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INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

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Learnership Guidelines for Unemployed Youth

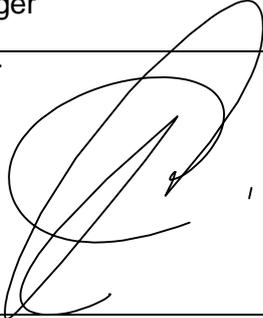
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Acronyms

INSETA	Insurance Sector of Education Training Authority
SETA	Sector Education and Training Authority
NSDP	National Skills Development Plan
WSP	Workplace Skills Plan
ATR	Annual Training Plan
PIVOTAL	Professional, Vocational Technical and Academic Learning Programme
NQF	National Qualification Framework
SSP	Sector Skills Plan
APP	Annual Performance Plan
SDA	Skills Development Act
SDL	Skills Development Levies
TVET	Technical, Vocational Education and Training Colleges
LGA	Learnership Grant Application
OQ	Occupational Qualifications

1. Preamble

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 drafted a formal Learnership Guideline for implementation of learnerships for Unemployed Youth, Unemployed People living with Disability and Unemployed Rural Youth between the ages of 18 and 35 years. These learnerships may include registered Learnerships registered against Occupational Qualifications that have been registered by DHET.

This guideline document should be used for reference and preparation for implementation of learnerships by all applicants intending to implement unemployed learnerships.

2. Grant Regulations

On 3 December 2012, revised Grant Regulations were gazetted, which impacted on the allocation of SETA funding. In line with the Grant Regulations, the INSETA reviewed Discretionary Grant Policy to regulate the funding and implementation of learning programmes.

3. Discretionary Funds

The Discretionary Grants allow the INSETA to exercise discretion in relation to how discretionary grants are utilised towards implementation of the Strategic Plan and APP objectives. The priority focus is on meeting the scarce and critical skills as identified in the Sector Skills Plan and other sectoral and national imperatives.

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 implementation of legacy and occupational qualifications through learnerships in addressing scarce and critical skills
- ❖ Focus on PIVOTAL programmes that meet the essential needs of the labour market and Youth skills development
- ❖ Encourage structured practical and work integrated learning within programmes as a priority
- ❖ Ensure that mechanisms are put in place for monitoring workplace learning; and
- ❖ Support public TVET institutions to deliver scarce and critical qualifications.

4. Learnerships

A learnership is a structured learning programme registered by the DHET and facilitated through a link between structured learning and work experience in order for learners to obtain a registered qualification.

5. Application windows

- ❖ Learnership approval and funding allocation is only allocated after application during DG windows opened at the discretion of INSETA. Exception is given to Rural Learnerships where an Expression of Interest method is used for interested applicants.
- ❖ Applications must be made for both INSETA funded and self-funded learnerships.
- ❖ No applications will be considered outside of DG application window timeframes as prescribed by INSETA, unless the application is for implementation of self-funded Learnership programme.
- ❖ Application windows will be announced via the INSETA website or any other mechanisms of communication (media adverts, direct notice etc) at the discretion of INSETA, subject to availability of funding.

6. Learnership funding

INSETA funds the following types of learnerships:

- ❖ Learnership for unemployed youth
- ❖ Learnership for people living with disability
- ❖ Rural learnerships for unemployed youth
- ❖ Learnerships against registered Occupational Qualification

6.1 Eligibility for funding

6.1.1 Employers' eligibility is outlined in the INSETA DG policy and complies with the prescripts of the Discretionary Grant Guidelines.

- ❖ Public TVET colleges that are registered with the DHET as public colleges are eligible to apply for DG for implementation of Learnerships
- ❖ In the event of non-performance by any host employer funded by INSETA in terms for learnerships programme, all further funding will be withheld until an investigation is completed
- ❖ Employers found to be non-compliant in past implementation of INSETA-funded learning programmes will not be considered for funding unless evidence of remediation to the satisfaction of INSETA can be produced.
- ❖ Applicant organisations must sign a contract and return it to INSETA before funds can be disbursed.

