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STAKEHOLDER COMPLIANCE WORKSHOP

YOUTH AND WORKERS PROGRAMMES 2023/24

PROGRAMME FOR THE DAY

1. Welcome

2. Purpose of this workshop

3. Learning Division: Workers Presentation

4. Learning Division: Youth Presentation

5. MIS Demonstration

6. QCTO Transition Presentation

7. Questions and Answers

8. Closing

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WORKER PROGRAMMES

OBJECTIVE

1. **Outline the administration requirements for implementation of each programme**

2. **ETQA/ QCTO Transitioning and key processes that will assist with the successful enrollment and certification of learners**

3. **Tutorial on registration of Learners in the MIS System**

THE TEAM

Manager: Kgothatso Modise

Specialist: Siphiwe Yende

| Oscar Nkundla | Mapula Nchabeleng | Esethu Roro | Nthabiseng Mazibhuko | Mathoto Mokasane |

Divisional Central Mailbox:
workerprogrammes@inseta.org.za

BURSARY FOR WORKERS

BURSARY FOR WORKERS

Supports workers in need of tuition to study with a view to:

- **Studies/ Training can be done through public HEIs and Accredited Skills Development Providers (SDPs)**

- **Funding to a maximum of R30 000 will be awarded for tuition only**

- **Students must be permanently employed**

- **Students may be any age and nationality**

- **Funded qualifications are from NQF Level 4 – NQF Level 10.**

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EMPLOYER SUBMISSIONS
(July 2023– June 2024)
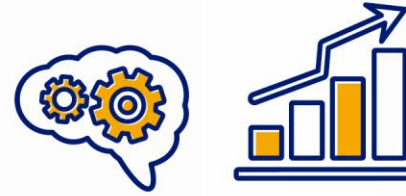
1st Submission – At receipt of Recommendation letter

- Authorization letter
- Funding Uptake/ Rejection indication. (15 August/ September)
- Confirmation of Employment
- Certified ID Copy
- Worker Programme Agreement
- SETMIS Reporting Tool
- Proof of Registration
- Quotation (1st& 2ndSemester)

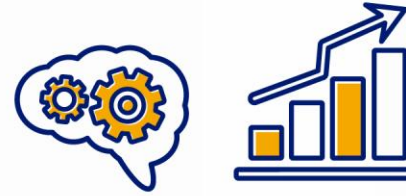### 2nd Submission – 01 February 2024

- 1st Semester Results
- 2nd Semester Proof of Registration

Final Submission – 31 July 2024

- 2ndSemester Results

EMPLOYER SUBMISSIONS
(Jan 2024 –Dec 2024)

