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INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

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

STAKEHOLDER COMPLIANCE WORKSHOP

**LEARNING DIVISIONS
YOUTH AND WORKER
PROGRAMMES 2024/25**



INSURANCESETA



INSURANCESETA



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INSETA-Insurance Sector

www.inseta.org.za



PROGRAMME FOR THE DAY



- Welcome
- Introductions
- Learning Division: Youth Presentation
- Learning Division: Workers Presentation
- MIS Demonstration
- ETQA Presentation
- Closing



LEARNING DIVISION: YOUTH LEARNERSHIP & INTERNSHIPS 2024/2025

LEARNING DIVISION: YOUTH PROGRAMMES

Summary of the programmes in the LD: Youth Division

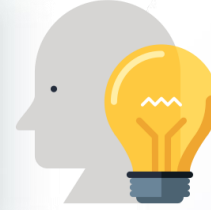


- Learnership for Unemployed Youth
- Learnership for Unemployed Youth Living With Disabilities
- Learnership for Unemployed Rural Youth
- Learnership for Unemployed TVET College Youth
- Learnership for Workers
- Internship for Unemployed Youth (Matric +)
- Internship for Unemployed Youth (National Diploma, Degree and Post-graduate)
- Unemployed Youth Absorbed on completion of the programmes (Learner Progression)

LEARNERSHIPS



A learnership is a credit bearing learning intervention that includes theory, practical 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

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

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



Internship Funding Structure

Programme: 3 Year National Diploma/Degree

Stipend: R6 500

Programme: Matric plus

Stipend: R4 500



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 COMPLIANCE DOCUMENTS AND REPORTING STAGES



Enrolment				
#	Documents	Uploaded into MIS pre-implementation	Progress (Mid-term)	Completion
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, confirming start date and for the youth programme they must inform the number of learners/interns that will be absorbed on completion of the programme. The letter must be submitted by the 15th June 2024.
- Programme qualification changes, the requests must be sent before the 10 June 2024 (to accommodate the legacy programmes that are being phased out) as we will not be able to change the qualification thereafter.
- All Programmes must have commenced by not later than the 1st of September 2024.
- However, for those employers who will be implementing the legacy qualifications that will be phased out on the 30 June 2024, they are encourage to commence with the legacy qualification by not later than 25 June 2024. After the 30th of the June 2024, no further registration of learners will be accepted as the qualification would have been phased out.
- 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.





COMPLIANCE INFORMATION TO BE NOTED cont.



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 INSETA MIS two weeks prior commencement.
- Learnership/Internship reporting tool (excel spreadsheet) must be filled in full no gaps and submitted to INSETA upon the capturing and uploading of learners/intern's information 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 2024 without any further communication.
- The training schedule/implementation plan must be submitted
- The submission of progress and closure report must be done as per the funding agreement, not adhering to those timelines will result to the revert of funds due to non submission of documents





COMPLIANCE INFORMATION TO BE NOTED cont.



PAYMENT OF PROJECT FUNDS (TRANCHES)



- Funding agreement will only be issued once the learners have been validated and approved by INSETA on the MIS after the employer has captured and uploaded learner information on the system.
- No payment will be done without an approved and fully signed funding agreement
- First tranche invoice will only be requested once the Funding agreement is fully signed by INSETA and the employer and the copy of the signed is forwarded to the employer.
- Please refer to the programme guidelines on payment of tranches and timelines.

LEARNER TERMINATIONS



- It is the responsibility of the employer to inform INSETA about the termination of any learner/intern within 14 days from the confirmation of termination or absconded.
- The employer must submit a termination report on the INSETA prescribed termination template.





COMPLIANCE INFORMATION TO BE NOTED cont.



PROGRAMME EXTENSION



- It is the responsibility of the employer to request for the programme extension as soon they identify the need for the extension.

PROGRAMME INDUCTIONS IN THE WORKPLACES



- It is compulsory for the employer to do a programme 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
- AG/IA can do a monitoring/site visit on your programme anytime during implementation.

INDUSTRY/SELF FUNDED LEARNERSHIPS (Learnership and Internship)



- No commencement with the programmes without the approval of the INSETA by means of a recommendation letter.



