



inseta

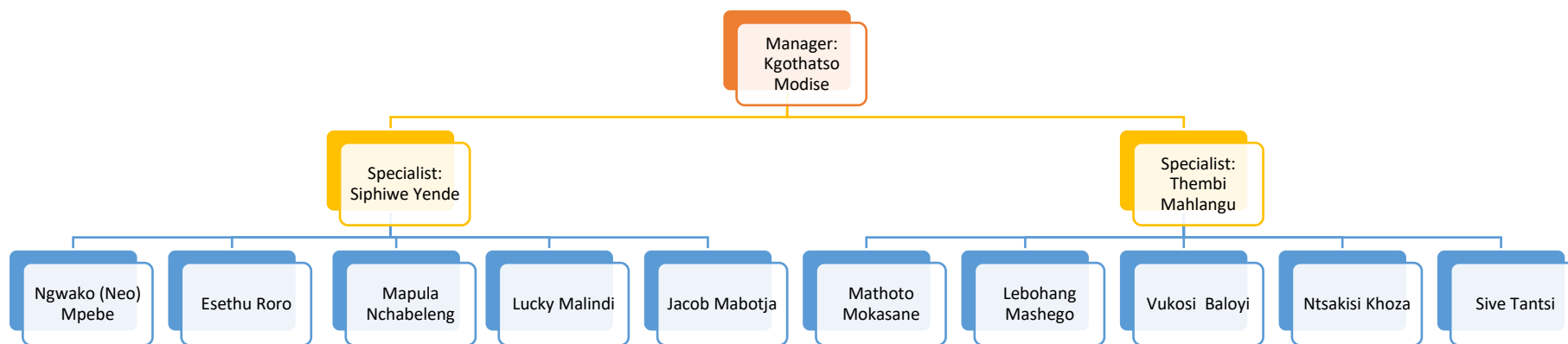
INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

Working together for a skilled tomorrow

LEARNING DIVISION: WORKER PROGRAMMES COMPLIANCE WORKSHOP

EMPOWERED TO *INFLUENCE* AND *INSPIRE*.

LEARNING DIVISION: WORKER PROGRAMME TEAM



WORKER PROGRAMMES

1. BURSARIES FOR WORKERS
2. SKILLS PROGRAMME FOR WORKERS
3. CANDIDACY
4. ADULT EDUCATION AND TRAINING

RECOMMENDATION LETTER

1. **Funding Uptake Indication** – upon receiving of the Recommendation Letter
2. **Requests for learner replacements, qualification and Institution changes** - seven calendar days prior to the commencement date of the learning programme and no later than 15 January 2022. All requirements should be submitted no later than 1 Feb 2022.
3. **Learning Programme commencement** – No later than 1 Feb 2022
4. **Skills Development Providers** – submission of Proof of accreditation and scope from the relevant SETA quality assuring body
5. **Letter of Authorization** - within 30days of receiving the recommendation letter

IMPORTANT TO NOTE

PROGRAMME IMPLEMENTATION: ENROLMENT

1. Confirmation of Employment
2. Certified ID Copy
3. Proof of Registration
4. Quotation
5. Worker Programme Agreement
6. SETMIS Reporting Tool

IMPORTANT TO NOTE

CONTRACTING

EMPLOYER TO:

1. Read and understand the INSETA Worker Programme Guidelines, Discretionary Grant Policy and the Monitoring
2. Sign the Final Agreement
3. Issue an invoice as prescribed

INSETA L&D TO:

1. Quality Assurance of Requirements submitted for Enrolment
2. INSETA to issue a final agreement for counter signature
3. INSETA to request an invoice and process payment
4. Report learners to DHET SETMIS and INSETA Annual Performance Report

MID TERM (applicable to Bursaries and AET)

EMPLOYER TO:

1. Submit first semester results
2. Submit second semester registration and quotation
3. Issue an invoice as prescribed

INSETA L & D TO:

1. Quality Assurance of SUBMITTED Requirements
2. INSETA to request an invoice and process payment

COMPLETION

EMPLOYER TO:

1. Submit final results (ALL FUNDED PROGRAMMES)
2. Issue an invoice as prescribed (applicable to candidacy, skills programme and AET)

INSETA L & D TO:

1. Quality Assurance of SUBMITTED Requirements
2. Recon full deliverables
3. Request an invoice and process payment OR refund if applicable
4. Report learners to DHET SETMIS and INSETA Annual Performance Report
5. Issue a contract closure letter with a recon on amounts paid and if there are any balances to be withdrawn

STANDARD OPERATING PROCEDURES

1. **ID copies** must be clear and certified
2. **Proof of employment** must be on a company letterhead dated:
 - a. Indicating the full names of the beneficiaries whom must be permanently employed
 - b. Position
 - c. Date of employment
 - d. Signed by the authorised signatory
 - e. If more than one beneficiaries a letter can be consolidated to include all
3. **Proof of registration** and **quotation**:
 - a. Must be on an Institution letterhead
 - b. No screenshot/emails will be accepted
 - c. If more than one beneficiaries a proof of registration and quotation can be consolidated to include all
 - d. Training must commence as planned

STANDARD OPERATING PROCEDURES (continued)

1. Issue an invoice as prescribed

- a. Full name “TO WHO” the invoice is issued i.e. INSETA
- b. Full INSETA POSTAL address: P.O. Box 32035, Braamfontein, 2017
- c. VAT Number: INSETA N/A
- d. REGISTRATION Number: 13/INSETA/1/04/11
- e. Invoice number – ensure there is no duplication to any previously issued invoice sent to INSETA
- f. Invoice date must be current date i.e. not prior or post-dated
- g. Total amount as per request from Learning Division