1st Submission –
1 February 2024

- Confirmation of Employment
- Certified ID Copy
- Worker Programme Agreement
- SETMIS Reporting Tool
- Proof of Registration
- Quotation (1st& 2ndSemester)
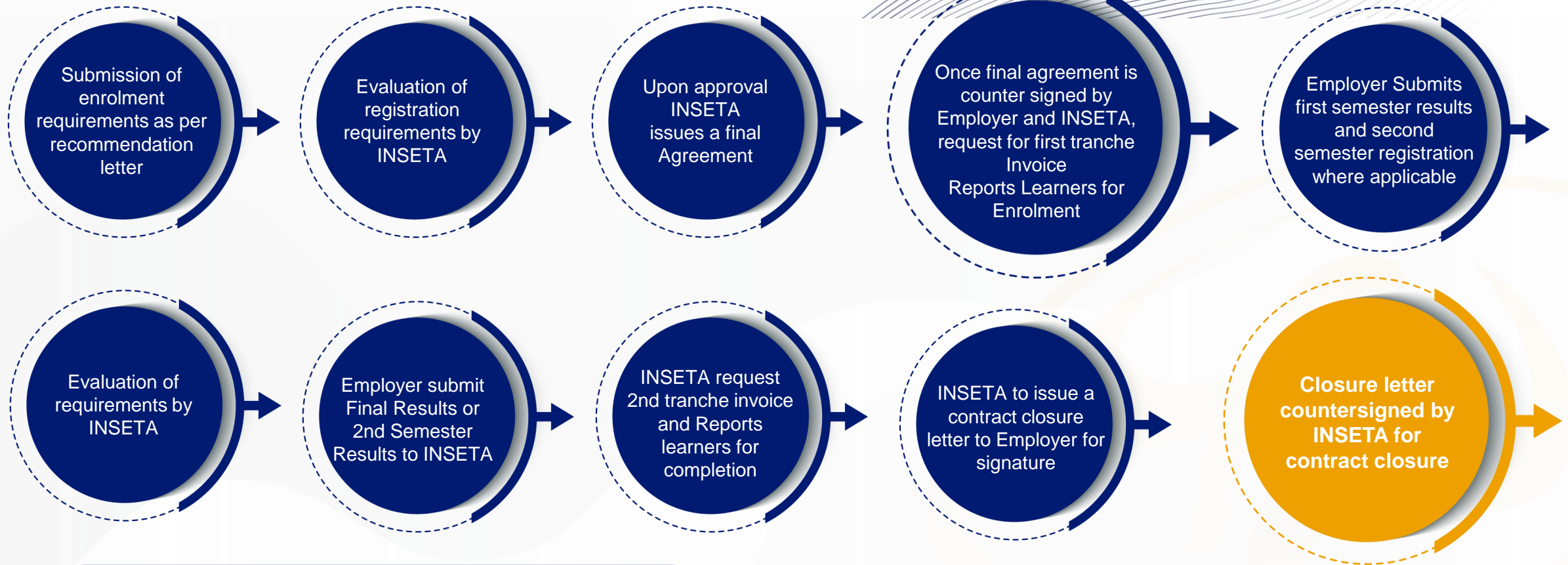
2nd Submission –
31 August 2024

- 1st Semester Results
- 2nd Semester Proof of Registration

Final Submission –
Dec 2024 - 15 Jan 2025

- 2ndSemester Results

**Request for Replacements cut off date:
15 January 2024**

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BURSARY PROCESS

Submission of enrolment requirements as per recommendation letter → Evaluation of registration requirements by INSETA → Upon approval INSETA issues a final Agreement → Once final agreement is counter signed by Employer and INSETA, request for first tranche Invoice Reports Learners for Enrolment → Employer Submits first semester results and second semester registration where applicable →

Evaluation of requirements by INSETA → Employer submit Final Results or 2nd Semester Results to INSETA → INSETA request 2nd tranche invoice and Reports learners for completion → INSETA to issue a contract closure letter to Employer for signature → **Closure letter countersigned by INSETA for contract closure** →

QUESTIONS & ANSWERS

SKILLS PROGRAMME FOR WORKERS/ AET & CANDIDACY

SKILLS PROGRAMMES FOR WORKERS

Supports workers in need of funds to do an occupationally based; credit/ Non-credit bearing learning programme:

- **Students must be permanently employed**
- **Students may be any age and nationality**
- **Funded qualifications are from NQF Level 1 – NQF Level 8.**

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CANDIDACY

Grant supports workers in need of funds registered with Professional Bodies to write Board Exams.

- **Students must be permanently employed**
- **Students may be any age and nationality**

ADULT EDUCATION AND TRAINING

Grant supports workers in need of funds to do an occupationally based; credit bearing learning programme leading to a qualification and a part qualification at NQF levels 1 to 4.

- **Students must be permanently employed**
- **Students may be any age and nationality**

