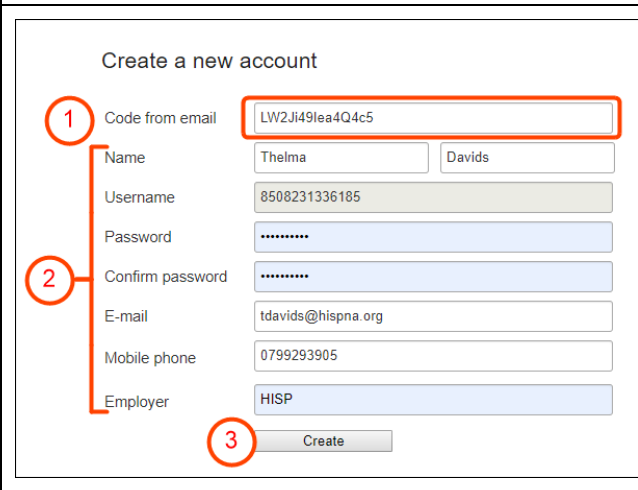
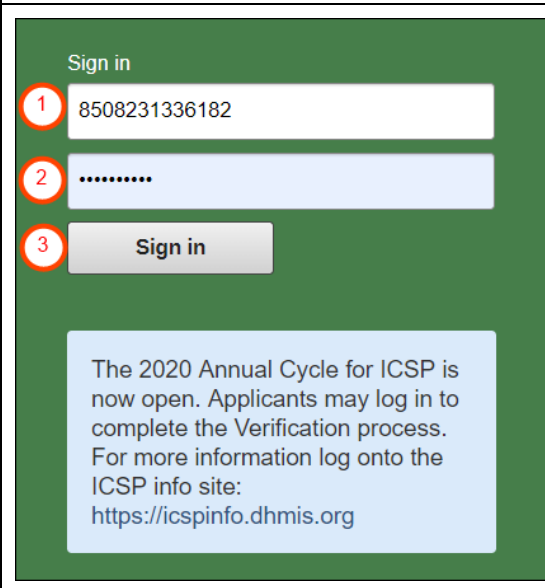
This is an invitation to create a South African Internship and Community Service Programme 2 user account.

You have been sent two emails, where this is the first one. Please follow the link below. In the next step you will be asked to enter a code which has been sent to you in the other email.

<https://icsp2020.dhis.dhmis.org/dhis-web-commons/security/invite.action?username=8508231336185&token=IDwTHhs3qiSkBhS0uMITWhG7ftV4SqLLRx2sZ8hmjSaZvsrZaPG>

You must respond to this invitation within one week. If you take no action, the invitation will expire at that time.

Open the 1 of 2 (1/2) email and click on the link on the link in the email.

 [South African Internship and Community Service Programme 2] Invitation to create user account at icsp2020.dhis.dhmis.org (message 2 / 2) South African Internship and Com... 10:19 AM (5 hours ago) This is an invitation to create a South African Internship and Community Service Programme 2 user account. You have been sent two emails, where this is the second one. Please read the first email and follow the instructions. Please use the code below to complete the new account form. LW2Ji49lea4Q4c5 You must respond to this invitation within one week. If you take no action, the invitation will expire at that time.	Open the 2 of 2 (2/2) and copy the code to use in the link you clicked on in email 1 of 2 (1/2) to complete the user access process.
 Create a new account 1 Code from email LW2Ji49lea4Q4c5 Name Thelma Davids Username 8508231336185 Password 2 Confirm password E-mail tdavids@hispna.org Mobile phone 0799293905 Employer HISP 3 Create	1. Paste the Code from the email here. 2. Fill in and complete all the input boxes Note: The username is greyed out as this was already created in in the system 3. Click on create Button
 Sign in 1 8508231336182 2 3 Sign in The 2020 Annual Cycle for ICSP is now open. Applicants may log in to complete the Verification process. For more information log onto the ICSP info site: https://icspinfo.dhmis.org	1. Enter your username, usually your ID number or Passport number 2. Enter your password 3. Click on Sign in to sign into the system.



Note that failure to update details within the prescribed timeframe will result in the applicant being excluded from further processing.