EMPLOYERS RESPONSIBILITIES



- Capturing and uploading of the learners/intern's information on the INSETA MIS prior the commencement of the programme according the prescribed format and adherence to the timeline set
- Submit a fully completed Learnership/Internship reporting tool as per learners/interns uploaded on the system to the Learning Division
- Inform the Learning Division of any changes/deviations that might impact the programme including the changing of a training provider/SDP.
- Be in constant communication with the Learning Division to ensure successful implementation and completion of the programmes
- Understand the terms and conditions of the INSETA Policies and Procedures including the programme guidelines.
- Employer must not commence with the programme without approval including the industry funded programmes.
- 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.

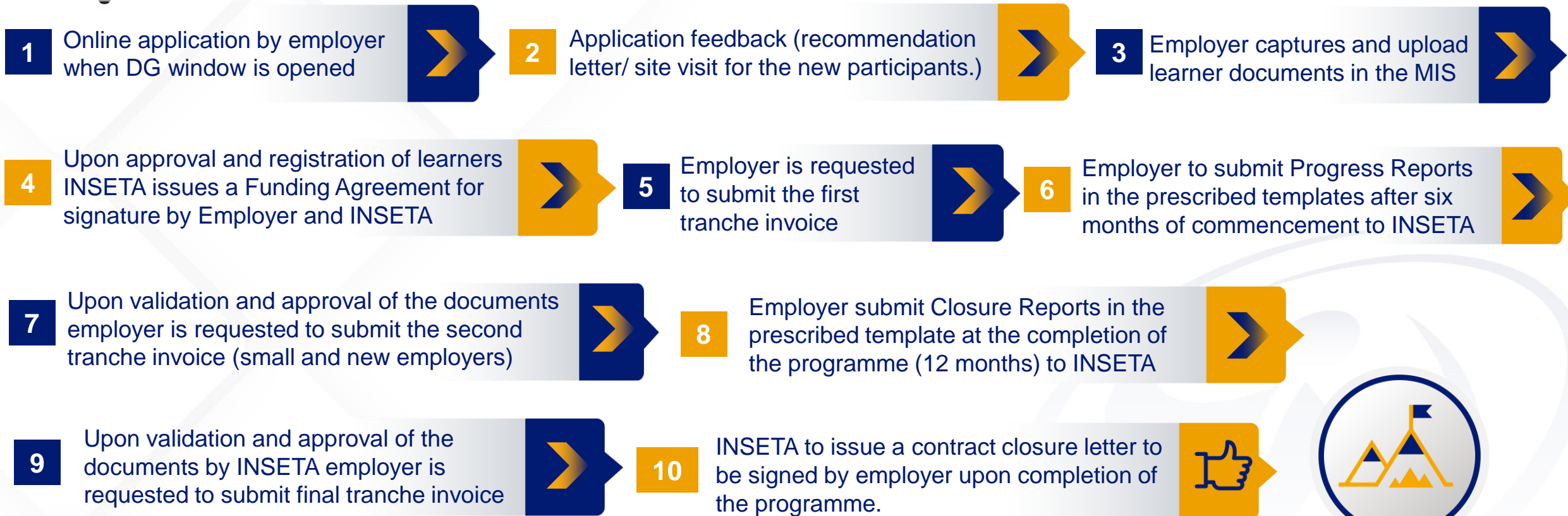
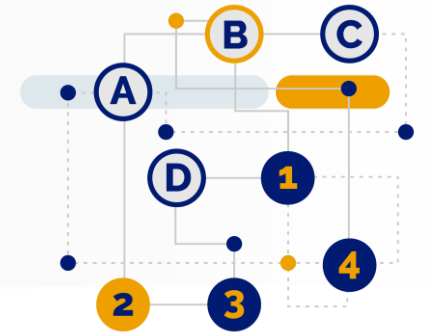


INSETA RESPONSIBILITIES



- Validation and registration of the learners/interns submitted by the Employers on the MIS system.
- Contracting (funding agreement) with the employers according to the learner information captured and uploaded on the MIS.
- Disbursement of funds according to the funding agreement/contract between the Employer and INSETA.
- Report beneficiaries to the relevant reporting structures (DHET, AG, IA etc)
- Contract management and monitoring of the implementation of the programmes.

