inseta

INSURANCE SECTOR EDUCATION AND TRAINING AUTHORITY

Working together for a skilled tomorrow

LEARNING DIVISION: WORKER PROGRAMMES

*EMPOWERED TO **INFLUENCE** AND **INSPIRE.***

LEARNING DIVISION: WORKER PROGRAMME TEAM

1. Manager
2. Specialists
3. Project Administrators
4. Records Administrator
5. Project Administrator (ETQA)

WORKSHOP OBJECTIVES

- Outline programme requirements
- Recommendations and contracting compliance
- Reporting and funding cycles
- Areas of concerns
- Expectations

WORKER PROGRAMMES

1. BURSARIES FOR WORKERS
2. SKILLS PROGRAMME FOR WORKERS
3. ADULT EDUCATION AND TRAINING

RECOMMENDATION LETTER

- **Learning Programme commencement** – No later than 1 Feb 2022
- **Skills Development Providers –** submission of Proof of accreditation and scope from the relevant SETA quality assuring body

PROGRAMME IMPLEMENTATION: ENROLMENT

- **Proof of Registration** and **Quotation**
  - Must be on an Institution letterhead
  - No screenshot/emails will be accepted
  - If more that one beneficiaries a proof of registration and quotation can be consolidated to include all
  - Training must commence as planned

IMPORTANT TO NOTE

SKILLS PROGRAMME : SOPs

SKILLS DEVELOPMENT PROVIDER: Commencement

- To ensure that learners have been enrolled commence with training
- Registered on the system as per ETQA rules
- Adherence to the quarterly performance reporting cycles

SKILLS DEVELOPMENT PROVIDER: Completion

- Provide the Employer with SETA verified statement of results
  - Learning division will not accept SDP SOR or NLRD
  - No contracts extensions will be considered for 2022/2023

IMPORTANT TO NOTE

BURSARIES : SOPs

SKILLS DEVELOPMENT PROVIDER: Commencement

- To ensure that learners have been enrolled commence with training
- Registered on the system as per ETQA rules
- Adherence to the quarterly performance reporting cycles

SKILLS DEVELOPMENT PROVIDER: Mid-term

- Provide the Employer with SETA verified statement of results
  - Learning division will not accept SDP SOR or NLRD

SKILLS DEVELOPMENT PROVIDER: Completion

- Provide the Employer with SETA verified statement of results / Certificate
  - Learning division will not accept SDP SOR or NLRD
  - No contracts extensions will be considered for 2022/2023

IMPORTANT TO NOTE

PERFORMANCE REPORTING & Contract Management:

Any information received later than the quarter that the student was registered in or completed in will not be accepted, See below SETA Quarterly schedule

Quarter 1	Quarter 2	Quarter 3	Quarter 4
April, May, June	July, August, September	October, November, December	January, February, March

- Contracts are Generally signed for a period of one year
- No contracts extensions will be considered for 2022/2023

IMPORTANT TO NOTE

CURRENT ACTIVE PROGRAMMES : AREAS OF CONCERN

1. Learners enrolled on programmes **do not commence on-time or don't commence at all**
2. Learners are not **enrolled on the system** as prescribed
3. Bursary verifications are **only done at the end** which creates non-compliance with the **programme requirements (possible audit queries)**
4. Employer and SDP SLAs/ Contracts **not aligned** to INSETA and Employer **contract deliverables and cut off dates**
5. Verification not booked on time
6. Programme implementation and completion impacts on the **contract management process and planned targets** of the learning division (audit queries and non-performance) e.g. some contract extended more than 5 times

IMPORTANT TO NOTE

EMPLOYERS RESPONSIBILITIES

1. Submission of information to the Learning Division in the prescribed format adherence to the timeline set
2. Submit a fully completed SETMIS Tool (where applicable)
3. Inform the Learning Division of any changes that might impact the funded programme
4. Be in constant communication with the Learning Division to ensure successful implementation and completion of the funded programmes
5. Understand the terms and condition of the INSETA Policies and Procedures
6. Ensure that the Skills Development Provider agreement /contract are in line with the INSETA Worker Programmes counter signed final agreement /contract
   a. **Important to note:** SDP must have completed facilitation, assessment, moderation, verification and provided the employer with the SETA QA verified statement of results

