



Introductory guide to **INSETA** funded Programmes

This document is intended to be a basic guide to accessing INSETA funded programmes.

Note that all employers, irrespective of being a levy payer or a non-levy payer, must submit a workplace skills plan (WSP) annually in order to qualify for Inseta support. Queries related to WSP submission must be submitted to insetacallcentre@inseta.org.za.

Note further that funding will be prioritised according to the following seven key developmental and transformation imperatives as determined by the National Skills Development Strategy (NSDS III).

KEY	DEVELOPMENTAL AND TRANSFORMATION IMPERATIVES
1. Race	Despite the many advances made by the democratic government since 1994 on the education and training front, the racial inequalities in our economy, including the racialised nature of our skills profile, have not changed in any significant way. Therefore, NSDS III will have to prioritise confronting these racial inequalities, with a particular focus on giving more opportunities to previously (and currently) disadvantaged South Africans. This requires focused attention on skills provision for blacks in general and Africans in particular.
2. Class	Directly related to racial inequalities, South Africa still remains one of the most unequal societies in the world today. These social inequalities are also being reinforced by a lack of access to skills by the overwhelming majority of our population, especially the workers and the poor. NSDS III will therefore pay particular attention to provision of skills in a manner that significantly reduces these yawning social inequalities in our economy and society.
3. Gender	Ours is still a society that reflects huge disparities between men and women, including access to skills for effective participation in the labour market and society. This calls for particular attention to be paid to access to skills by women, especially black women, so that they can effectively participate in society as required by our constitution. In addition, all our skills development initiatives must contain within them specific programmes and strategies to promote gender equality in skills development, in employment and career development and in our economy as a whole.

4. **Geography** Given the urban bias of our economic development, our country has not paid adequate attention to rural economic development and provision of skills for rural development. Given the fact that government has now prioritised rural development, our skills development system must increase its focus and attention on the production of skills for rural development. However, we must make a distinction between training of rural people and skills for rural development. The former has tended to train rural people only in order to migrate to the urban areas, whilst the latter will aim to train rural people for development of the rural areas themselves.

5. **Age** Whilst all South Africans, youth and adults, must be given access to skills development, our young people are the most disadvantaged when it comes to access to education and training. For instance, the single largest category of the unemployed are those aged under 35. Therefore, NSDS III must pay particular attention to the training of our youth for employment.

6. **Disability** Despite commitments from NSDS I and II to increase opportunities for training and skills development for persons with disabilities, we are still far from achieving our goals in this regard. Therefore, NSDS III aims to significantly open up opportunities for skills training for people experiencing barriers to employment caused by various forms of physical and intellectual disability.

7. **The HIV and AIDS pandemic** Given the threat of the HIV and AIDS pandemic for the future growth and development of our country, and its particular impact on the youth, all our skills development initiatives must incorporate the fight against this pandemic and management of HIV and AIDS in the workplace. We need to ensure that we do not train our youth and adults for the grave but for the workplace and effective participation in society.

Learnerships

What is a learnership?

A learnership is a structured work based learning programme that includes both theoretical learning with an accredited training provider and practical experience in the workplace that leads to a registered qualification.

Learnerships will last as long as it takes to complete the qualification. INSETA qualifications take approximately one year to complete and learnerships are therefore granted for a one year period.

What is expected of the workplace

Employers are expected to apply timeously for approval and financial support (if a funded learnership) to run a learnership. Employers may fund learnerships themselves but will still be required to apply for such self funded programmes via the normal processes.

Employers are expected to provide accurate and complete documentation by the stipulated deadline in order to receive approval prior to the commencement of a learnership. No learnership, whether funded by INSETA or not, may commence without INSETA approval.

Learnerships promote access to education and training as well as work experience in one intervention. The expectation is that employers provide space and equipment to enable the learner to apply their theoretical training in the workplace.