6.1.2 Learners' eligibility as beneficiaries of INSETA-Funded Learnerships is outlined in the INSETA DG policy.

- ❖ Learners must be unemployed, South African citizens
- ❖ Learners must be between the ages of 18 and 35 years
- ❖ For the rural unemployed learnership learners must be residing in the rural areas as stated or classified as such by the municipality
- ❖ A learner may not be on more than one INSETA-funded programme at the same time, unless it is an INSETA-initiated programme that promotes learners' employability.
- ❖ Learners 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

6.2 Funding Amount

Discretionary Grant breakdown				
Category	Stipend p/m	Tuition	Work Readiness Programme	Regulatory Exam
Unemployed Youth	R3 000	R20 000	R7 500	R1 700
Unemployed People living with disability	R4 000	R20 000	R7 500	R1 700
Unemployed rural youth	R4 000	R25 000	R 7500	R 1700

*** Please note that any funding not utilised for the purposes allocated must be paid back to INSETA**

7. Programme Duration and leave

- ❖ Learnership programmes will run for a minimum of 12 consecutive months and will require submission of prescribed documentation at commencement, midway and closure.
- ❖ Any leave (including maternity leave) that is requested by the learner during the course of the programme must be considered according to the host employer policies that must be aligned to the Basic Conditions of Employment Act (BCEA).
- ❖ In the case of maternity leave, no learner may return to work within 6 weeks after the birth of her child unless a medical practitioner or midwife certifies that she is fit to do so.
- ❖ The employer must inform INSETA in writing as soon as maternity leave is requested in order for INSETA to extend the learnership programme for that learner. No stipend will be paid for the period of maternity leave.
- ❖ Any training that the learner has missed due to maternity leave must be made up for on their return to work and in agreement with the training provider. INSETA will not pay for any associated additional training costs.

8. Terminations

In the event that a learner terminates the programme prior to completion the following must be noted;

- ❖ a termination report must be submitted in a prescribed template within 14 calendar days of the official termination, signed by learner, training provider and host employer.
- ❖ no further stipends will be paid for the learner and refunds will be processed where applicable
- ❖ refunds will be processed for tuition costs not yet paid to provider
- ❖ INSETA does not support the reimbursement by learner to employer, of funding already paid by INSETA for any component of the learnership that the learner has attended.

9. INSETA Learnership Grant Approval

9.1 Application process:

- ❖ Employers and TVET colleges are required to apply in the prescribed manner as detailed in the advert/notice, during the open DG application window as communicated by INSETA, for both INSETA-funded and self-funded learnerships.
- ❖ Applications must be made separately per region and according to commencement period
- ❖ Recommendations and approvals will be considered against the applicants' eligibility criteria outlined in the INSETA DG policy, including the following:
 - previous implementation of INSETA funded programmes
 - the size of the applicant company
 - the available infrastructure and support for learners
 - budget availability as well as
 - compliance with the DG Guidelines and INSETA DG policy

The following principles will inform approval:

- ❖ Funding for learners will not exceed the number of permanent staff members.
- ❖ Employers must have identified mentors with relevant experience in the workplace to support the learners
- ❖ Employers must adhere to a ratio of 1 mentor to every 3 learners however, for small employers, this does not guarantee that a minimum of 3 learners will be allocated.
- ❖ First time applicants will be approved initially with a conservative number of learners allocated. Increased numbers may be considered for subsequent applications.

- ❖ Prior to approval of DG funding applied for, site visits will be conducted at INSETA's discretion for new applicants and for the companies that have not participated in the previous two financial years.
- ❖ Any employer who intends placing learners at secondary sites, must inform INSETA. The latter will then evaluate the secondary site prior to approval and placement.
 - Secondary sites must be in the business of insurance or related services (according to the standard industry classification –SIC- codes)
 - Secondary site arrangements must be subject to formal agreement between the lead employer and the secondary employer. This agreement must be made submitted to INSETA on application.

9.2 Approval Process

- ❖ INSETA commits to a 60 working day turnaround time from close of funding window to approve, reject or query a Learnership Application.
- ❖ Where INSETA has a query and requests outstanding documents, these must be provided within 10 calendar days. Failing which, the application will be declined and returned to the applicant.
- ❖ Upon completion of evaluation, INSETA will advise the applicant of approval or rejection in writing.
- ❖ INSETA will allocate a unique Learnership Grant Allocation (LGA) number for all approved Learnerships, whether INSETA-funded or self-funded. This reference number will be provided to the applicant company on a formal, signed recommendation letter.
- ❖ Applicant company may commence the learnership programme only after receipt of the written approval by INSETA.

