



inseta
INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY



**higher education
& training**

Department
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Career Guide

HEAD IN THE RIGHT DIRECTION



inseta

INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

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Foreword from INSETA CEO

Choosing a career is an important and exciting decision towards shaping your future, but it also can be quite overwhelming. You are now at that point, where you need make your career choice. This is an important step towards a brighter future, so you must already have an idea of the career you wish to pursue as this might just be a lifetime decision. Family, friends, and teachers may advise you on various career options, however, ultimately it is your decision to make. When choosing a career, it is important to keep in mind the things that you love and enjoy, this will have an influence on the career path that will be aligned to your talents, interests and abilities as well as which will be fulfilling.

The INSETA career guidance booklet provides information on career opportunities as well as labour market conditions in the insurance sector as well as pathways to enter those careers. The guide is aimed at guiding learners in making subject choices; matriculants who need to choose their careers, students at tertiary training institutions, and young graduates looking for employment opportunities. The career guide can also be a helpful resource to educators to introduce learners to the exciting and diverse career paths within the insurance sector. It is further aimed at those currently employed in the industry who want to develop their careers further. We hope that you will find this guide useful and that it will assist you in making the right decisions regarding your career.



A stylized, handwritten signature in white ink, representing Ms. Gugu Mkhize.

Ms. Gugu Mkhize



About INSETA

South Africa's 21 Sector Education and Training Authorities (SETAs) are responsible for driving skills development for all of the country's sectors and industries.

The primary purpose of the Insurance Sector Education and Training Authority (INSETA) is to grow the pool and quality of critical and scarce skills within the Insurance sector. These skills enhance the sector while supporting transformation in South Africa.

INSETA operates within a highly regulated environment that is governed by various legislation that includes the National Skills Development Plan 2030; the Skills Development Act; the Skills Development Levies Act (SDLA); the Public Finance Management Act; as well as the INSETA constitution. INSETA reports to the Department of Higher Education and Training.

In short, INSETA is responsible for:

Working with employers to develop skills for individuals already employed in the insurance sector and unemployed youth.

Managing and funding learning programmes, placement for practical learning and driving entrepreneurial initiatives.

Quality assurance of insurance related qualifications and training.

Conducting research to determine skills needs in the insurance industry.

Reporting performance to the Department of Higher Education and Training on performance of skills development programmes.

Developing and monitoring skills in the insurance sector.

VISION

Empowered to influence and inspire.

MISSION

To harness technology and strategic partnerships in pursuit of excellence to enable relevant, inclusive and impactful skills development; and be the bridge between education and the world of work by identifying skills in demand and providing agile and appropriate responses.

VALUES

- Respect
- Innovation
- Collaboration
- Accountability
- Courageous Leadership
- Customer Centricity



Scarce & Critical Skills



Occupation Code	Occupation	Specialisation/ Alternative Title	NQF Level
2021-332102	Insurance Broker	Short-term insurance consultant	4
2021-332101	Insurance Agent	Insurance Underwriter Insurance Representative	5
2021-212101	Actuary	Actuary Manager Average Adjuster	7
2021-241301	Financial Investment Advisor	Financial Advisor Financial Planner	6
2021-431204	Insurance Claims Administrator	Claims Clerk Claims Analyst	4
2021-431201	Insurance Administrator	Brokering Clerk Underwriting Clerk	4
2021-121101	Finance Manager	Chief Accountant Chief Financial Officer	8
2021-134911	Insurance Policy Administration Manager	Insurance Claims Manager	4
2021-331503	Insurance Loss Adjuster	Claims Assessor Loss Controller	4
2021-1221	Sales and Marketing Manager	Key Accounts Manager Sales Manager	6





What is the purpose of this career guide?

This book is set out as a guide to help you plan the next steps in your future career; to help you prepare to reach your full potential and reap the rewards of choosing a career that is best suited to who you are and who you want to be.

It sets out careers in the insurance sector and how you can access them. You will find the personality attributes needed for each career listed so that you can decide which one is best suited for your personality, the learning path you will need to take in order to follow your dream career, and the information for the institutions in which you can get your qualification.

Are you more of an entrepreneur? Fantastic! This book also covers the entrepreneurial opportunities that come with each career path, definitions of entrepreneurship and the skills and qualities of an entrepreneur. Find out if you fit the description.

Who is this career guide for?

INSETA has put together this career guide with learners in mind, especially those in grades 9 to 12, who have little knowledge about the Insurance sector. It is always wise to know as early as possible whether a particular sector suits your strengths and personality.

What is a career?

A career is an occupation or profession undertaken for a significant period of time that has opportunities for progress.

How to choose a career

In deciding on a career, it is important that you follow your dreams or ambitions and are fully aware of your strengths and weaknesses. What you enjoy doing and what you value can be helpful indicators of how you would like to spend your working time. It is very important to choose a career that will add value to your life. Think over the following questions about your interests, values, and traits, and consider how you might answer them:

What do you enjoy learning about?

How do you like to spend your time?

Do you enjoy working indoors or outdoors?

Choosing a career first means learning as much as you can about yourself, your goals and the larger context of work. Use the list below to help you begin that process. You need to be confident about your talents and skills.

Interest

The feeling of wanting to know or learn about something – People have different interests (such as investigative, realistic, social, etc.) which is what gives spice to life.

Values

Principles or standards of behaviour; one's judgment of what is important in life. Values develop as we grow into adulthood and give us direction, helping us to make important life decisions.

Talent

Inherent aptitude/giftedness or skills that someone possesses naturally.

Skills

Ability to carry out tasks to completion.



INSETA Funding Opportunities

Many are of the mistaken belief that SETAs offer training directly. This is not correct. What SETAs do is fund training interventions to develop the skills base in any specific sector.

The INSETA therefore works with employers, higher education institutions, private training providers and industry bodies to drive skills in the insurance sector. The funding programmes are aligned to the insurance sector's scarce and critical skills list identified through intensive research undertaken annually by the INSETA. The INSETA funds the following types of training interventions:

Work Integrated Learning (WIL)

Work Integrated Learning (WIL) is the name given to educational activities that integrate academic learning of a discipline with its practical application in the workplace. The aim is to ensure that students develop the ability to integrate their learning through a combination of academic and work-related activities.

A key focus for INSETA is the funding of TVET College WIL that will see a young learner undergo 18 months of theoretical, "classroom based" learning and a further 18 month of practical learning in the workplace. This theoretical component requires that employers open up their places of work as places of training for young learners. It is for this reason that INSETA and educational institutions work closely with sector employers to identify workplaces for practical training.

Bursaries

Bursaries are awarded to both employed and unemployed learners to increase professionalism within the sector. INSETA does not supply bursaries directly to students, but rather partners with employers in the sector, as well as higher education and training institutions. This supports the point made in the section on funding your studies that highlights the importance of research on bursary opportunities available with employers and higher education institutions.