Employers can register unemployed learners by entering into a fixed term employment contract with the learner who will then work in the workplace whilst studying towards a qualification registered on the National Qualifications Framework (NQF). The employers' Human Resources policies and procedures will then prevail in respect of learner conduct in the workplace.

Unemployed learners are paid a 'stipend' which is not a salary but covers expenses like travel and meals. The stipend is provided by INSETA after successful application and subsequent approval of a funded unemployed learnership – employers may 'top up' the stipend but are not obligated to do so. No deductions from INSETA stipend portion is allowed.

The employer may also register already employed learners onto a learnership – in this case the salary remains the responsibility of the employer. In both employed and unemployed learnerships the tuition costs are subsidised by INSETA who will pay the funds directly to the employer for payment in turn to the training provider.



It is the responsibility of the employer to pay the provider and to ensure that the provider is delivering the required service – up to and including final verification of results and upload of learner credits. Employers are expected to negotiate and contract with the training provider and are not required to pay the provider upfront but may negotiate deliverable-related tranches.

Employers are not obligated to employ the learners on completion of the learnership, but placement is encouraged.

During the learnership, the employer is expected to provide mentors (recommended ratio of 3 learners to every one mentor) who will oversee the learners work and sign off the logbook.

Employers are required to submit a progress report at 6 months and a closure report at 12 months (or conclusion of the learnership). In addition, termination reports must be submitted if learners terminate during the course of the programme.

How do employers apply?

Applications are accepted during open application windows only. These windows are communicated on the Inseta website and via the Inseta call centre. The communiques will include the hyperlink for employers to access the online application form.

What is expected of the training provider

The training provider will ensure that all requirements of the associated qualification are covered; this includes contact sessions, assessment and moderation of assessments. Once learners have undergone all assessments and internal moderation, it is the responsibility of the provider to call for verification of their programme by the relevant quality assurance body.

The training provider is also expected to support the workplace in terms of the requirements of the qualification to guide selection of learners, in respect of workplace experience as well as the completion of logbooks and progress and closure reports.

It is also the responsibility of the training provider to upload learner details to the relevant quality assurance body for purposes of certification and to distribute certificates once received.

What is expected of the learner

The learner is expected to attend all contact sessions and complete assignments, tasks and practical projects. They will be formally assessed in the classroom and workplace.

The learner must take responsibility for being an active participant in the workplace experience component (not merely an observer) and will be required to conduct work activities when not in training. The work experience will be logged by the learner in a logbook and the learner must ensure that their allocated mentor has signed the logbook.

What is expected of INSETA

INSETA registers and funds learnerships for the employed and unemployed. The funding is for tuition costs and stipends (for unemployed) only.

INSETA is required to evaluate all learnership applications. A learnership allocation letter will be issued to the employer for signoff. A commitment towards funding will then be lodged against the company by INSETA financial division.

The funding for learnerships is apportioned as follows:

Category	Stipend	Tuition
Unemployed learnership	3 000	20 000
Unemployed Disabled learnership	4 000	20 000
Employed learnership	N/A	20 000

INSETA will conduct site visits of employer premises to ensure that workplaces are conducive to learnerships and will also conduct regular monitoring to meet with employers and learners.

Learnerships for unemployed youth criteria

For most learnerships, the minimum entry requirement is a National Senior Certificate or National Certificate (Matric), but there may be more specific subject requirements such as competence in English and a second language at Matric level.

Learnerships are available for young, unemployed people between the ages of 18 and 35.

Only South African youth may be registered on an unemployed learnership

Unemployed South Africans can only participate in a learnership if there is an employer prepared to provide the required work experience

Learnerships for the employed criteria

For most learnerships, the minimum entry requirement is a National Senior Certificate or National Certificate (Matric), but there may be more specific subject requirements such as competence in English and a second language at Matric level.

Learnerships are available for employed individuals of any age. Foreign nationals may be registered on an employed learnership.

