



inseta

INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

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EXCELLENCE



Journey to Excellence

A Footprint for Excellence

**STAKEHOLDER COMPLIANCE WORKSHOP
2025/26**

**LEARNING DIVISION: YOUTH
PROGRAMMES**

EMPOWERED TO **INFLUENCE** AND **INSPIRE!**



INSURANCESETA



INSETA-Insurance Sector



CONTENTS

1. Welcoming

2. Introductions

3. Presentation

4. Question and Answers

5. Closing

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INSETA MANDATE



Enhancing skills development to achieve excellence through innovation, impactful skills interventions and strategic partnerships.



Empowered to Influence and Inspire.



Excellence – High Impact Organisation

Respect – Diversity, Inclusivity and trust

Innovative – Agile & Impactful solutions

Collaboration – Unity & Partnership

Accountability – Ethical conduct

Courageous Leadership – Compassionate and Empowering

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PROGRAMME IN THE LD:YOUTH

1. Learnership for
Unemployed
Learners

2. Learnership for
unemployed
learners: living with
disabilities

3. Learnership for
unemployed rural
learners

4. Learnership for
unemployed TVET
college learners

5. Learnership for
Workers

6. Internship for
unemployed
graduates (Matric +)

7. Internship for
unemployed
graduates (national
diploma, degree and
above)

8. Unemployed
learners absorbed
on completion of the
programme

9. Internship for CET
Colleges

10. Rural project
initiated by the Seta

11. Learner Progression
Programme
(unemployed graduates
placed for internship
experiential training)

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LEARNERSHIPS

A learnership is a credit bearing learning intervention that includes theory, practical and workplace experience offered in order to complete an NQF aligned qualification.

Duration:

- **12 Months (Theory and Practical component) except the Occupational Qualifications**

Types of Learnerships:

- **Learnership for Youth (incl. learners living with disability and Rural). Any learner who is between the age of 18-35 years of age.**
- **Learnership for Rural Youth learner must be residing in that rural area.**
- **Learnership for Workers incl. any nationality as long the employee is full time employee**
- **The employee must be residing within the borders of South Africa**

Who can apply for this funding?

- **Employers on behalf of the learners**

LEARNERSHIPS FUNDING STRUCTURE

Learnership for Unemployed Youth

Tuition: R20 000
Stipend: R36 000
Work-Readiness
Programme: R7 500
Regulatory Exams: R1 700
Total Amount: R65 200

Learnership for Workers

Tuition: R20 000

Learnership for Unemployed Youth (PWD)

Tuition: R20 000
Stipend: R48 000
Work-Readiness
Programme: R7 500
Regulatory Exams: R1 700
Total Amount: R77 200

Learnership for Rural Unemployed Youth

Tuition: R25 000
Stipend: R48 000
Work-Readiness Programme: R7 500
Regulatory Exams: R1 700
Total Amount: R82 200

WORK READINESS PROGRAMME

- This programme aims to assist the learner to adapt with the work environment and it equips the learners to be ready for the workplaces
- This programme must be implemented within the first 60 days from the commencement of the programme
- It can be credit based or a non-credit based programme, but it must be implemented by the accredited facilitator
- The duration of the programme must be a minimum of 5 days and maximum of 10 days
- Employer may contract the same SDP for WRP and preparation for the Regulatory exams. Both the Work Readiness programme and RE plan must be included in the learnership implementation plan
- The work readiness programme must comprise of the following but not limited to them (e.g., Business communication skills, client centricity/customer service, interpersonal skills, professionalism in the workplace, business etiquette, basic computer skills etc.)
- On completion of the programme the learner must receive a certificate of completion or a Statement of results depending on whether the employer implemented a credit or non-credit programme.
- The total amount of R7 500 per learner will be paid on the submission of the training report/attendance registers and copy of the certificates
- The Work Readiness Programme Training Evidence (as per the previous bullet) must be submitted to INSETA within 30 days after the training has been finalized. Any information received after that will not be considered for payment of that invoice.