3. Applying for post

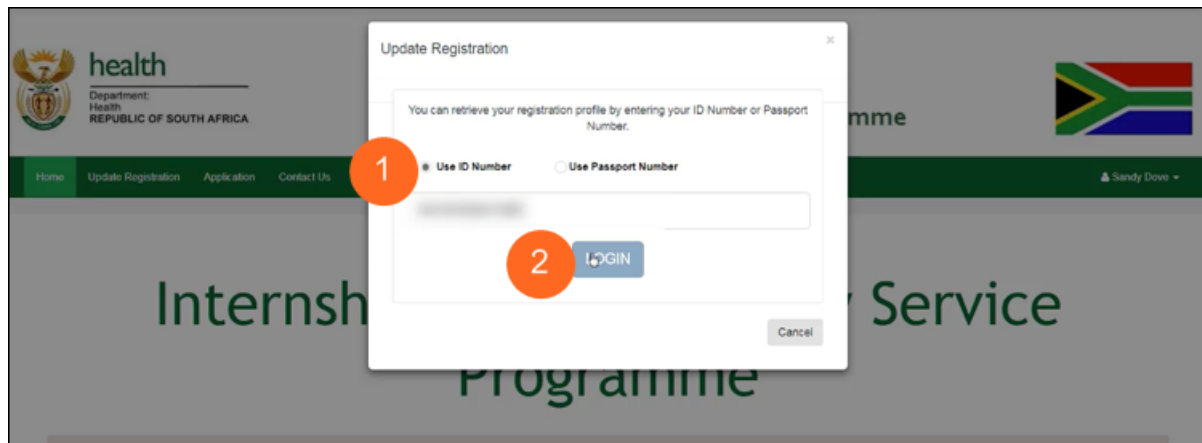
Once you have signed in to the ICSP site you will reach the home page where you will see any announcements and where you can access the pages to verify or update your information.

Note: Tabs will only appear on the navigation bar as the process in a phase becomes open to applicants for interaction.



The screenshot shows the ICSP Home page. At the top left is the Department of Health logo for the Republic of South Africa. To its right is the text 'health' and 'Department: Health REPUBLIC OF SOUTH AFRICA'. Further right is the title 'Internship and Community Service Programme' and the South African flag. Below this is a green navigation bar with tabs: 'Home', 'Update Personal Information', 'Application' (highlighted with a red circle containing the number 1), and 'ICSP Info Portal'. On the right of the navigation bar is a user profile for 'Thelma Richardine Davids'. The main content area features the title 'Internship and Community Service Programme' in large green text. Below this is a light blue box with the text 'Annual Cycle 2020 is now open for Personal Information Verification.' in blue.

In order to apply for posts should click on **Application** in the top left-hand corner of the screen.

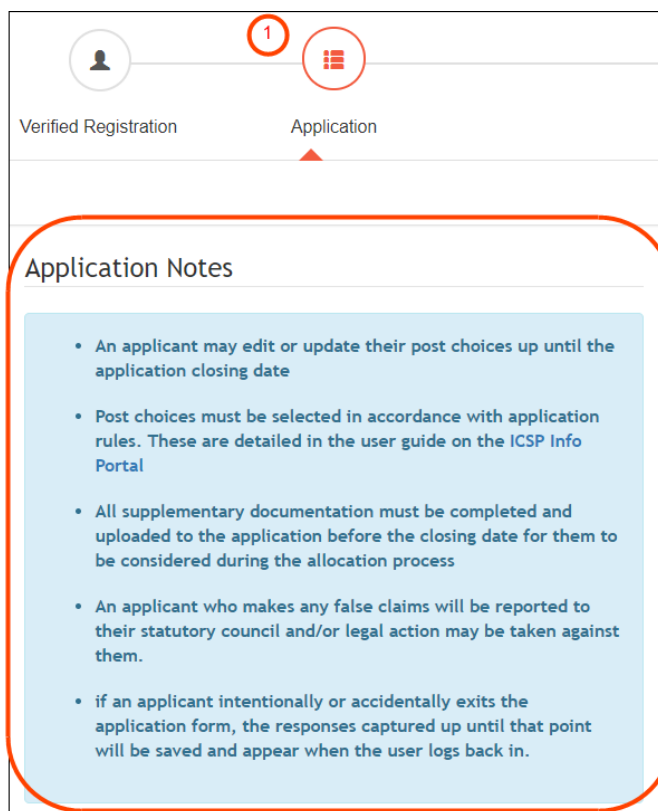


For security reasons, a two-stage authentication process will be employed to ensure that the correct person is accessing the system. You will therefore be presented with a screen where you will be requested to enter your ID or passport number.