Required Documents for learnerships

- Certified copy of the learners highest qualification
- A certified ID copy for every learner to be submitted to INSETA
- Confirmation of employment for all persons. For employed a confirmation on letterhead and for unemployed, a copy of the fixed term contract is required.
- A signed allocation letter
- A softcopy list of all learners applied for on the prescribed template;
- Learnership agreements completed in full

Internships

What is an internship?

An internship is a period of work experience offered by an employer to give students and graduates exposure to the working environment, often within a specific industry, which relates to their field of study.

Internships can be as short as three or six months or as long as 12 months.

What is expected of the workplace

Employers are expected to apply timeously for approval and financial support to run an internship programme. Employers are expected to provide accurate and complete documentation by the stipulated deadline in order to receive approval prior to the commencement of an internship.

Internships promote access to work experience for unemployed youth. The expectation is that employers provide space and equipment to enable the learner to apply their theoretical training in the workplace.

Employers are expected to enter into a fixed term contract with the intern. The employer Human Resources policies and procedures will then prevail in respect of intern conduct in the workplace.

Unemployed interns are paid a 'stipend' which is not a salary but covers expenses like travel and meals - employers may 'top up' the stipend but are not obligated to do so. No deductions from INSETA stipend portion is allowed. The stipend is provided by INSETA after successful application and subsequent approval of an internship programme.

Employers are not obligated to employ the interns on completion of the internship, but placement is encouraged. During the internship, the employer is expected to provide mentors (recommended ratio of 3 interns to every one mentor) who will oversee the interns work and sign off the logbook.

Employers are required to submit a progress report halfway (1.5 months, 3 months or 6 months depending on the duration of the internship) and a closure report at completion (3 months, 6 months or 12 months depending on the duration of the internship). In addition, termination reports must be submitted if interns terminate during the course of the programme.

How do employers apply?

Applications are accepted during open application windows only. These windows are communicated on the Inseta website and via the Inseta call centre. The communiques will include the hyperlink for employers to access the online application form.

What is expected of the intern

The intern must take responsibility for being an active participant in the workplace. The work experience will be logged by the intern in a logbook and the intern must ensure that their allocated mentor has signed the logbook.

Interns are expected to make a positive contribution to the work place and adhere to normal business procedures and requirements.

What is expected of INSETA

INSETA approves and funds internships for the unemployed only. The funding is for stipends for unemployed only. INSETA is required to evaluate all internship applications. A learnership allocation letter will be issued to the employer for signoff. A commitment towards funding will then be lodged against the company by INSETA financial division.

The funding for internships is apportioned as follows:

Category	Stipend
Interns with matric plus qualification	4 500
Interns with degree	6 500

INSETA will conduct site visits of employer premises to ensure that workplaces are conducive to internships and will also conduct regular monitoring to meet with employers and internships.