REGULATORY PREPARATION AND EXAMS

- This is the sector compliance requirements that assist the learner to be employable at the end of the programme.
- INSETA funds the exam fee and the preparation of the exam
- The total amount of R1 700 will be paid for each learner on submission of booking confirmation to write the RE exams
- Regulatory Exam booking confirmation must be submitted 30 days after the booking has been confirmed by the provider. Any information received after will not be considered for payment that invoice

LEARNERSHIP COMPLIANCE DOCUMENTS AND REPORTING STAGES

Enrolment				
	Documents	Uploaded into MIS pre-implementation	Progress (Mid-term)	Completion
	Commencement documents (submitted 2 weeks prior the commencement of the programme as per the recommendation letter)			
1	WPBLA Agreement signed by the employer, learner, and SDP	X		
2	Certified copy of learner ID (not later than 6 months)	X		
3	Certified copy of matric or equivalent qualification (not later than 6 months)	X		
4	Fixed term contract for the unemployed learnership	X		
5	Confirmation of employment for the employed learnership	X		
6	Proof of disability for the learners living with disabilities	X		
7	Proof of residence for the rural learnership (letter from the councillor)	X		
8	Signed POPI Act document	X		
9	Fully completed learnership reporting tool (excel spreadsheet)	Sent to INSETA by email		
10	Implementation plan/training plan from the SDP	Sent to INSETA by email		
Progress (Mid-term)				
	Progress documents submitted 30 days from the end of the 6 months of the programme.			
11	Progress report signed by employer, learner, and SDP		X	
12	Proof of Stipend payment (Payslips) for unemployed learnership		X	
13	Termination report (if applicable) submitted 14 days from the confirmation date of the learner termination from the programme		X	
Completion				
	Closure documents submitted 30 days from the end date of the programme			
14	Closure report signed by employer, learner, and SDP			X
15	Proof of Stipend payment (Payslips) for unemployed learnership			X
16	Proof of payment to the Skills Development Provider (SDP)			X
17	Confirmation of the date of verification with ETQA			X
18	Statement of results or Certificate of Achievement for the Cross-sectorial learnerships			X
19	Confirmation of Employment (learners absorbed for employment on completion of unemployed learnership)			X
20	Termination report (if applicable) submitted 14 days from the confirmation date of the learner termination from the programme			X

INTERNSHIPS



Internship:

An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. Learner already have a qualification.



Qualifying Criteria:

- Available to unemployed South African citizens of ages 18 – 35 that have completed a matric +1-year qualification or a 3-year Diploma/Degree qualification.



Internship Duration:

- 3 - 12 months



Who can apply for this funding?

- Employers and CET colleges apply for stipend funding on behalf of the interns.
- The employer can implement the Industry funded programme however they will need to request for the approval of the programme by means of the Seta issuing the IWGA number.

INTERNSHIPS FUNDING STRUCTURE

Internship Graduate with the Matric and plus certificate

R4 500 per month with the maximum of R54 000 per year

Learner Progression Internship Programme (Graduates Placed for experiential training)

R4 500 per month with the total amount of R54 000 per year

Internship Graduate with National Diploma, Degree and Above

R6 500 per month with the maximum of R78 000 per year

CET Internship Programme (Graduates Placed for experiential training at the CET Colleges)

Graduates with matric plus certificate R4 500 per month with the total amount of R54 000 per year (preferably TVET graduates)

Graduates with degree and R6 500 per month with the total amount of R78 000 per year

INTERNSHIP COMPLIANCE DOCUMENTS AND REPORTING STAGES

Enrolment		lo@7890		
	Documents	Uploaded into MIS pre-implementation	Progress (Mid-term)	Completion
	Commencement documents (submitted 2 weeks prior to the commencement of the programme as per the recommendation letter)			
1	WPBLA Agreement signed by the employer and intern	X		
2	Certified copy of learner ID (not later than 6 months)	X		
3	Certified copy of Proof of Qualification (not later than 6 months) copy of Statement of results, certificate, degree or confirmation letter from the institution)	X		
4	Fixed term contract of employment	X		
5	Proof of disability for the learners living with disabilities	X		
6	Signed POPI Act document	X		
7	Fully completed internship reporting tool (excel spreadsheet)	Sent to INSETA by email		
Progress (Mid-term)				
	Progress documents submitted 30 days from the end of the 6 months of the programme.			
8	Progress report signed by employer, learner, and SDP		X	
9	Proof of Stipend payment (Payslips)		X	
10	Termination report (if applicable) submitted 14 days from the confirmation date of the learner termination from the programme		X	
Completion				
	Closure documents submitted 30 days from the end date of the programme			
11	Closure report signed by employer and intern			X
12	Proof of Stipend payment (Payslips)			X
13	Confirmation of Employment (learners absorbed for employment on completion of unemployed learnership)			X
14	Termination report (if applicable) submitted 14 days from the confirmation date of the learner termination from the programme			X

