



Working together for a skilled tomorrow

Work Integrated Learning Guidelines for Unemployed Youth

Status:	Approved
Custodian:	INSETA Learning Manager: Youth Programmes
Approved:	Chief Executive Officer
Decision Date:	24 May 2020
Review Date:	31 May 2022
Version Number:	LD/GL004/2020

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Acronyms

ATR	Annual Training Report
APP	Annual Performance Plan
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
UOTS	University of Technology
TVET	Technical and Vocational Education and Training
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.

The INSETA Learning Division has therefore drafted a formal Work Integrated Learning Guideline for Unemployed Youth between the ages of 18 and 35 years to outline the process and requirements for applying for work integrated learning.

This guideline document should be used for reference, understanding and preparation for implementation of WIL programmes; by all applicants for Work Integrated Learning funding.

2. Grant Regulations

In 3 December 2012, revised Grant Regulations were gazetted, which impacted on the allocation of SETA DG 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 programs, 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.

3. Discretionary Funds

The Discretionary funds allocation allow 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 and occupations in high demand in the sector and closing the gap between insurance 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 NSDP2030, the INSETA Strategic Plan, INSETA Annual Performance Plan and other relevant national priorities.

Disbursement of Discretionary Grant funding aims to:

- ❖ Address the scarce and critical skills needs and occupations in high demand in the sector as identified through the SSP and other relevant research
- ❖ Focus on PIVOTAL programmes that meet the essential needs of insurance the labour market
- ❖ Encourage structured, practical Work Integrated Learning within programmes as a priority and ensure that mechanisms are put in place for monitoring workplace learning.

4. Purpose of Work Integrated Learning Programmes

INSETA will support the development of work experience through Work Integrated Learning (WIL) of unemployed youth with a view to:

- ❖ Addressing the scarce and critical skills and occupations in high demand identified in the SSP
- ❖ Promoting the developmental and transformational imperatives of NSDP2030
- ❖ Increasing the professionalism of the sector
- ❖ Increasing opportunities for employability for TVET graduates

5. Work Integrated Learning Programme

- ❖ The WIL Programme must provide appropriate and relevant work experience aligned to the Interns TVET or UoT qualifications
- ❖ Companies hosting WIL Interns must identify opportunities that contribute to the strategic staffing needs of the company and/or the department.
- ❖ Interns should not be recruited to replace permanent employees
- ❖ Companies must sign contracts with the Interns on commencement of the WIL programmes, that covers the duration of the WIL programmes
- ❖ Duration of WIL Programme is 18 consecutive months for TVETs and 12 consecutive months for UoTs
- ❖ For the UoT WIL Programmes, no replacement of interns is permitted after one month of commencement of the programme and for the TVET College WIL Programmes, no replacement of Interns will be permitted after 3 months of commencement of the programme
- ❖ Intention to replace Interns must be communicated in writing to INSETA in line with the point above and documents for replacement Interns must be submitted to INSETA within 5 working days of replacing Interns.

6. Eligibility of TVET learners and UoT graduates to access WIL Programmes

- ❖ Unemployed South African Youth who are between the ages of 18 to 35 years
- ❖ Unemployed South African Youth from Public TVET Colleges who have successfully completed the theoretical component of N6 Nated course, who require workplace experience in the areas of their study in order to meet the exit requirements of the qualification at the TVET College
- ❖ Unemployed South African graduate from the UoTs who have successfully completed the theoretical component of the qualification and require workplace experience in order to meet the exit requirement of the qualification at the UoT
- ❖ Unless in an INSETA-arranged programme, an Intern may not be on more than one INSETA-funded programme while on the WIL Programme
- ❖ Interns that previously exited an INSETA-funded programme prior to completion will not be considered again for funding; unless special representation has been made in writing by the employer. Approval will be at the discretion of INSETA
- ❖ Interns are subject to the terms and conditions of the contract of employment entered into with the host employers and the performance requirements of the work integrated learning programme
- ❖ Interns must complete their logbook guideline as provided by the TVET college or University of Technology

7. Accessing Work Integrated Learning Funding

- ❖ Discretionary grant funding for WIL is available to South African Public TVET Colleges to support learners who have successfully completed N6 theory and University of Technology graduates.
- ❖ The grant is also available to Insurance companies that are registered with INSETA and have submitted the WSP to support TVET and UoT learners/graduates (Interns)
- ❖ Public TVET Colleges and UoT must source employers who are willing to host the learners as Interns. 80% of these host employers must be in the Insurance sector and a maximum of 20% may be sourced from other sectors that would support the insurance sector, including TVET Colleges themselves.

