



**inseta**

INSURANCE SECTOR EDUCATION  
AND TRAINING AUTHORITY

Working together for a skilled tomorrow

# **TVET COLLEGE SHORT SKILLS COMPLIANCE WORKSHOP: 2022/23**

*EMPOWERED TO INFLUENCE AND INSPIRE.*

# WELCOME AND HOUSE RULES:

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- This is a workshop for all TVET Colleges who have been recommended for 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

# ABOUT INSETA

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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

Empowered to Influence and Inspire

## 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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# AGENDA:

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1. Outline the DG approval process and Eligibility for funding TVET Colleges and Beneficiaries 2022/23.
2. Briefing on Short Skills Required Compliance documents for completion by the TVET College
3. Teams responsible for implementation at the INSETA
4. Important Notices for Project Implementation
5. Q&A

# SHORT SKILLS PROGRAMME:

These are recognized registered program that are delivered (mostly) by TVET Colleges to unemployed youth and TVET College Lecturers to enable them to gain a specific skill or knowledge of the sector. The program is registered on the NLRD (National Learners Record Database) and they should not have more than 120 credits. Skills Programmes do not require a workplace component though they must contain a minimum of 8 Credits with a duration of 2 weeks training on average.

Note: Programme 2 allows for Non-Accredited 4IR Programmes.

Qualification Criteria:

INSETA Skills Programmes are facilitated for current and previous TVET College Learners between the ages of 18 – 35 and TVET College Lecturers for exposure to the Insurance Industry.

Funding Structure:

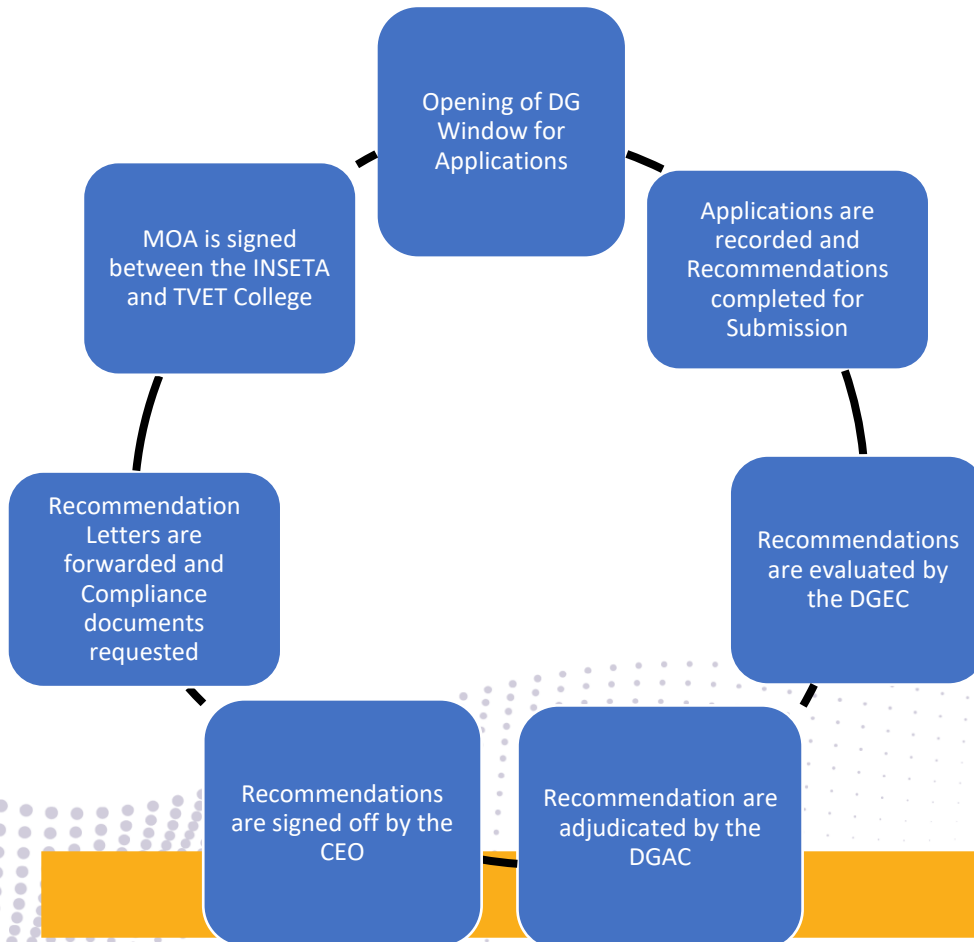
Tuition (Funds for Programme Implementation)	Stipend	Duration
R 5 500.00	R 1000.00	2 Weeks