COMPLIANCE INFORMATION TO BE NOTED

RECOMMENDATION LETTER

- Upon receiving the recommendation letter, the employers is required to send DG allocation acceptance letter, accepting the recommended numbers, confirming start date and for the unemployed learners/interns programme they must inform the number of learners/interns that will be absorbed on completion of the programme. The letter must be submitted to INSETA within 30 days from the issue date of the recommendation letter.
- Programme qualification changes, the requests must be sent to INSETA within 60 days from the date of recommendation.
- Please note the commencement date that is stated on the recommendation letter, if there is a need for the stakeholder to change the commencement date, they must forward a request on the company letterhead that is signed to request for the change of commencement date. The request must be done immediately when the stakeholder received recommendation letter and not on the commencement date.
- Submission of Proof of Accreditation for the appointed Skills Development Provider from the relevant SETA quality assuring body (when implementing a cross-sectoral qualification incl.QCTO qualifications)
- Letter of the authorized signatory must be submitted within 30 days from the receipt of the recommendation letter
- Please note the learner/intern replacement intervals for each programme as per guidelines.

DEVIATIONS

- Any deviation regarding the project from commencement, implementation and closure must be requested and approved by INSETA incl. changes on host employers or training providers

REGISTRATION OF LEARNERS

- All learner information must be captured, and documents uploaded on the INSETA MIS two weeks prior commencement of the programme.
- Learnership/Internship reporting tool (excel spreadsheet) must be filled in full no gaps and submitted to INSETA upon the capturing and uploading of learners/intern's information on the system. Without the submission of the reporting tool, the programme is regarded as invalid and there will be no payment done against that programme even if you come later and inform that you have commenced with the programme without INSETA knowledge.
- Lack of capturing, uploading and forwarding the completed reporting tools of all captured learners will result to learners being not registered and DG allocation being reverted by commencement date stated on the recommendation letter without any further communication.
- The training schedule/implementation plan must be submitted when submitting the reporting tool to INSETA.
- The submission of progress and closure report must be done as per the funding agreement, not adhering to those timelines will result to the revert of funds due to non submission of documents

COMPLIANCE INFORMATION

PAYMENT OF PROJECT FUNDS (TRANCHES)

- Funding agreement/ MoA's will only be issued once the learners have been validated and approved by INSETA on the MIS after the employer has captured and uploaded learner information on the system.
- No payment will be done without an approved and fully signed funding agreement
- First tranche invoice will only be requested once the Funding agreement is fully signed by INSETA and the employer and the copy of the signed is forwarded to the employer.
- Please refer to the programme guidelines on payment of tranches and timelines

LEARNER TERMINATIONS

- It is the responsibility of the employer to inform INSETA about the termination of any learner/intern within 14 days from the confirmation of termination or absconded.
- The employer must submit a termination report on the INSETA prescribed termination template

PROGRAMME EXTENSION

- It is the responsibility of the employer to request for the programme extension as soon they identify the need for the extension.
- The employer is not allowed to request the extension on the last month of the programme or after the end date of the programme.

PROGRAMME INDUCTIONS IN THE WORKPLACES

- It is compulsory for the employer to do a programme induction to the learners/interns prior the commencement of the programme
- INSETA has a right to request for an induction attendance register upon doing their monitoring and evaluation visits
- INSETA is available to be invited to the programme inductions as well as INSETA can come and attend the programme induction conducted by the employer and SDP.

INDUSTRY/SELF FUNDED LEARNERSHIPS (Learnership and Internship)

- No commencement with the programmes without the approval of the INSETA by means of a recommendation letter.
- The request to implement an industry funded programmes must be submitted at least 60 days prior the tentative commencement date as it takes 21 days for approval process to take place (due diligence) as well as you must have at least 2 weeks to capture the learner information and loading of information on the system.

MONITORING AND OVERSEEING OF THE PROGRAMMES DURING IMPLEMENTATION

- After the registration and signing of the contract INSETA will do the learner validation through the desktop monitoring or physical verification with the learners.
- Prior to the payment of the invoice, INSETA will do a random sampling in validating with the learners receiving the training.
- During the implementation of the programme INSETA will do a monitoring visit to check the progress of the programme
- During the audit period AG and IA will also conduct the physical monitoring of the programme
- During the audit period AG and IA will forward a document for the stakeholder for learner confirmation
- During the audit period AG and IA will forward a document to confirm the external project financial confirmation.