LEARNERSHIPS

A learnership is a structured learning programme that consists of a theoretical and practical component and that leads to a qualification registered on the National Qualifications Framework (NQF). A learnership provides a learner with an excellent opportunity to gain experience in the labour market while studying towards a qualification. Learnerships are regulated by a formal contract (learnership agreement) between an employer, a learner and a skills development provider.

A learnership offers some key advantages:

You have a fixed-term employment contract for the duration of the learnership.

You may have better employment opportunities after completing a learnership.

Learnerships improve on the job performance so you are able to do things relevant to the job.

You obtain a nationally-recognised qualification that is relevant to the sector.

You earn a learner allowance for the duration of the occupational qualification.

An occupational qualification has been approved by the South African Qualifications Authority (SAQA).

Successful completion of an INSETA occupational qualification will include:

- Knowledge (obtained from an accredited skills development provider);
- Practical skills; and
- Work experience.

An external integrated summative assessment (final exam) determines an individual's competence in a specific trade, occupation or profession.



INTERNSHIPS

The purpose of an internship is to provide workplace experience that is directly related to the qualification that was obtained by the graduate. The graduate could have either completed a learnership, diploma or a three-year degree.

INSETA funds internships for learners who have completed identified degree and diploma studies that are aligned to scarce and critical skills in the insurance sector.



APPRENTICESHIPS

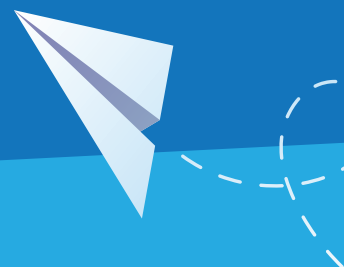
An apprenticeship is a structured training program that combines practical on-the-job experience with theoretical learning. It is designed to help individuals develop specialised skills in a particular industry while working under the guidance of experienced professionals.

Apprenticeships are common in fields such as construction, healthcare, information technology, media, and more. They often lead to formal qualifications or certifications recognized in the industry.

SHORT SKILLS PROGRAMMES

These are recognised programmes that are delivered by TVET Colleges and skills development providers to unemployed youth to enable them to gain a specific skill or knowledge of the sector. A short skills programme is unique in that it:

- ✓ Is registered on the National Learner Resource database;
- ✓ Does not have more than 120 credits;
- ✓ Does not require a workplace component;
- ✓ Contains a minimum of 8 Credits; and
- ✓ Is generally implemented over a minimum period of 10 days.



RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is a process that assesses an individual's existing skills, knowledge, and experience, gained through formal or informal learning; to grant recognition or certification without requiring them to complete a full training program.

RPL is widely used in education, vocational training, and professional certification to help individuals gain formal qualifications based on their prior experience.

ENTREPRENEURSHIP ADVOCACY PROGRAMMES

South Africa's National Development Plan (NDP) and National Skills Development Plan (NSDP) 2030 places extensive emphasis on the role that entrepreneurship must play in addressing not only skills needs in the country, but also the rampant unemployment rate.

INSETA identifies and funds entrepreneurship training and workshops that will assist an unemployed young person to gain the entrepreneurship skills required to commence and sustain a business with a focus on solution-driven businesses within the insurance and financial services industry.

INSETA's entrepreneurship training programmes seek to:

- ✓ Provide training to beneficiaries in entrepreneurship skills;
- ✓ Link potential entrepreneurs with a mentor;
- ✓ Introduce beneficiaries to potential funding opportunities; and
- ✓ Assist beneficiaries to commence businesses.



STARTUP



WHAT EXACTLY IS THE NQF?

The NQF is a set of principles and guidelines by which records of learner achievement are registered to enable national recognition of acquired skills and knowledge, thereby ensuring an integrated system that encourages lifelong learning.

INSETA Registered Occupational Qualifications



SAQA ID Code	Qualification Title	NQF Level	Credits
91784	Occupational Certificate: Insurance Agent-Insurance Underwriter	Level 05	156
99668	Occupational Certificate: Claims Administration – Claims Assessor	Level 04	131
105026	Occupational Certificate: Financial Advisor	Level 06	515
105030	Occupational Certificate: Health Care Benefits Advisor	Level 05	102
105022	Occupational Certificate: Long-Term Insurance Advisor	Level 05	180
105025	Occupational Certificate: Employee and Pension Fund Benefits Advisor	Level 05	110
105021	Occupational Certificate: Investment Advisor	Level 06	213
99574	Occupational Certificate: Professional Principal Executive Officer	Level 05	120



Quality Council For Trades & Occupations (QCTO)

The Quality Council for Trades and Occupations (QCTO) was established in terms of the Skills Development Act and is responsible for standards and qualifications for trades and occupations. One of the key responsibilities of the QCTO is to issue occupational and trade certificates to learners who have successfully completed qualifications.



The South African Qualifications Authority (SAQA)



The South African Qualifications Authority (SAQA) is the oversight body of the National Qualifications Framework (NQF).

SAQA is responsible for:

- ✓ Oversight of NQF implementation and collaboration with the Quality Councils;
- ✓ Development and implementation of NQF policies and criteria;
- ✓ Registration of qualifications and part-qualifications;
- ✓ Recognition of professional bodies and registration of professional designations;
- ✓ Research and collaboration with international counter-parts;
- ✓ Maintenance of a National Learner Records Database;
- ✓ Evaluation and advisory services with respect to foreign qualifications; and
- ✓ To provide advice to the Minister of Higher Education and Training.