10. Commencement of Learnership

Once the recommendation letter indicating LGA has been received, the employer will be expected to recruit and contract with learners and an appropriate training provider according to the criteria set out in these guidelines.

Prior to commencing with the learnership, the following must be submitted in accordance with the recommendation letter:

- ❖ An electronic list of learners applied for on the prescribed template
- ❖ Completed fixed term contract of employment between learners and employer

- ❖ Certified copy of relevant qualifications
- ❖ Certified ID copy for all learner beneficiaries applied for
- ❖ Certified copy of a Marriage certificate where a learner's surname is NOT identical with that on the ID copy due to change of a maiden surname
- ❖ Workplace Based learner agreement completed in full
- ❖ Proof of disability, where appropriate
- ❖ Proof of signed agreement between primary employer and any host sites (if applicable)
- ❖ POPI Act Declaration Form
- ❖ Training schedule as per training provider

Once the required documentation has been received and evaluated, INSETA will issue the employer with a final funding agreement which sets out the terms and conditions of the allocation.

This agreement must be signed by the authorised signatory and returned to INSETA within 10 calendar days.

11. Payment of Learnership Funds to the Employer

INSETA will make a maximum of three tranche payments.

- ❖ For large employers, payment will be made in two tranches 80% on commencement and 20% on completion of the programme
- ❖ For small and new companies, payment will be made in three tranches 45% on commencement, 25% on midterm and 30% on completion of the programme
- ❖ For TVET colleges, payment will be made in three tranches 40% on commencement, 40% on midterm and 20% on completion of the programme,
- ❖ In respect of cross-sectoral Learnerships, i.e., Learnerships that are quality assured by an ETQA other than the INSETA ETQA, payments will be made in three tranches. The final 20% and 30 % will be allocated as follows:
 - 10% or 20% will be paid for completion, on submission of all required documentation and
 - the final 10% will be paid after certification, where the certificate is submitted to INSETA via the applicant employer.
- ❖ Work Readiness Programme and RE Exams will only be paid when proof of implementation is provided.

INSETA will request an invoice¹ for the first tranche payment, as a percentage of the allocated amount stipulated in the final allocation agreement.

- I. Payment will not be made unless INSETA has given prior approval in writing to the applicants approving the learnership.
- II. No person or entity is entitled to commit INSETA financially or otherwise outside of this guideline, unless they have received INSETA authorisation in writing.
- III. The employer will be responsible to refund INSETA in full for all associated learnership payments made and not used for the purposes allocated.
- IV. Where a learner on an INSETA-funded Learnership resigns from his/her host employer, he/she is entitled to continue with the already funded programme, as long as they remain in the employ of a registered INSETA employer who is willing to enter into contractual agreement with INSETA for the remainder of the learnership programme.
- V. INSETA will not be responsible to pay any learners whom the host employer companies have sourced without INSETA authorisation.
- VI. Invoice to include:
 - 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 – ensure there is no duplication to any previously issued invoice sent to INSETA
 - LGA number as provided by INSETA for the Learnership in question
 - Invoice date must be current date i.e., not pre- or post-dated
 - Number of learners funded.
 - Total amount
 - Proof of banking details
- VII. The following documents must be submitted after commencement of the learnership

¹ Kindly note that payments will not be processed until all required documents are received evaluated and approved. Employers should ensure that they are able to sustain the learnership for at least 3 months from the date of final approval by INSETA
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At six months:

- ❖ Progress report per LGA number
- ❖ Proof of 6 months stipend payslips

At twelve months:

- ❖ Closure report per LGA number at end of learnership contract
- ❖ Proof of remaining 6 months stipend payslips.
- ❖ Proof of payment to the training provider
- ❖ Date of Verification
- ❖ Statement of results/certificate for cross-sectorial learnership
- ❖ On receipt of the above documents INSETA will request an invoice for the last tranche payment.
- ❖ Termination report to be submitted as and when learners terminate

