

INSETA Weekly Review

The latest news, off the press, to you

Friday, 14th October 2005



In this week's issue, we cover:

Women in Insurance (WIN) Management Development Programme for 2006, new Learnership up for registration, latest on FSC Research Project, Internships & Workplace-based Experience Grants, an Update from the FAIS CPD Project, Submission of Workplace Skills Plans, Regional Year End Forums and much more!

The Editor

INSETA invites employers to submit nominations for female employees to participate in its Women in Insurance (WIN) Management Development Programme for 2006

In partnership with the Gordon Institute of Business Science (GIBS) INSETA is proud to present its Women in Insurance (WIN) Management Development Programme for 2006. Aimed at women in the financial services sector with the primary focus being to equip them with a mixture of academic, behavioural, personal development and career development, coaching and mentoring components to function in leadership positions in organisations.



WIN will run over a period of six months and will consist of four study blocks of four and half days. The programme comprises of 10 modules, which are Personal Mastery, The New Economy, Strategy Implementation, Leadership and People Management, Change and Transformation, Financial Management, Project Management, Business Simulation, Operations Management and Creating and Developing the New Organisation.

Classes will take place on the GIBS Campus which is situated in Illovo in Gauteng. Depending on the uptake in the area, a programme may take place in Cape Town.

Selection Criteria

Candidates need to have the minimum of a NQF Level 5 qualification, have 3 to 5 years at managerial level or equivalent work level, be formally or informally earmarked for a senior or executive position within the next 3 years and be performing in the top 25 % of their managerial peer group within their current employer.

Selection Process

Based upon nominations received a paper-based screening process will be conducted to identify the most suitable candidates. A shortlist of suitable candidates will then undergo individual assessments to determine the final programme participants. These assessments will take place at assessment centers in Johannesburg (24 to 27 January 2006), Durban (30 January 2006) and Cape Town (31 January 2006).

INSETA Bursaries

INSETA will be making bursaries available to the value of R20,000.00 per delegate wishing to participate in the WIN Programme. This is subject to the availability of funds and that all the criteria of INSETA's Bursary Policy has been met. (INSETA's Bursary Policy can be viewed on our website at www.inseta.org.za, click on Skills Development)



WIN Patron, Margaret Louw, Top WIN Achiever for 2005, Alta Mare and INSETA Acting CEO, Mike Abel

Costs for the Programme

WIN is open to all female employees within the insurance and related financial services sector provided that their respective employer is registered as a levy-payer with INSETA and is up-to-date with their skills levy payments.

The cost of the 2006 Programme is R40,000.00 per delegate in Johannesburg and R43,000.00 per delegate in Cape Town. This cost includes course fees, lunch and refreshments, course material and facilitation and costs of venue and equipment hire. Excluded from these costs are travel and accommodation (where required) and application and assessment fee.

Key Dates

Activity	Date
Employers to nominate and submit nomination forms to Omnicor	19 January 2006
GIBS to finalise selection process and advise the successful candidates	20 February 2006
Study Block 1 – Johannesburg	3 to 7 April 2006
Study Block 1 – Cape Town	27 to 31 March 2006
Study Block 2 – Johannesburg	15 to 19 May 2006
Study Block 2 – Cape Town	8 to 12 May 2006
Study Block 3 – Johannesburg	26 to 30 June 2006
Study Block 3 – Cape Town	19 to 23 June 2006
Study Block 4 – Johannesburg	31 July – 3 August 2006
Study Block 4 – Cape Town	24 to 27 July 2006

Copies of the Prospectus and Application Forms are available for downloading from our website at www.inseta.org.za For programme enquiries, please contact Leigh Daniel at GIBS on (011) 771-4143 or email danielle@gibs.co.za



New Learnership submitted for Registration

A Learnership for a Financial Planning Advisor at NQF Level 7 has been submitted for registration. The Learnership carries 160 credits and can be reviewed on our website at www.inseta.org.za, click on Learnerships.

INSETA invites stakeholders to submit applications for Internships and Workplace-Based Experience Grants

Good news! INSETA invites all stakeholders to participate in the 2005/2006 Internships & Workplace-based Experience programmes. Applicants should be aware of the contents of the new Internships & Workplace-based Experience Funding Policy, which is available on our website at www.inseta.org.za, click on Learnerships. The closing date for submission of applications is 30 November 2005.

Good Progress made with Financial Sector Charter Research Project

Following our article that feature in the *30th September 2005 issue of INSETA Weekly Review* good progress has been made with the Financial Sector Charter Research Project. Meetings have been held with the Life Offices' Association (LOA), South African Insurance Association (SAIA), South African Financial Services Intermediaries Association (SAFSIA), Association of Black Securities & Investment Professionals (ABSIP) and the Black Insurance Professionals of Southern Africa (BIPSA) where all stakeholders have expressed keen interest in the project and have agreed to disseminate the questionnaires to their respective constituents. A meeting is also being arranged with the Black Management Forum.

Special focus group sessions will be arranged with stakeholders shortly.