EMPLOYER SUBMISSIONS

1st Submission – Immediately after registration with SDP until 1 September/October 2023
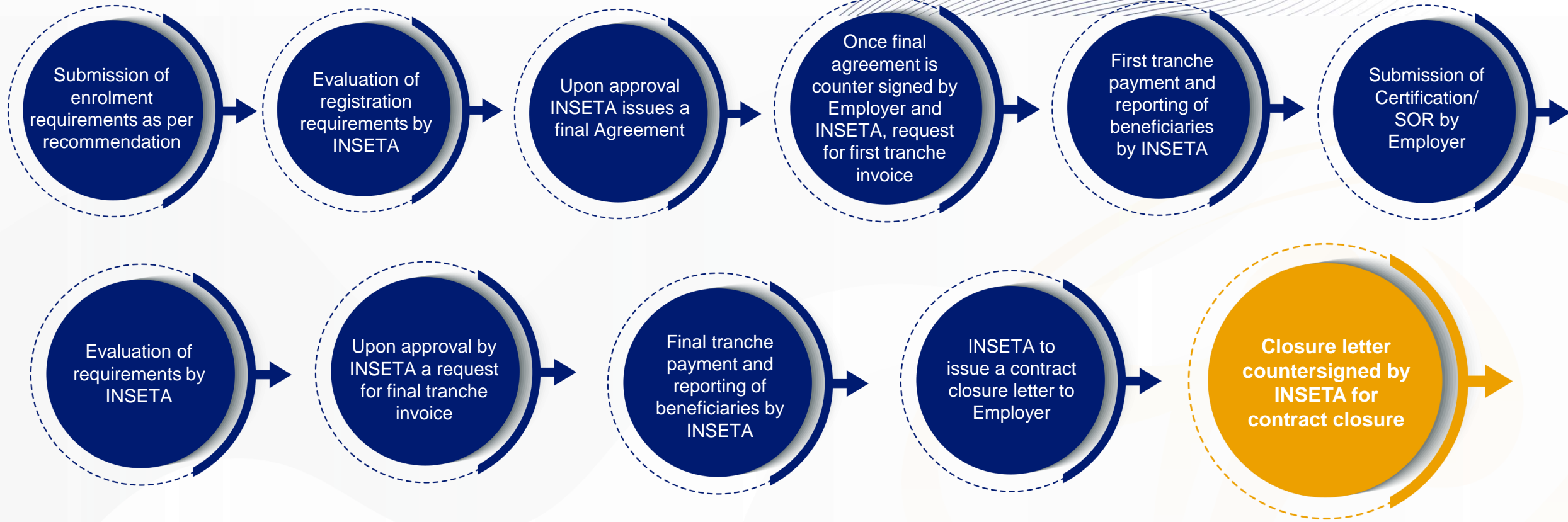
- Authorization letter
- Funding Uptake/ Rejection indication. (15 August/ September)
- Confirmation of Employment
- Certified ID Copy
- Worker Programme Agreement
- SETMIS Reporting Tool
- Proof of Registration
- Quotation (1st& 2ndSemester)

2nd Submission – 28 February 2024

- Statement of results from the Institution. If programme is quality assured by a SETA a verified statement of results should be provided

Request for Replacements cut-off date: 15 August/September 2023

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SKILLS PROGRAMMES PROCESS

Submission of enrolment requirements as per recommendation → Evaluation of registration requirements by INSETA → Upon approval INSETA issues a final Agreement → Once final agreement is counter signed by Employer and INSETA, request for first tranche invoice → First tranche payment and reporting of beneficiaries by INSETA → Submission of Certification/ SOR by Employer →

Evaluation of requirements by INSETA → Upon approval by INSETA a request for final tranche invoice → Final tranche payment and reporting of beneficiaries by INSETA → INSETA to issue a contract closure letter to Employer → **Closure letter countersigned by INSETA for contract closure** →

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Stakeholder Compliance Workshop

QUESTIONS & ANSWERS

LEARNING DIVISION: YOUTH LEARNERSHIP & INTERNSHIPS 2023/2024

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LEARNING DIVISION: YOUTH PROGRAMMES

Summary of the programmes in the LD: Youth Division

- **Learnership for Unemployed Youth**

- **Learnership for Unemployed Youth Living With Disabilities**

- **Learnership for Unemployed Rural Youth**

- **Learnership for Unemployed TVET CollegeYouth**

- **Learnership for Workers**

- **Internship for Unemployed Youth (Matric +)**

- **Internship for Unemployed Youth (National Diploma, Degree and Post-graduate)**