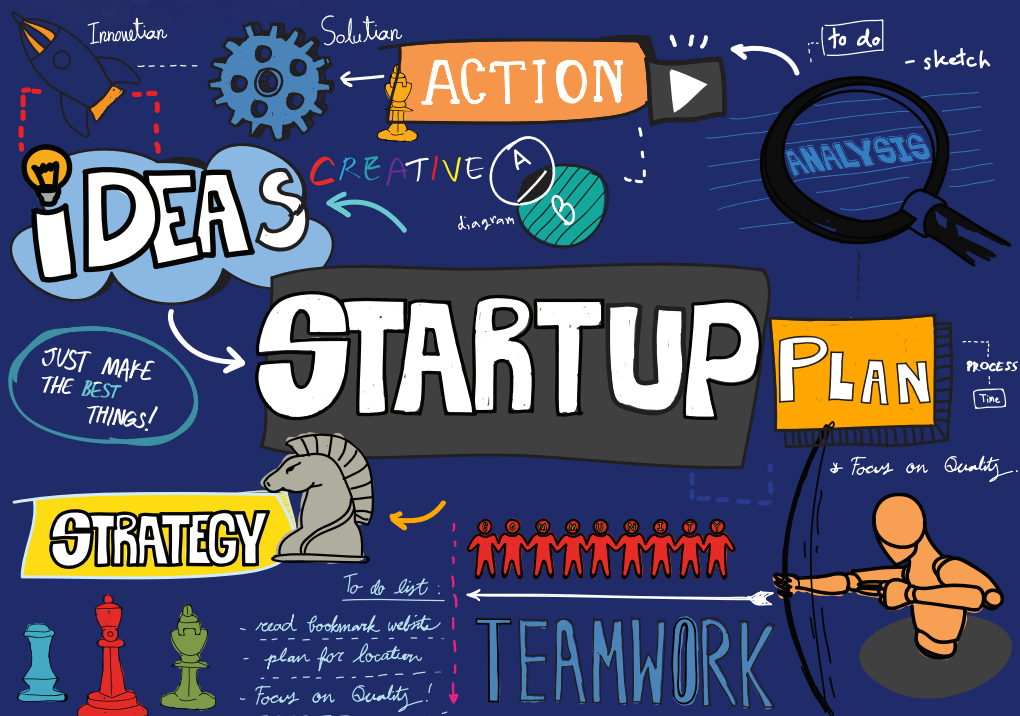
Career Planning

Entrepreneurship

What is an Entrepreneur?

An entrepreneur is someone who has an idea and who works to create a product or service that individuals or organisations will buy or support.

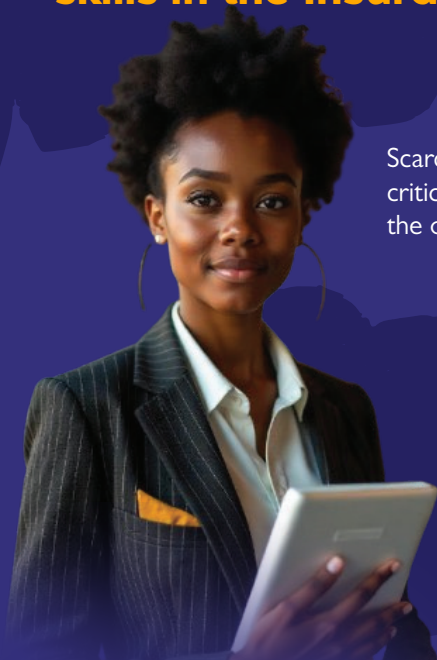
An entrepreneur takes on most of the risk and initiative for their new business, and is often seen as a visionary or innovator.





**DID YOU
KNOW?**

Occupations Aligned to the top 10 scarce and critical skills in the Insurance Sector



Scarce skills are those skills that are hard to find, whereas critical skills are skills that are needed for the functioning of the organisation.

Why are scarce and critical skills so important?

01

They are needed to help companies function. Without these skills, many businesses will struggle or be unable to function.

One becomes more 'employable' and will struggle less to find suitable employment.

03

A scarce or critical skill will attract better salaries.

There is less chance that your job will be taken over by 'artificial intelligence' (AI).

02

04



The information provided on the next set of pages outlines the scarce and critical skills in the insurance sector.



INSURANCE AGENT

Insurance
Agency

Insurance Agents are responsible for identifying sales opportunities for insurance plans and overseeing a portfolio of clients. Also known as Insurance Sales Agents, these professionals are responsible for identifying risk management strategies, handling policy renewals and tracking claims.

They are responsible for:

- Establishing and maintaining customer relationships.
- Identifying and analysing the customer's financial, insurance and risk needs.
- Recommending and implementing insurance and financial solutions.

You need to be:

- Good at maths.
- Analytical and detail-oriented.
- A people person with strong communication skills.

Study Pathways

- Learnership
- Certification in Financial Planning plus workplace experience
- Bachelor of Financial Planning and Management degree

Entrepreneurial Opportunities:

Independent Insurance Agent

An independent agent acts as a middleman to connect insurance sellers and buyers in order to facilitate the transaction. They sell insurance policies provided by different insurance companies rather than just one.

For more information, visit **www.iisa.co.za** (Insurance Institute of South Africa)



ACTUARY

An actuary is a professional who applies analytical, statistical, and mathematical skills to financial and business problems. This is especially valuable when facing real-world problems that involve uncertain future events.

They are responsible for:

- Establishing and maintaining customer relationships.
- Identifying and analysing the customer's financial, insurance and risk needs.
- Recommending and implementing insurance and financial solutions.

An Actuary...

- Analyses and manages risk and uncertainty;
- Evaluates potential financial consequences of an action; and
- Applies mathematical and scientific principles to financial management.

Study Pathways

It takes 8 – 10 years to become an actuary (so you would be in this for the long haul) but if you are the right sort of person for this career, it is an extremely rewarding career. One can only study actuarial sciences at a university that has been accredited by the Actuarial Society of South Africa. Accredited universities include:

- University of Cape Town, University of Pretoria, University of Johannesburg, Stellenbosch University, University of the Witwatersrand; and North-West University (Potchefstroom Campus).

Entrepreneurial Opportunities:

Actuarial consultant

As an actuarial scientist, you can start a consulting firm offering services like risk modeling, financial forecasting, and employee benefits analysis, using statistics and economics to assess financial uncertainty. For more information, visit www.actuarialsociety.org.za



INSURANCE BROKER

As an insurance broker, you will work as either an independent or an insurance agent to sell various types of short-term or long-term insurance cover. Your clients might be individuals, businesses, or other small to large organisations. It is your job to “be the middle man”, determining the most suitable insurance products and services for your clients.

This field is open to graduates from various disciplines, but qualifications in Risk Insurance, Business Management, Finance, or related fields can improve your chances. You must obtain a qualification recognized by the Financial Services Board (FSB) relevant to the Financial Service Practitioner (FSP) category you wish to register in.

You need to have:

- A keen interest in financial services
- Strong interpersonal skills
- A customer-focused mindset

Study Pathways

- Learnership plus accreditation by the Financial Services Board (FSB)
- Certificate in Wealth Management (Level 4 and Level 5) plus FSB Accreditation
- Bachelor's Degree in Financial Planning and Management plus FSB Accreditation.

Entrepreneurial Opportunities:

Insurance comparison services

Buying insurance can be a stressful process, you can help clients by helping them compare insurance quotes and choosing a deal that works best for them. For more information visit **www.iisa.co.za** Insurance Institute of South Africa



FINANCE MANAGER

Finance Managers oversee the financial health of an organization by managing budgets, financial planning and reporting. They analyze financial data, develop strategies for growth, and ensure compliance with financial regulations. Also known as Financial Controllers or Chief Financial Officers (CFOs), these professionals play a crucial role in guiding business decisions based on financial insights.

