

QUESTION RAISED	ANSWERS TO QUESTIONS
1. Kindly advise what must i do to change qualification from generic management to wealth management?	You may forward a formal request by not later than the 30 November 2021 (on chat) All the request for qualification change must be submitted to INSETA not later than 30 November 2021
2. Has the communication been sent out to companies on the outcome of the applications for learnerships? I am asking because I have not received any communication on the learnerships.	Yes, it has gone out. Please send me an email with your SDL number to phumeleles@inseta.org.za (on chat)
3. Can we get a copy of this presentation after the session?	Yes, it will be uploaded on the website
4. Can I understand why funeral business qualification are not funded for the side of funeral insurance. There is a critical need for skill development in this sector specifically for funeral businesses.	The qualifications that are funded by INSETA are the ones in the top skills priorities that is drawn from the Sector Skills Plan annually
5. May the WRP funding be allocated to pay for class of business training?	No, it is only allocated for Work Readiness Programme.
6. Will INSETA consider making the WRP and RE funding available for employed learnerships as well in future?	The suggestion is noted for Regulatory Exam (on chat), however is for the unemployed learners to assist them to adapt into the new work environment/workplace.
7. There are providers who offer excellent RE preparation programs who are not accredited SDP's. Can they be used for these Learnerships?	Need to provide more clarity on this one, what kind of a provider if it is not an SDP?
8. The WRP that is not accredited, may the certificate be issued by the company if it's a company designed programme, or must it be issued by the provider - what do you mean it must be implemented by the provider? to what extent.	The certificate must be provided by the provider who will be implementing the programme or the facilitator/assessor who is accredited to do the trainings.
9. When your refer to learner do you also refer to internship in this representation	Yes

<p>10. I have trouble with the confidentiality of the progress/ completion report that all learners are required to sign (all on one doc). This doc has all learner results, which are needing to remain confidential. Could we have an alternative where each learner can sign an individual document for submission please?</p>	<p>Yes, each learner can sign individual progress/closure report</p>
<p>11. Kindly advise do learnership also allow students with no matric?</p>	<p>No, they must have matric. All our INSETA qualification request a learner to have a matric. If you have been approved for the cross-sectoral qualification, please check with the QA of that learnership the entry requirements.</p>
<p>12. Why do interns have to commence on the same date if multiple are approved/recommended? This creates practical difficulties if a variety of internship programmes need to be recruited for.</p>	<p>This is for the contracting purposes one reference can't be divided into different start dates. However, if you have been approved for more than one references interns can commence at different start dates. For each reference start date must be the same for all the interns in that group.</p>
<p>13. Kindly advice if the employer was funded for 1 youth learnership but now want to change it to workers learnership can inseta allow that?</p>	<p>As explained in the presentation the recommended numbers are tied to the targets and budget as per INSETA APP.</p>
<p>14. My problem is we submit documents to INSETA and INSETA comes back and says documents are not submitted. These happens a lot.</p>	<p>Previous the division did not have a records administrator and that has been mitigated and the division has a centralised document management.</p>
<p>15. What happens to the funds if the employer is not able to source youth living with a disability?</p>	<p>You may recruit able bodied however the funding will no longer be for a learner living with disability in the contract it will be adjusted.</p>
<p>16. Are we able to adjust the programme start date? (Having realised that documents need to be submitted 4 weeks prior commencement)</p>	<p>Yes, please send a formal request with reasons to adjust no later than 30 November 2021</p>
<p>17. Do we need to submit it or is she saying we can only proceed once we receive the funding agreement? As we sign and the INSETA CEO would still need to sign it and</p>	<p>The learner documents must be submitted 4 weeks before commencement, Funding agreement is issued after the documents have been validated and learners registered and it must return to INSETA within the stipulated time.</p>

there are cases where we don't even get it after INSETA CEO has signed.	
18. My question here Phumelele was whether we now need to submit the fully signed funding agreement as mentioned there are cases where after we've signed, we don't get the INSETA signed funding agreement?	Counter signed funding agreement is sent to the employer when INSETA is requesting first tranche invoice
19. How long does it take for learnership registrations to be completed given all documents submitted on time?	It takes between 30-60 days depending on when you submitted the learner documents and there are no outstanding information on the document submitted.
20. I would like to understand what is covered by the R7,500.00 discretionary grant funding per learner that we were awarded	Please note we have not approved a standalone amount of R7 500 on DG, in learnership for youth there is an additional R7 500 for WRP that covers all the costs related to the implementation of the Work Readiness Programme e.g. contracting service provider, learning material, venue if it will be different from the training venue or workplace etc.
21. Is it possible to change learnership to internship	No, it is not possible. These are different programmes that belong to different budgets on INSETA side
22. When is the right time submit the RE Exam fees and preparations request and on which e-mail address?	Employer submit the RE implementation plan at the beginning of the programme, submit the proof of exam booking when you have done the booking for the learner and you claim the tranche payment for RE when you provide the proof.
23. Where do i get a copy of the meeting recording	You can get the recording on Teams alternatively you can access the presentation on the website.
24. Unemployed Learnership Question - Regarding the R7500 funding for Work Readiness, must any supporting documentation be submitted for this?	Yes, Programme Implementation Plan before the commencement. Once the programme is implemented you will submit report and certificate of completion if it was non-credit bearing or statement of results, it is credit bearing programme
25. Is the RE Exam compulsory?	It's part of the funding for unemployed learnership, we would like to encourage the employer not to deprive the learner the opportunity to write the RE.

