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INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

Working together for a skilled tomorrow

STAKEHOLDER COMPLIANCE WORKSHOP
LD: STRATEGIC PROGRAMMES
11 OCT 2021

EMPOWERED TO INFLUENCE AND INSPIRE.

AGENDA:

1. Introduction and Welcome – **Tshepo Mabika**
2. Introducing Learning Division: Strategic Programmes – **Nhlanhla Siboto**
3. About INSETA – **Nhlanhla Siboto**
4. Outline the DG approval process and Eligibility for funding Employers and Beneficiaries
5. Briefing on WIL Required Compliance documents for completion by the Employer
6. Work Readiness Programme
7. Important Notices for Project Implementation
8. Q&A

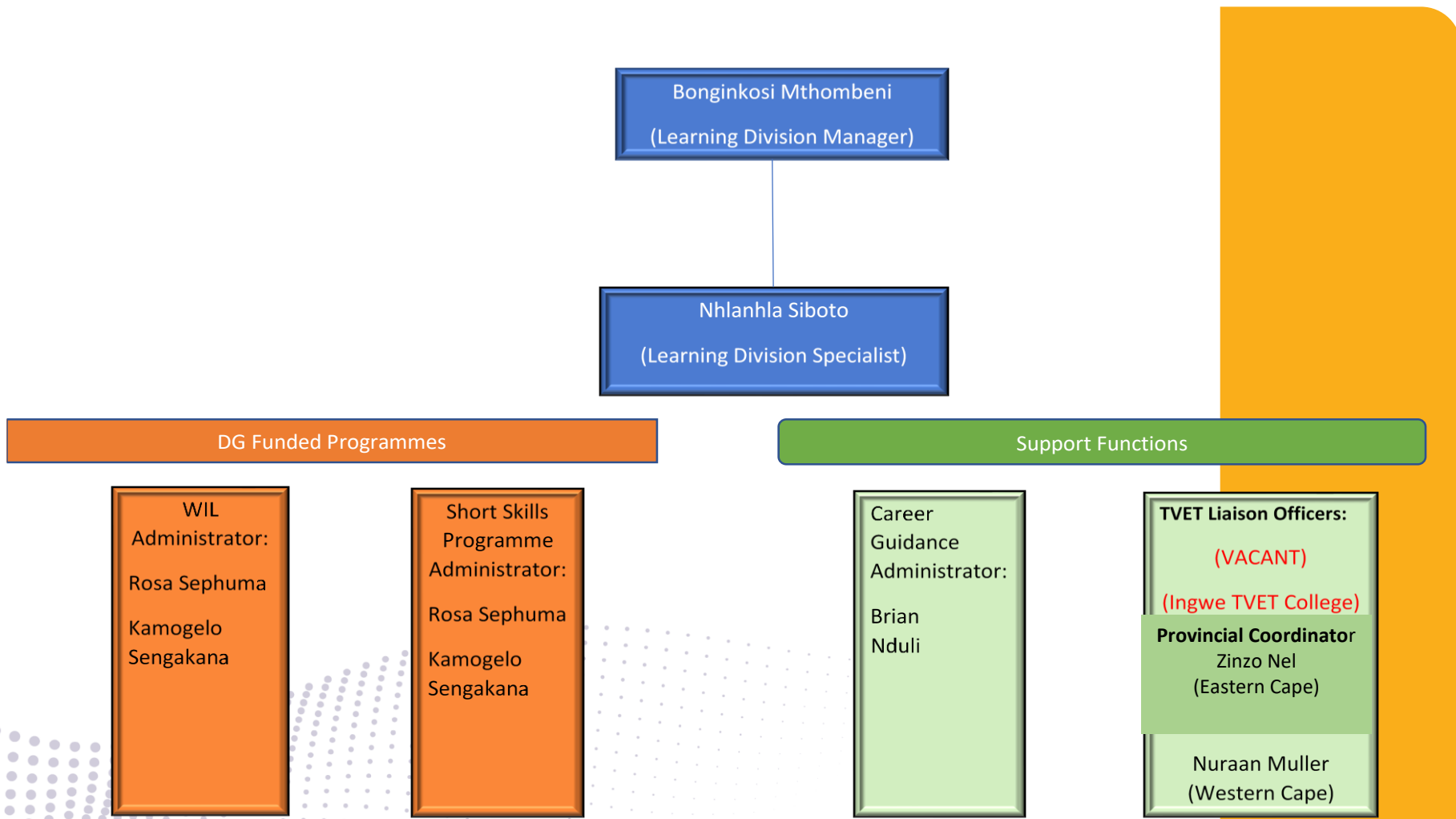
WELCOME AND HOUSE RULES:

- This is a workshop for all Employers who have been recommended for WIL funding.
- Switch off your video and mic while a speaker is on platform
- The workshop is being recorded for reference purposes and a copy of the recording will be available to stakeholders
- Questions should be limited to topics addressed during this workshop
- Questions not relevant to the workshop will be noted, for discussion outside of this forum



IMPLEMENTING TEAM:

LEARNING DIVISION TEAM:



ABOUT INSETA

The Insurance Sector Education and Training Authority (INSETA) was established in March 2000 in terms of the Skills Development Act 97 of 1998 and subsequently amended in December 2008. INSETA mandate is to promote, facilitate and monitor education and skills development provision in the insurance and financial related services sector.