1. Choose whether you will be entering an ID or passport number. **Note:** If you are a South African or Permanent Resident applicant you may only select the ID option. For all other citizenships please select Passport.
2. Enter this number into the text box and then click on the **LOGIN** button.

You will then come through to the “application” page.

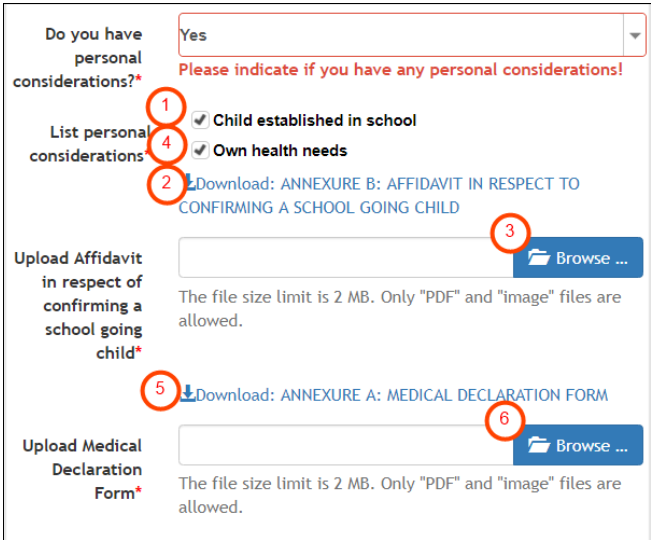
- Review the information that is highlighted in blue sections. This is very critical to understand to aid you in completing the form.



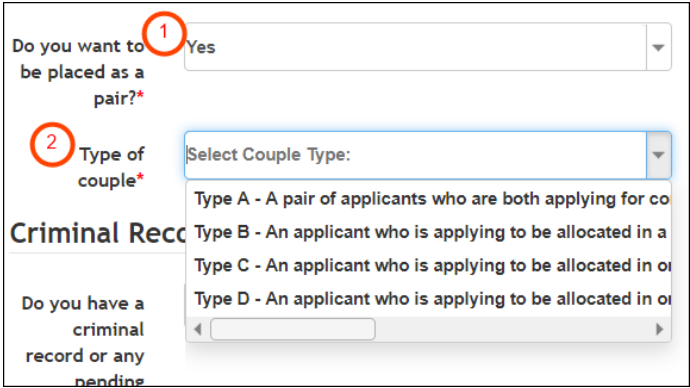
The verified registration is greyed out meaning that you have completed the verification.

