



Working together for a skilled tomorrow

Bursary Guidelines for Employed

Status:	Approved
Custodian:	Learning Division Manager
Approved:	CEO
Decision Date:	22 August 2017
Review Date:	22 August 2018
Version Number:	LD/GL001/2017
Amendment Date:	24/07/2017

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Acronyms

ATR	Annual Training Report
FET	Further Education and Training
INSETA	Insurance Sector of Education Training Authority
NSDS	National Skills Development Strategy
PIVOTAL	Professional, vocational, technical and academic learning programmes
QCTO	Quality Council for Trades and Occupations
SDA	Skills development Act
SDL	Skills Development Levies Act
SETA	Sector Education and Training Authorities
SSP	Sector Skills Plan
TVET	Technical and Vocational Education and Training Colleges
WIL	Work Integrated Learning
WSP	Work Skills Plan

1. Preamble

The Insurance Sector Education Training Authority (INSETA's) purpose is to grow the pool and quality of scarce and critical skills in the insurance and related services sector, enhancing the sector and supporting the country's transformation.

The Skills Development Act and the Skills Development Levies Act provide for the collection of levies from employers in the insurance and related services sector and provides directives and/or guidelines on how the funds allocated to each SETA should be disbursed.

To outline the process and requirements for applying for bursaries the INSETA Learning Division has therefore drafted a formal Bursary Guideline for persons employed in the Insurance and related services sector

This guideline document should be used for reference, understanding and compliance by all applicants for bursary funding.

2. Grant Regulations

On 3 December 2012, revised Grant Regulations were gazetted, which impacted on the allocation of SETA funding. The intent of the new regulation is to, amongst others: (adapted from Government Gazette no. 34932):

- ❖ Regulate the proportion of funds available for skills development that is spent on administration costs
- ❖ Regulate the proportion of discretionary funds available for skills development
- ❖ Improve the quantity and quality of labour market information received by SETAs through Workplace Skills Plans (WSP), Annual Training Reports (ATR) and PIVOTAL Training Reports, which provide a reflection of skills needs and inform planning.

- ❖ Promote PIVOTAL ¹programs, which are NQF-registered and quality assured, towards addressing priority scarce and critical skills needs in the sector, as identified through Sector Skills Plans (SSP's) and research.

In response, the INSETA drafted a reviewed Discretionary Grant Funding Policy that was approved by the INSETA Board and is updated annually. The discretionary project expenditure increases from 20% to 49.5%

- ❖ 80% of Discretionary funding has to be allocated to PIVOTAL programmes.

3. Discretionary Funds

The Discretionary funds allocation allows the INSETA to exercise discretion in relation to how discretionary grants are utilised towards implementation of the sector skills plan and strategic objectives. The priority focus is on meeting the scarce and critical skills needs of the sector and closing the gap between labour market needs and skills supply.

INSETA will be guided by the following national priorities in the allocation of its discretionary funds:

National strategic goals as set out in the NSDS III, the INSETA strategic plan and annual performance plan and other national priorities as relevant.

Disbursement of discretionary grant funding aims to:

- ❖ Address the scarce and critical skills needs of the sector as identified through the SSP and other relevant research
- ❖ Promote full qualifications addressing scarce and critical skills
- ❖ Focus on PIVOTAL programmes that meet the essential needs of the labour market

¹ According to regulations, "PIVOTAL" is an acronym which means professional, vocational, technical and academic learning programmes that result in qualifications or part qualifications on the NQF as contemplated in regulation 3(6) and (7) as read with regulation 6(11) to (15) (taken from Government Gazette No. 35940).

- ❖ Encourage structured practical and WIL within programmes as a priority and ensure that mechanisms are put in place for monitoring workplace learning; and
- ❖ Develop public FET institutions to deliver INSETA occupational qualifications

4. Bursaries

INSETA will support the development of scarce and critical skills through Bursaries to employed students with a view to:

- ❖ Addressing the scarce and critical skills as identified in the SSP
- ❖ Promoting the developmental and transformational imperatives of NSDS III
- ❖ Increasing the professionalism of the sector

INSETA will allocate Bursaries for studies at NQF level 5 to 10 at Public Higher Education Learning Institutions. Private Higher Education Institution tuition will be considered at INSETA's discretion

INSETA will fund bursary programmes via the employer but may through agreement with learning institutions, pay bursaries directly to the learning institutions.