INSETA reports directly to the Department of Higher Education and Training (DHET) under the Minister of Higher Education, Science and Technology as the Executive Authority.

In 2019 The South African Government Notices published a Gazette noticing the announcement of the re-establishment of SETAS from 1 April 2020 to 31 March 2030, The landscape beyond this is alluded to in the National Skills Development Plan 2030.

INSETA VISION

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INSETA MISSION

Harness Technology and Strategic Partnership in pursuit of excellence to enable Relevant, Inclusive and Impactful Skills Development; and be the bridge between Education and the World of Work by identifying skills in demand and providing agile and appropriate responses.

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INSETA CEO : GUGU MKHIZE



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WORK INTERGRATED LEARNING (WIL)

Unemployed youth requiring practical workplace experience for a period of 18 months to attain a qualification i.e. Diploma.

Qualifying Criteria:

Available to unemployed South African citizens of ages 18 – 35 from TVET Colleges or Universities of Universities that have completed their theory training.

WIL Duration:

TVET College Learners – 18 Months

Who can apply for this funding?

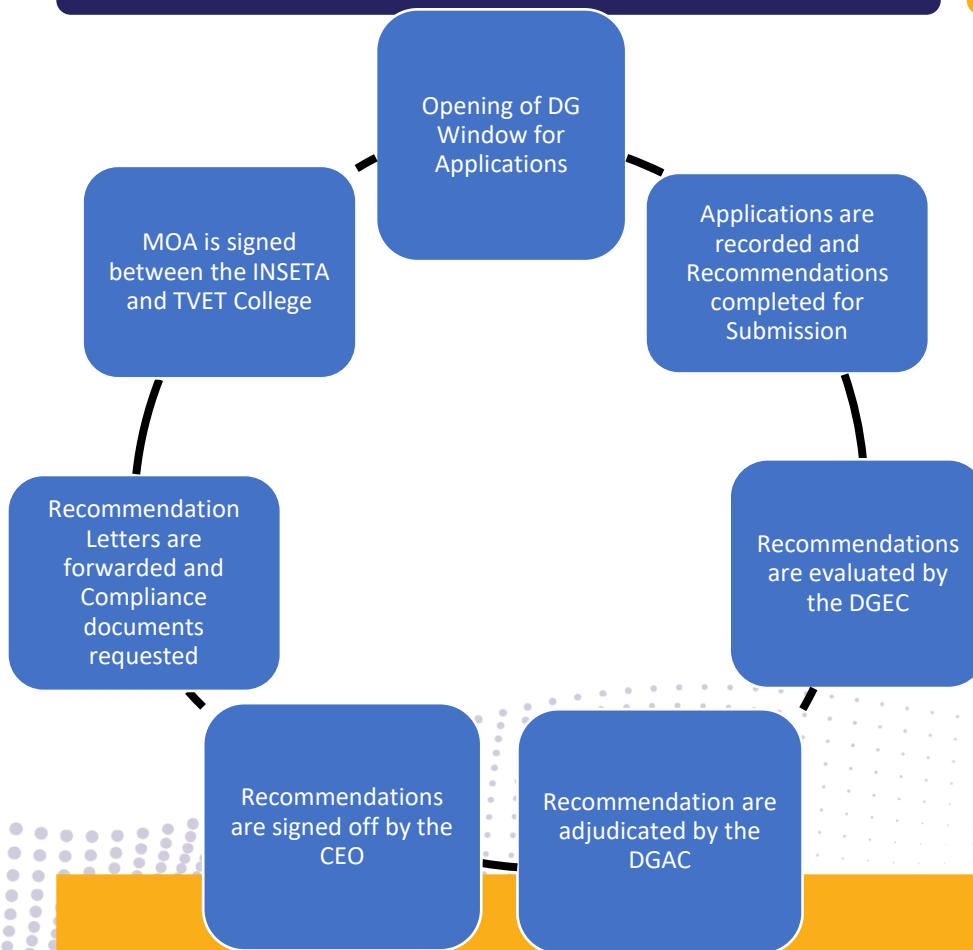
TVET Colleges apply for funding on behalf of the learners.