LEARNING PROGRAMMES PROCESS



DOCUMENT SUBMISSIONS AND CONTACT PERSON



INTERNSHIPS (incl. Industry Funded)



internships@inseta.org.za

- Kgomotso Makgaleng
- Katlego Siko
- Nelisiwe Xaba
- Remofilwe Mogapi



Learnership for Youth (incl. Industry Funded)



learnershiprecords@inseta.org.za

- Phumelele Sithole
- Asavela Pumelo
- Lebogang Mmola
- Nomsa Manghena
- Nokulunga Makubung



Learnership for Workers (inc. Industry Funded)

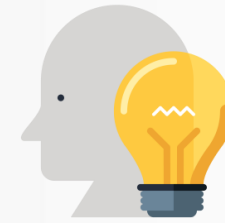


learnershiprecords@inseta.org.za

- Phumelele Sithole
- Athi Nomavila
- Zimasa Mduduma
- Nokuthula Mgidi



Questions & Answers



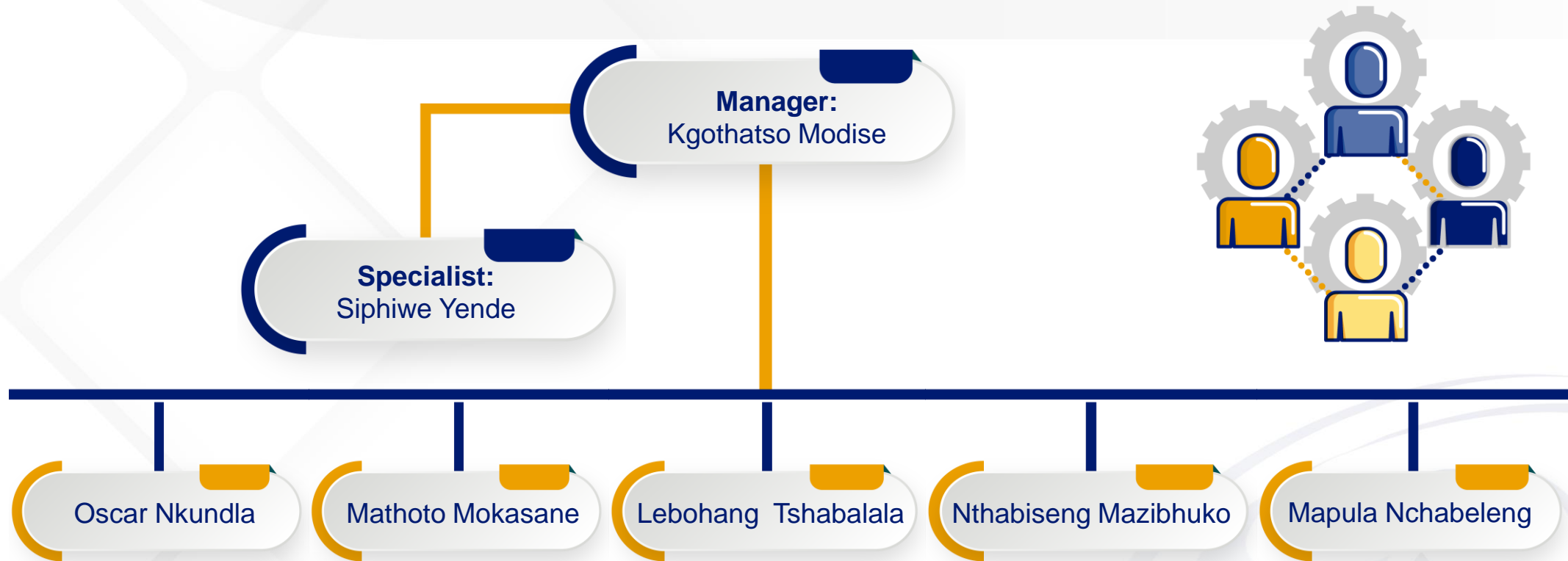
Thank you





Learning Division: Worker Programmes 2024/25

THE TEAM



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.

