



**inseta**

INSURANCE SECTOR EDUCATION  
AND TRAINING AUTHORITY

Working together for a skilled tomorrow

# STAKEHOLDER COMPLIANCE WORKSHOP

## Youth Programmes: 21/22

EMPOWERED TO *INFLUENCE* AND *INSPIRE*.

# PURPOSE OF STAKEHOLDER COMPLIANCE WORKSHOP

The Workshop seeks to capacitate stakeholders to comply with INSETA processes when implementing DG interventions. The presentation will cover among other:

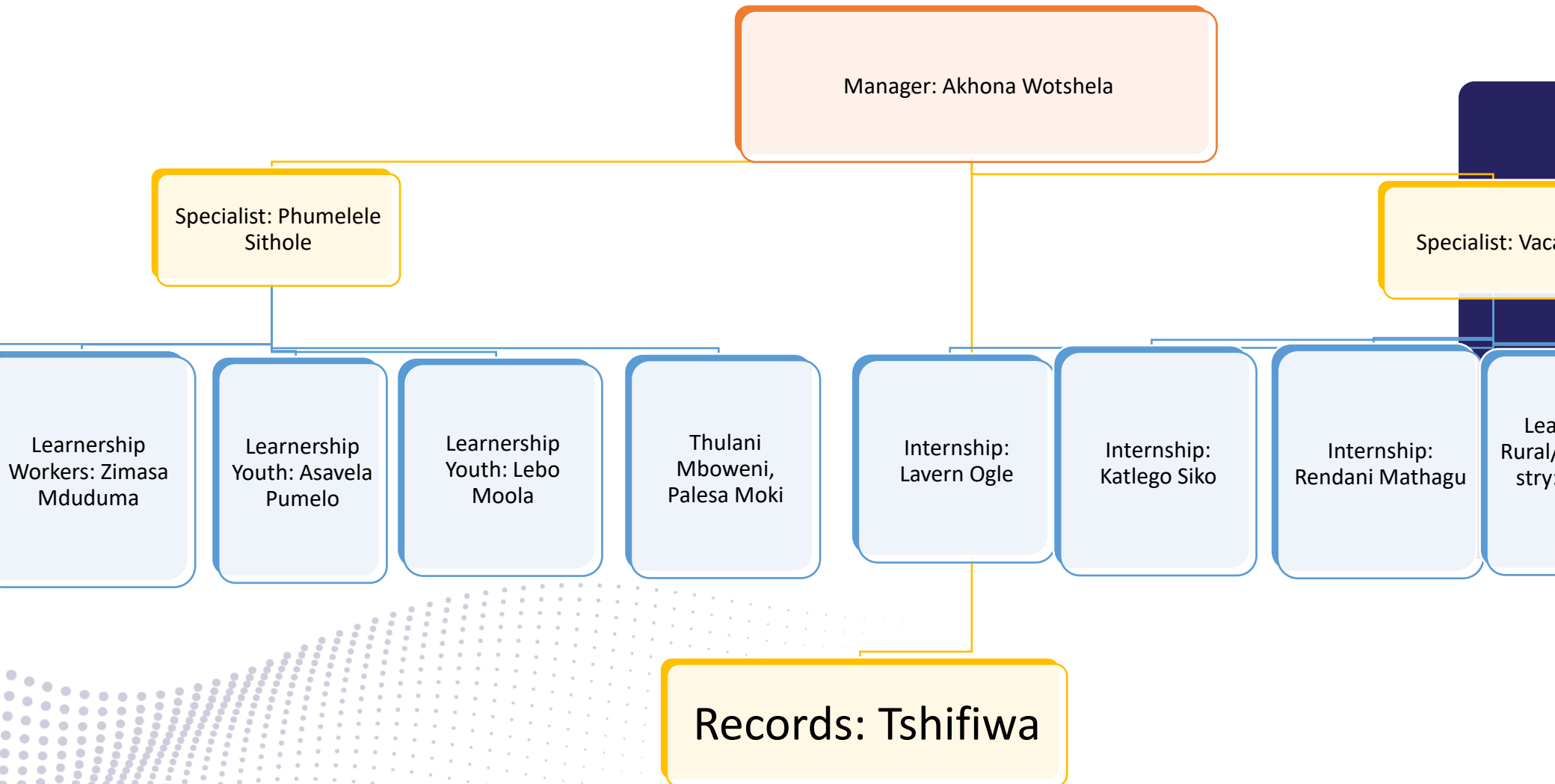
1. **LD Youth Programmes** – Interventions of the LD Youth Division.
2. **LD Youth Team** – make up of team members and their roles related to various interventions.
3. **LD: Youth Programmes and Funding Structure**
4. **Compulsory Documents to be submitted for each programme.**
5. **Compliance information to be noted**
6. **Responsibility of the Employer**
7. **Responsibility of INSETA**
8. **LD Youth Programme Process Chart Flow.**