- **Unemployed Youth Absorbed on completion of the programmes**

LEARNERSHIPS

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

Types of Learnerships:
- Learnership for Youth (incl. learners living with disability and Rural). Any learner who is between the age of 18-35 years of age.
- Learnership for Rural Youth learner must be residing in that rural area.
- 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

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LEARNERSHIP FUNDING STRUCTURE

Learnership for Unemployed Youth

Tuition: R20 000
Stipend: R36 000
Work-Readiness Programme: R7 500
Regulatory Exams: R1 700
Total Amount: R65 200

Learnership for Unemployed Youth (PWD)

Tuition: R20 000
Stipend: R48 000
Work-Readiness Programme: R7 500
Regulatory Exams: R1 700
Total Amount: R77 200

Learnership for Rural Unemployed Youth

Tuition: R25 000
Stipend: R48 000
Work-Readiness Programme: R7 500
Regulatory Exams: R1 700
Total Amount: R82 200

Learnership for Workers

Tuition: R20 000

WORK READINESS PROGRAMME

- This programme aims to assist the learner to adapt with the work environment and it equips the learners to be ready for the workplaces
- 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 on whether the employer implemented a credit or non-credit programme
- The total amount of R7 500 per learner will be paid on the submission of the training report/attendance registers and copy of the certificates
- 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

REGULATORY PREPARATION AND EXAMS

- 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 AND REPORTING STAGES

Enrolment				
	Documents	**Uploaded into MIS pre-implementation**	**Progress (Mid-term)**	**Completion**
1	WPBLA Agreement signed by the employer, learner, and SDP	X		
2	Certified copy of learner ID (not later than 6 months)	X		
3	Certified copy of matric or equivalent qualification (not later than 6 months)	X		
4	Fixed term contract for the unemployed learnership	X		
5	Confirmation of employment for the employed learnership	X		
6	Proof of disability for the learners living with disabilities	X		
7	Proof of residence for the rural learnership (letter from the councillor)	X		
8	Signed POPI Act document	X		
9	Fully completed learnership reporting tool (excel spreadsheet)	Sent to INSETA by email		
10	Implementation plan/training plan from the SDP	Sent to INSETA by email		
Progress (Mid-term)				
11	Progress report signed by employer, learner, and SDP		X	
12	Proof of Stipend payment (Payslips) for unemployed learnership		X	
Completion				
13	Closure report signed by employer, learner, and SDP			X
14	Proof of Stipend payment (Payslips) for unemployed learnership			X
15	Proof of payment to the Skills Development Provider (SDP)			X
16	Confirmation of the date of verification with ETQA			X
17	Statement of results or Certificate of Achievement for the Cross-sectorial learnerships			X
18	Confirmation of Employment (learners absorbed for employment on completion of unemployed learnership)			X

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INTERNSHIP

An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. Learner already have a qualification.

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

Internship Duration:
- 3 - 12 months

Who can apply for this funding?
- Employers apply for stipend funding on behalf of the interns.
- The employer can implement the Industry funded programme however they will need to request for the approval of the programme by means of the Seta issuing the IWGA number.
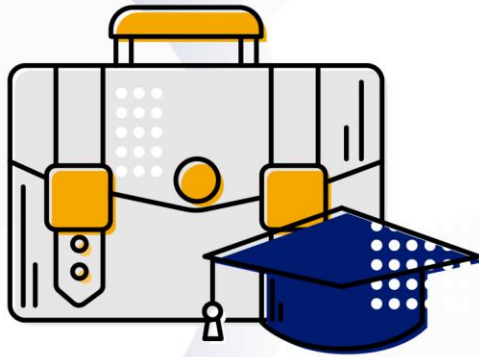
Internship Funding Structure