Employer Submissions (June 2024 – July 2025)



1st Submission (loaded on MIS) – At receipt of Recommendation letter

- Certified ID Copy
- Worker Programme Agreement
- Proof of Registration
- Confirmation of Employment
- Quotation (1st & 2nd Semester)
- SETMIS Reporting Tool



2nd Submission – 01 February 2025

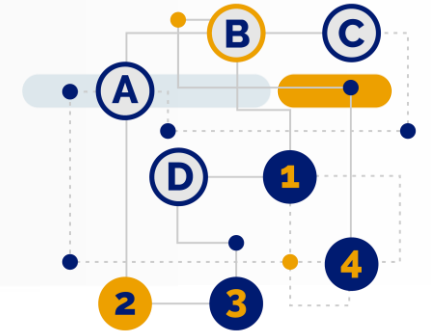
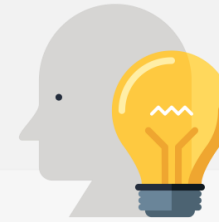
- 1st Semester Results
- 2nd Semester Proof of Registration



Final Submission – 31 July 2025

- 2nd Semester Results

BURSARY PROCESS



1

Submission of enrolment requirements as per recommendation letter

2

Evaluation of registration requirements by INSETA

3

Upon approval INSETA issues a final Agreement

4

Once final agreement is counter signed by Employer and INSETA, request for first tranche Invoice accompanied by POP to Institution Reports Learners for Enrolment

5

Employer Submits first semester results and second semester registration where applicable

6

Evaluation of requirements by INSETA

7

Employer submit final academic or second semester results to INSETA

8

Upon approval of requirements INSETA reports beneficiaries and request for 2nd tranche invoice accompanied by POP to Institution

9

INSETA to issue a contract closure letter to Employer for signature

10

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.
- Funding to a maximum of R7 500

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
- Funding to a maximum of R7 500

CANDIDACY FOR WORKERS



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
- Funding to a maximum of R7 500

Employer Submissions



1st Submission – Immediately after registration with SDP until 1 August 2024



- Certified ID Copy
- Worker Programme Agreement
- Proof of Registration
- Confirmation of Employment
- Quotation (1st & 2nd Semester)
- SETMIS Reporting Tool



2nd Submission – 28 February 2025

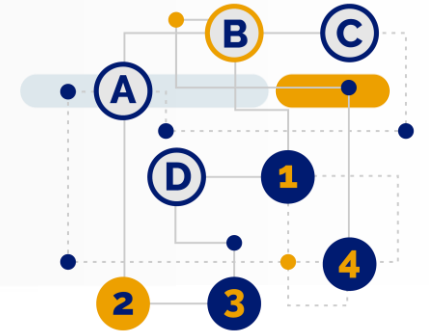


- Statement of results/ completion certification from the Institution.
- If programme is quality assured by a SETA a verified statement of results should be provided



Request for Replacements cut-off date: 15 July 2024

SKILLS PROGRAMMES PROCESS



1

Submission of enrolment requirements as per recommendation

2

Evaluation of registration requirements by INSETA

3

Upon approval INSETA issues a final Agreement

4

Once final agreement is counter signed by Employer and INSETA, request for first tranche Invoice accompanied by POP to Institution

5

First tranche payment and reporting of beneficiaries by INSETA

6

Submission of Certification/ SOR by Employer

7

Evaluation of requirements by INSETA

8

Upon approval by INSETA a request for final tranche invoice accompanied by POP to Institution

9

Final tranche payment and reporting of beneficiaries by INSETA

10

INSETA to issue a contract closure letter to Employer

9

Closure letter countersigned by INSETA for contract closure





Questions & Answers



SETMIS REPORTING TOOL

LEGISLATIVE & POLICY CONTEXT



Post-School Education and Training Information Policy. 1999. DHET



The purpose of this policy is to enable the provision of **valid, credible, reliable and high-quality statistics** on PSET.