5. Funding windows

Bursary funding will only be allocated through funding windows opened at the discretion of INSETA.

- ❖ INSETA may consider late applications on first come, first- serve basis, subject to the following Availability of funding
- ❖ Commencement of programmes within the financial year

Funding windows will be announced via the INSETA website. The INSETA call-centre and other mechanisms of communication may be used at the discretion of INSETA.

6. Eligibility for bursary funding

Employers:

- ❖ INSETA will support levy-paying and non-levy paying employers (confirmed as uniquely registered with INSETA) operating in the Insurance and related services sector
- ❖ INSETA will only support employers who have submitted the WSP/ATR and PIVOTAL reports as required
- ❖ In the event of non-performance by any party funded by INSETA in terms of the learning programme all further funding will be withheld until an investigation is completed
- ❖ Employers found to be non-compliant in past implementation of INSETA funded programmes will not be considered for funding unless evidence of remediation to the satisfaction of INSETA can be produced

Students:

- ❖ Employed students must be South African citizens or be permanently employed by an INSETA registered employer within the Insurance and related services sector
- ❖ A student may not be on more than one INSETA funded programme within a 12 month period
- ❖ Students that previously exited an INSETA- funded programme prior to completion will not be considered unless special representation has been made by the employer. Approvals are at the discretion of INSETA
- ❖ Students are subject to the terms and conditions of the contract of employment entered into with the employer and the performance requirements of the learning programme and curriculum. These terms and conditions must be aligned to the INSETA Bursary Guidelines

7. INSETA Bursary Grant Approval

Application Process:

Employers will be expected to apply online during the application window for studies or proposed studies for the following academic year

Application may only be made for future registration and no retrospective approvals will be processed

Recommendations and approvals will be considered against the registration status of the company with INSETA, previous implementation of INSETA funded programmes, budget availability as well as the submission of statutory reporting required by INSETA (WSP and ATR).

Approval Process:

- ❖ INSETA commits to a 3 months turnaround time from close of funding window to approve, reject or query a Bursary Grant Application.
- ❖ Upon completion of evaluation, INSETA will advise the applicant on approval or rejection in writing. Where INSETA has a query and requests outstanding documents, these must be provided within 5 working days failing which the application will be declined and returned to the applicant.
- ❖ INSETA will allocate a unique Bursaries Fund Allocation (BFA) number for all bursaries approved and this will be provided to the Applicant Company or institution with whom INSETA has agreement for reference purpose.

8. Payment of Bursary Funds to the Employer

In terms of payments INSETA will be liable to pay the full amount of the qualification (up to the prescribed maximum) subject to the following conditions being met:

- i. Subject to all Required Documents are received by the agreed date
- ii. Payment will not be made unless INSETA has given prior approval in writing to the applicants approving the bursaries.

- iii. No person or entity is entitled to commit INSETA financially or otherwise outside of this guideline, unless they have received INSETA authorisation in writing.
- iv. It is expected that the employer correctly identifies students for bursaries in accordance with the development plan for the employee. This will ensure that students who attend training are capable of achieving the qualification / credits.
- v. The employer will be responsible to refund INSETA in full, all associated bursary payments made where a student is unable to attend or complete the qualification or component thereof as registered for, within the funding year.
- vi. Any employee who does not complete the learning components as registered, will not be eligible to receive further funding until they complete the learning for which they have been funded.
- vii. At least 50% of registered modules are passed e.g. if a student has registered for 4 modules and passed two then fees will be covered
 - a. *However*, INSETA will not pay for the same modules twice, if the student fails the registered modules he or she will have to re-register and pass the modules before he or she can receive further funds.
- viii. Bursaries for the next level of study will be granted on successful completion of at least 50% subjects in each study level e.g. If a student registered for 3 modules in the 1st semester and only is competent in 1 module and failed only 1 and did not complete the other they will not receive further funding
- ix. If a student fails or did not complete all the modules registered for in the 1st semester INSETA will not fund him or her in the following semester
- x. Where a student on a funded programme resigns from his / her employment, he is entitled to continue with the already funded learning as long as they remain in the employment of a registered INSETA employer.