Criteria for interns

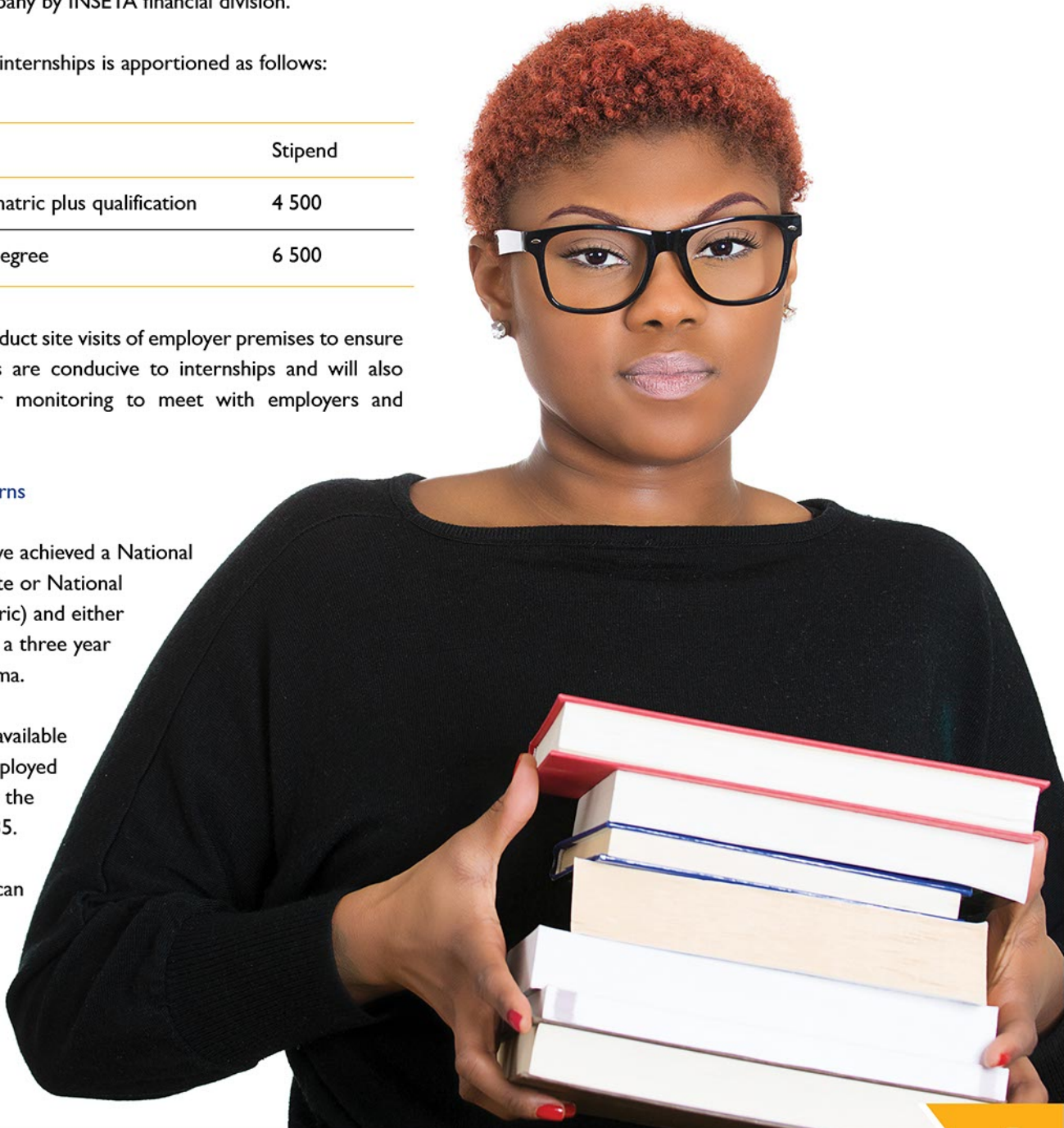
Interns must have achieved a National Senior Certificate or National Certificate (Matric) and either a learnership or a three year degree or diploma.

Internships are available for young, unemployed people between the ages of 18 and 35.

Only South African youth may be registered on an internship.

Required Documents for interns

- Certified copy of the interns qualification
- A certified ID copy for every intern to be submitted to INSETA
- A copy of the fixed term contract is required.
- A signed allocation letter
- A softcopy list of all interns applied for on the prescribed template;
- Completed internship agreement between INSETA and employer



Internships

for TVET College Learners

What is an internship for TVET College Interns?

Learners who have passed Matric and study at Public TVET Colleges towards Nated Courses are awarded a certificate by the TVET College on successful completion of N6. For these learners to obtain a National Diploma, there is a requirement for them to spend 18 months in the workplaces during which they acquire workplace experience relevant to what they studied at the TVET College.

Through the TVET College Internships Programmes, INSETA aims to address this 18 months' workplace exposure requirement by working in close collaboration with employers in the sector and the relevant Public TVET Colleges.