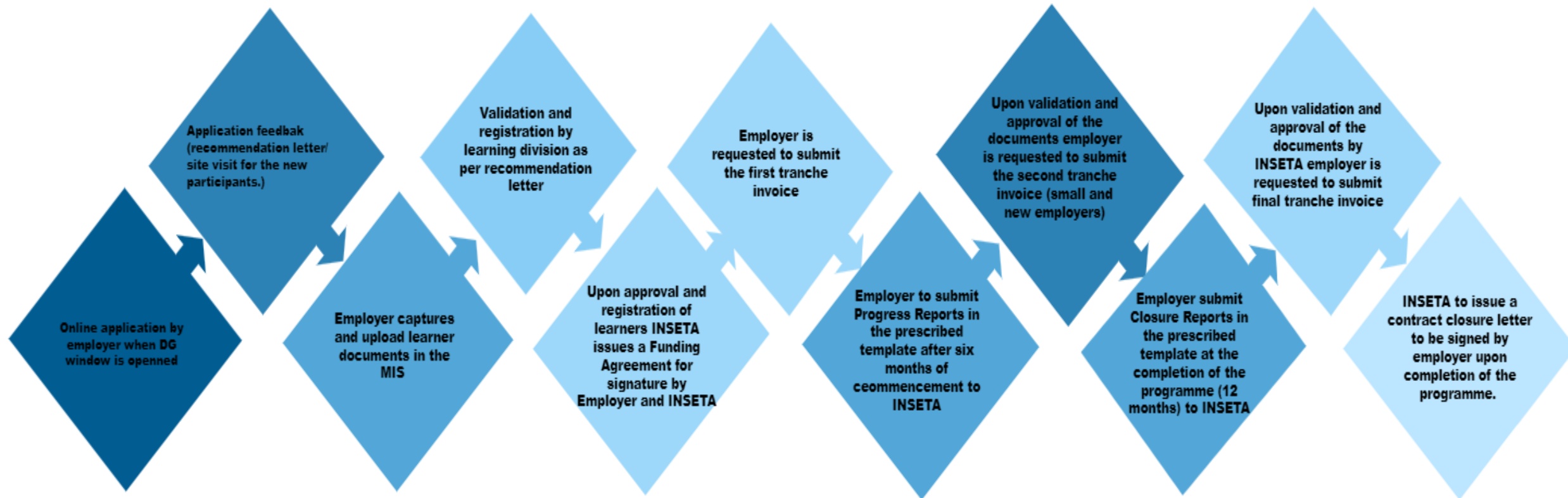
INSETA RESPONSIBILITIES

1. Accept the learnership/internship reporting tool that is forwarded via the dedicated inbox stated on the recommendation letter.
2. Validation and approval of the learners/interns information submitted by the stakeholder on the MIS system
3. Contracting (funding agreement/MoA) with the stakeholders as per the learner/intern information captured and uploaded on the MIS
4. Disbursement of funds according to the Funding Agreement/MoA payment schedule that is on the last page of the funding agreement/MoA between the Employer and INSETA
5. Report beneficiaries to the relevant reporting structures (DHET, AG, IA etc)
6. Implement the contract management of the funding agreement/MoA and monitoring of the implementation of the programme.
7. Support and capacitate the employer with the successful implementation of all programmes incl. induction, extensions, deviations etc.

STAKEHOLDERS RESPONSIBILITY

1. Capturing and uploading of the learners/intern's information on the INSETA MIS prior the commencement of the programme according the prescribed format and adherence to the timeline set
2. Submit a fully completed Learnership/Internship reporting tool as per learners/interns uploaded on the system to the Learning Division
3. Inform the Learning Division of any changes/deviations that might impact the programme including the changing of a training provider/SDP.
4. Submit the reporting documents as per the programme timelines/intervals
5. Be in constant communication with the Learning Division to ensure successful implementation and completion of the programmes
6. Understand the terms and conditions of the INSETA Policies and Procedures including the programme guidelines
7. Employer must not commence with the programme without approval including the industry funded programmes
8. Ensure that the SLA between the Skills Development Provider and employer is in line with the programme deliverables and timeframes
 - a. Important to note: SDP must have completed facilitation, assessment, moderation, verification and provided the employer with the SETA QA verified statement of results or achievement certificate
 - b. It is the responsibility of the employer and SDP to ensure that the Cross-sectoral programme are completed and verified within the contract period

LEARNING PROGRAMMES PROCESS



DOCUMENT SUBMISSIONS AND CONTACT PERSON

INTERNSHIPS (incl. Industry Funded)

internships@inseta.org.za

Kgomotso Makgaleng
Katlego Siko
Nelisiwe Xaba
Nokulunga Makubung

Learnership for Youth (incl. Industry Funded)

learnershiprecords@inseta.org.za

Phumelele Sithole
Asavela Pumelo
Lebogang Mmola
Nomsa Manghena

Learnership for Workers (inc. Industry Funded)

learnershiprecords@inseta.org.za

Phumelele Sithole
Athi Nomavila
Zimasa Mduduma
Remofilwe Mogapi

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THANK YOU!!!

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