### Bursary Guidelines for Employed

<table>
<thead>
<tr>
<th>Status:</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian:</td>
<td>Learning Division Manager</td>
</tr>
<tr>
<td>Approved:</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Decision Date:</td>
<td>13/11/2014</td>
</tr>
<tr>
<td>Review Date:</td>
<td>29/01/2016</td>
</tr>
<tr>
<td></td>
<td>5/12/2016</td>
</tr>
<tr>
<td>Version Number:</td>
<td>LD/GL001/2017</td>
</tr>
</tbody>
</table>
Table of Contents

Bursary Guidelines for Employed........................................................................................................... 1
Acronyms.................................................................................................................................................. 3

1. Preamble ............................................................................................................................................. 4
2. Grant Regulations............................................................................................................................. 4
3. Discretionary Funds.......................................................................................................................... 5
4. Bursaries ............................................................................................................................................ 5
5. Application windows.......................................................................................................................... 6
6. Eligibility for bursary funding........................................................................................................... 6
   Employers: ........................................................................................................................................ 6
   Students: ............................................................................................................................................ 7
7. INSETA Bursary Grant Approval ..................................................................................................... 7
8. Payment of Bursary Funds to the Employer .................................................................................... 8
9 Roles and Responsibilities .................................................................................................................. 10
   Employers ........................................................................................................................................ 10
   Students ............................................................................................................................................. 11
10. Dispute Resolution .......................................................................................................................... 11
11. Application ....................................................................................................................................... 11

This guideline comes into effect from the 1 January 2017 ............................................................... 11
12. Review ............................................................................................................................................ 11
Acronyms

ATR  Annual Training Report
FET  Further Education and Training
INSETA  Insurance Sector of Education Training Authority
NSDS  National Skills Development Strategy
PIVOTAL  Professional, vocational, technical and academic learning programmes
QCTO  Quality Council for Trades and Occupations
SDA  Skills development Act
SDL  Skills Development Levies Act
SETA  Sector Education and Training Authorities
SSP  Sector Skills Plan
TVET  Technical and Vocational Education and Training Colleges
WIL  Work Integrated Learning
WSP  Work Skills Plan
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 Skills Development Act and the Skills Development Levies Act provide for the collection of levies from employers in the insurance and related services sector and provides directives and/or guidelines on how the funds allocated to each SETA should be disbursed.

The INSETA Learning Division has therefore drafted a formal Bursary Guideline for persons employed in the Insurance and related services sector to outline the process and requirements for applying for bursaries.

This guideline document should be used for reference, understanding and preparation by all applicants for bursary funding.

2. Grant Regulations

On 3 December 2012, revised Grant Regulations were gazetted, which impacted on the allocation of SETA funding. The intent of the new regulation is to, amongst others: (adapted from Government Gazette no. 34932):

- Regulate the proportion of funds available for skills development that is spent on administration costs
- Regulate the proportion of discretionary funds available for skills development
- Improve the quantity and quality of labour market information received by SETAs through Workplace Skills Plans (WSP), Annual Training Reports (ATR) and PIVOTAL Training Reports, which provide a reflection of skills needs and inform planning.
- Promote PIVOTAL programs, which are NQF-registered and quality assured, towards addressing priority scarce and critical skills needs in the sector, as identified through Sector Skills Plans (SSP’s) and research.

1 According to regulations, “PIVOTAL” is an acronym which means professional, vocational, technical and academic learning programmes that result in qualifications or part qualifications on the NQF as contemplated in regulation 3(6) and (7) as read with regulation 6(11) to (15) (taken from Government Gazette No. 35940).
In response, the INSETA drafted a reviewed Discretionary Grant Funding Policy that was approved by the INSETA Board on 12 March 2014 and the following revisions are effective from 01 April 2014:

- The discretionary project expenditure increases from 20% to 49.5%
- 80% of Discretionary funding has to be allocated to PIVOTAL 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.

INSETA will be guided by the following national priorities in the allocation of its discretionary funds:

National strategic goals as set out in the NSDS III, the INSETA strategic plan and annual performance plan and other national priorities as relevant.

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 full qualifications addressing scarce and critical skills
- Focus on PIVOTAL programmes that meet the essential needs of the labour market
- Encourage structured practical and WIL within programmes as a priority and ensure that mechanisms are put in place for monitoring workplace learning; and
- Develop public FET institutions to deliver INSETA occupational qualifications

4. Bursaries

INSETA will support the development of scarce and critical skills through Bursaries to employed students with a view to:
Addressing the scarce and critical skills as identified in the SSP

Promoting the developmental and transformational imperatives of NSDS III

Increasing the professionalism of the sector

INSETA will allocate Bursaries for studies at NQF level 5 to 10 at Public Learning Institutions only

INSETA will fund bursary programmes via the employer but may through agreement with learning institutions, pay bursaries directly to the learning institutions.

5. Application windows

Bursary funding will only be allocated through application windows opened at the discretion of INSETA.

- INSETA may consider late applications on first come, first-serve basis, subject to the following availability of funding
- Commencement of programmes within the financial year

Application windows will be announced via the INSETA website. The INSETA call-centre and other mechanisms of communication may be used at the discretion of INSETA

6. Eligibility for bursary funding

Employers:

- INSETA will support levy-paying and non-levy paying employers (confirmed as uniquely registered with INSETA) operating in the Insurance and related services sector

- INSETA will only support employers who have submitted the WSP/ATR and PIVOTAL reports as required

- In the event of non-performance by any party funded by INSETA in terms of the learning programme all further funding will be withheld until an investigation is completed
Employers found to be non-compliant in past implementation of INSETA funded programmes will not be considered for funding unless evidence of remediation to the satisfaction of INSETA can be produced.

