



**inseta**  
INSURANCE SECTOR EDUCATION  
AND TRAINING AUTHORITY

Working together for a skilled tomorrow



## Capacitating Skills Development Providers (SDPs) and Host employers for the implementation/execution of Occupational Qualifications

The transition from the Historically Registered qualifications to Occupational Certificates is now moving quickly, with these earlier qualifications being phased out over the next few years. It is therefore essential that SDPs are also able to make this transition. This program assists SDPs in understanding and meeting the changed requirements for registration, understanding and delivery of these new qualifications.

As the QAP, INSETA has appointed African Resources Training Group to deliver this capacitation project. We encourage all SDPs in the insurance sector to take advantage of this opportunity by joining this program.

### DIGITAL ENGAGEMENT SESSION

Join our digital information session (Microsoft Teams) on **11th June 2020** at **10:00** for a briefing on the contents of the program. SDPs are invited to **RSVP** for this session by sending an email to **events@inseta.org.za** by no later than **08th June 2020**.

[www.inseta.org.za](http://www.inseta.org.za)

 African Resources Training Group  
SMART LEARNING

EMPOWERED TO INFLUENCE AND INSPIRE!

# PROGRAM OUTLINE

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## The program includes three modules:

- Module 1: Understanding the QCTO Landscape
- Module 2: Dealing with the Insurance Related AQP's
- Module 3: Considerations of Best Practice to date.

It will provide guidance on meeting QCTO accreditation requirements, on design of learning interventions for Occupational Qualifications, and on meeting QCTO assessment requirements including the EISA.

## REMOTE DELIVERY

The program will be delivered remotely in line with physical distancing requirements. Delegates must ensure they have good connectivity with audio and camera functionality to participate fully. The program will require that you have access to the MS Office Suite, Adobe Reader and will be delivered using MS Teams.

## FLIPPED CLASSROOM DESIGN

The program will follow both a Flipped Classroom approach and a focus on knowledge, application, and workplace experience methodology.

Delegates will be required to prepare for each session so that all delegates develop a common foundation of knowledge. Contact time will be used to deepen understanding and will focus on the application of knowledge. Delegates will have the opportunity to complete formative and workplace exercises that will build their understanding of the delivery of Occupational Qualifications.

## COMMITMENT NEEDED FROM DELEGATES

The program will include two MS Teams sessions per week over a five-week period. Each session will be approximately one hour. In addition, delegates will be required to prepare for each session. This preparation will also take approximately an hour.

Delegates must therefore set aside at least four hours per week for the program.

## A CHOICE OF LEARNING GROUPS

Five learning groups are being established with a maximum of 25 delegates in each group. The groups are scheduled to start every second week as from 07th July. Delegates will be required to choose a group on registration and will not be able to change groups thereafter.

SDPs will be able to replace a delegate if this is necessary, although this is not encouraged.

# CALENDAR

Group No		1	2	3	4	5
Start date		07 July 2020	21 July 2020	04 August 2020	18 August 2020	01 September 2020
Session No and Session Title / Learning Description.						
<b>Module 0: Orientation</b>	Session 0.1: Title: Registration, log on and Sign on to system	04 June 2020				
	<b>Course Registration closure</b>	<b>01 July 2020</b>	<b>15 July 2020</b>	<b>29 July 2020</b>	<b>12 August 2020</b>	<b>16 July 2020</b>
	<b>Session 0.2:</b> Title: Welcome and Orientation	07 July 2020	21 July 2020	04 August 2020	18 August 2020	01 September 2020
<b>Module 1: Understanding the QaCTO Landscape</b>	<b>Session 1.1:</b> Title: Overview of the QCTO landscape including definitions and overview of the current Insurance related occupational qualifications.	07 July 2020	21 July 2020	04 August 2020	18 August 2020	01 September 2020
	<b>Session 1.2:</b> Title: Who are the role players and what are the Acronyms in use?	09 July 2020	23 July 2020	06 August 2020	20 August 2020	03 September 2020
	<b>Session 1.3:</b> Title: Roles and Duties of each Role Player in implementing a QCTO occupational Qualification	14 July 2020	28 July 2020	11 August 2020	25 August 2020	08 September 2020
	<b>Session 1.4:</b> Title: Introduction to QCTO Compliance and learner performance reporting	16 July 2020	30 July 2020	13 August 2020	27 August 2020	10 September 2020

# CALENDAR

Group No		1	2	3	4	5
Start date		07 July 2020	21 July 2020	04 August 2020	18 August 2020	01 September 2020
Session No and Session Title / Learning Description.						
<b>Module 2: Dealing with the Insurance Related AQP's</b>	<b>Session 2.1:</b> Title: Comparing a QCTO vocational qualification and a Legacy qualification in terms of structure and other key differences.	21 July 2020	04 August 2020	18 August 2020	01 September 2020	15 September 2020
	<b>Session 2.2:</b> Title: Building the AQP requirements into the planning of your qualification delivery, including planning for the EISA (exit exams).	23 July 2020	06 August 2020	20 August 2020	03 September 2020	17 September 2020
	<b>Session 2.3:</b> Title: Allowing for your framework/supporting the learners to develop evidence that meets 'VACS and 'R"' for RPL requirements.	28 July 2020	11 August 2020	25 August 2020	08 September 2020	22 September 2020
<b>Module 3: Considerations of Best Practice to date.</b>	<b>Session 3.1:</b> Title: Best practice and the integration of the various modules and elements in an occupation qualification. Knowledge, Practical and Workplace.	30 July 2020	13 August 2020	27 August 2020	10 September 2020	24 September 2020
	<b>Session 3.2:</b> Title: Developing a workplace environment and workplace support methodology within your learner's work environment.	04 August 2020	18 August 2020	01 September 2020	15 September 2020	29 September 2020
	<b>Session 3.3:</b> Title: Integrating workplace work task into the requirement of the workplace module for relevance.	06 August 2020	20 August 2020	03 September 2020	17 September 2020	01 October 2020

## REGISTRATION

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### REGISTRATION FOR THIS PROGRAM:

INSETA has provided funding for one delegate from each accredited SDP to attend the program. **For the first two weeks after 04th June**, each SDP will have one reserved space on the program for one delegate.

However, we will allow for additional delegates to fill any remaining places after this initial booking window closes. Booking for additional delegates will open **on 18th June** and will be on a first come, first served basis. We encourage SDPs therefore to confirm your first delegate before 18th June so that you ensure you have your place on the program.

Only SDPs currently accredited by INSETA will be able to send a delegate to the program. There is no fee charged to the SDP for this program. Please contact us if you need any further details: [info@artg.co.za](mailto:info@artg.co.za)

### REGISTER HERE

Registration will only be conducted on an online basis.

Please click below to register your delegate on the program:

[click here](#)