1. The application tab is now active for you to complete.

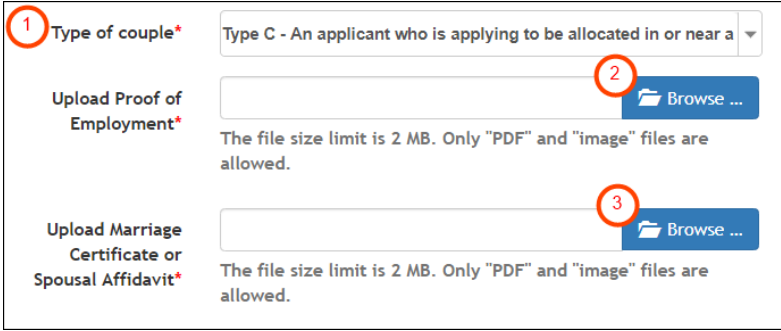
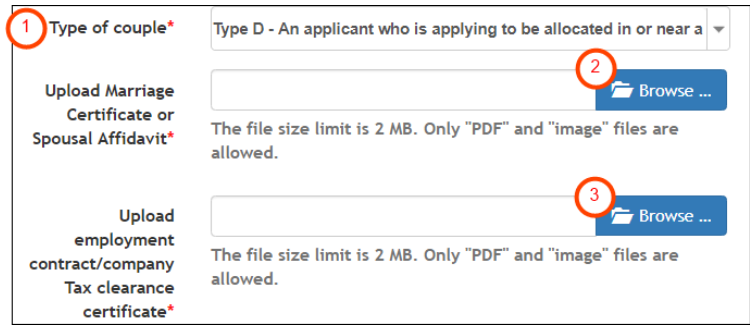
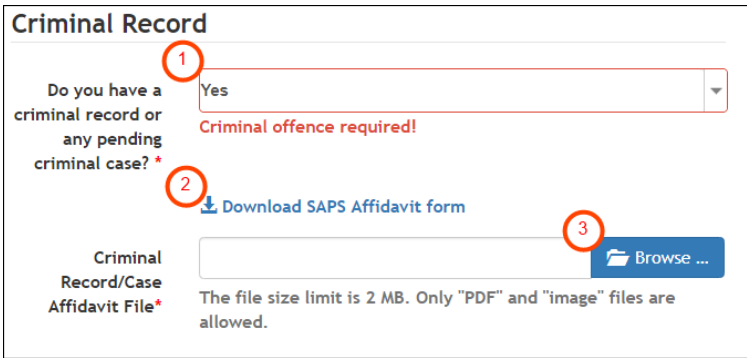
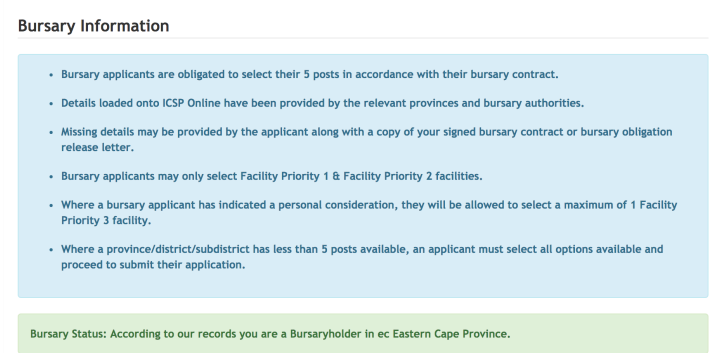
Review the application notes for your information.

Personal Considerations - A personal consideration may not guarantee an applicant their desirable post choice, but allows an applicant to indicate a circumstance that will be considered during the allocation process. - ONLY those listed below will be considered during the application process. The attached forms must be completed, signed and stamped by the relevant authority before the application closing date for your personal consideration to be processed as part of your application form. You may upload your form as a PDF or image file. - If your personal consideration is not approved, you will be notified and may be required to update your post choices in accordance with the post selection rules. More details about personal considerations may be found on the ICSP InfoSite.	Review the Personal consideration notes for your information and assistance to complete the Personal Consideration section of the application.
Do you have personal considerations?* Select Yes/No: Yes No	After reviewing personal consideration information, indicate if you have any personal considerations.
 The screenshot shows the 'Do you have personal considerations?' section. It includes a dropdown menu set to 'Yes', a red instruction 'Please indicate if you have any personal considerations!', and two checked checkboxes: 'Child established in school' (1) and 'Own health needs' (4). Below these are two download links: 'ANNEXURE B: AFFIDAVIT IN RESPECT TO CONFIRMING A SCHOOL GOING CHILD' (2) and 'ANNEXURE A: MEDICAL DECLARATION FORM' (5). Each link has a corresponding 'Browse ...' button (3 and 6 respectively). File size limits and allowed formats (PDF and image) are noted for both uploads.	Selecting Yes for personal considerations will activate a list of personal consideration. You may select more than 1 option from the list. Each option has a required standard form and checklist to complete and upload back into your application form. Failure to upload these forms into your application will affect your personal consideration outcome by the review committee. There are ONLY 3 personal considerations that you may apply for: - If you have a child (up to matric) that is enrolled in school - If you have your OWN medical condition that requires special care - If you are pregnant (will only appear for female applicants)

