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INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

EMPOWERED TO **INFLUENCE** AND **INSPIRE!**

G R A N T

Blanket Extension - **Mandatory Grants Applications 2023**

EXTEND

The Insurance Sector Education and Training Authority (INSETA) is pleased to inform all levy and non-levy paying employers that Mandatory Grants Applications 2023 have been extended to to **31 May 2023**.

Employers are required to submit **manual applications** due to system challenges, INSETA will be responsible for uploading the manual applications onto the INSETA MIS.

To submit your Workplace Skills Plan (WSP) and Annual Training Report (ATR) kindly visit the INSETA website (www.inseta.org.za), login to the INSETA MIS and follow the below steps:

1. Update and confirm your employer administrative information: **Organisation details, Child organisation, Contact person, Training committee, CFO details, CEO details and Banking details.**
2. Create the new financial year under the **WSP/ATR submission** section of the system.
3. Upload all supporting documents under **Documents uploads** section of the system: **Authorisation page, Bank letter, BEE certificate and FSP license or Confirmation of core business form.**
4. Upload the completed WSP/ATR manual template provided by INSETA under the **Client Relationship Management** section of the system.
5. Send a confirmation email to INSETA confirming the submission of your manual WSP/ATR submission for 2023 to skills@inseta.org.za, quote your company's SDF number on the email subject line.

The deadline date for submission is the **31 May 2023**, no late submissions will be accepted. Employers are encouraged to start as early as possible and not wait for closer to the deadline date.



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