

Learnership Guidelines for Workers

Status:	Approved
Custodian:	Learning Division Manager
Approved:	Executive Manager: Operations
Decision Date:	13/11/2014
Review Date:	15/09/2023
Version Number:	LD/GL003B/2024

Table of Contents

Learnership Guidelines for Workers..... 1

Acronyms..... 3

1. Preamble 4

2. Grant Regulations 4

3. Discretionary Funds 4

4. Learnerships..... 5

5. Application windows..... 5

6. Eligibility for learnership funding 5

 Employers: **Error! Bookmark not defined.**

 Learners: 5

7. Duration and leave..... 6

8. Terminations 7

9. INSETA Learnership Grant Approval 7

10. Commencement of Learnership 8

11. Payment of Learnership Funds to the Employer 9

12. Roles and Responsibilities 12

 Employers..... 12

 Learners 13

13. Dispute Resolution..... 13

14. Review 13

Acronyms and Definitions

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
QCTO	Quality Council for Trades and Occupations
OQ	Occupational Qualifications
POPIA	Protection of Personal Information Act
BCEA	Basic Conditions of Employment Contract
SDP	Skills Development Provider
DG	Discretionary Grants
ETQA	Education and Training Quality Assurance
EOI	Expression of Interest
MIS	Management Information System

1. Preamble

The Insurance Sector Education Training Authority (INSETA's) purpose is to grow the pool and quality of scarce and critical skills in the insurance and related services sector, enhancing the sector and supporting the country's transformation.

The INSETA Learning Division has therefore drafted a formal Learnership Guideline applicable to Workers in the sector to outline the requirements for applying for and implementing employed learnerships. 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 a learnership for workers.

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 funds allocation allows the INSETA to exercise discretion in relation to how discretionary grants are utilised towards implementation of the sector skills plan and strategic objectives. The priority focus is on meeting the scarce and critical skills needs of the sector and closing the gap between labour market needs and skills supply.

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 programme through learnerships in addressing scarce and critical skills as well as upskilling, reskilling and multi skilling the workforce in the sector.
- ❖ Focus on PIVOTAL programmes that meet the essential needs of the labour market
- ❖ Encourage structured practical and work integrated learning within programmes as a priority

- ❖ Ensure that mechanisms are put in place for monitoring workplace learning; and

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. A Learnership is a structured work-based learning programme that includes both theoretical learning with an accredited training provider and practical experience in the workplace, that leads to a registered qualification.

5. Application windows

Learnership approval and funding allocation will only be allocated through application during DG windows opened or through an Expression of Interest at the discretion of INSETA.

Applications must be made for both INSETA funded and self-funded learnerships.

No applications will be considered outside of application window or expression of interest window timeframes as prescribed by INSETA unless the application is for the delivery and implementation of self-funded/industry 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 within that particular financial year.

6. Learnership funding

6.1 Eligibility for funding

6.1.1 Employers' eligibility is outlined in the INSETA DG policy and procedure and should comply with the prescripts of the Discretionary Grant Policy and Procedure as follows:

- ❖ 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.

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

- ❖ Learners must be employed by a levy-paying or non-levy paying employer (confirmed as uniquely registered with INSETA) operating in the Insurance and related services sector.
- ❖ Employed learners that are not South African citizens must be permanently employed.
- ❖ A learner may not be on more than one INSETA-funded programme within a 12-month period, unless it is an INSETA-initiated programme.
- ❖ 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	Total Tuition
Employed learnership	N/A	20 000

6.3 Refunds

- All the funds that are not utilised for the purposes allocated must be paid back to INSETA.
- In a case of learner termination, all the funds (training fee and stipend) that were already paid to the employer and not yet used must be paid back to INSETA.
- Refunds will be processed for tuition costs not yet paid to the SDP or for the deliverables not yet implemented by the SDP.
- INSETA will do the reconciliation of the project deliverables versus the funds paid to the stakeholder.
- The reconciliation will be forwarded to an employer and upon agreement, INSETA will forward an invoice of the funds and the banking details of where the refund to be paid.

7. Programme Duration and leave

- Learnership programmes will run for a minimum of 12 consecutive months to a maximum of 24 months to accommodate the Occupational qualification.

- The learnership programme 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.
- Any training that the learner has missed due to maternity leave must be made up 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 confirmation, signed by learner, training provider/SDP and host employer.
- ❖ 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 are required to apply in the prescribed manner as stated in the advert/notice, during the open application window as communicated by INSETA, for both INSETA 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:

1. previous implementation of INSETA funded programmes
2. the size of the applicant company

3. the available infrastructure and support for learners
4. budget availability as well as
5. 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.

9.2 Approval Process:

- ❖ Approval of Discretionary Grant applications shall fall within the operational mandate, subject to relevant delegations of authority of the INSETA 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 contract with selected employees 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:

10.1 Within 30 days from the receipt of the recommendation letter:

- The employer/stakeholder must inform the acceptance or rejection of the DG allocation by means of writing a formal letter on the company letter and it must be signed by the company authorised signatory.
- The letter must inform the number the employer/stakeholder is accepting including the commencement date and it must inform the number of learners that the employer/stakeholder will absorb on completion of the programme.
- The employer/stakeholder must forward a formal letter on the company letterhead informing the name and contact details of the authorised signatory of the company.

10.2 14 (fourteen) days prior to the commencement of the programme:

- All the learner information must be captured into the INSETA Management Information System prior the commencement of the programme.

The below documents must be uploaded on the MIS as per the prescribed manner:

- Completed fixed term contract of employment between learners and employer.
- Certified copy of relevant qualifications (not older than 6 months)
- Certified ID copy for all learner beneficiaries applied for (not older than 6 months)
- 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/SDP

List of Learner spreadsheet fully completed as per INSETA prescribed format must be filled and forwarded to learnershiprecords@inseta.org.za

Once the required documentation has been received, evaluated and validated, INSETA will approve the learner on the system.

INSETA will issue employer/stakeholder with a final funding agreement which sets out the terms and conditions including the deliverables of the allocation.

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

11. Payment of Learnership Funds to the Employer

In terms of payments 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
- ❖ 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% will be allocated as follows:
 - 10% 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.

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

- I. Payment will not be made unless INSETA has given prior approval in writing to the applicants approving the learnership.
- II. Employed learnerships will only receive funding for tuition according to the prescribed grant allocation amount and no funding toward stipend will be made for employed learners.

- III. No person or entity is entitled to commit INSETA financially or otherwise outside of this guideline, unless they have received INSETA authorisation in writing.
- IV. The employer will be responsible to refund INSETA in full, all associated learnership payments made and not used for the purposes allocated.
- V. INSETA will not be responsible to pay any SDP costs who employer companies have sourced without INSETA authorisation.

❖ Invoice to include:

- Full name "TO WHO" 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 prior or post-dated.
- Number of learners funded.
- Total amount
- Proof of banking details

The following documents must be submitted after commencement of the learnership.

At six months:

- ❖ Progress report per LGA number

At twelve months:

- ❖ Closure report per LGA number at end of learnership contract
- ❖ Proof of payment to the training provider
- ❖ Confirmation of 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.

For terminated learners:

- ❖ Termination report to be submitted within 14 days from the confirmation date of termination.

12. Roles and Responsibilities

12.1 Employers

- ❖ The employer will be expected to:
 - 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 maternity leave , 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
 - 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 14 calendar days 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.
- ❖ 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.

12.2 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.

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.