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

INTERNSHIP COMPLIANCE DOCUMENTS AND REPORTING STAGES

	Documents	Uploaded into MIS pre-implementation	Progress (Mid-term)	Completion
Enrolment				
1	WPBLA Agreement signed by the employer and the intern	X		
2	Certified copy of intern's ID (not later than 6 months)	X		
3	Proof of Qualification {certified (not later than 5 months) copy of Statement of results, certificate, degree or confirmation letter from the institution}	X		
4	Fixed term contract of employment	X		
5	Signed POPI Act document	X		
6	Fully completed learnership reporting tool (excel spreadsheet)	Sent to INSETA by email		
Progress (Mid-term)				
7	Progress report signed by employer and intern		X	
8	Proof of Stipend payment (Payslips)		X	
Completion				
9	Closure report signed by employer and intern			X
10	Proof of Stipend payment (Payslips)			X
11	Confirmation of Employment (learners absorbed for employment on completion of the internship)			X

COMPLIANCE INFORMATION TO BE NOTED

RECOMMENDATION LETTER

- Employers were required to send DG allocation acceptance letter after receiving recommendation letter, accepting the recommended numbers and confirming start date.
- Programme qualification changes, the requests must be sent before the 30 September 2023 as we will not be able to change the qualification thereafter
- All Programmes must have commenced by not later than the 1st of September 2023, if the programme has not commenced employer have until the 30 September 2023 to commence.
- Submission of Proof of Accreditation for the appointed Skills Development Provider 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

REGISTRATION OF LEARNERS

- All learner information must be captured, and documents uploaded on the system two weeks prior commencement
- Learnership or Internship reporting tool (excel spreadsheet) must be filled in full no gaps and submitted to INSETA upon the capturing and uploading of learners/interns on the system
- Lack of capturing, uploading and forwarding the completed reporting tools of all captured learners will result to learners being not registered and DG allocation being reverted by 30 September 2023 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 TO BE NOTED

PAYMENT OF PROJECT FUNDS (TRANCHES)
- **Funding agreement will only be issued once the learners have been captured, uploaded and registered on the system.**
- **First tranche invoice will only be requested once the Funding agreement is signed by 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/intern 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/interns 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**

INDUSTRY/SELF FUNDED LEARNERSHIPS
- **No commencement with the programmes without the approval of the INSETA by means of a recommendation letter.**

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EMPLOYERS RESPONSIBILITIES

1. Capturing and uploading of the learners/interns information on the INSETA MIS prior the commencement of the programme according the prescribed format and adherence to the timeline set

2. Submit a fully completed Learnership/Internship reporting tool as per learners/interns uploaded on the system to the Learning Division

3. Inform the Learning Division of any changes/deviations that might impact the programme

4. Be in constant communication with the Learning Division to ensure successful implementation and completion of the programmes

5. Understand the terms and conditions of the INSETA Policies and Procedures including the programme guidelines

6. Employer must not commence with the programme without approval

7. Ensure that the SLA between the Skills Development Provider and employer is in line with the programme deliverables and timeframes
   a. Important to note: SDP must have completed facilitation, assessment, moderation, verification and provided the employer with the SETA QA verified statement of results or achievement certificate
   b. It is the responsibility of the employer and SDP to ensure that the Cross-sectoral programme are completed and verified within the contract period

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INSETA RESPONSIBILITIES

1. Validation and registration of the learners/interns submitted by the Employers on the MIS system

2. Contracting (funding agreement) with the employers according to the learner information captured and uploaded on the MIS

3. Disbursement of funds according to the funding agreement/contract between the Employer and INSETA

4. Report beneficiaries to the relevant reporting structures (DHET, AG, IA etc)

5. Contract management and monitoring of the implementation of the programmes

6. Support and capacitate the employer with the successful implementation of all programmes

LEARNING PROGRAMMES PROCESS

Online application by employer when DG window is open

Application feedback (recommendation letter/site visit for the new participants)

Employer captures and upload learner documents in the MIS

Validation and registration by learning division as per recommendation

Upon approval and registration of learners, INSETA issues a Funding Agreement for signature by Employer and INSETA

Employer is requested to submit the first tranche invoice

Employer to submit progress reports in the prescribed template after six months of commencement to INSETA

Upon validation and approval of the documents, the employer is requested to submit the second tranche invoice (small and new employers)

Employer submits closure reports in the prescribed template at the completion of the programme (12 months) to INSETA

Upon validation and approval of the documents by INSETA, employer is requested to submit final tranche invoice

INSETA to issue a contract closure letter to be signed by employer upon completion of the programme.