Process:

- ❖ INSETA advertises an Open Funding window and invites Public TVET Colleges, UoTs and Employers to submit Expression of Interest in implementing the WIL programme
- ❖ Funding application window is advertised via the INSETA website. Other mechanisms of communication may be used at the discretion of INSETA to ensure wider reach
- ❖ Applications submitted outside the funding applications window time frames or through means other than as prescribed by INSETA will not be considered
- ❖ Employers desiring to host Public TVET College learners as Interns submit their expression of Interest to the Public TVET College or UoTs in their areas or directly to INSETA; and indicate the number of Interns they would like to host and their fields of study
- ❖ Applicant TVET Colleges and UoTs will receive approval allocation letter, after which INSETA will institute and sign a WIL Memorandum of Agreement (MOA) with the TVET College/UoT once the allocations have been approved
- ❖ Employers will receive an approval recommendation letter and when all the required documents have been submitted the Final Funding agreement will be signed by both the employer and INSETA
- ❖ INSETA will not be responsible to pay any interns who the employer, TVET or University have sourced without INSETA authorisation
- ❖ TVET college, University of Technology and Employers who 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.

8. Companies applying directly to INSETA for WIL Programmes

- ❖ Employers wishing to host TVET learners or University of Technology graduates as Interns must submit their expression of Interest to the College or University during or prior to the funding window and indicate the number of Interns they would like to host, including the learners' fields of study
- ❖ Site visits will be conducted at INSETA's discretion and will be conducted at the business sites of all new applicant employers
- ❖ First time applicant employers will be approved initially as pilot projects with a conservative number of interns and their performance monitored through the programme

9. Approval Process

- ❖ INSETA commits to a 60 working day turnaround time from close of funding window to evaluate submitted Grant Applications. Upon completion of evaluation, INSETA will advise the applicant of 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
- ❖ INSETA will allocate a unique Work Integrated Learning Grant Allocation (WILGA) reference number to TVET College, Employers and University of Technology that are approved. This will be communicated in the approval
- ❖ The TVET College, University of Technology and Employers must commence the programme only once INSETA has communicated funding approval in writing
- ❖ The host employers who applied directly to the TVETs or UoTs must commence with recruitment process only after receiving confirmation of funding from the TVET/University of Technology
- ❖ INSETA and TVET College/University of Technology will arrange induction sessions for Interns and Host Employers before commencement of WIL Programmes.

10. Documents for Work Integrated Learning Programme

Once INSETA sends the approval letter to TVET College/ University of Technology indicating the employers that are approved, the employer will be expected to recruit and contract with unemployed youth according to the criteria set out in these guidelines.

Within the first week of commencing with the WIL Programme, the following documents must be submitted to INSETA in accordance with learner list:

- ❖ Certified copy of qualifications (not older than 3 months)
- ❖ Certified ID copies for all interns applied for (not older than 3 months)
- ❖ Contracts of learners with host employers
- ❖ Workplace – Based Learning Programme Agreement
- ❖ Signed POPI Act Declaration Form

11. Disbursement of WIL Programme Funding

Once the required documentation has been received and evaluated,

- ❖ INSETA pays the College or University of Technology in line with the signed MOA. Three equal tranches: first tranche on commencement of the programme and two equal tranches after every six months, subject to receiving the progress report and proof of payment of Interns' stipends
- ❖ Funds will be disbursed to Host Employers in two tranches. First tranche of 70% will be paid on submission of all the required documents and signing of the funding agreement. Second tranche of 30% will be paid on submission of final documents at the end of the contract
- ❖ Only legislated deductions may be administered against the Interns' stipends
- ❖ Interns' monthly stipends must be paid directly into their bank accounts.
- ❖ **Please note:** Any funding not utilised towards the purpose for which it was awarded must be refunded to INSETA. This includes funding that was allocated to Interns who terminated the programme before completion

Discretionary Grant breakdown	
Category	Stipend
Interns from the TVET Colleges	R3 500 per month for 18 months
Interns from Universities of Technology	R4 500 per month for 12 months

12. Disbursement of WIL Funds to TVET Colleges, UoTs AND Employers

TVET College, UoTs and Host Employers must submit an invoice to INSETA for the disbursement of WIL Funds. The Invoice must clearly state the following:

- ❖ Full name “TO WHOM” 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 as per TVET College, UoT or Employers’ numbering system. This is to 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

13. Reporting during WIL Programmes

Progress Report

The following documents must be submitted after commencement of the work integrated learning

- ❖ Progress report of interns as per WIL allocation number must be submitted after 6 months period in line with the approved Work Integrated Learning programme duration
- ❖ Proof of stipend payments made by the TVET College, University of Technology and Host Employer must accompany each report submitted to INSETA

Termination Report

- ❖ Notification of Interns termination from the WIL Programme before completion date must be submitted to the INSETA by the TVET College or University of Technology or Host Employer within 14 days of such termination; on a Termination Report template provided to approved TVET Colleges or Universities of Technology or Host Employers, stating the reasons for the termination.
- ❖ Under no circumstances must the TVET, University and employer sign any report on behalf of the Intern. Where the Intern is not available to sign, the TVET, University and employer must indicate such without attempting to sign for the Intern.

Closure Report

- ❖ A Closure report for WIL Programme must be submitted to INSETA at the end of 12 months for UoT Interns and at the end of 18 months for TVET Interns. Closure report must be submitted on a template to be provided to TVET Colleges or Universities of Technology or Host Employers.