- xi. Any reimbursement of INSETA bursary funding by the employer from the student must be refunded to INSETA in full. If a student has completed the studies successfully in the funded academic year and official results submitted to INSETA, there will be no refund due to INSETA or Employer.**
- xii. INSETA will not be responsible to pay any training providers who employer companies have sourced without INSETA authorisation.
- xiii. INSETA Bursary funding is capped at a maximum of R30 000.00 per student for qualifications at public learning institutions – i.e. INSETA will pay full tuition costs to a maximum of R30 000.00 (this does not include study material, stipend etc.);
- ❖ INSETA will only disburse funding on receipt of a valid Invoice from the employer, indicating the amount to be paid for the in line with the cost per course applied for ensuring that the company invoice has:
 - Full name “TO WHO” the invoice is issued i.e. INSETA
 - Full INSETA POSTAL address: P.O. Box 32035, Braamfontein, 2017
 - VAT Number: INSETA N/A
 - REGISTRATION Number: 13/INSETA/1/04/11
 - Invoice number – ensure there is no duplication to any previously issued invoice sent to INSETA
 - Invoice date must be current date i.e. not prior or post-dated
 - Total amount

The Bursary fund will be paid in a maximum of two tranches - at the beginning of each Semester or Full Year course, as approved

9. Roles and Responsibilities

Employers

- ❖ The Employer must inform recipients that the funding is from INSETA
- ❖ Employers and recipients must adhere to the terms and conditions set out in the guidelines. All internal employer policies related to this bursary funding must be aligned to these guidelines. Any non-compliance with these guidelines may affect future funding
- ❖ Employers are not entitled to require student refund for any portion of INSETA funding where all INSETA completion requirements are met
- ❖ Employers are to ensure that any work back period against INSETA funding is no longer than twelve months and should be pro-rated according to the period already worked back by the beneficiary
- ❖ Employers are expected to apply timeously for approval and financial support for employed bursaries. Application windows will be communicated by INSETA via the website or the call centre
 - Application must be submitted **annually** when INSETA opens application window, continuation of funding will be dependent on both application and student/employees previous academic year performance
 - When applying for a Bursary the employer must provide INSETA with the funding required for an academic year **only** and not for the full qualification if the qualification is over a period longer than one year
 - The qualification applied for must be linked to one of skills identified on the Scarce and Critical Skills List provided by INSETA and not the current occupation of the employee
- ❖ Employers are responsible to inform INSETA of any change in status that may impact the bursary (this includes resignation of employee, cancelation of studies and any other status that may adversely affect the financial bursary commitment).
- ❖ No replacement of students is permitted after the Final Agreement has been issued

- ❖ The employer to ensure that all funded employees complete the INSETA Bursary registration form that must be submitted with other requirements
- ❖ The employer is required to inform employees of the INSETA Bursary Guidelines and Monitoring and Evaluation requirements
- ❖ The employer will receive an employer monitoring tool form from the INSETA to complete and submit with their student list,
- ❖ The signed employer monitoring tool form to be returned to INSETA
- ❖ The Employer is responsible to pay the provider the tuition cost as paid by INSETA, or refund INSETA what is not invoiced and paid to the institution
- ❖ The Employer should request the Institution to invoice the Company and not the individuals to ensure that the Company is able to access student results directly
- ❖ If a recommended students documents were not submitted due to various reasons by the stipulated cut-off date their funds will be withdrawn
 - E.g. if the student did not register for the 1st semester or the 1 February 2017 submission their funds will not be reserved for them to apply or register in the 2nd semester;

Students

- ❖ Students must adhere to the terms and conditions set out in the guidelines
- ❖ Any non-compliance with these guidelines may affect future funding
- ❖ Students must submit their document to the Employers timeously
- ❖ They must be committed fully to their studies
- ❖ Students must complete all forms communicated to them by INSETA and are required to take note and respond to any communication send to them directly by INSETA

10. Dispute Resolution

Should any dispute arise from any application made in terms of this guideline, the parties will attempt to resolve the dispute in good faith through senior-level negotiations. If the dispute is not resolved through negotiation within a reasonable time the matter will be referred to the INSETA executive committee.

11. Application

This guideline comes into effect from the 23 August 2017.

12. Review

This guideline will be reviewed annually or as required