IMPORTANT TO NOTE

STANDARD OPERATING PROCEDURES (continued)

1. STATEMENT OF RESULTS / CERTIFICATES

- a. SETA qualifications or skills programmes – results /certificates submitted to the Learning Division must be verified and issued by the quality assuring SETA.
- b. Learning Division will not accept NLRD or Skills Development Provider statement of results

2. PERFORMANCE REPORTING: Any information received later than the quarter that the student was registered in or completed in will not be accepted, See below SETA Quarterly schedule

Quarter 1	Quarter 2	Quarter 3	Quarter 4
April, May, June	July, August, September	October, November, December	January, February, March

EMPLOYERS RESPONSIBILITIES

1. Submission of information to the Learning Division in the prescribed format adherence to the timeline set
2. Submit a fully completed SETMIS Tool
3. Inform the Learning Division of any changes that might impact the funded programme
4. Be in constant communication with the Learning Division to ensure successful implementation and completion of the funded programmes
5. Understand the terms and condition of the INSETA Policies and Procedures
6. Ensure that the Skills Development Provider agreement /contract are inline with the INSETA Worker Programmes counter signed final agreement /contract
 - a. **Important to note:** SDP must have completed facilitation, assessment, moderation, verification and provided the employer with the SETA QA verified statement of results

IMPORTANT TO NOTE

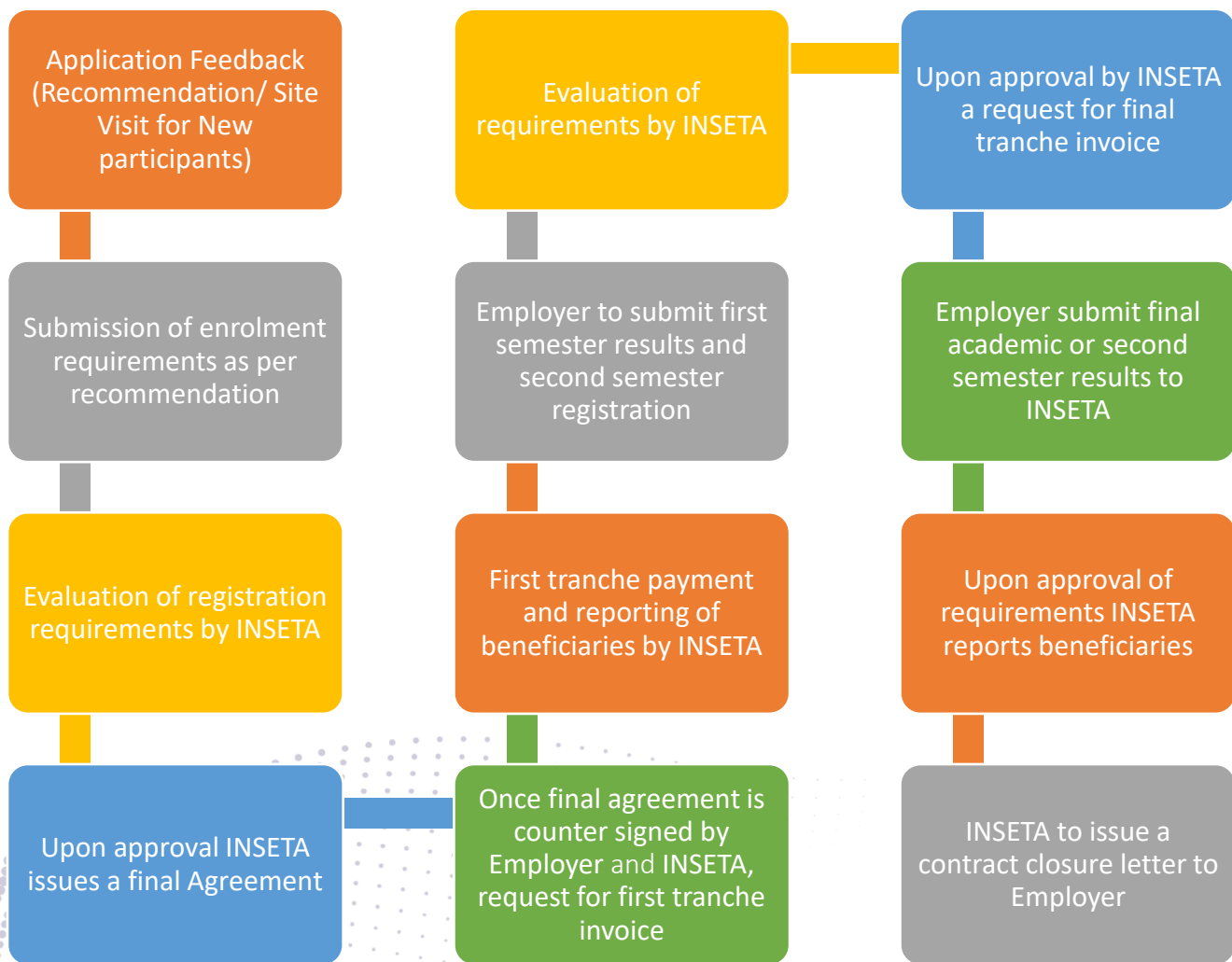
LEARNING DIVISION: WORKER PROGRAMMES - RESPONSIBILITIES

1. Contracting and quality assurance of requirements submitted
2. Disbursement of fund according to the deliverables
3. Report beneficiaries to the relevant INSETA interventions
4. Contract management
5. Monitoring and Evaluation of all funded programmes
6. Support employer for the successful implementation of all funded programmes

workersprogramme@inseta.org.za

IMPORTANT TO NOTE

WORKER PROGRAMMES: PROCESS





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QUESTIONS AND ANSWERS

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THANK YOU