They are responsible for:

- Developing and managing budgets, financial reports, and forecasts.
- Analyzing financial performance and providing strategic recommendations.
- Ensuring compliance with financial regulations and company policies.

Study Pathways

- Learnership in Finance or Accounting.
- Certification as a Chartered Accountant (CA) or or Certified Investment Management Analyst (CIMA).
- Bachelor's or Master's degree in Finance, Accounting, or Business Management.

Entrepreneurial Opportunities:

Independent Financial Consultant

An independent financial consultant provides expert advice on financial planning, investment strategies, and business finance to individuals and companies, helping them achieve financial stability and growth.

For more information, visit **www.saica.org.za** (South African Institute of Chartered Accountants).



INSURANCE CLAIMS ADMINISTRATOR

A claims administrator is an individual who manages claims in the insurance industry. These professionals act as third parties between customers, businesses, and insurance companies and play an important role in class action lawsuits and in cases where customers seek compensation for injuries or damages. A claims administrator collaborates with insurance companies and researches claims to determine if the company is liable in conditions where clients seek to claim for damages.

They are responsible for:

- Reviewing and processing insurance claims.
- Verifying policy details and claim validity.
- Coordinating with clients, insurers, and assessors to finalize claims.

Study Pathways

- Learnership in Insurance Administration.
- Certificate or Diploma in Insurance and Claims Management.
- Bachelor's degree in Risk Management, Finance, or Business Administration.

Entrepreneurial Opportunities:

Independent Claims Consultant

An independent consultant assists individuals and businesses in managing and negotiating insurance claims to ensure fair settlements.

For more information, visit **www.iisa.co.za** (Insurance Institute of South Africa).



INSURANCE ADMINISTRATOR

Insurance Administrators handle the day-to-day operations of insurance policies, ensuring smooth processing of claims, renewals, and client records. They support insurance agents and brokers by managing documentation, verifying policy details, and assisting clients with queries. Also known as Insurance Clerks or Policy Administrators, these professionals ensure compliance with industry regulations and maintain accurate records.

They are responsible for:

- Processing insurance applications, renewals, and claims.
- Maintaining and updating client records and policy details.
- Ensuring compliance with industry regulations and company policies.

Study Pathways

- Learnership in Insurance Administration.
- Certificate or Diploma in Insurance and Risk Management.
- Bachelor's degree in Business Administration, Finance, or Risk Management.

Entrepreneurial Opportunities:

Independent Insurance Consultant

An independent insurance consultant provides policy management and advisory services to businesses and individuals, ensuring they have the right coverage and comply with insurance requirements.

For more information, visit www.iisa.co.za (Insurance Institute of South Africa).



SALES & MARKETING MANAGER

Sales and Marketing Managers drive business growth by developing strategies to increase sales, enhance brand awareness, and engage customers. They oversee sales teams, manage marketing campaigns, and analyze market trends to maximize revenue.

They are responsible for:

- Developing and executing sales and marketing strategies.
- Managing customer relationships and identifying business opportunities.
- Analyzing market trends and overseeing promotional activities.

Study Pathways

- Learnership in Sales and Marketing.
- Certificate or Diploma in Marketing, Business, or Sales Management.
- Bachelor's degree in Marketing, Business Administration, or Communications.

You need to be:

- Strategic and results-driven.
- Excellent at communication and negotiation.
- Creative with strong analytical skills.

Entrepreneurial Opportunities:

Independent Sales and Marketing Consultant

An Independent Sales and Marketing consultant helps businesses improve their sales and marketing strategies, offering services such as brand development, digital marketing, and market research.

For more information, visit www.tmi-sa.co.za (The Marketing Institute of South Africa)



INSURANCE LOSS ADJUSTER

This job involves looking at regulations and legislation and how they affect claims. You will be responsible for checking on all the circumstances surrounding a claim and then assessing any damages and determining whether it's covered by the policyholder's insurance policy. Specialist claims and high-risk claims would also be part of this portfolio.

They are responsible for:

- Investigating insurance claims and assessing damages.
- Determining the validity and value of claims.
- Negotiating settlements between insurers and policyholders.

Study Pathways

- Learnership in Insurance Assessing.
- Certificate or Diploma in Loss Adjusting or Insurance Claims.
- Bachelor's degree in Risk Management, Law, or Insurance.

You need to be:

- Detail-oriented and analytical
- Skilled in negotiation and problem-solving.
- Knowledgeable in insurance policies and risk assessment.

Entrepreneurial Opportunities:

Independent Loss Adjuster

An independent loss adjuster provides claim assessment services to insurers, businesses, and individuals, ensuring fair and accurate claim settlements.

For more information, visit www.iisa.co.za (Insurance Institute of South Africa).



FINANCIAL INVESTMENT ADVISOR

Financial Investment Advisors help clients make informed decisions about investments, savings, and financial planning. They provide tailored advice based on clients' financial goals, risk tolerance, and market conditions. Also known as Financial Planners or Wealth Managers, these professionals analyze financial data, create investment strategies, and monitor portfolio performance.

They are responsible for:

- Assessing clients' financial situations and goals.
- Developing personalized investment and wealth management strategies.
- Providing advice on asset allocation, retirement planning, and tax-efficient investments.

Study Pathways

- Learnership in financial services.
- Certification in Financial Planning or Investment Analysis.
- Bachelor's degree in Finance, Economics, or Investment Management.

You need to be:

- Good at maths and financial analysis.
- An excellent communicator and relationship builder.

Entrepreneurial Opportunities:

Independent Financial Advisor

An independent financial advisor provides investment and wealth management services without being tied to a specific financial institution. They offer objective advice on various financial products and investment options tailored to clients' needs. For more information, visit **www.fpi.co.za** (Financial Planning Institute of Southern Africa).



INSURANCE POLICY ADMINISTRATION MANAGER

Insurance Policy Administration Managers oversee the management and processing of insurance policies, ensuring accuracy, compliance, and efficiency. They lead teams handling policy issuance, renewals, and claims processing while implementing best practices to improve workflow. Also known as Policy Operations Managers, these professionals play a crucial role in maintaining customer satisfaction and regulatory compliance.

They are responsible for:

- Supervising policy administration teams and ensuring smooth operations.
- Developing and implementing procedures for policy processing, renewals, and claims.
- Ensuring compliance with insurance regulations and company policies.

Study Pathways

- Learnership in Insurance Administration.
- Certificate or Diploma in Insurance and Risk Management.
- Bachelor's degree in Business Administration, Insurance, or Finance.