	1. Select the relevant options from the list 2. Download the relevant Annexure form for that option. This is found as a download link above the upload field for that option. <u><i>It's important to download this form as it will provide you with the necessary check list for what is required in order to meet the consideration criterion.</i></u> 3. Complete the form and gather the necessary checklist items listed in the form 4. Upload the Annexure form and other required documents by clicking on "Browse..." and selecting them from the files on your laptop or your gallery (for image files) 5. Once they have been selected, an icon of the file or image uploaded will appear in the upload field. If you do not see this, the file or image has not been uploaded correctly.
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Social Compact A social compact application allows individuals to apply to be placed together for their internship or community service period. These applicants are restricted to FOUR priority 1 and ONE priority 2 facility (Except for Type C social compact groups who may select ONE priority 3 facility). Intern applicants may select any number of Priority 1 and 2 facilities for social compact options. The following information is relevant to social compact applicants: • Type A applicants will need to provide the details of the person they would like to partner with. Both partners will be restricted to the same choices and either partner may edit the post choices up until the application phase closes • Type B applicants must provide the details of the person they would like to be placed with as well as the placement letter of their partner provided by the health facility • Type C applicants must provide both an employment contract AND a marriage certificate for the individual they would like to be placed with. Only ONE Facility Priority 3 facility may be selected. All post choices may be one province for this social compact type. • Type D applicants must provide either an employment contract OR a tax clearance certificate (in the case of business ownership) AND a marriage certificate. All post choices may be one province for this social compact type.	Social Compact is a mechanism for increasing placement in priority1 facilities for community service, by allowing applicants to apply to be placed together. PS. Social compact applications are not guaranteed!! They are granted on availability of post resources.
	1. Start by indicating that you want to be placed as a pair and select Yes or No in drop down list. 2. Select the type of pair; See description below; Type A - A pair of applicants who are in the same field both applying for community service that wished to be placed together Type B - An applicant who is applying to be allocated in a or near a facility where a partner is already completing community service Type C - An applicant who is applying to be allocated in or near a facility where a partner is permanently employed in a public sector health facility Type D - An applicant who is applying to be allocated in or near a facility where a partner is in a stable employment 3. Once selected, enter and upload the required information for each

	type. Please ensure that uploaded files are clear and legible.
1 Type of couple* Type A - A pair of applicants who are both applying for commun 2 ID Number of other Applicant Applying for Social Compact Type A* Name and Surname of other Applicant Applying for Social Compact Type A*	1. If you selected Type A - A pair of applicants who are both applying for community service that wished to be placed together. 2. The identity number field is active to insert a pairing persons Identity number. You will notice that the Name and Surname field is greyed out as this will be auto populated once you inserted the ID number of the pairing person. 3. For this type of social compact, one person initiates the social compact by indicating the type and partner in their application form and the second person will be notified through the system to log on and accept or reject the social compact. If the partner applicant accepts the social compact, both applicants will be restricted to the same post choices. If the partner applicant rejects the social compact, they may select their own facilities.
1 Type of couple* Type B - An applicant who is applying to be allocated in a or near 2 Name and Surname of Person Completing their Placement* 3 ID/Passport Number Of Person Completing Placement* 4 Upload Placement Letter* Browse ... The file size limit is 2 MB. Only "PDF" and "image" files are allowed.	1. If you select Type B - An applicant who is applying to be allocated in a or near a facility where a partner is already completing internship 2. Insert the Name and Surname of the person completing their placement 3. ID/Passport number of the person completing placement 4. Upload the employment contract by clicking browse and adding the file.

	1. If you selected Type C - An applicant who is applying to be allocated in or near a facility where a partner is permanently employed in a public sector health facility 2. Upload proof of employment 3. Or Upload Marriage cert or Spousal affidavit
	1. If you select Type D - An applicant who is applying to be allocated in or near a facility where a partner is in a stable employment 2. Upload Marriage cert or spousal affidavit 3. Or Upload employment contact / Company clearance certificate
	1. "Do you have a criminal record or any pending criminal case?" You may indicate yes or no in the drop down list. If you select yes 2. The download SAPS Affidavit form is activated which you may download and complete with a commissioner. 3. Upload the criminal record / case affidavit file by clicking on browse.
	For Bursary applicants, information is loaded by the your Bursary province and will be indicated in your application as shown in the picture. Post choices will be restricted in accordance with your bursary obligation. Should you not see your bursary information reflect in your application form, please contact your bursary

Posts Selection

Applicants may search for more facility information on the ICSP InfoSite.

The following rules apply when selecting posts:

- Applicants must select 5 choices (Except for Bursary and social compact Type C & D applicants)
- Your choices must be spread across a minimum of 3 provinces
- You may only select 1 facility in a major metropolitan area in GP, KZ and WC.
- Applicants must select facilities with priority rankings in accordance with their application type; general applicants must select a minimum of THREE priority 1 facilities and are restricted to ONE priority 3 facility.(Intern applicants are not affected by Priority Facility rules)
- Bursary applicants may only select priority 1 and 2 facilities (unless a personal consideration is applicable). Foreign applicants may only select priority 1 facilities.