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DOCUMENT SUBMISSIONS AND CONTACT PERSON

Internships

Email: internships@inseta.org.za

**Hlengiwe Mazibuko
Katlego Siko
Nelisiwe Xaba**

Learnership for Youth (incl. Industry Funded)

Email: learnershiprecords@inseta.org.za

**Phumelele Sithole
Asavela Pumelo
Rebotile Shai**

Learnership for Workers (inc. Industry Funded)

Email: learnershiprecords@inseta.org.za

**Phumelele Sithole
Athi Nomavila
Zimasa Mduduma**

MANAGEMENT INFORMATION SYSTEM

(MIS) DEMONSTRATION 2023-2024: LEARNER REGISTRATION AND UPLOADING OF INFORMATION

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TRANSITIONAL ARRANGEMENTS

COMPLYING WITH THE O.Q.S.F.

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THE ESTABLISHMEMENT OF QCTO

National Qualifications Framework (NQF) Act number 67 of 2008:
(Chapter 5 sections 26 and 27) outlines the statutory mandate of the QCTO. date of the QCTO.

The OQSF:
One of **Three** sub-frameworks that construct the National Qualifications Framework (NQF). The OQSF gives **guidelines and facilitates** the development and registration of quality assured occupational qualifications, part-qualifications, and skills programmes

Important Transition Dates:
1. **30th June 2023** – Last Day to Review **any** Curriculum for Registered Legacy Qualifications.
2. 30th June 2024 – Last Day to Enrol **New** Learners into Legacy Qualifications.
3. 30th June 2027 – Last Day to Exit **ALL** Learners Registered for Legacy Qualifications.

IMPLICATIONS OF TRANSITION DATES

URGENT:
Qualification Development, Review or Alignment (QDFs)

URGENT:
Increased SDP Support (Accreditation etc.)

IMMEDIATE:
Policy Review/Update to Align to QCTO

CEP & SME PARTNERSHIPS:
(Professional Bodies & Create Employer Forums)

DATA CLEAN-UP:
Exit Learners on Legacy Qualifications

ALIGNMENT:
Operations / Targets / Reporting etc

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THE SLA – FRAMEWORK FOR DELEGATED ROLE

The QCTO/SETA Service Level Agreement provides a framework for coordination between the parties (QCTO/SETA) to facilitate an effective and efficient process of:

1. Qualification Development;
2. Accreditation;
3. Quality Assurance;
4. Assessment;
5. Certification

NB: QCTO/SETA SLA is signed until 2030 (in-line with SETA licence

DELEGATION: THE SLA

QP Representative (Executive/Senior)
- Overall Liaison
- Governance Issues
- Overall Budget
- Strategic Reporting
- Policy Alignment

STRUCTURE

Implementation, Monitoring & Support
- SDP/Assessment Centre Accreditation
- Monitoring & SDP Support
- AQP Reporting
- AQP Website
- Stakeholder Engagements
- Policy Review & Development
- Budgeting for AQP Activities
- Internal SETA Alignment

Qualification Development & Maintenance
- Qualification Development
- Qualification Review
- QAP Reporting
- Coordination of CEPs
- Policy Review & Development
- Stakeholder Engagements
- Budgeting for QAP Activities

EISA Implementation & Certification
- EISA Readiness Monitoring
- EISA Results Adoption
- EISA Certification Packs
- Learner Registration
- EISA Scheduling & Liaison
- Policy Review & Development
- Stakeholder Engagement
- Budgeting for EISA/Certification

OPERATIONAL SUPPORT - SUPPORT – SUPPORT

General Administration
- Administration of EISA Examinations
- Accreditation of Assessment Centre - Site Visit & Support
- SD Accreditation – Site Visit & Support
- Document/Records Management