# PROGRAMMES IN THE YOUTH DIVISION

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1. **LEARNERSHIP FOR YOUTH**
2. **LEARNERSHIP FOR YOUTH LIVING WITH DISABILITY**
3. **LEARNERSHIP FOR RURAL YOUTH**
4. **LEARNERSHIP FOR TVET COLLEGES**
5. **INTERNSHIP FOR YOUTH**

# LEARNING DIVISION: YOUTH PROGRAMME TEAM



# LEARNERSHIPS

A learnership is a credit bearing learning intervention that includes theory and workplace practical offered in order to complete an NQF aligned qualification.

## Types of Learnerships:

- Youth Learnerships (incl. learners living with disability). Any learner who is between the age of 18-35 years of age
- Learnership for Workers incl. any nationality as long the employee is full time employee
- The employee must be residing within the borders of South Africa

## Duration:

12 Months (Theory and Practical component) except the Occupational Qualifications

## Who can apply for this funding?

- Employers on behalf of the learners

# Learnership Funding Structure

Programme	Tuition	Stipend	Work Readiness Programme	RE Exam	Total Amounts
Unemployed	R20 000	R36 000	R7 500	R1 700	R65 200.00
Unemployed (LWD)	R20 000	R48 000	R7 500	R1 700	R77 200.00
Workers	R20 000				R20 000.00

# WORK READINESS PROGRAMME (WRP)

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- This is the programme that was requested by the sector to equip the learners to be ready for the workplaces
- Employer may contract the same SDP for WRP and preparation for the Regulatory exams. Both the Work Readiness programme and RE plan must be included in the learnership implementation plan
- It can be credit based or a non-credit based programme, but it must be implemented by the accredited facilitator
- The duration of the programme must be a minimum of 5 days and maximum of 10 days
- The work readiness programme must comprise of the following but not limited to them ( e.g., Business communication skills, client centricity/customer service, interpersonal skills, professionalism in the workplace, business etiquette, basic computer skills etc.)
- On completion of the programme the learner will receive a certificate of completion or a Statement of results depending the college implement a credit or non-credit programme
- The total amount of R7 500 per learner will be paid on the submission of the training report and copy of the certificates



# REGULATORY EXAMS

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- This is the sector compliance requirements that assist the learner to be employable at the end of the programme.
- INSETA funds the exam fee and the preparation of the exam
- The total amount of R1 700 will be paid for each learner on submission of booking confirmation to write the RE exams.



# Learnership Compliance Documents - Reporting stages:

Documents	Pre-Implementation	Progress (Mid term)	Completion
1. WPBLA Agreement signed by the employer, learner and SDP	x		
2. Fully completed BI Tool (excel spreadsheet)	x		
3. Certified copy of the learner ID (not later than 3 months)	x		
4. Certified copy of the matric or relevant qualification (not later than 3 months)	x		
5. Fixed Term contract for the unemployed learnership	x		
6. Confirmation of employment letter for the employed learnership	x		
7. Proof disability for the learners living with disabilities	x		
8. Signed POPI Act Document	x		
9. Signed Final Agreement/contract	x		
10. Implementation plan/Training plan from the SDP			
11. Progress report signed by the learner, employer and SDP		x	
12. Proof of Stipend payments (Payslips) for unemployed		x	
13. Closure report signed by the learner, employer and SDP			x
14. Proof of Stipend payments (Payslips) for unemployed			x
15. Proof of payment to the SDP			x
16. Confirmation of the date of verification with ETQA			x
17. Contract of Employment (Learner absorbed on employment on completion of the programme)			x

# INTERNSHIP

Unemployed youth requiring practical workplace experience to gain skills to improve chances of being employable. Learners already have a qualification.