IMPORTANT TO NOTE

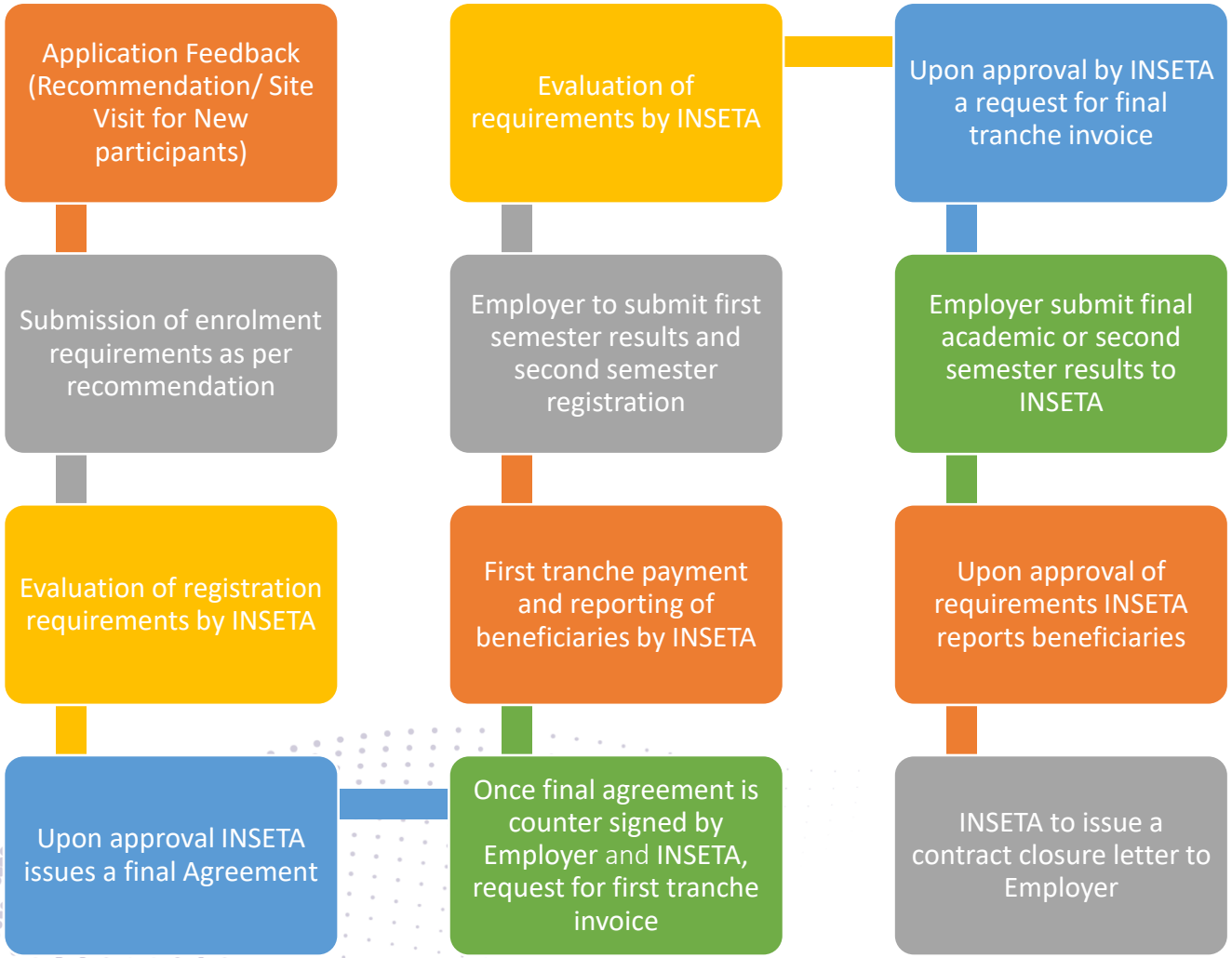
LEARNING DIVISION: WORKER PROGRAMMES - RESPONSIBILITIES

1. Contracting and quality assurance of requirements submitted
2. Disbursement of fund according to the deliverables
3. Report beneficiaries to the relevant INSETA interventions
4. Contract management
5. Monitoring and Evaluation of all funded programmes
6. Support employer for the successful implementation of all funded programmes

IMPORTANT TO NOTE

workersprogramme@inseta.org.za

WORKER PROGRAMMES: PROCESS



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QUESTIONS AND ANSWERS

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THANK YOU

SECTION 1