INSETA Bursary and Voucher system - watch this space!

Employers and Learning Providers are encouraged to start planning internally for bursary and voucher grant applications. The INSETA Project Office (IPO) will be the INSETA 'clearing house' i.e. it will be handling the administration system for these grants via an online application process. This online process (not via the INSETA SMS, but accessible via INSETA's website) will allow Training Providers to register online for grant application purposes. Providers are advised to prepare their systems/processes in line with the required information (as detailed in Annexures A & B) of the INSETA Bursary Policy. The INSETA Bursary Policy is available on our website at www.inseta.org.za, click on skills development.

Approval of grants by INSETA will also take place online. Vouchers may then be generated and redeemed. This system will soon be available for online applications.

INSETA commissions research study on occupational composition of insurance sector, scarce and critical skills: employer survey

INSETA has commissioned an industry-wide research project to inform its strategic planning processes and statutory reporting obligations to the Department of Labour. The four key objectives of the study are to:

- Determine the occupational composition and profile of the insurance industry
- Identify scarce and critical skills in the industry and/or its sub-sectors
- Establish baseline information needed to update INSETA's Sector Skills Plan
- More accurately identify trends in the demand for and supply of skills to the sector.

EE Research Focus (Pty) Limited has been contracted to undertake this research. The employer survey will include 500 interviews with organisations in the sector. Participants in the study were drawn from INSETA's database and were sampled accordingly to organisation size and sub-sector.

Representatives from EE Research Focus will be contacting selected organisations through their skills development facilitators or human resources managers during October 2005. INSETA encourages all stakeholders that are contacted, to participate in this important research study. Your inputs and responses will play an important role in shaping skills development interventions in the entire insurance sector.

We Get Letters..



On Accreditation Process

"Thank you so much for accrediting us in even less than the timeframe stipulated – giving us much more faith in the processes and procedures. Thank you once again for your efficient handling of our application" – Susan Vos, Group Training Manager, Sizwe Medical Services.

Submission of Workplace Skills Plans for Year 6

The deadline for submission of Workplace Skills Plans for Year 6 was the 30th September 2005. Thus far the tally is as follows:

Small employers (0-49 employees)	150 reports received
Medium enterprises (50 – 149 employees)	50 reports received
Large employers (>150 employees) = 59 reports	59 reports received
Total of 259 Workplace Skills Plans Received for Year 6	

A big thank you to those organisations who submitted their Plans!

NOVEMBER

See Regional Year End Forums, diarise these dates now!

15 November 2005	Cape Town	Lunch 12h30 – 13h30 + Steering Committee Workshop 13h30 – 16h30
16 November 2005	Port Elizabeth	Breakfast 08h00 – 09h30
	East London	Cocktails 16h00 – 17h30
17 November 2005	Durban	Breakfast 08h00 – 09h30
	Johannesburg	Cocktails 16h00 – 17h30

Please be advised that venues will be confirmed in due course. Dates and times may be subject to change – please check the INSETA website for details of these events.

The following issues will be addressed at the Forums:

1. INSETA Sector Skills Plan Update 2006 – Executive Summary
2. Reflecting on 2005 and anticipating 2006
3. Where applicable, Regional Forum Steering Committee Nominations.

Talking Regional Forum Steering Committees

Regional Forum Steering Committees comprise industry stakeholders who identify and discuss topics of interest for the year and arrange workshops around these topics.

The INSETA Regional Advisors provide secretarial and logistical support to these Committees. Committees in the Western Cape, Kwa-Zulu Natal and Gauteng have been established and are active. New Committees are yet to be established in the Eastern Cape and Free State.

Please contact the applicable Regional Advisor for more information on these Committees.

An update on FAIS CPD Project

As part of its communications strategy, INSETA will be hosting a press conference towards the end of October 2005 for all media representatives to inform them of developments with the FAIS CPD Project and in particular to promote participation in the Project by Black Brokers.

Quote for the week:

“Work is much more fun than fun” – Sir Noel Coward, *The Observer*, 1963



How do I register as a Skills Development Facilitator?

You need to complete the Skills Development Facilitator (SDF) Registration form which is available on our website at www.inseta.org.za, click on skills development. Simply complete the form and INSETA will create a username and password for you which will allow you to access your company details online through the INSETA Skills Management System (SMS) which is also accessible via the INSETA website. Our call center, Regional Advisors or any Skills Development Team Member at INSETA will be more than happy to assist you in this regard.

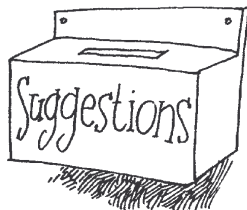
Websites to visit ...

Interesting websites to visit this week, include:



Department of Labour – www.labour.gov.za, click on skills development. *Have all Acts & Amendments, Forms and Sample documents and Basic Guides such as Learnership Disputes, registering for skills development levy and skills programmes.*

S.A. Insurance Times & Investment News – www.itinews.co.za has latest industry news and forthcoming events.



We welcome your suggestions, feedback or comments, please contact:

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