14. Roles and Responsibilities

Host Employers

- ❖ Select the Interns as per the requirements of the field of study as well as organisational requirements
- ❖ Not charge the Intern any amount for coming onto the programme
- ❖ Orientate and induct Interns learners on the requirements of the company as they affect the learners
- ❖ Explain the content of the contract to Interns before the learners sign the contract
- ❖ Co-sign the WIL Internship contract before or at the commencement of the programme
- ❖ Provide the Interns with appropriate training, mentorship and supervision in the work environment to achieve the relevant outcomes required by the Internship
- ❖ Not charge the Interns for any stationery, equipment or used or occupation of office space during the Internship
- ❖ Inform INSETA directly, of any non-compliance to the terms of this document on the part of the applicants and/or the Intern(s)
- ❖ Any allegation of non-exposure or abuse of certain work functions (e.g. Prospecting) will be investigated and may lead to the withdrawal of WIL Programme funding and reallocation of the interns to other organisations
- ❖ Advise the TVET /or University of Technology in writing within 5 days when an Interns terminates the programme before completion date
- ❖ Host the Intern(s) for the duration of 12 or 18 months as required by the University of Technology or TVET qualification requirements.
- ❖ At the end of the WIL Programme, provide Interns with letters confirming their completion of a work-based experience and highlight the skills they acquired during the programme
- ❖ Any allegation of impropriety in respect of the internship will be investigated and may lead to the suspension or withdrawal of internship funding.

Interns

- ❖ Attend the orientation and induction sessions arranged by the INSETA and the TVET or University of Technology
- ❖ Sign the WIL Programme Contract with the host employer before or at the commencement of the programme
- ❖ Commit fully to the opportunity provided to gain work experience
- ❖ Submit to the Host Employer and TVET/University of Technology, documentation required for completion of the WIL Programme application process
- ❖ Sign the attendance register as required as the stipend will be paid based on the attendance register
- ❖ Interns that are on maternity leave will not receive their stipends for the duration of the maternity leave
- ❖ Compile progress report on a six-monthly basis and closure reports at the end of the programme and submit the same to the TVET/University of Technology so that the latter can submit to INSETA
- ❖ Observe and abide by all HR rules and regulations governing employees at the host employer's company.

The TVET College or University of Technology

- ❖ Orientate Interns on the workplace requirements of the qualification as they affect the Interns; e.g. Logbook guideline
- ❖ Not charge the Interns for any stationery and/or equipment used during the funding application and placement process
- ❖ Submit all the required documents to INSETA as specified on the approval letter
- ❖ Pay the Interns their stipends on a monthly basis on or before the last day of each month without making any deductions other than for legislative requirements such as UIF
Please note: Unauthorised deductions include but are not limited to, any study loans or premium payments that Interns are forced to take up and pay to the employer by virtue of their WIL Programme placement.
- ❖ Interns will receive stipend based on their attendance as the TVET or University of Technology will receive timesheet first before processing Interns' stipends
- ❖ Conduct site-visit at host employer companies to ensure that the Interns and employers are offered the support they require

- ❖ Submit reports to INSETA confirming the Interns' performance and continuation of the programme
- ❖ Inform INSETA directly, of any non-compliance to the terms of this document on the part of the Lead Employer and/or the Intern(s).

INSETA

- ❖ Communicate with the TVET/University of Technology regarding matters relating to the WIL Programme
- ❖ Provide guidance and support required by TVET Colleges, UoTs and Host Employers for the proper management of the WIL Programme
- ❖ Conduct site visits to the workplace prior to commencement of the WIL Programme.
- ❖ Conduct Monitoring & Evaluation during the running of the WIL Programme
- ❖ Compile reports after the site visits and make recommendations regarding the running of the WIL Programme
- ❖ Have the TVET College, UoT and Host Employer sign the Monitoring & Evaluation report on site immediately after the M&E visit by INSETA Team
- ❖ Fund the WIL Programmes according to the prescribed INSETA Discretionary Grant Funding Policy and the signed MOA with the TVET/University of Technology and Host Employers
- ❖ Please Note: INSETA reserves the right to contact the Interns directly regarding the implementation of the WIL Programme.

15. WIL Programme Impact

INSETA has decided to conduct tracer studies post WIL Programmes in order to assess the impact of the programmes, contribute to INSETA's research imperatives and gain intelligence regarding how to improve on the implementation, content and/or funding model of the WIL Programmes. Success of the WIL interventions will be measured by:

1. Number of Interns that complete the WIL program and achieve their Diploma qualification from TVET Colleges. (Desired Minimum 80%)

2. Number of Interns absorbed by the host employer for employment on full-time basis or on fixed term contract on completion of the WIL Programme. This will be at employers' expense. (Desired Minimum 60%)
3. Number of Interns who start their own companies /businesses after completing the WIL Programmes.

16. 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 or mediation within a reasonable time the matter will be escalated to the INSETA Board.

17. WIL Programme Guideline Review

This guideline will be reviewed annually or as required.