How TVET College Learners come onto the Internships

Annually, INSETA advertises opening of funding window to South African Public TVET Colleges nationwide, for colleges to express their interest in providing the names of the learners requiring these Internships from those who have successfully completed N6 certificate in their respective colleges. The colleges have a database of such learners – who then get placed in workplaces and paid a monthly stipend for their 18 months' stay in the workplaces.

Learner Eligibility Criteria

- Are unemployed South African youth between the ages of 18 and 35 years
- Studied at a Public South African TVET College
- Have successfully completed N6 theoretical component in the disciplines mentioned below:-
 1. Business Management
 2. Financial Management
 3. Human Resource Management
 4. Sales and Marketing
 5. Management Assistant
- Have not been in a similar Internship programme before

Employer Eligibility Criteria to host Interns

- Employers must be willing to host the learners for 18 consecutive months
- Must have mentors that will teach and supervise the learners

- Compile reports on the progress the learners are making for submission to the TVET Colleges
- Report on the learners' attendance and behaviour
Employers are not obligated to employ the interns on completion of the internship, but placement is encouraged.

How do employers apply?

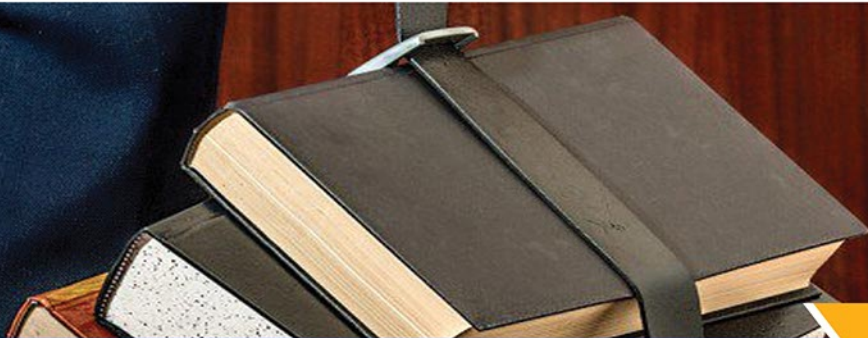
Employers express their interest in hosting interns by the completing a form posted together with the funding window advert and indicate the number of learners required and the discipline in which the learners must have studied. Preference is given to employers in the Insurance Sector who have both human and physical resources to support the learners for the duration of the internship.

What is expected of the Intern

The intern must take responsibility for being an active participant in the workplace. The work experience will be logged by the intern in a logbook and the intern must ensure that their allocated mentor has signed the logbook. Interns are expected to make a positive contribution to the work place and adhere to normal business procedures and requirements.

What is expected of the INSETA

INSETA approves and funds internships for the unemployed, South African TVET College learners who have successfully completed N6 only, through South African TVET Colleges only.



INSETA conduct site visits at employer premises to ensure that workplaces are conducive to internships and will also conduct regular monitoring to meet with employers and internships

INSETA evaluates all internship applications and enters into a MoA with the applicant TVET Colleges regarding implementation of the internship programme.

INSETA conduct induction sessions for TVET Colleges, host employers and Intern to ensure that all parties know their responsibilities in the programme.

Once the MoA has been signed by both the parties and all the required learner documents have been received by INSETA, a portion of stipend funding is paid into the TVET Colleges' account.

The monthly stipend for learners is R4 500. This is paid by the applicant TVET College into the learners' bank accounts.

Required Documents for interns

- Certified copy of the interns qualification
- A certified ID copy for every intern to be submitted to INSETA
- A copy of the fixed term contract between the Intern and the host employer
- A softcopy list of all interns applied for
- Completed internship agreement between INSETA and employer
- A signed Memorandum of Agreement from TVETs

Bursaries for Youth

INSETA Bursaries are allocated to eligible students applied for by recognised Public Higher Education Institutions (Universities and TVET Colleges) only. INSETA does not consider bursary applications submitted by individual students or their relatives.