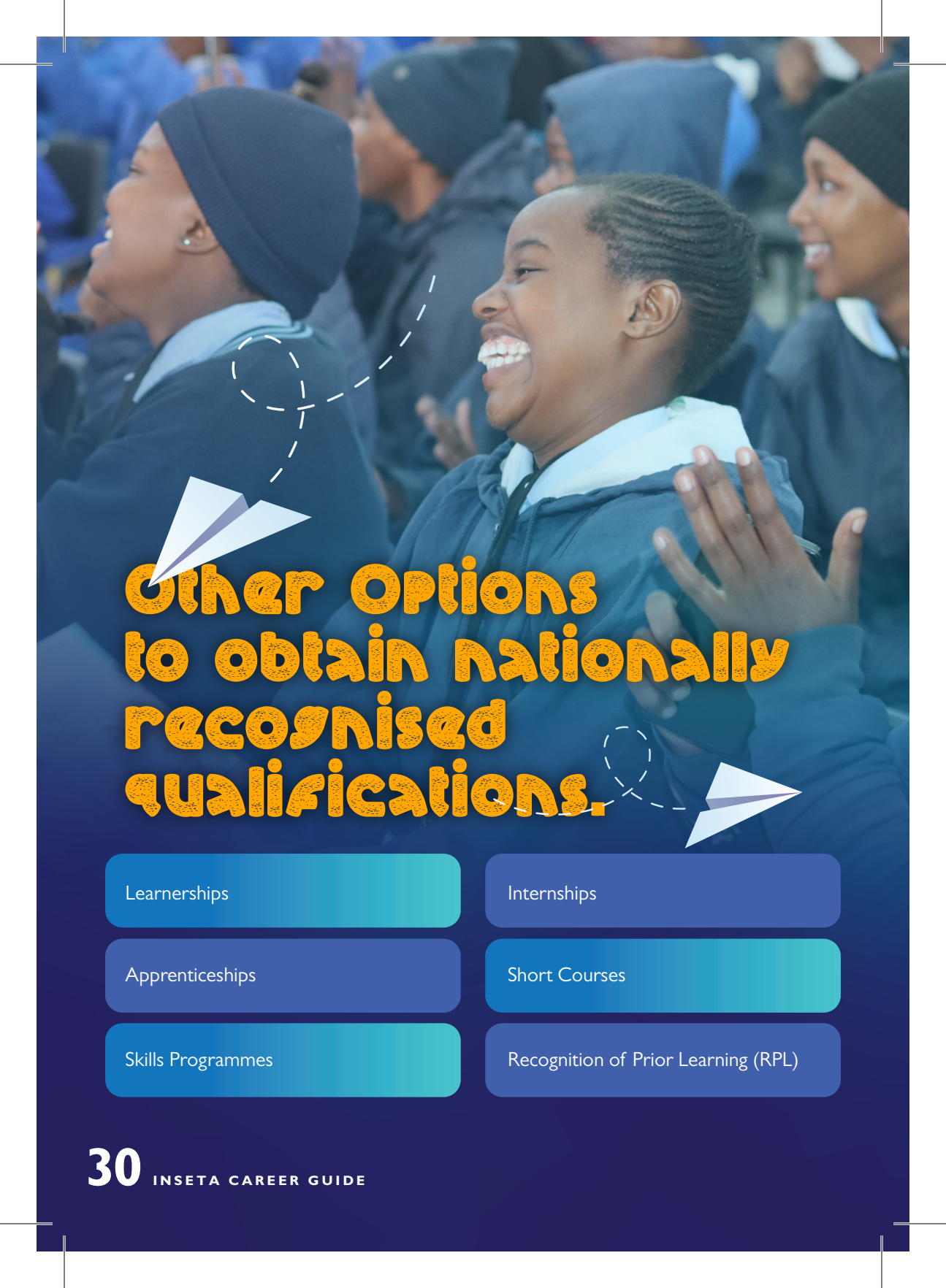
You need to be:

- Highly organized and detail-oriented.
- Skilled in leadership and team management.
- Knowledgeable in insurance policies, risk management, and regulations.

Entrepreneurial Opportunities:

Independent Insurance Policy Consultant

An independent consultant offers advisory and management services for policy administration, helping insurance firms or businesses streamline their operations and ensure compliance. For more information, visit www.iisa.co.za (Insurance Institute of South Africa).



Other Options to obtain nationally recognised qualifications.

Learnerships

Internships

Apprenticeships

Short Courses

Skills Programmes

Recognition of Prior Learning (RPL)

What options are available to finance my studies?

Bursaries

Study Loans

Scholarships

National Student Financial Aid Scheme (NSFAS)

The National Student Financial Aid Scheme (NSFAS) is the government student bursary and loan scheme that receives its funding budget from, and reports to, the Department of Higher Education and Training.



National Student Financial Aid Scheme

NSFAS provides financial assistance in the form of bursaries and loans to eligible students at public universities and Technical and Vocational Education and Training (TVET) Colleges in South Africa. Study loans issued are recovered from students after the completion of their studies



www.nsfas.org.za



08000 67327



info@nsfas.org.za



National Student Financial Aid Scheme



@myNSFAS



@myNSFAS



For any enquiries please direct emails to issfenquiries@inseta.org.za.

The Insurance Sector Student Fund (ISSF) is a co-funded Bursary Scheme that aims to cater for the entire insurance value chain. The ISSF is co-funded by business entities in both the private and public sector who intend to skill, upskill, reskill and multi-skill students, graduates and workers across a multitude of economic sectors.

INSETA is inviting the public (unemployed and employed individuals) apply for the ISSF Bursary Fund within the application window.

WHO CAN APPLY FOR THIS ISSF CATEGORY?

This category is only open to the South African Public (Unemployed and Employed) in cross sectoral studies. South African learners between the ages of 18-35 who are unemployed are encouraged to apply. Priority will be granted to courses in the Insurance and related sectors.

➤ Unemployed Youth (Between the ages of 18-35)

➤ Employed Workers

QUALIFYING CRITERIA FOR ISSF

- Missing middle and non-missing middle (unemployed and employed)
- South African Citizens
- New and continuing students

The ISSF has different types of packages tapered to suit the unique needs of each unemployed beneficiary as outlined below:

ISSF BURSARY BENEFITS

- Tuition Fees
- Textbooks
- Technological devices- Laptops and data (Where applicable)
- Accommodation and Meals
- Monthly Allowance

N.B Employed beneficiaries only receive funding for tuition.