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OCCUPATIONAL QUALIFICATIONS

Occupational Qualifications:
1. Competence Based Qualifications.
2. Most Learning Happens at the Workplace.
3. Learners are Registered at QCTO via LEISA Process.
4. Successful Learner PoE Enters Learner into the EISA.
5. Learners Exit Through a Centralised & Supervised Exam (EISA).
6. Learners are Certificated by QCTO After Successfully Completing the EISA Examination.
7. Qualifications are Driven by SMEs (Development, Implementation, Mentoring & Assessment).
8. **NB:** Crucial Partnerships with Employers, Professional Bodies, Associations & Other Parties.

RULES OF OCCUPATIONAL QUALIFICATIONS

IMPORTANT CONSIDERATIONS

QUALIFICATION DEVELOPMENT– SETA:
(CEPs, QDFS)

LEANER REGISTRATION – SDP:
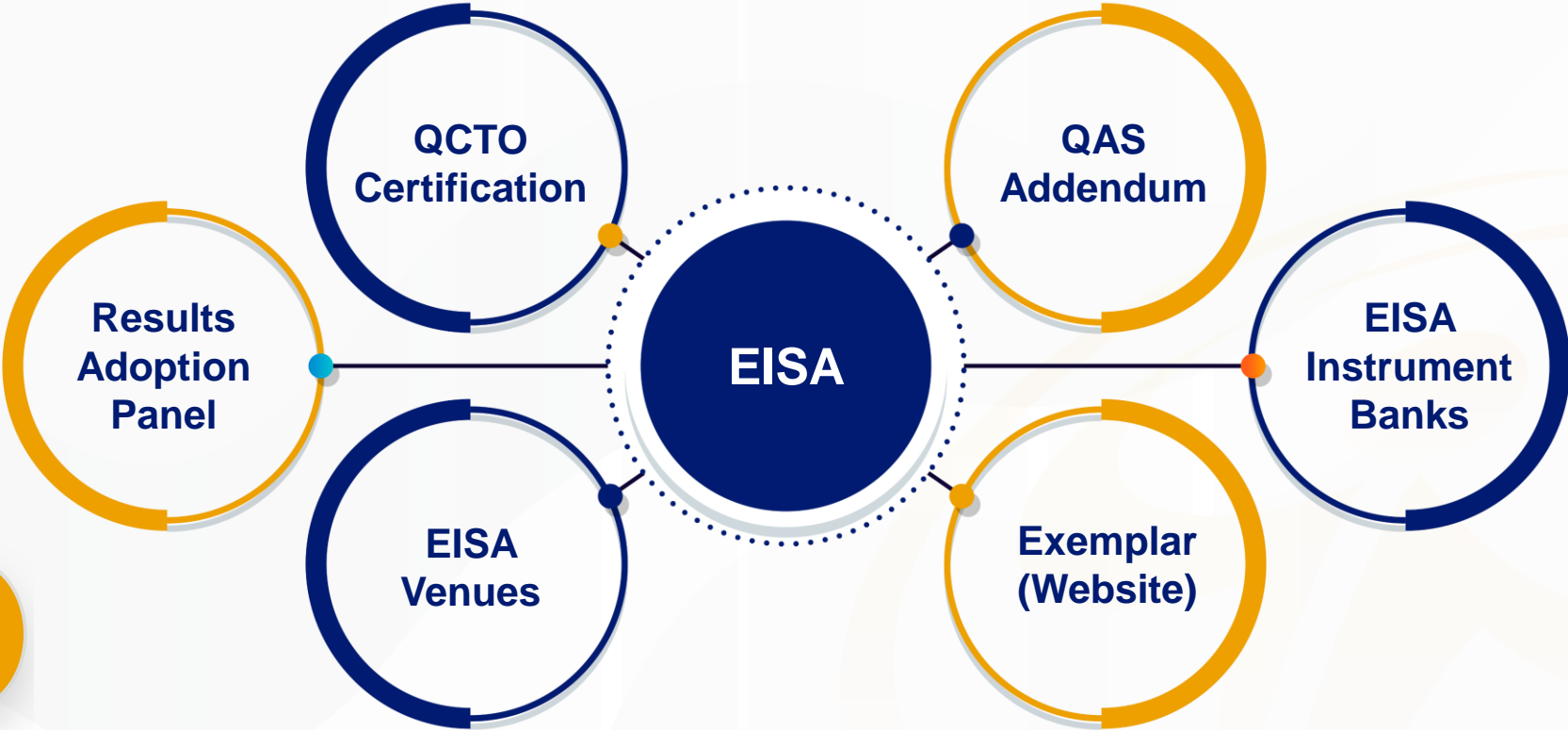(LEISA Process)