## Qualifying Criteria:

Available to unemployed South African citizens of ages 18 – 35 that have completed a matric +1 qualification or a 3-year Diploma/Degree qualification.

## Internship Duration:

3, 6 or 12 months

## Who can apply for this funding?

Employers apply for stipend funding on behalf of the interns.

## Internship Funding Structure

Programme	Stipend
3 Year National Diploma/ Degree	R6 500
Matric plus	R4 500

# Internships Compliance Documents – Reporting Stages

	Documents for Internship	Pre-Implementation	Progress (Mid term)	Completion
1.	WPBLA Agreement signed by the employer and learner	x		
3.	Fully completed BI Tool (excel spreadsheet)	x		
3.	Certified copy of the learner ID (not later than 3 months)	x		
4.	Proof of Qualification ( certified copy of Statement of results, copy of certificate or copy of degree) not later than 3 months	x		
5.	Fixed Term contract from the employer	x		
8.	Signed POPI Act Document	x		
9.	Signed Final Agreement/contract	x		
10.	Progress report signed by the learner and employer		X	
11.	Proof of Stipend payments (Payslips)		x	
12.	Closure report signed by the learner and employer			x
13.	Proof of Stipend payments (Payslips)			x
14.	Contract of Employment (Learner absorbed on employment on completion of the programme)			x

# COMPLIANCE INFORMATION

## RECOMMENDATION LETTER

- After you have received recommendation letter employers are required to submit funding **acceptance letter** for the recommended number and commencement date within 15 days from receiving the letter
- **Programme qualification changes**, the requests must be send before the 30 November 2021 as we will not be able to change the qualification thereafter
- All programmes should commence by not later than the 1st of February 2022, no commencement extensions will be allowed as we need to meet the reporting date of the 31 March 2022 with DHET.
- Skills Development Providers – submission of **Proof of accreditation** and scope from the relevant SETA quality assuring body
- Letter of the authorized signatory must be submitted within 30 days from the receipt of the recommendation letter
- Please note the replacement intervals for each programme as per guidelines.

## DEVIATIONS

- Any deviation regarding the project from commencement, implementation and closure must be requested and approved by INSETA incl. changes on host employers or training providers

## SUBMISSION OF DOCUMENTS

- All documents must be submitted 4 weeks prior to commencement as stated on the recommendation letter
- BI Tool (excel spreadsheet) must be filled in full no gaps
- Lack of submission of documents including outstanding documents will lead to learners being not registered and recommendation being reverted by the 2nd of February 2022 without any further communication.
- This include the submission of the progress and closure report, please note the dates that are in your funding agreement, not adhering to those dates will result to the revert of funds due to non submission of documents

# COMPLIANCE INFORMATION

## PAYMENT OF PROJECT FUNDS (TRANCHES)

- First tranche will only be made once the learners have been registered and funding agreement signed between INSETA and the employer.
- Please refer to the programme guidelines on payment of tranches

## LEARNER TERMINATIONS

- It is the responsibility of the employer to inform INSETA about the termination of any learner and to request for the programme extension if there is a need.

## PROGRAMME INDUCTIONS IN THE WORKPLACES

- It is compulsory for the employer to do an induction to the learners prior the commencement of the programme
- INSETA has a right to request for an induction attendance register upon doing their monitoring and evaluation visits

## MONITORING AND EVALUATION OF THE PROGRAMMES

- INSETA will conduct a monitoring and evaluation visit during the implementation of the programme

## SELF FUNDED LEARNERSHIPS

- No commencement without the approval of the programme

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# EMPLOYERS RESPONSIBILITIES

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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 Youth 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: YOUTH PROGRAMMES - RESPONSIBILITIES