12. Roles and Responsibilities**12.1 Employers**

- ❖ The employer will be expected to:
 - recruit and contract with unemployed youth according to the criteria set out in these guidelines.
 - The employer will be expected to contract with training providers to deliver the training. The employer is required to manage the contracting and delivery of the training. Full payment to the provider or payment in line with INSETA tranches is not encouraged as employers must ensure that they receive the service for which they are utilising INSETA funding.
 - inform INSETA immediately of any change in status that may impact the learnership (this includes pregnancy, resignation and any other status that may adversely affect the financial commitment or duration of the programme).
 - provide appropriate and responsible mentorship for the duration of the learnership
 - provide the learner with a copy of the fully signed contract of the learnership at commencement of the learnership and payslips for the duration of the learnership
 - pay the learner a minimum of the agreed stipend as prescribed by the INSETA Discretionary Grant Policy at the agreed monthly date, regardless of whether INSETA has disbursed allocated funding or not.
 - provides holistic work experience for approved learners in accordance with the learnership programme.

- provide a training schedule, logbook and support the learner in completion and signing the same.
- ❖ No replacement of learners is permitted after 2 weeks of commencement of the learnership programme. Any training for replacement learners will be for the employer account and no additional funding will be approved by INSETA.
- ❖ Any additional training required for replacement learning must be negotiated and agreed with the contracted provider and must fall within the agreed period of the learnership.
- ❖ No deductions may be made from the stipend other than for legislative requirements such as UIF. Unauthorised deductions include but are not limited to, any study loans or insurance premium payments that learners are obliged to take up and pay to the employer by virtue of their learnership placement.
- ❖ Any allegation of impropriety in respect of the implementation of the learnership will be investigated and may lead to the suspension or withdrawal of learnership funding.
- ❖ Any allegation of non-exposure to work experience or abuse of learners through certain work functions (e.g., Prospecting) will be investigated and may lead to the withdrawal of learnership funding and reallocation of the learner(s) with other host employers.

12.2 TVET Colleges

- ❖ TVET colleges will be expected to:
 - source employers to host learners
 - recruit unemployed youth according to the criteria set out in these guidelines.
 - manage the contracting of learners with host employers
 - deliver training for the theoretical component
 - inform INSETA immediately of any change in status that may impact the learnership (this includes pregnancy, resignation and any other status that may adversely affect the financial commitment or duration of the programme).
 - pay the learner a minimum of the agreed stipend as prescribed by the INSETA Discretionary Grant Policy at the agreed monthly date, regardless of whether INSETA has disbursed allocated funding or not.
 - provide a training schedule, logbook and support the learner in completion and signing the same.
- ❖ No replacement of learners is permitted after 2 weeks of commencement of the learnership programme. Any training for replacement learners will be for the TVET college's account and no additional funding will be approved by INSETA.
- ❖ Any additional training required for replacement learning must fall within the agreed period of the learnership.
- ❖ No deductions may be made from the stipend other than for legislative requirements such as UIF. Unauthorised deductions include but are not limited to, any study loans or insurance premium payments that learners are obliged to take up and pay to the employer/college by virtue of their learnership placement.
- ❖ Any allegation of impropriety in respect of the implementation of the learnership will be investigated and may lead to the suspension or withdrawal of learnership funding.

- ❖ Any allegation of non-exposure to work experience or abuse of learners through certain work functions (e.g., Prospecting) will be investigated and may lead to the withdrawal of learnership funding and reallocation of the learner(s) with other host employers.

12.3 Learners

Learners are subject to the terms and conditions of the contract of the Learnership entered into with the employer and the performance requirements of the learnership programme.

Learners are required to:

- abide by the company's HR policies and procedures.
- commit fully to the opportunity provided to gain the full learnership qualification.
- complete their logbooks and submit for confirmation and signature by their appointed mentor

12.4 INSETA

INSETA reserves the right to relocate learners to another willing employer where it is found upon investigation, that the learners are not deriving the maximum benefit intended from the learnership programme.

13. 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 may be escalated to INSETA board.

14. Review

This guideline will be reviewed annually or as required