QUALIFICATION IMPLEMENTATION – SDP:
(Theory, Practical, Workplace)

SDP SUPPORT – SETA:
Accreditation, Monitoring

EISA MANGEMENT – SETA:
(Instruments, Venues, Script Marking)

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EISA MANAGEMENT:

EISA Schedule Must Approved by QCTO Annually

QCTO Certification

QAS Addendum

Results Adoption Panel

EISA

EISA Instrument Banks

EISA Venues

Exemplar (Website)

Frequency Fees/Costs

IMPLEMENTING EISA EXAMS:
Estimate Turn Around Times
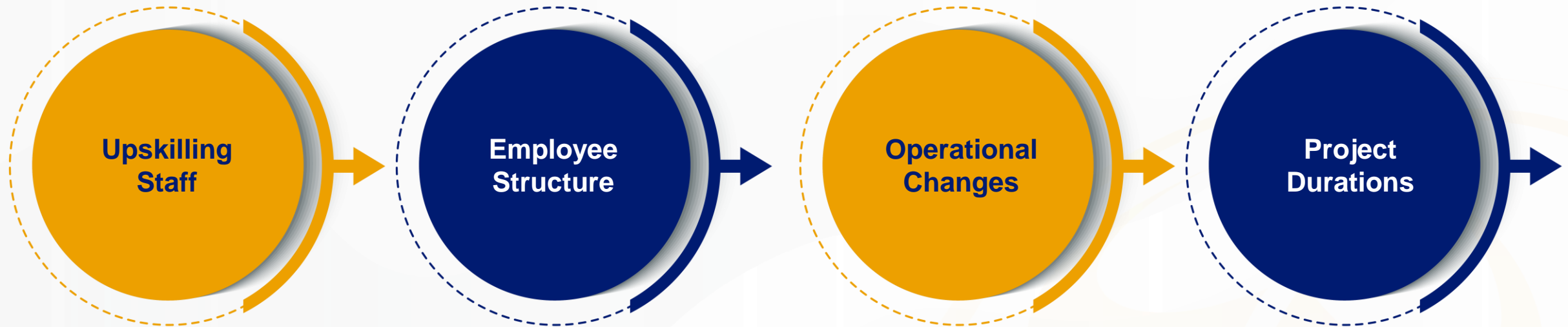
	ITEM	ETA
1	EISA Exam Script Consolidation by AQP	1 Week
2	EISA Exam Memo Discussion	Included Above
3	EISA Exam Marking Duration	2 Weeks
4	EISA Exam Results Adoption	1 Week Post-Script Marking
5	QCTO Processing for Certification	3 Weeks
6	Certificate Distribution	1 Week

ENGAGING WEBSITES FOR INFORMATION

	WEBSITES	ITEM
1	INSETA	Announcements/Notices
		AQP Website
2	QCTO	Accreditation Process
		Accredited SDPs
		Accredited Assessment Centres
		Registered Qualifications
		Curriculum Documents
		Policy Documents
3	SAQA	Curriculum Documents

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COMPLYING WITH THE TRANSITION

Upskilling Staff → **Employee Structure** → **Operational Changes** → **Project Durations**

SETAs MUST COMPLY – THE SLA PROVIDES THAT FRAMEWORK

OPPORTUNITY PRESENTED

re-set

re-align

re-start

re-claim

re-ignite

Questions and answers

End of presentation

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