# SHORT SKILLS PROGRAMMES FUNDED BY THE INSETA:

Programme	Tuition	Stipend	Duration	Type of Programmes
<p>1) <b>Introduction to Insurance</b> - A Short Skills Programme designed to introduce TVET College Learners to the fundamentals of the Insurance Industry, INSETA Short Skills programmes are aimed at broadening the scope of understanding of the Insurance and Financial related sector then redirecting Learners to the sector as possible new entrants. The Short Skills programmes act as an added advantage for TVET Learners for possible placement in Insurance companies. (Accredited)</p>	Capped at R5 500.00	R 1000.00	10 days	<ul style="list-style-type: none"> <li>• Compliance &amp; Risk: Program Code – CR49929</li> <li>• The Sales Process: Program Code – WSP49929</li> </ul>
<p>2) <b>4IR Shorts Skills Programmes</b> - Short Skills Programmes aimed at addressing technological advancements in the Insurance and Financial related fields. The INSETA Scarce and Critical Skills list outlines careers aligned with the 4th Industrial Revolution allowing for career path in the Insurance Industry. (Accredited and Non-Accredited)</p>	Capped at R5 500.00	R 1000.00	10 days	<ul style="list-style-type: none"> <li>• Artificial Intelligence</li> <li>• Digitalization</li> <li>• Data Analytics</li> <li>• Cybersecurity</li> </ul>

# SS DG APPROVAL PROCESS AND ELIGIBILITY CRITERIA:

## SS DG APPROVAL PROCESS:



## Eligibility Criteria for DG Funding:

### Eligibility of TVET Colleges

The TVET College must be a Public TVET College with valid registration with the DHET

- (Programme 1) The TVET College must have learners that have completed their N6 Theoretical studies and the learners must have completed the N6 in that TVET College Applying for funding (Programme 2) The TVET College must have learners that have completed their Level 4 in IT/Matriculants.

### Eligibility of Learners for Short Skills Programme

- Be an unemployed South African Citizen with a valid SA Identity Document and be between 18 and 35 years of age
- (Programme 1) have completed N6 Nated Programme in Courses linked to Critical and Scarce Skills
- (Programme 2) have completed NCV Level 4 in IT/Matriculants



# SHORT SKILLS PROJECT COMPLIANCE DOCUMENTS:

	Documents for Short Skills	Project Initiation	Progress	Comp
1.	Short Skills Registration Form	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 Business Studies Certificate or Statement of Results – Programme 1 /Certified Copy of IT Level 4 Certificate or Statement of results – Programme 2	X		
5.	Proof of valid accreditation for Programme 1 and Programme 2	X		
8.	Signed POPI Act Document	X		
9.	Signed MOA	X		
10.	Signed Letter of Authorisation	X		
11.	Monitoring Of Project		X	
12.	Statement of Results and Verification Report/Certificate of Completion			X
13.	Closure report signed by the TVET College and Learner			X
14.	Proof of Stipend payments (Pay slips)			X
15.	Roll Out Plan, Risk Matrix	X		

# PROJECT IMPLEMENTATION IMPORTANT NOTICES:

## START AND END DATES

- All programmes should commence by not later than the 2<sup>nd</sup> of February 2023 (failure to implement will by said date will lead to reversal of funds by the INSETA without further communication.) A Roll Out Plan and Risk Matrix to be forwarded for approval.
- No commencement extensions will be allowed
- No learner will be replaced after the 2<sup>nd</sup> day post commencement of programme.

## DEVIATIONS

- TVET College must communicate any deviations regarding the commencement date and closure date of the programme
- Any deviation regarding the project implementation
- Any changes regarding the training provider

## 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 2<sup>nd</sup> of February 2023 without any further communication.
- 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.

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## **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 TVET College.
- Tranches will be paid as per payment schedule in the MOA

## **LEARNER TERMINATIONS**

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

## **PROGRAMME INDUCTIONS IN THE WORKPLACES**

- It is compulsory for the TVET College to host 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

# STRATEGIC LEARNING PROGRAMMES TEAM:

Name	Surname	Designation	Email Address
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# THANK YOU



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