Bursary Application Process

- INSETA advertises the open Bursary funding window on print media and on the INSETA website
- Bursary applications must be submitted by recognised South African Public Higher Education Institutions by the closing date as indicated in the advert
- A list of students for whom Bursaries are applied, together with the courses they are studying must be attached to the Bursary application

Even though INSETA would like to fund eligible students for the duration of their studies, students must be applied for annually as funding is only for one academic year at a time.

Education Institution Eligibility

Applicant Education Institution must be:

- registered South African Public Higher Education Institution
- have good track record regarding management and administration of previous INSETA Bursary funding MoA

Student Eligibility

Students awarded bursaries must be:

- South African Citizen with a valid SA Identity Document
- Between 18 and 35 years of age
- Unemployed
- Registered at a recognised Public Higher Education Institution
- Have good academic record
- Studying towards qualifications that are related to the Insurance sector as per INSETA Bursary Funding advertisement issued by INSETA

Only students who passed in the previous year will be funded again

Students who were funded before and are continuing with their studies will be prioritised.

Bursary Amount

- The applicant Institution must provide INSETA with the Bursary amount for one academic year, not for a full degree or qualification

- INSETA Bursary funding will be capped at R30 000 for Degrees and R10 000 for Diplomas
- INSETA Bursary funding will be capped at R6 000 for TVET College Certificate courses
- Bursary funding will cater for tuition and books only
- The maximum cost of study will be paid only if the tuition cost equals or exceeds the bursary grant amount. I.e. if the cost of study is less than the capped amount, INSETA will pay the entire course amount. If the cost of study is more, INSETA will pay to the maximum of the capped amount.

Bursary Application Feedback

- Communication regarding the outcome of Bursary application will be sent to the applicant institution within 30 days after the application closing date.
- The Applicant Institution must sign and comply with the terms of the MoA with INSETA within 30 days of confirmation of Bursary application approval by INSETA.

Bursaries for the employed

What is a bursary?

A bursary is a monetary award that is granted on the basis of financial need. Bursaries are different to scholarships. Scholarships are merit-based and are awarded for academic achievement. Bursaries are financial-need based awards.

INSETA will pay the funds directly to the employer for payment in turn to the training provider. It is the responsibility of the employer to pay the provider and to ensure that the provider is delivering the required service – up to and including final academic transcripts.

How do employers apply?

Applications are accepted during open application windows only. These windows are communicated on the Inseta website and via the Inseta call centre. The communiques will include application form attachments for employers to complete and submit.

What is expected of the bursary beneficiary

The student is expected to attend all contact sessions and complete assignments, tasks and practical projects.

The student must take responsibility for their learning and ensure that their attendance and performance meets the requirements of the institution.

What is expected of INSETA

INSETA funds bursaries for the employed. The funding is for tuition costs only.

INSETA is required to evaluate all bursary applications. A bursary allocation letter will be issued to the employer for signoff. A commitment towards funding will then be lodged against the company by INSETA financial division.

Bursaries at public institutions are funded to a maximum of R30 000, however, the maximum amount will only be paid if the tuition cost equals or exceeds the grant amount.