Funding Structure:

Programme:	
WIL Programme	R3 500 (Stipend over a period of 18 months)
	R 6 000.00 (Work Readiness Programme)

WIL DG APPROVAL PROCESS AND ELIGIBILITY CRITERIA:

WIL DG APPROVAL PROCESS:



Eligibility Criteria for DG Funding:

1) Eligibility of WIL Learners

- be South African Citizen (Unemployed Youth) with a valid SA Identity Document, between 18 and 35 years of age
- The learner must not have participated in or have completed a WIL Programme and completed N6 Nated Programme in Courses linked to Critical and Scarce Skills

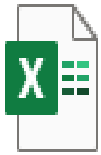
2) Eligibility of Employers to apply for WIL Fund

- Only Employers that are in the Insurance Sector or related Financial Services are eligible to apply
- Employers to apply for Programmes within the scope of Scarce and Critical Skills
- The Employers should be compliant with all INSETA requirements for good standing e.g. Submitted WSP, not on the defaulters list.

WIL PROJECT COMPLIANCE DOCUMENTS:

	Documents for WIL	Pre-Implementation	Progress (Mid term)	Completion
1.	WPBLA Agreement signed by the employer and learner	x		
2.	Fully completed SETMIS Report/BI Tool (excel spreadsheet)	x		
3.	Certified copy of the learner ID (not later than 6 months)	x		
4.	Proof of Qualification (certified copy of N4 – N6 Statement of Results, or N4 – N6 Certificates) not later than 6 months	x		
5.	Expression of Interest and Fixed Term contract from the employer	x		
8.	Signed POPI Act Document	x		
9.	Signed MOA	x		
10.	Signed Letter of Authorisation	x		
11.	Progress report signed by the Learner, Employer and TVET College		x	
12.	Proof of Stipend payments (Payslips)		x	
13.	Closure report signed by the learnerand employer			x
14.	Proof of Stipend payments (Pay slips)			x

COMPLIANCE DOCUMENTS (Cont.):



SETMIS REPORT/
BITOOL



WPBLA Form



POPI ACT
Consent Form

WORK READINESS PROGRAMME:

TVET College Work Readiness Programme - TVET College Learners are funded for a Work Readiness Programme in line with their funding for the Work Integrated Learning Programme to prepare learners for the World of Work by exposing them to various skills set required to transition from Learner to Employee. The skills set the learners are exposed to include soft skills and computer skills, industry experts are invited for presentation to assist learners to adjust easier to the World of Work. **(Non – Accredited)**

Funding	: R6000.00 Per Learner
Duration	: 10 days
Implementation	: The TVET College may solicit the services of an External or Implement on their own.
Implementation Period	:The Programme must be implemented no later than 3 months after the commencement of WIL Placement and may form part of the Induction Programme
Required Documents	:Work Readiness Content or Manual for approval, Work Readiness Roll Out Plan and Work Readiness Risk Matrix (All documents should be submitted 2 weeks prior commencement of the Programme
Main Focus Points of WRP:	:Computer Skills, Workplace Etiquette

PROJECT IMPLEMENTATION IMPORTANT NOTICES:

START AND END DATES

- All programmes should commence by no later than the 2nd of February 2022 (failure to implement by the said date will lead to reversal of funds by the INSETA without further communication.)
- No commencement extensions will be allowed!
- No learner will be replaced 14 days post commencement of programme.

DEVIATIONS

- Employer must communicate any deviations regarding the commencement date and closure date of the programme
- Any deviation regarding the project implementation must be reported
- Any changes on host employers and/or training providers must be reported

SUBMISSION OF DOCUMENTS

- All documents must be submitted 2 weeks prior to commencement
- All documents must be submitted as per the requirement of the programme
- Lack of submission of documents including outstanding documents will lead to non-registration of beneficiaries and recommendation being reverted by the 2nd of February 2022 without any further communication to the College.
- This include the submission of the progress and closure report, please note the dates will be on the MOA, not adhering to those dates will result to the revert of funds due to non submission of documents

Cont.

PAYMENT OF PROJECT FUNDS (TRANCHES)

- First tranche will only be made once the learners have been registered and MOA is signed between INSETA and the Employer.
- Tranches will be paid as per payment schedule in the MOA

LEARNER TERMINATIONS

- It is the responsibility of the Employer to inform INSETA about the termination of any learner and submit a termination report

PROGRAMME INDUCTIONS IN THE WORKPLACES

- It is compulsory for the employer to do an induction to the learners prior the commencement of the programme
- INSETA has a right to request for an induction attendance register upon doing their monitoring and evaluation visits

Monitoring and evaluation of the programmes

- INSETA reserves the right to conduct a monitoring and evaluation visit during the implementation of the programme

Placement Requirements:

- **The exposure must be relevant to the learners qualification**
- **The Learner can be exposed to other areas beyond the qualification scope for 30% of the placement duration**
- **A mentor must be provided for the learner at the workplace**
- **A Logbook will be provided by the TVET College which must be completed on a monthly basis and signed off by a mentor**
- **A quarterly report will be expected from the Employer for the Learners progress**
- **Upon conclusion of the placement the Employer is expected to craft a placement letter for the learner outlining the learners experience during the 18 months, the letter will be used to apply for the National Diploma by the Learner.**

THANK YOU

Q & A



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