5. HOW TO APPLY FOR THE ISSF BURSARY

- Visit INSETA's website www.inseta.org.za/issf
- Download and complete application form
- Prepare certified documents
- Send your application to issfstudent@inseta.org.za



6. DOCUMENTATION

Documentation must include:



Unemployed

- Certified ID copy
- Certified Matric Results
- Most recent academic record
- Tuition Fee/Course Quotation
- Acceptance Letter
- Proof of Registration
- Learner Application Form
- POPIA form
- Learner Agreement

Financial Supporting documents

- Certified ID copies of both parents/ guardian or
- Death Certificate/ Affidavit
- Recent 3 Months Payslips/Bank Statements of both parents/guardian.
- Affidavit and SASSA letter if grant recipient

Employed

- Certified ID copy
- Certified Matric Results
- Most recent academic record
- Tuition Fee/Course Quotation
- Acceptance Letter
- Proof of Registration
- Learner Application Form
- POPIA form
- Learner Agreement
- Letter of Employment

Disclaimer

Please consider your application unsuccessful if you have not received communication from the ISSF within 90 days after the closing date.

Frequently Asked Questions



What is a Learnership?

A learnership is a structured work-based learning programme that combines theoretical training with practical workplace experience. It is designed to equip learners with the necessary skills and qualifications to enhance employment opportunities.

An employer signs a Learnership Agreement with the learner and training provider. The practical portion of the learnership is provided by an employer and the theoretical portion is provided by the training provider. Both components of the learnership could be available from some employers.

How will Learnerships work in practice?

What will a learner obtain at the end of the Learnership?

If the Learnership is successfully completed the learner will obtain a SAQA registered qualification.

What is an Internship?

A short-term work experience offered by companies for students to get some entry-level exposure to a particular industry or field.



What is the stipend amount?

National Diploma/Degree/Post Grad - R6500.00
Matric plus certificate – R4500.00

Workplace Skills Planning or Mandatory Grants

Who must pay skills development levies?

Any company with an annual payroll of R500 000.00 or more

Your company accountant or Finance Manager will complete the EMP201 form and submit to SARS – you will indicate that you would like to join SETA number 13.

How do I start paying Skills Development levies?

How to claim for Mandatory Grants?

To claim back the 20% for mandatory grants, employers have to submit a Workplace Skills Plan and Annual Training Report on or before 30 April of each year.

Learnerships, Internships, Bursaries, Work Integrated Learning, Short Skills Programmes, TVET College lecturer development Skills programmes, Entrepreneurship and Business Development, SME and Cooperative Support amongst others.

Which Learning Programmes does INSETA fund?

Which organisations are eligible for applying for discretionary grant funding at INSETA?

NPOs, CBOs, NGOs, Private companies, Cooperatives, Industry Associations, Skills Development Providers (SDPs), levy paying and non-levy paying employers, constituent trade unions, TVET Colleges, CET Centres and higher education institutions (HEIs)



Organisations can apply when the SETA has a discretionary grant funding window open by applying through the SETAs MIS system or by submitting an Expression of Interest (EOI Proposal) throughout the year. DG windows are usually advertised on the SETAs website, www.inseta.org.za. The DG window usually opens for a period of no less than 4 weeks.

How do I apply for Discretionary Grant funding at INSETA?

Does INSETA fund programmes outside of the Insurance sector?

Yes. The INSETA will consider funding programmes related to the 4th Industrial Revolution (IR) such as Cybersecurity, Data Science, Artificial Intelligence, Robotics, Drone Piloting and Coding.

Maximum turnaround time is 90 days and feedback will be communicated in writing.

After submitting an application to the INSETA for funding, how long will it take to get a response.

May I implement a credit bearing programme if I do not have accreditation?

A credit bearing programme may only be implemented if an accredited training provider for that qualification will be delivering the training. Proof of accreditation will be requested. The SETAs ETQA Division can be reached on 011 381 8900 to confirm whether a skills development provider is accredited with us. If implementing a non-INSETA qualification, you would need to contact the relevant SETA to confirm accreditation of that provider.



Post school education and training (PSET Institutions) in South Africa?

GAUTENG

UNIVERSITY OF JOHANNESBURG

Web: <https://www.uj.ac.za/>
Call Center: +27 11 559 4555

UNIVERSITY OF THE WITWATERSRAND

Web: <https://www.wits.ac.za/>
General enquiries: +27 (0)11 717 1000
Admission enquiries: +27 (0)11 717 1888

SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

Web: <https://www.smu.ac.za/>
Call center: +27 (0)12 521 4111

UNIVERSITY OF PRETORIA

Web: <https://www.up.ac.za/>
Switchboard: +27 (0)12 420 3111
Email: info@up.ac.za

UNIVERSITY OF SOUTH AFRICA

Web: <https://www.unisa.ac.za/>
Switchboard: +27 (0)12 441 5888
Email: Study-info@unisa.ac.za

UNIVERSITY OF SOUTH AFRICA

Web: <https://www.unisa.ac.za/>
Switchboard: +27 (0)12 441 5888
Email: Study-info@unisa.ac.za

WESTERN CAPE

UNIVERSITY OF CAPE TOWN

Web: <https://uct.ac.za/>
Switchboard: +27 (0)21 650 9111

UNIVERSITY OF THE WESTERN CAPE

Web: <https://www.uwc.ac.za/>
Call center: +27 (0)21 959 2911

STELLENBOSCH UNIVERSITY

Web: <https://www.sun.ac.za/>
Call center: +27 (0)21 808 9111

EASTERN CAPE

UNIVERSITY OF FORT HARE

Web: <https://www.ufh.ac.za/>
East London: +27 (0)43 704 7000
Bhisho Campus: +27 (0)40 608 3407
Alice Campus: +27 (0)40 602 2011

NELSON MANDELA UNIVERSITY

Web: <https://www.mandela.ac.za>
Call Center: +27 (0)41 504 1111

WALTER SISULU UNIVERSITY

Web: <https://wsu.ac.za/>
Switchboard: +27 (0) 47 502 2844

RHODES UNIVERSITY

Web: <https://www.ru.ac.za/>
Call center: +27 (0)46 603 8111

UNIVERSITY OF SOUTH AFRICA

Web: <https://www.unisa.ac.za/>
Switchboard: +27 (0)12 441 5888
Email: Study-info@unisa.ac.za

KWA-ZULU NATAL

UNIVERSITY OF KWA-ZULU NATAL

Web: <https://www.ukzn.ac.za/>
DBN: +27 (0)31 260 1111
PMB: +27 (0)33 260 5111

UNIVERSITY OF ZULULAND

Web: <https://unizulu.ac.za/>
Switchboard: +27 (0)35 902 6000

MPUMALANGA

UNIVERSITY OF MPUMALANGA

Web: <https://www.ump.ac.za/>

Switchboard: +27 (0)13 002 0001

Email: info@ump.ac.za

NORTHERN CAPE

SOL PLAATJE UNIVERSITY

Web: <https://www.spu.ac.za/>

Call center: +27 (0)53 491 0000

NORTH WEST

NORTH WEST UNIVERSITY

Web: <https://www.nwu.ac.za/>

Call center: 0860 169698

LIMPOPO

UNIVERSITY OF LIMPOPO

Web: <https://ul.ac.za/>

Switchboard: +27 (0)15 268 9111

: +27 (0)15 268 3332

: + 27 (0)15 268 3276

FREE STATE

UNIVERSITY OF THE FREE STATE

Web: <https://www.ufs.ac.za/>

Bloemfontein Campus: +27 (0)51 401 9111

QwaQwa Campus: +27 (0)58 718 5000

South Campus: +27 (0)51 401 9111

Email: info@ufs.ac.za



UNIVERSITIES of Technology IN SOUTH AFRICA

A University of Technology offers technological career directed educational programmes, that focus on innovative problem solving.

