



inseta
INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

Working together for a skilled tomorrow

INSETA Bursary Funding Policy

STATUS:	Final
DATE	6 October 2009
CUSTODIAN:	Corporate Services Division
COUNCIL CHAIRPERSON	
APPROVAL DATE	
REVIEW:	October 2011



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1. INTRODUCTION

From the 1% levy paid by employers in terms of the Skills Development Levies Act, the Funding Regulations for 2005 have made provision for the following grants to be paid from the levies received.

- Workplace Planning Grant (50%)
- Discretionary Grants (20%)

The Skills Development Act and subsequent funding regulations for 2005 make provision for Sector Grants to be paid in line with critical and scarce skills as identified through the SSP and other research. In terms of annual scorecard targets provided in the National Skills Development Strategy (NSDS 2 and 3) SETAs have to provide Bursaries to employed and unemployed learners.

2. GENERAL PRINCIPLES

2.1 Policy Statement

INSETA will support the development of skills through issuing of Bursaries to learners with a view to:

- Address the skills shortage in the sector as identified by sector skills plan research, with particular focus on scarce and critical skills;
- Facilitate transformation and succession planning in the sector;
- Create a pool of skilled graduates who have sector related qualifications encouraging the youth to view Insurance as a career of choice and increasing the professionalism of the sector; and
- Afford employers the opportunity to re-skill their employees as an alternative to retrenchment in terms of Inseta Training Layoff policy

2.2 Allocation Criteria

2.2.1 The Bursaries will be awarded having regard to the provisions of INSETA's Service Level Agreement with the Department of Labour to meet the NDS Targets; the NDSD Principle of Accelerate Broad Based Black Economic Empowerment and Employment Equity (85% Black, 54% women and 4% people with disabilities, including youth in all categories).

2.2.2 In order to manage the process of allocating large amounts of funds to numerous initiatives, INSETA will follow a phased approach in the identification and funding of applicable initiatives.

2.2.3 Bursary Funds will be allocated to INSETA levy paying companies according to the following proportions:

- 20% for Mega Levy paying Companies – (2000+ Employees)
- 20% for Macro Levy paying Companies – (1000 – 1999 Employees)
- 20% for Large Levy paying Companies – (150 – 999 Employees)
- 15% for Medium Levy paying Companies – (50 – 149 Employees)
- 15% for Small Levy paying Companies – (1 – 49 Employees)
- 10% for Non-Levy Paying Companies and other categories not included above to participate only as set out in 2.2.4 and 2.2.5.

2.2.4 Inseta will also implement customised training for designated groups where such needs are identified. Designated groups are those groups are Black people, disabled people, woman, youth, non levy paying companies, Small BEE companies, NGOs and CBOs.

2.2.5 Inseta will also enter into Service Level Agreements with Public Further Education and Training Colleges (FETs) and Public Higher Education and Training Institutions (HETs) to provide:

- o Bursaries for learners to obtain scarce and critical skills related qualifications at NQF 5 and above; and
- o Contribute to the development of the insurance sector body of knowledge through research at Masters or doctoral levels which are funded from the Bursary Fund.

2.3 Eligibility Criteria

2.3.1 These policy criteria are in place to ensure that this Bursaries Strategy remains consistent and facilitates the benefits realisation.

- Only INSETA levy-paying companies will be considered for Bursaries Grants. The company must have submitted a WSP/ATR to Inseta.
- Insurance Sector employers companies exempt by law from paying Skills Development Levies will be considered if the applicant is registered with INSETA. (Proof of SARS exemption must be submitted.)
- The grants will be paid by INSETA to the Employer at the discretion of INSETA and dependent on the availability of funds.
- Applications for bursaries can only be made by the Employer Company. No applications will be accepted from training providers or other persons.
- Bursaries will only be approved for NQF aligned qualifications registered with the South African Qualifications Authority or credit bearing skills programmes registered with Inseta or any other SETA.
- A learner can only be on one Inseta funded programme within a 12 month period.
- A learner who does not complete and achieve will not be eligible for further funding from the Inseta.
- An employer will not be allowed to substitute a learner without the express written permission of Inseta.
- The Training Provider used by the Employer Company must be SETA accredited and possess the scope to deliver the qualification/ credit bearing skills programme at the time the application is made.

2.4 Payment of Bursary Funds to Employer Companies

- No payment will be made to Employer Companies unless Inseta has given prior approval in writing to the applicants approving the bursaries.
- No person/entity is entitled to commit Inseta financially or otherwise outside of this policy, unless they have received Inseta Council's authority in writing.
- The full Bursary grant payment will be paid over to the Employer Company as follows:

TRANCHE PAYMENT	PERCENTAGE OF AWARD	PHASE
1. First Tranche	50%	On written approval of bursaries by Inseta and after training schedules have been provided
2. Second Tranche	50%	On achievement of the qualification/credit bearing skills programmes. The credits must be loaded on the SMS.

