inseta

INSURANCE SECTOR EDUCATION AND TRAINING AUTHORITY

Working together for a skilled tomorrow

SDP COMPLIANCE WORKSHOP
Learnership Programme: 21/22

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

INSETA LEARNERSHIPS

TYPE OF LEARNERSHIP

- Learnership for Workers
- Learnership for Youth (18-35 years)

TYPE OF FUNDING

- SETA Funded
- Industry funded

ELIGIBLE TO APPLY FOR SETA FUNDED

- INSETA support levy-paying and non-levy paying employers (confirmed as uniquely registered with INSETA) operating in the Insurance and related services sector
- INSETA only support employers who have submitted the WSP/ATR and PIVOTAL reports as required

SELF-FUNDED/INDUSTRY FUNDED LEARNERSHIP

- The above-mentioned employers must send a formal request to implement a self funded learnership to the learning division.
- Once the letter is received a request will be done to IT to open a system specifically for this employer. Then system will be open for the employer to capture the application online.
- Upon approval of the application then the employer will receive the LGA number to commence with the learnership

IMPORTANT INFORMATION TO NOTE

- No skills development provider (SDP) applies for the approval of the industry funded learnership on behalf of the employer
- SDP must encourage employers not to commence with the learnership programme without the approval from INSETA. SDP must insist on the LGA number for that Industry approved programme
- Service Level Agreement (SLA) for the programme implementation is signed between the employer and SDP and not with INSETA

COMPLIANCE INFORMATION FOR COMMENCEMENT

RECOMMENDATION LETTER

- Employers were requested to send **acceptance letter** for the recommended number and commencement date within 15 days from receiving the recommendation letter
- **Programme qualification changes**, deadline to request these changes was the 30 November 2021 (if you are training a different qualification from what was in the recommendation letter, please ensure that the employer did receive the approval from INSETA)
- All programmes should commence by not later than the 1st of February 2022 unless agreement was done with INSETA, no commencement extensions will be allowed as we need to meet the reporting date of the 31 March 2022 with DHET.
- Skills Development Providers – submission of **Proof of accreditation** and scope from the relevant SETA quality assuring body. Ensure that you are registered with ETQA prior commencement with the programme. E.g cross sectorial qualifications

DEVIATIONS

- Any deviation regarding the project implementation and project closure must be requested and approved by INSETA.

SUBMISSION OF DOCUMENTS

- All documents must be submitted 4 weeks prior to commencement as stated on the recommendation letter
- BI Tool (excel spreadsheet) must be filled in full no gaps
- Lack of submission of documents including outstanding documents will lead to learners being not registered and recommendation being reverted by the 2nd of February 2022 without any further communication.
- This include the submission of the progress and closure report, please note the dates that are in your funding agreement, not adhering to those dates will result to the revert of funds due to non submission of documents

COMPLIANCE INFORMATION TO NOTE

Employers are required to submit the below documents to close off the programme:

- SDP must ensure that the closure reports are signed by the learner, employer and the SDP and these must be submitted to INSETA within 14 days of the programme closure.
- Termination report must be signed by all parties and submitted within 14 days from the termination date.
- Booking of verification must be done in the last month of the programme with the relevant SETA and the confirmation of the booking must be forwarded to INSETA with the programme closure documents .

Learnership Compliance Documents - Reporting stages:

	Documents	Pre-Implementation	Progress (Mid term)	Completion
1.	WPBLA Agreement signed by the employer, learner and SDP	x		
2.	Fully completed BI Tool (excel spreadsheet)	x		
3.	Certified copy of the learner ID (not later than 3 months)	x		
4.	Certified coy of the matric or relevant qualification (not later than 3 months)	x		
5.	Fixed Term contract for the unemployed learnership	x		
6.	Confirmation of employment letter for the employed learnership	x		
7.	Proof disability for the learners living with disabilities	x		
8.	Signed POPI Act Document	x		
9.	Signed Final Agreement/contract	x		
10.	Progress report signed by the learner, employer and SDP		X	
11.	Proof of Stipend payments (Payslips) for unemployed		x	
12.	Closure report signed by the learner, employer and SDP			x
13.	Proof of Stipend payments (Payslips) for unemployed			x
14.	Proof of payment to the SDP			x
14.	Confirmation of the date of verification with ETQA			x
15.	Contract of Employment (Learner absorbed on employment on completion of the programme)			x

SKILLS DEVELOPMENT PROVIDER RESPONSIBILITIES

1. Be in constant communication with the employer to ensure successful implementation and completion of the funded programmes
2. Inform the employer of any changes that may cause delays in the programme
3. Sign the progress, closure and termination reports so that the employer will be able to report to INSETA within the set timelines.
4. To book verification after the training is completed
5. Understand the terms and condition of the INSETA Policies and Procedures (including the learnership guidelines)

QUESTIONS AND ANSWERS

THANK YOU

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