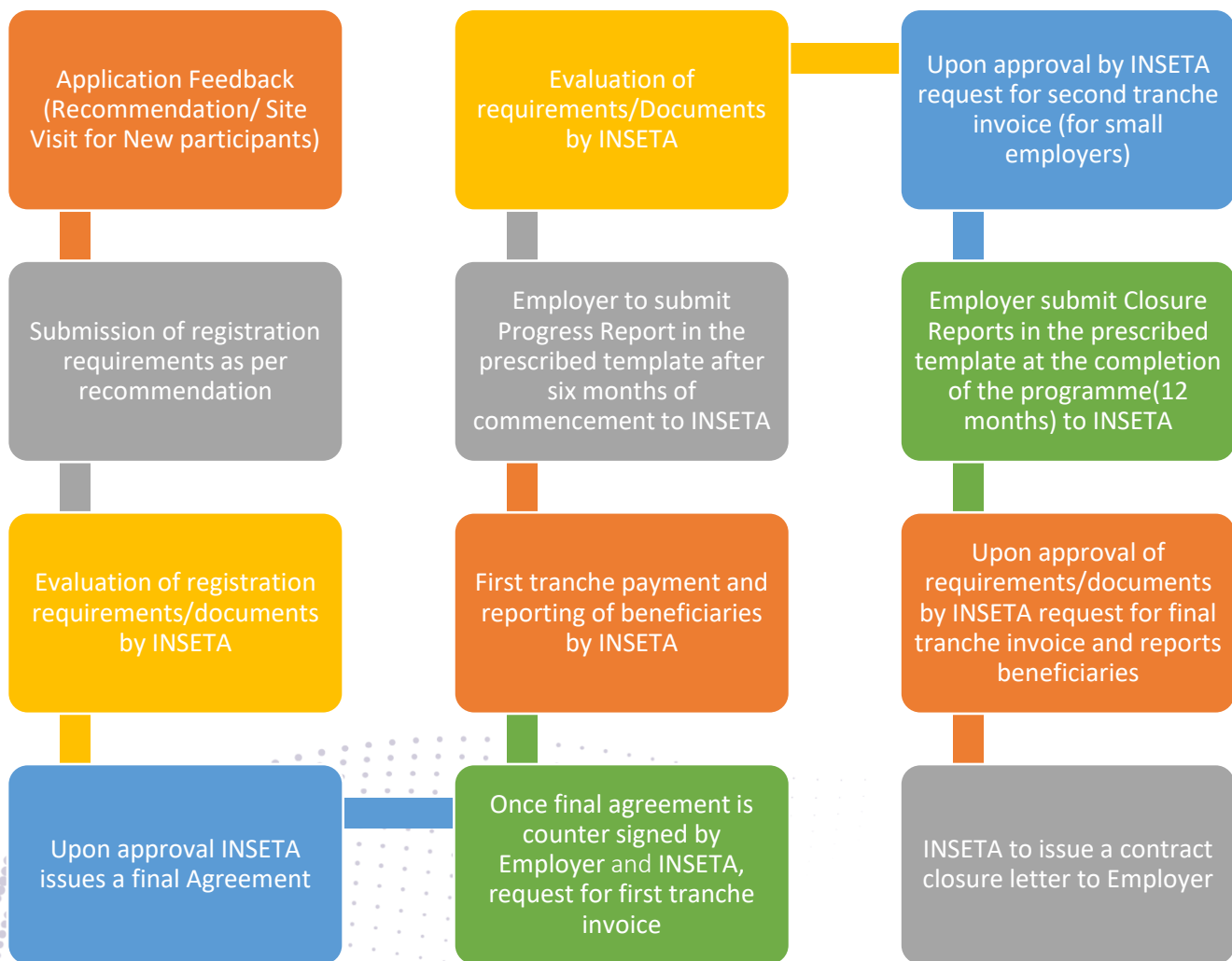
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1. Contracting and quality assurance of requirements submitted
2. Disbursement of fund according to the deliverables
3. Report beneficiaries to the relevant INSETA interventions
4. Contract management
5. Monitoring and Evaluation of all funded programmes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

IMPORTANT TO NOTE



# YOUTH PROGRAMMES: PROCESS



# DOCUMENT SUBMISSIONS AND CONTACT PERSON

Programme	Document submission	Contact Person
Internship	<a href="mailto:internships@inseta.org.za">internships@inseta.org.za</a>	Lavern Ogle and Katlego Siko
Learnership	<a href="mailto:Learnershiprecords@inseta.org.za">Learnershiprecords@inseta.org.za</a>	Athi Nomavila (Workers) Asavela Pumelo (Unemployed) Rebotile Shai (Rural, TVET and Self funded Learnership)

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# QUESTIONS AND ANSWERS



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# THANK YOU



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