26. Under the internships, do interns qualify for the accrual of statutory leave within the fixed-term contract?	The contract of employment will be according to the employer HR policy and that must be covered on it
27. Please clarify the RE exam required for the learnership. Which level of RE exam should they write as my understanding is that you have to have some work experience to write an RE exam.	Learners do write Regulatory Exams on completion of the learnership programme
28. How do we apply for skills program for unemployed youth	When the window for DG applications is open, please continuously visit our website for the updates in regard to application windows
29. What is the "WPBLA agreement" on the first slide of the presentation?	Workplace Based Learner Agreement, document that needs to be filled by the learners for all the work based learning programmes.
30. Is the work readiness program an additional funding request?	No, it is part of the funding that has been recommended for the unemployed learnership
31. When is it advisable to commence with the work readiness programme?	Prior the learners joining the workplace for the practical component of the programme
32. We are going to be running a BA NQF Level 4 learnership and the service provider is registered with Services Seta. We will confirm with the training provider if the qualification accreditation is still valid. Do we need to get proof of this accreditation and if so, by when should this proof be submitted? Is there anything else that INSETA will require us to get from the training provider prior to the commencement of our learnership on 17 January 2022?	All the required information/documents are noted on the recommendation letter, you must submit accordingly within the timelines stipulated on the recommendation letter.
33. If an employer is funded by another ETQA(Bankseta) for an INSETA qualification/ learnership and the employer would have completed a learnership agreement with Bank seta which is signed by the employer,	This is called a Cross Sectoral learnership. In your example, only Bankseta will sign a Learnership Agreement but must inform INSETA of the Learnership to confirm that the SDP to be used is accredited and has scope for the qualification. Also, the SDP or employer must load learner information

<p>learner, SDP and Bank seta, would the employer still have to sign another learnership agreement with Inseta? If so , why? Is not a duplication of signing the learnership agreements?</p>	<p>onto the INSETA Learner Management System. This is to ensure that their learning is verified and that the learners get their certificate at the end of the learnership.</p> <p>We will not request for the learnership document on our side, learners can't be reported twice.</p>
<p>34. If we are planning to commence with the internship program in January 2022, can we apply and do the Work Readiness Program in December 2021.</p>	<p>The work readiness is for only the learnership programme in this financial year.</p>
<p>35. Our company has received recommendation letters and we have responded to the mails, one of these recommendation letters were for Wealth Management NQF L4.</p> <p>We have just received request from one of our staff requesting that we fund his course for Wealth Management NQF L5, are we able to request a learnership for him to complete next year or would you recommend that we add this request on our WSP/ATR reporting for 2022/2023? Thanks so much!</p>	<p>Please send an email to Phumelele for assistance regarding this enquiry: phumeleles@inseta.org.za</p>
<p>36. Where does this verification fit in with the process? If we're only an employer, and not a training provider? Thank you.</p>	<p>As an employer to claim the last tranche payment you need to confirm if the verification has been booked by your training provider (SDP) when the training has been completed.</p>
<p>37. Will the interns get their stipend on time?</p>	<p>The employer is the one that pays the stipend to the interns. If the employer is compliant in submitting the required documents on time and note the 3 months waiting period on commencement of the programme in payment of the first tranche. Refer to the internship guideline for the process</p>

<p>38. How can an employer check that the SDP has registered the learner and monitor the process including verification</p>	<p>On the service level agreement between the employer and the SDP you must include all the deliverables that you would like the SDP to do during the implementation of the project.</p>
<p>39. Do we have to wait for the verification report to be provided to INSETA by the verifier before we can upload the learner credits?</p>	<p>No. On the day of the verification the training provider can request that the verifier provide them a copy of the NLRD to allow them to start uploading learner assessments against the registered learning program.</p>
<p>40. If the employer is compliant in submitting the required documents on time and also note the 3 months waiting period on commencement of the programme in payment of the first tranche. refer to the internship guideline for the process.....so the employer must have own funds for 3 months?</p>	<p>Yes, for the first 3 months, sometimes the process can be finalised earlier than that. we advise the employers to commence as early as possible.</p>
<p>41. @Miranda please clarify turnaround time for certificates from the date learners are verified. This will ease our communications with the employers/learners</p>	<p>As per our policy learner certificates are to be issued 90 days after the date of an endorsed verification. Due to the large number of certification request from Industry we process certificates on a monthly basis, so it be that Providers receive the certificates sooner.</p>
<p>42. When do the indicium training sessions normally happen Miranda? We have a new employee in our team that we would like to include in this training?</p>	<p>You may contact me at mirandam@inseta.org.za to set up a training session. Otherwise, we hold 2 regional sessions annually.</p>
<p>43. Kindly explain the verification process if the qualification is with a training provider registered with Services Seta?</p>	<p>The verification will be done by Services Seta and provide the proof to INSETA if that was the funded programme</p>