Primary Province

mp Mpumalanga Province

1

2nd Province

gp Gauteng Province

mp Mpumalanga Province

3rd Province

kz KwaZulu-Natal Province

ec Eastern Cape Province

4th Province

fs Free State Province

gp Gauteng Province

5th Province

wc Western Cape Province

kz KwaZulu-Natal Province

lp Limpopo Province

mp Mpumalanga Province

nc Northern Cape Province

nw North West Province

wc Western Cape Province

Apply for the following posts in your profession (Pharmacist)

Search

Q

Facility Name	District	Facility Priority	No. of Posts Available	Select Post	No. of Applications	Other Info
ec Adelaide Hospital	ec Amathole District Municipality	Priority 1	1.0	+ Add	show	see more
ec Allwal North Hospital	ec Joe Gqabi District Municipality	Priority 2	1.0	+ Add	show	see more
ec All Saints Hospital	ec Chris Hani District Municipality	Priority 1	1.0	+ Add	show	see more
ec Bambisana Hospital	ec Oliver Tambo District Municipality	Priority 1	1.0	+ Add	show	see more

province and log a ticket with the helpdesk.

Familiarize yourself with the post selection section.

1. You may select at least 5 Province options.

You may not choose a province more than once.

You must select a minimum of 3 provinces and a minimum of 2 districts within your primary province.

For the selected provinces a list of post that are available will be displayed in alphabetical order.

Note: You may only select 1 metro in Gauteng, KwaZulu-Natal or the Western Cape. You may select more than 1 metro in the other provinces.

1. Use the search option if you need to search for a specific facility to apply for posts.

2. To select and add a post for which you are applying for click on add post

3. To view the number of applications that have been

made to a post, click on “Show” in the No. of Applicants column.

4. To view more information about the post relating to requirements of the post and accommodation offered, click on “See more” in the Other Info column.

You can select a maximum of 5 facilities.

Community service applicants must choose facilities based on the priority rankings below:

Priority 1: Rural facilities that are grossly understaffed.
Choices allowed: Minimum of 3

Priority 2: Rural or peri-urban facilities with some need for staff.
Choices allowed: Maximum of 2

Priority 3: Urban facilities that are generally adequately Staffed
Choices allowed: Maximum of 1

Thus the combination variations of post choices are as follows;

- a) 3 x Priority 1, 1 x Priority 2 and 1 x Priority 3
- b) 3 x Priority 1 and 2 x Priority 2
- c) 4 x Priority 1 and 1 x Priority 3
- d) 4 x Priority 1 and 1 x Priority 2
- e) 5 x Priority 1

Posts Selected

#Primary Province	#2nd Province	#3rd Province	4th Province	5th Province	#Facility Priority 1	#Facility Priority 2	#Facility Priority 3
ec Eastern Cape Province (3)	(0)	(0)	(0)	(0)	2	1	0

ec Burgersdorp Hospital

Remove

preferred choice

01_FirstChoice
02_SecondChoice
03_ThirdChoice
04_FourthChoice
05_FifthChoice

ec Nessie Knight Hospital

Remove

preferred choice

01_FirstChoice
02_SecondChoice
03_ThirdChoice
04_FourthChoice
05_FifthChoice

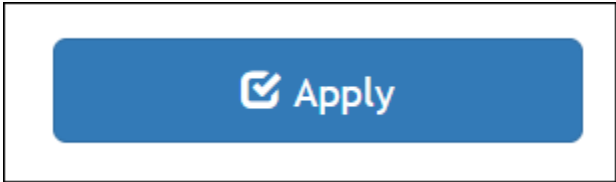
ec Settlers Hospital

Remove

preferred choice

01_FirstChoice
02_SecondChoice
03_ThirdChoice
04_FourthChoice
05_FifthChoice

1. A summary of facility priorities is displayed as posts are added
2. Applicants must also indicate the order of their choices, by selecting the preferred choice from the drop down in each post choice added.

	Click on “Apply” to complete and submit your application. <u>Its important to ensure you click on apply. If you have not clicked on apply you will not be placed or considered for a post.</u> <u>If you are updating your application, the button will display with the text “Update”. If you do not click on the “Update” button, your choices will not be saved.</u>
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The ICSP portal will send you an email confirmation once you have completed your updates.

The system will also inform you of changes made in the system and remind applicants who have not accessed the system to update their details.

The next section will walk you through the application process and will be made available closer to the time.