- It is expected that Employer Companies correctly identify learners for bursaries in accordance with the development plan for the employee. This will ensure that learners who attend training are capable of achieving the qualification/ credits.
- The Employer Company will be responsible to refund the Inseta in full the first tranche payment where a learner is unable to attend or complete the qualification after the elapse of the time set aside in the training schedule.

- Any employer who does not adhere to the training schedules, will not be eligible to receive further funding until they complete the training for which they have been funded.
- Where a learner on a funded programme resigns from his/her employment, he is entitled to continue with the training. INSETA will pay the bursary tranche payment to the employer who has paid the training provider the relevant tranche payment as detailed above.
- The Employer Company is responsible to ensure that the selected provider delivers the training and is paid. Inseta will not be responsible to pay any training providers who Employer Companies have sourced.

2.5 Application Dates

Application Dates:

- Bursaries Grant Applications to INSETA open half yearly and the dates are publicised in the media, Inseta Website and through the Inseta Call Centre Bulk email.
- Approval of the Grant Applications will be conveyed to the applicants in writing and within 60 days of the applications closing.
- All Bursaries Applications must be submitted to Inseta in accordance with the details on the application forms.

The application dates will be informed by:

- Council approval of policy
- SETA Fund Accumulation
- FAIS timelines

3. Funding Matrix

3.1 Below is a table which sets out the funding matrix in respect of bursaries issued in terms of paragraph 2.2.3

Bursary type per SSP criteria	Eligibility	Maximum Bursary value per applicant	Maximum number of bursaries available	Tenure of Bursary	Specific Exclusions
Management & leadership skills	The learner must be in a managerial position or earmarked for such a position	R20 000.00	Depending on need, as per application and Scarce and critical skills report	1 year	Non-credit bearing courses, Courses below NQF 6
Financial Management skills	Must be applicable to the learner's operational area	R10 000.00	Depending on need, as per applications and Scarce and critical skills report	1 year	Non-credit bearing courses
Legislative Compliance skills	Must be applicable to the learner's operational area	R3000.00	Depending on need, as per applications and Scarce and critical skills report	Short-course/ Skills Programme/ 1 year	Non-credit bearing courses
Customer Relations / Customer Care skills	Must be applicable to the learner's operational area	R5 000.00	Depending on need, as per applications and Scarce and critical skills report	Short-course/ Skills Programme/ 1 year	Non-credit bearing courses
Marketing skills	Must be applicable to the learner's operational area	R5 000.00	Depending on need, as per applications and Scarce and critical skills report	Short-course/ Skills Programme/ 1 year	Non-credit bearing courses
IT Skills	Must be applicable to the learner's operational area	R5 000.00	Depending on need, as per applications and Scarce and critical skills report	Short-course/ Skills Programme/ 1 year	Non-credit bearing courses

SDF & Assessor Course	Must be applicable to the learner's operational area	R5 000.00	Depending on need, as per applications and Scarce and critical skills report	Short-course/ Skills Programme/ 1 year	Non-credit bearing courses
FAIS Programmes	Must be applicable to the learner's operational area	R3 000.00 for 30 credits and R6 000.00 for 60 credits.	Depending on the learner's required credits for attainment of FAIS compliance.	Short-course/ Skills Programme/ 1 year	Non-credit bearing courses
ABET	Must be applicable to the learner's operational area	R2 200.00	Depending on need, as per applications and Scarce and critical skills report	Short-course/ Skills Programme/ 1 year	Non-credit bearing courses

3.2 The funding matrix will not apply strictly to customised training envisaged in terms of 2.2.4 and 2.2.5. The funding of customised training will be dependant on the specific needs of the training group, identified by Inseta and must be market related.

4. INSETA Bursary Grant Approval

Approval Process

- INSETA guarantees a 60 day working day benchmark in terms of approving / rejecting a Bursary Grant Application.
- Upon evaluation completion, INSETA will advise the applicant with of approval or rejection in writing. Where Inseta requests outstanding documents, these must be provided within 30 calendar days failing which the application will be refused and returned to the applicant.
- INSETA will allocate a unique Bursaries Grant Allocation number for all bursaries approved and this will be provided to the applicant company for reference purposes.
- The Bursar will recommend to the Manager all bursaries applications for consideration to be approved. The funding amount per Employer Company will determine the relevant official who has the financial delegations/ authority to consider the application. Only once such approval is in place, can Inseta communicate the approval to the Employer Company.
- No bursary may be approved outside the provisions of this policy without Inseta Councils prior written authority for such deviation.

5. Dispute Resolution

Should any dispute arise from any application made in terms of this policy, 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 both parties agree that it shall be finally resolved in accordance with the rules of the Arbitration Foundation of South Africa by an arbitrator or arbitrators appointed by the Foundation. Any party applying for a bursary must do so in terms of this policy and are bound to the provisions of this policy.

