



Working together for a skilled tomorrow

Bursary Guidelines for unemployed youth

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Acronyms

ATR	Annual Training Report
INSETA	Insurance Sector of Education Training Authority
NSDP	National Skills Development Plan
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 for youth the INSETA Learning Division has therefore drafted a formal Bursary Guideline for unemployed youth (person's age up to 35 years) who are registered and studying at the South African Public Learning Institution.

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.

- ❖ Discretionary Project expenditure increased 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 NSDP
- ❖ 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*).

- ❖ To ensure unemployed youth are able to access the bursary funding to study any Insurance, Financial and IT related qualifications
- ❖ Develop public learning institutions to deliver INSETA occupational qualifications

4. Bursaries

4.1 INSETA will support the development of scarce and critical skills through Bursaries to unemployed youth (students) with a view to:

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

4.2 INSETA will allocate Bursaries for studies at NQF level 4 to 10 at Public Learning Institutions only.

4.3 INSETA will fund bursary programmes through agreements with South African Public learning institutions and Employers in the insurance sector

4.4 INSETA will pay bursaries directly to South African Public learning institutions and/or Employers.

5. Funding Windows

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

Proposals may be considered for special bursaries projects when submitted in response to invitation by INSETA.

Bursary funding applications submitted are considered if they meet all criteria set in the INSETA Discretionary Grant Policy and on first-come-first served basis; and subject to the availability of funding

No applications will be considered outside of application window time frames as prescribed by INSETA

Application windows will be announced via the INSETA website and through other mechanisms of communication (media adverts, direct email notices) at the discretion of INSETA; to ensure wider reach.

6. Eligibility to access Bursary Funding

The Public Learning Institution

- ❖ The Public learning Institution must be South African, accredited, public learning institution (Comprehensive university, University of Technology and Technical Vocational Education and Training college).
- ❖ The Public learning Institution 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

Employer

- ❖ 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
- ❖ Family members or relatives of the employer are not allowed to apply for the bursary unless enough evidence is provided that the learner is part of the company or business long-term strategy

Students:

- ❖ Must be a South African Citizen with a valid SA Identity Document

- ❖ Must be unemployed with age from 18 up to 35 years
- ❖ Must be registered at a recognised Public Higher Education Institution Studying towards qualifications that are related to the Insurance Critical Scarce Skills and as per INSETA Bursary Funding advertisement issued by INSETA
- ❖ Must a have good academic record, having maintained a 60% average or higher in their previous year of study
- ❖ Although funding preference will be given to students from poor backgrounds, INSETA has taken a strategic decision not to fund students from the same pool as NSFAS. Students from the “missing middle” who meet the eligibility criteria will be considered.

7. INSETA Bursary Grant Approval

Application Process:

- ❖ The application for funds must be submitted on the relevant standardised application form which must be authorised by INSETA
- ❖ Applications must be received via email to bursariesforyouth@inseta.org.za, within the specified timeframes.
- ❖ No late applications will be accepted.

Applications Evaluation Guiding Principles:

INSETA will apply the following guiding principles when approving the funding:

- ❖ Priority will be given to students who were previously funded by INSETA and are allowed by the Education institution to progress to the next level of studies
- ❖ Priority should be given to learners who have who have maintained a good academic record and need to continue with their studies;
- ❖ The learner demographics should be adhered to as far as possible. With respect to gender, at least 54% or higher of applicants must be female and these are female of all race groups.
- ❖ The target for people with disabilities is 4% of students applied for

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 Youth Fund Allocation (BYFA) number for all bursaries approved and this will be provided to the Applicant Company or institution with whom INSETA has agreement for reference purpose.
- ❖ Payment will not be made unless INSETA has given prior Bursaries approval in writing to the applicant institutions or employers.

8. Payment of Bursary Funds to the Public Higher Education Institution or Employer

- ❖ Bursary funding will cover the following expenses: – tuition fees, prescribed textbooks and accommodation (or transport where accommodation is not claimed).
- ❖ The applicant Education Institution or Employer must provide INSETA with a list of students applied for; the degree for which the Bursary is required, and the bursary amount for one academic year
- ❖ INSETA will pay the full amount of the qualification up to the prescribed maximum; subject to the required documents being received by INSETA on the agreed date
- ❖ Public Higher Education Institutions and/or Employers must recruit students to be funded in accordance with the students bursary eligibility criteria.
- ❖ Bursaries for the next level of study will be granted on successful completion of at least 50% subjects in each study level.
- ❖ INSETA will only disburse funding on receipt of a valid Invoice from the Public Learning Institution or Employer; indicating the amount to be paid for the in line with the invoicing

schedule attached to the MoA or Funding Agreement. The invoice must reflect the following:

- Full name “TO WHOM” the invoice is issued i.e. INSETA
 - Full INSETA POSTAL address: P.O. Box 32035, Braamfontein, 2017
 - 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 Bursary amount for all the students applied for
- ❖ 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

The Public Learning Institution or Employer

- ❖ Must identify the learners as per INSETA Bursary requirements
- ❖ Must inform recipients that the funding is from INSETA
- ❖ The Public Learning Institution, Employer and beneficiaries must adhere to the terms and conditions set out in the guidelines. All internal Institution policies related to this bursary funding must be aligned to these guidelines. Any non-compliance with these guidelines may affect future funding
- ❖ Application must be submitted **annually** when INSETA opens application window. Continuation of funding will be dependent on application submission and students’ previous academic year performance
 - The qualification applied for must be linked to one of skills identified on the Scarce and Critical Skills List provided by INSETA.

- ❖ The Public Learning Institution or Employer are responsible to inform INSETA of any change in status that may impact the bursary; e.g. 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 Public Learning Institution or Employer are to ensure that all funded students complete the INSETA Bursary registration form that must be submitted with other requirements
- ❖ The institution or Employer is required to inform the bursary beneficiaries of the INSETA Bursary Guidelines and Monitoring and Evaluation requirements.
- ❖ If a recommended students documents were not submitted due to various reasons by the stipulated cut-off date their funds will be withdrawn

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 Institution 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
- ❖ Students must sign the POPI Act Declaration Form
- ❖ Students must sign approval for INSETA to receive results directly from the learning institution if required
- ❖ Students must ensure that contact details are valid and changes submitted to 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. Review

This guideline comes into effect from the 1/04/20 and will be reviewed annually or as required