It is intended to ensure that all organisations in the PSET system adhere to **agreed-upon standards, procedures and guidelines** for the **generation, collection, collation, integration, processing, coordination, dissemination and quality assurance of data.**

INFORMATION CATEGORIES: SETMIS/ BI TEMPLATE



**The Learner's Personal
Information**



**The Learner's Enrolment
Information**



Bursaries



**Skills Programmes,
Candidacy & AET**

CONSIDERATIONS WHEN POPULATING THE TEMPLATE



- Fonts, formatting, etc is embedded in the template; thus, please **do not edit/amend the template** in any way
- The Drop-down lists are to be used where indicated
- All Dates must be captured in the format **dd/mm/yyyy**



Thank you





IMPLEMENTING OCCUPATIONAL QUALIFICATIONS



UNDERSTANDING OCCUPATIONAL QUALIFICATIONS



Occupational Qualifications:

- Competence Based Qualifications.
- Most Learning Happens at the Workplace.
- Learners Must be Registered at QCTO.
- Learners Exit Through an EISA Exam.



Knowledge
Theory
(SDP)

Practical
Simulation
(SDP)

Workplace
Experience
(Employer)

IMPLEMENTING OF TRAINING



DISCUSSION HIGHLIGHTS

(VALID) ACCREDITATION OF SDPs: Per Qualification – Per Site

(VALID) ACCREDITATION OF ASSESSMENT CENTRES: Per Qualification – Per Site

REGISTRATION OF LEARNERS: Completed LEISA Tool Within 21 Days of Training Commencement

MONITORING OF TRAINING: SDP Compliance With PoE Requirements, EISA Readiness etc.

ASSESSMENT & CERTIFICATION: Learners Entered for EISA 3 Months Before EISA Exam Date.

LEARNER STUDY/LIFE CYCLE: 3 x Phases



SUBJECT MATTER EXPECTS



UTILISATION OF SUBJECT MATTER EXPERTS THROUGHOUT IMPLEMENTATION OF OCCUPATIONAL QUALIFICATIONS IS ENCOURAGED

Community Expect Practitioners (CEPs) for Research & Qualification Development

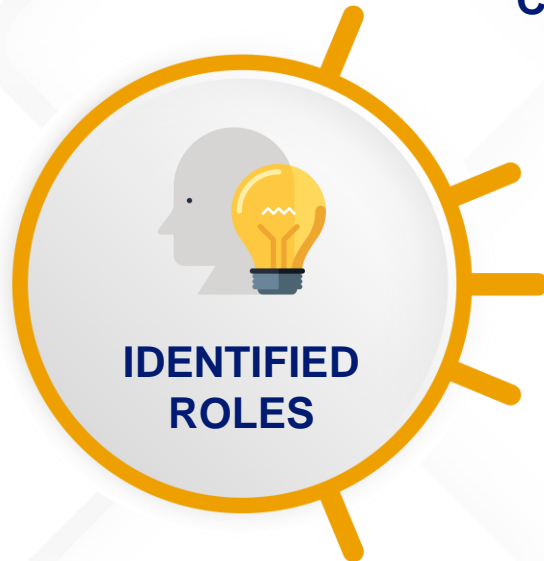
QCTO Trained Qualification Development Facilitators (QDFs)

Development of Assessment Tools for EISA Examinations

Script Marking Services for EISA Examinations

Development & Updating of Learner Materials/Instruments

Database for Suitable Facilitators, Assessors & Moderators



**IDENTIFIED
ROLES**

REGISTERED OCCUPATIONAL QUALIFICATION



#	REGISTERED OCCUPATIONAL QUALIFICATION TITLE	SAQA ID NUMBER
1	Insurance Agent: Insurance Underwriter NQF Level 5	91784
2	Insurance Agent: Insurance Underwriter NQF Level 5	117329
3	Financial Advisor NQF Level 6	105026
4	Long-Term Insurance Advisor NQF Level 5	105021
5	Health Care benefits Advisor NQF Level 5	105025
6	Investment Advisor NQF Level 5	105022
7	Employee & Pension Funds Benefits Advisor NQF Level 5	105030
8	Claims Administration: Claims Assessor NQF Level 4	99668
9	Organisational Risk Manager	97387
10	Organisational Risk Practitioner	94222
11	Professional Principal Executive Officer NQF Level 7	93602
12	Professional Principal Executive Officer (retirement Fund Trustee) NQF Level 5	99574

TRANSITION – IMPORTANT DATES



Important Transition Dates:

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



**REQUEST FOR POSSIBLE ADJUSTMENTS TO ABOVE DATES
HAS BEEN SUBMITTED TO QCTO**



Questions & Answers



End of Presentation



Thank you



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