The types of qualifications offered by universities of technology

- ✓ Higher Certificate.
- ✓ National Certificate.
- ✓ National Higher Certificate.
- ✓ Advanced Certificate.
- ✓ Diploma, Higher Diploma, National Diploma & Advanced Diploma.
- ✓ Baccalaureus Technologiae (B Tech) & Bachelor's Degree.

WESTERN CAPE

CAPE PENINSULA UNIVERSITY OF TECHNOLOGY

Web: <https://www.cput.ac.za/>
Call Centre: +27 (0)21 959 6767

FREE STATE

CENTRAL UNIVERSITY OF TECHNOLOGY

Web : <https://www.cut.ac.za/>
Bloemfontein Campus +27 (0)51 507 3911
Welkom Campus +27 (0)57 910 3500

GAUTENG

TSHWANE UNIVERSITY OF TECHNOLOGY

Web : <https://www.tut.ac.za/>
Call center: +27 (0)21 808 9111

VAAL UNIVERSITY OF TECHNOLOGY

Web: <https://www.vut.ac.za/>
Call center: +27 (0)861 861 888
Admission enquiries: +27 (0)16 950 9356

KWA-ZULU NATAL

DURBAN UNIVERSITY OF TECHNOLOGY

Web: <https://www.dut.ac.za/>
Switchboard: +27 (0)31 373 2000

MANGOSUTHU UNIVERSITY OF TECHNOLOGY

Web: <https://www.mut.ac.za/>
Call centre: +27 (0)31 907 7111



TVET COLLEGES In South Africa

Technical Vocational Education and Training (TVET) Colleges offer a wide range of courses and training programmes that have been developed to respond to scarce skills needed by employers. While all TVET colleges are funded and supported by government they differ in the amount and variety of training programmes they offer. Some colleges may offer up to 300 different courses. Study options vary from short courses to formal training programmes of up to three years. While universities specialise in theoretical training, TVET Colleges are a good choice for students who want practical training.

South Africa has 50 TVET Colleges, each one with multiple campuses spread across the country to meet the study needs of rural and urban learners. Here are some of the qualifications offered by TVET Colleges:

- ✓ The National Certificate: Vocational (NCV)
- ✓ The Report 191 Programmes
- ✓ The National Introductory Certificate (N4)
- ✓ National Certificates (N4)

LIMPOPO

CAPRICORN TVET COLLEGE POLOKWANE

Tel: (015) 230 1800
Email: enquiries@capricorncollege.edu.za
Web: www.capricorncollege.edu.za

LETABA TVET COLLEGE

Tel: (015) 307 5440
Email: centraloffice@letabafet.co.za
Web: www.letabafet.co.za

SEKHUKHUNE TVET COLLEGE

Tel: (013) 269 0278
Email: sekfet@sekfet.col.za
Web: www.sekfetcol.org

LEPHALALE TVET COLLEGE

Tel: (014) 763 2252
Email: campusmanager@lepfet.edu.za
Web: www.lephalalefetcollege.co.za

MOPANI SOUTH EAST TVET COLLEGE

Tel: (015) 781 5721
Email: svdc@mopanicollege.edu.za
Web: www.mopanicollege.edu.za

WATERBERG TVET COLLEGE MOKOPANE

Tel: 015 491 8581
Email: hq@waterbergcollege.co.za
Web: www.waterbergcollege.co.za

MPUMALANGA

EHLANZENI TVET COLLEGE MBOMBELA

Tel: 013 752 7105
Email: info@ehlanzenicollege.co.za
Web: www.ehlanzenicollege.co.za

NKANGALA TVET COLLEGE

Tel: 013 690 1430
Email: info@nkangalafet.edu.za
Web: www.nkangalafet.edu.za

GERT SIBANDE TVET COLLEGE STANDERTON

Tel: 0017 712 9040
Web: www.gscollege.edu.za

GAUTENG

CENTRAL JOHANNESBURG TVET COLLEGE

Tel: 011 484 1388
Email: info@cjc.co.za
Web: www.cjc.co.za

EKURHULENI WEST TVET COLLEGE

Tel: 011 876 6958
Email: info@ewc.edu.za
Web: www.ewc.edu.za

SEDIBENG TVET COLLEGE VEREENEGING

Tel: 016 422 6645
Email: info@sedcol.co.za
Web: www.sedcol.co.za

EKURHULENI EAST TVET COLLEGE

Tel: 011 730 6600
Email: info@eec.edu.za
Web: www.eec.edu.za

SOUTH WEST TVET COLLEGE SOWETO

Tel: 011 894 1260
Email: callcentre@swgc.co.za
Web: www.swgc.co.za

TSHWANE NORTH TVET COLLEGE

Tel: 012 401 1950 / 012 000 0135
Email: info@tnc.edu.za
Web: www.tnc.edu.za

NORTH WEST

ORBIT TVET COLLEGE

Tel: 014 592 7014
Email: info@orbitcollege.co.za
Web: www.orbitcollege.co.za

TALETSO TVET COLLEGE MMABATHO

Tel: 018 384 2346
Email: info@taletsofetcollege.co.za
Web: www.taletso.edu.za

VUSELELA TVET COLLEGE

Tel: 018 406 7800
Email: enquiries@vuselelacollege.co.za
Web: www.vuselelacollege.co.za