Students:
- Employed students must be South African citizens or be permanently employed by an INSETA registered employer within the Insurance and related services sector.
- A student may not be on more than one INSETA funded programme within a 12 month period.
- Students 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.
- Students are subject to the terms and conditions of the contract of employment entered into with the employer and the performance requirements of the learning programme and curriculum.

7. INSETA Bursary Grant Approval

Application Process:
Employers are required to apply in the prescribed manner, during the open application window as communicated by INSETA for intended or proposed studies for the following academic year.

Application may only be made for future registration and no retrospective approvals will be processed.

Recommendations and approvals will be considered against the registration status of the company with INSETA, previous implementation of INSETA funded programmes, budget availability as well as the submission of statutory reporting required by INSETA (WSP and ATR).

Approval Process:
- INSETA commits to a 3 month turnaround time from close of funding window to approve, reject or query a Bursary Grant Application.
- Upon completion of evaluation, INSETA will advise the applicant on approval or rejection in writing. Where INSETA has a query and requests outstanding
documents, these must be provided within 5 working days failing which the application will be declined and returned to the applicant.

- INSETA will allocate a unique Bursaries Fund Allocation (BFA) number for all bursaries approved and this will be provided to the applicant company on a formal, signed allocation letter for reference purpose.

8. Payment of Bursary Funds to the Employer

In terms of payments INSETA will be liable to pay the full amount for the academic year (up to the prescribed maximum) subject to the following conditions being met:

i. All Required Documents are received by the agreed date

ii. Payment will not be made unless INSETA has given prior approval in writing to the applicants approving the bursaries.

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. It is expected that the employer correctly identifies students for bursaries in accordance with the development plan for the employee. This will ensure that students who attend training are capable of achieving the qualification / credits.

v. The employer will be responsible to refund INSETA in full, all associated bursary payments made where a student is unable to attend or complete the qualification or component thereof as registered for, within the funding year.

vi. Any employee who does not complete the learning components as registered, will not be eligible to receive further funding until they complete the learning for which they have been funded.

vii. At least 50% of registered modules are passed e.g. if a student has registered for 4 modules and passed two then fees will be covered

   a. However, INSETA will not pay for the same modules twice, if the student fails the registered modules he or she will have to re-register and pass the modules before he or she can receive further funds.

viii. Bursaries for the next level of study will be granted on successful completion of at least 50% subjects in each study level e.g. If a student registered for 3
modules in the 1st semester and only is competent in 1 module and failed only 1 and did not complete the other they will not receive further funding

ix. If a student fails or did not complete all the modules registered for in the 1st semester INSETA will not fund him or her in the following semester

x. Where a student on a funded programme resigns from his / her employment, he is entitled to continue with the already funded learning as long as they remain in the employ of a registered INSETA employer.

xi. Any reimbursement of INSETA bursary funding by the employer from the student must be refunded to INSETA in full.

xii. INSETA will not be responsible to pay any training providers who employer companies have sourced without INSETA authorisation.

xiii. INSETA Bursary funding is capped at a maximum of R30 000.00 per student for qualifications at public learning institutions – i.e. INSETA will pay full tuition costs to a maximum of R30 000.00 (this does not include study material, stipend etc);

xiv. INSETA will only disburse funding on receipt of a valid invoice from the employer, indicating the amount to be paid for the in line with the cost per course applied for ensuring that the company invoice has:

- 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
- Invoice date must be current date i.e. not prior or post-dated
- Total amount

The Bursary fund will be paid in a maximum of two tranches - at the beginning of each Semester or Full Year course, as approved
9 Roles and Responsibilities

Employers

- The Employer must inform recipients of the source of bursary funding i.e. from INSETA
- Employers and recipients must adhere to the terms and conditions set out in the guidelines. Any non-compliance with these guidelines may affect future funding
- Employers are expected to apply timeously for approval and financial support for employed bursaries. Application windows will be communicated by INSETA via the website or the call centre
  - Application must be submitted annually when INSETA opens application window, continuation of funding will be dependent on both application and student/employees previous academic year performance
  - When applying for a Bursary the employer must provide INSETA with fund required for an academic year only and not for the full qualification if the qualification is over a period of longer than one year
  - The qualification applied for must be linked to one of skills identified on the Scarce and Critical Skills List provided by INSETA and not the current employee occupation
- Employers are responsible to inform INSETA of any change in status that may impact the bursary (this includes resignation of employee, cancelation of studies and any other status that may adversely affect the financial bursary commitment).

- No replacement of students is permitted after payment is disbursed, refunds will be processed where applicable

- The employer is required to inform recipients of the INSETA Bursary Guidelines and Monitoring and Evaluation requirements

- The employer will receive an employer monitoring tool form from the INSETA to complete and submit with their student list,

- The signed employer monitoring tool form to be returned to INSETA

- The Employer is responsible to pay the provider the tuition cost as paid by INSETA, or refund INSETA funds that are not used for the purposes allocated
- If a recommended students documents were not submitted due to various reasons by the stipulated cut-off date their funds will be withdrawn
  - E.g. if the student did not register for the 1\textsuperscript{st} semester or the 1 February 2017 submission their funds will not be reserved for them to apply or register in the 2\textsuperscript{nd} semester;

Students

- Students must adhere to the terms and conditions set out in the guidelines. Any non-compliance with these guidelines may affect future funding
- Students must submit their document to the Employers timeously
- Students must be committed fully to their studies
- INSETA has the right to communicate directly with any funded beneficiary

10. 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 within a reasonable time the matter will be referred to the INSETA Board.

11. Application

This guideline comes into effect from the 1 January 2017

12. Review

This guideline will be reviewed annually or as required