Criteria for bursary beneficiaries

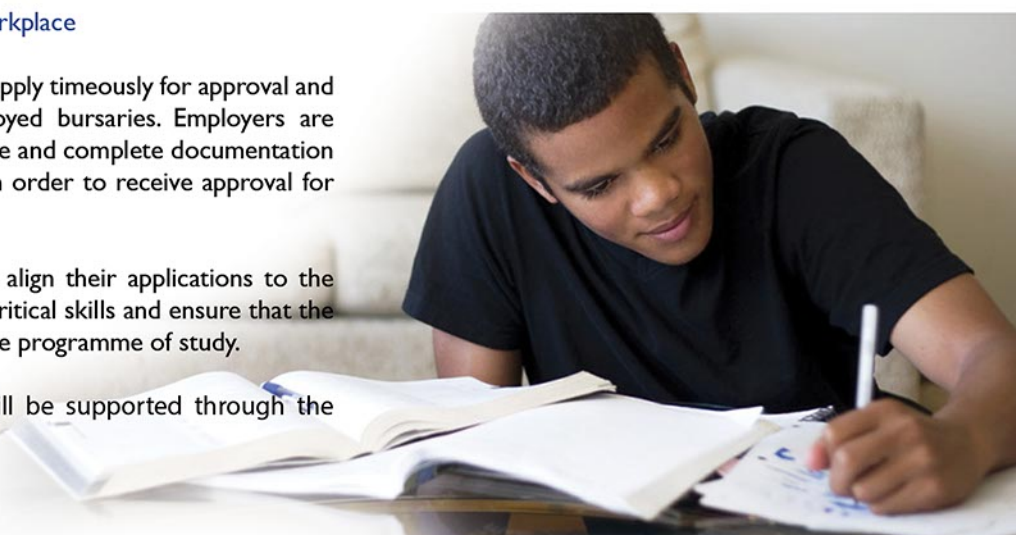
Students must be employed South African citizens or be permanently employed by an INSETA registered employer within the Insurance and related services sector. Students must meet the academic requirements of the chosen course of study.

What is expected of the workplace

Employers are expected to apply timeously for approval and financial support for employed bursaries. Employers are expected to provide accurate and complete documentation by the stipulated deadline in order to receive approval for the bursary.

Employers are expected to align their applications to the top 10 INSETA scarce and critical skills and ensure that the applicant is committed to the programme of study.

Only public institutions will be supported through the employed bursary grants.



Required Documents for employed bursaries

- Certified copy of the learners highest qualification
- A certified ID copy for every learner to be submitted to INSETA
- Confirmation of employment on letterhead
- A signed allocation letter
- A softcopy list of all learners applied for on the prescribed template;
- Proof of registration of each student;

Skills programmes for the employed

What is a skills programme?

Skills programmes are credit bearing short courses with at least 1 (one) unit standard, which will run from 1 day up to 6 months, and facilitated by an accredited training institution.

What is expected of the workplace

Skills programmes promote access to education and training, as they allow employees to increase the number of credits they have towards current qualifications or to begin studies against a new qualification, one skills set at a time.

The workplace is required to get a signed commitment between the employer and its employees on every skills programme entered into. Employers will be required to put in place terms and conditions for employees who leave its employment or employees who do drop off the skills programme at any stage after presenting the signed agreements to Inseta.

The employer will be responsible to settle the full account of the training institution.

How do employers apply?

Applications are accepted during open application windows only. These windows are communicated on the Inseta website and via the Inseta call centre. The communiques will include application form attachments for employers to complete and submit.

What is expected of INSETA?

INSETA is required to evaluate all skills programme applications. A skills programme agreement will be issued to the employer for signoff. A commitment towards funding will then be lodged against the company by INSETA financial division.

INSETA will be responsible to pay the skills programme commitment amount to the employer according to the signed skills programme agreement.

INSETA will conduct monitor employers who have been supported.

Criteria for skills programme beneficiaries

Students must be employed South African citizens or be permanently employed by an INSETA registered employer within the Insurance and related services sector

- An ID copy for every learner to be submitted to INSETA
- A learner registration form for every learner on training to be submitted to INSETA.
- Confirmation of employment for all persons (permanent or contractor / broker /agent) who are in the employ of the company at the time of applying for funding.
- Employees of any age category are welcome to apply
- Employees who are currently being funded by INSETA on any other programme currently will not be allowed to study a skills programme module until their current programme has been completed. The same applies for all INSETA programmes.

INSETA will pay the funds directly to the employer for payment in turn to the training provider. It is the responsibility of the employer to pay the provider and to ensure that the provider is delivering the required service – up to and including final academic transcripts.

Contact details:

For further information on any of the above programmes, please contact the INSETA call centre

insetacallcentre@inseta.org.za

0861130013