FREE STATE

FLAVIUS MAREKA TVET COLLEGE

Tel: 016 976 0815

Web: www.faviusmareka.net

GOLDFIELDS TVET COLLEGE

Tel: 057 392 1027

Email: admin@gfc.za.net

Web: www.gfc.za.net

MALUTI TVET COLLEGE

Tel: 058 713 3048/6100

Web: www.malutifet.org

MOTHEO TVET COLLEGE

Tel: 051 406 9300

Email: marketing@motheotvet.co.za

Web: www.motheotvet.co.za

NORTHERN CAPE

NORTHERN CAPE RURAL TVET COLLEGE

Tel: 054 331 3836

Web: www.ncrtvet.com

NORTHERN CAPE URBAN TVET COLLEGE KIMBERLEY

Tel: 053 839 2000

Web: www.ncutvet.edu.za

KWA-ZULU NATAL

ELANGENI TVET COLLEGE

Tel: 031 716 6700

Email: info.elangeni@efet.gov.za

Web: www.efet.co.za

COASTAL TVET COLLEGE

Tel: 031 905 7000

Web: www.coastalkzn.co.za

ESAYIDI TVET COLLEGE

Tel: 039 318 1433

Email: info@esayidifet.co.za

Web: www.esayidifet.co.za

MAJUBA TVET COLLEGE

Tel: 034 318 2021

Web: www.majuba.edu.za

MNAMBITHI TVET COLLEGE LADYSMITH

Tel: 036 638 3800

Web: www.mnambithicollege.co.za

MTHASHANA TVET COLLEGE VRYHEID

Tel: 034 980 1010

Web: www.mthashanacollege.co.za

THEKWINI TVET COLLEGE

Tel: 031 250 8400

Web: www.thekwinicollege.co.za

UMFOLOZI TVET COLLEGE

Tel: 035 902 9503

Web: www.umfolozicollege.co.za

EASTERN CAPE

BUFFALO CITY TVET COLLEGE

Tel: 043 704 9200

Email: information@bccollege.co.za

Web: www.bccollege.co.za

IKHALA TVET COLLEGE

Tel: 045 838 2593

Web: www.ikhalacollege.co.za

EASTCAPE MIDLANDS TVET COLLEGE

Tel: 041 995 2000

Email: info@emcol.co.za

Web: www.emcol.co.za

INGWE TVET COLLEGE

Tel: 039 255 0346/1204

Web: ingwecollege.edu.za

LOVEDALE TVET COLLEGE

Tel: 043 642 1388

Web: www.lovedalecollege.co.za

KING HINTSA TVET COLLEGE

Tel: 047 491 3722

Web: www.kinghintsacollege.edu.za

SETA CONTACT INFORMATION

ETDP SETA

Education, Training and Development Practices

Tel: 011 372 3300 / 011 372 3302

Website: www.etdpseta.org.za

EWSETA

Energy and Water Sector Education and Training Authority

Tel: 011 274 4700

Website: www.ewseta.org.za

FASSET

Financial and Accounting Services Sector Education and Training Authority

Tel: 011 476 8570

Website: www.fasset.org.za

FOODBEV SETA

Food and Beverages Manufacturing Industry Sector Education and Authority

Tel: 011 253 7307

Website: www.foodbev.co.za

FP&M SETA

Fibre Processing and Manufacturing Sector Education and Training Authority

Tel: 011 403 1700

Website: www.fpmseta.org.za

AGRISETA

Agriculture sector education and training Authority

Tel: 012 301 5628 / 012 301 5651/05

Website: www.agriseta.co.za

BANKSETA

Tel: 011 805 9661 / 011 564 5319

Website: www.bankseta.org.za

CATHSSETA

Culture, Arts, Tourism, Hospitality and Sport Education and Training Authority

Tel: 011 217 0600

Website: www.cathsseta.org.za

CETA

Construction Education and Training Authority

Tel: 011 266 5900 / 011 2655912

Website: www.ceta.org.za

CHIETA

Chemical Industries Education and Training Authority

Tel: 011 628 7000

Website: www.chieta.org.za

HWSETA

Health and Welfare Sector Education and Training Authority

Tel: 011 607 6997

Website: www.hwseta.org.za

LGSETA

Local Government Sector Education and Training Authority

Tel: 011 456 8579

Website: www.lgseta.org.za

MERSETA

Manufacturing Engineering and Related Services Sector Education and Training Authority

Tel: 010 219 3338

Website: www.merseta.org.za

MICT SETA

Media, Advertising, Information and Communication Technologies Sector Education and Training Authority

Tel: 011 207 2600 / 011 207 2622

Website: www.mict.org.za

MQA MINING QUALIFICATIONS AUTHORITY

Tel: 011 630 3501 / 011 547 2602

Website: www.mqa.org.za

PSETA

Public Service Sector Education and Training Authority

Tel: 012 423 5730 / 012 423 5736

Website: www.pseta.org.za

SASSETA

Safety and Security Sector Education & Training Authority

Tel: 011 087 555

Website: www.sasseta.org.za

SERVICES SETA

Services Sector Education and Training Authority

Tel: 011 276 9618

Website: www.serviceseta.org.za

TETA TRANSPORT EDUCATION AND TRAINING AUTHORITY

Tel: 011 781 1280 / 011 577 7106

Website: www.teta.org.za

W&RSETA WHOLESALE AND RETAIL SECTOR EDUCATION AND TRAINING AUTHORITY

Tel: 0860 270 027

Website: www.wrseta.org.za

Tel: 011 381 8900





inseta

INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

Working together for a skilled tomorrow

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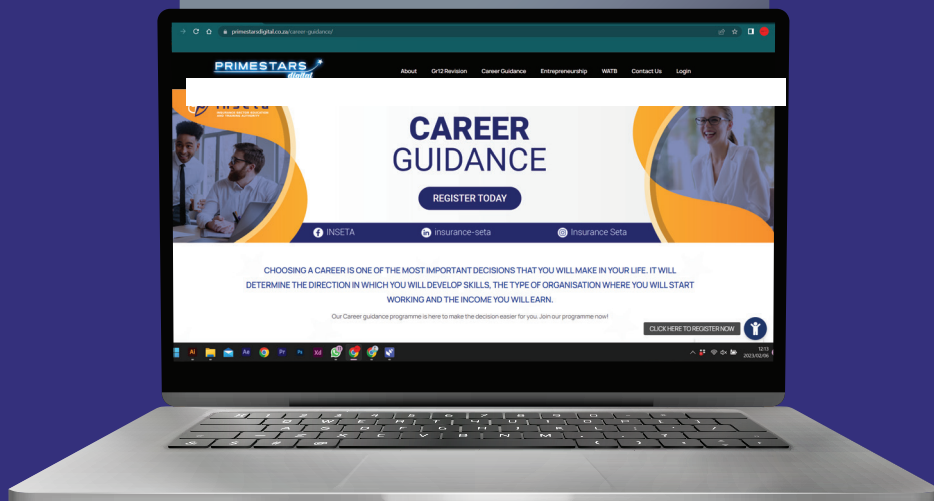
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INSETA CAN
DO FOR YOU!

www.inseta.org.za



inseta

INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

FOR MORE INFORMATION, PLEASE CONTACT US:
INSURANCE SECTOR EDUCATION AND TRAINING AUTHORITY (INSETA)

OFFICE: 18 FRICKER ROAD, ILLOVO, SANDTON, 2196

TEL: +27 (0) 11 381 8900

EMAIL: RECOMMENDATIONS@INSETA.ORG.ZA

WEBSITE: WWW.INSETA.ORG.ZA