



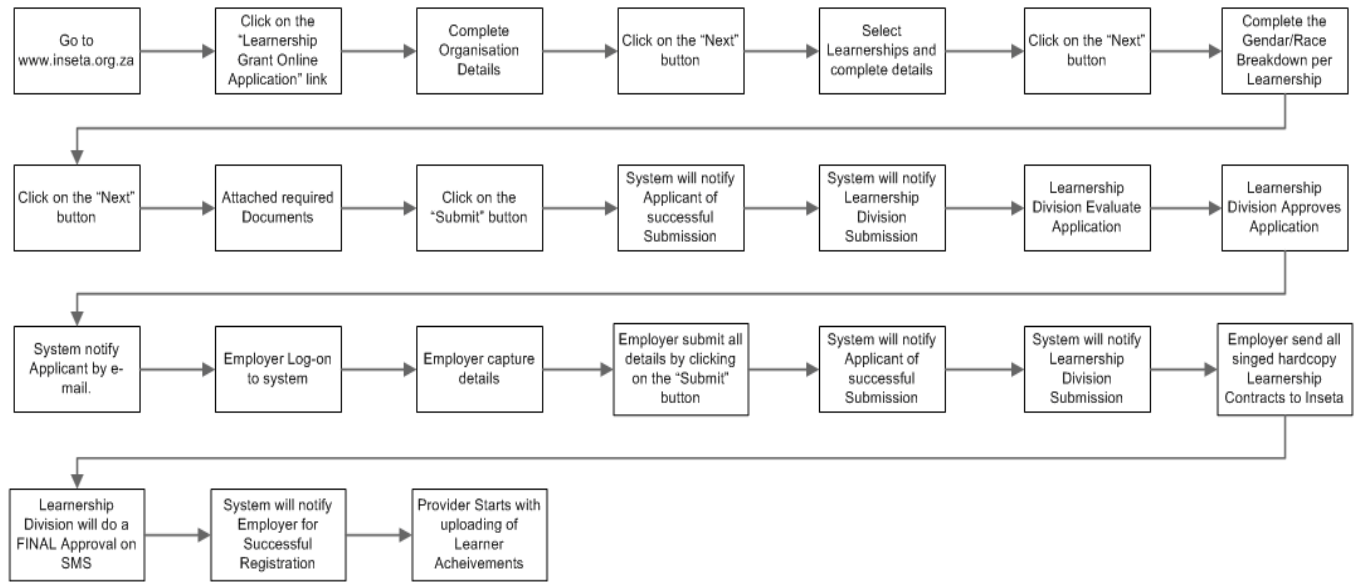
# **INSETA**

## **Learnership Grant Online Application Process**

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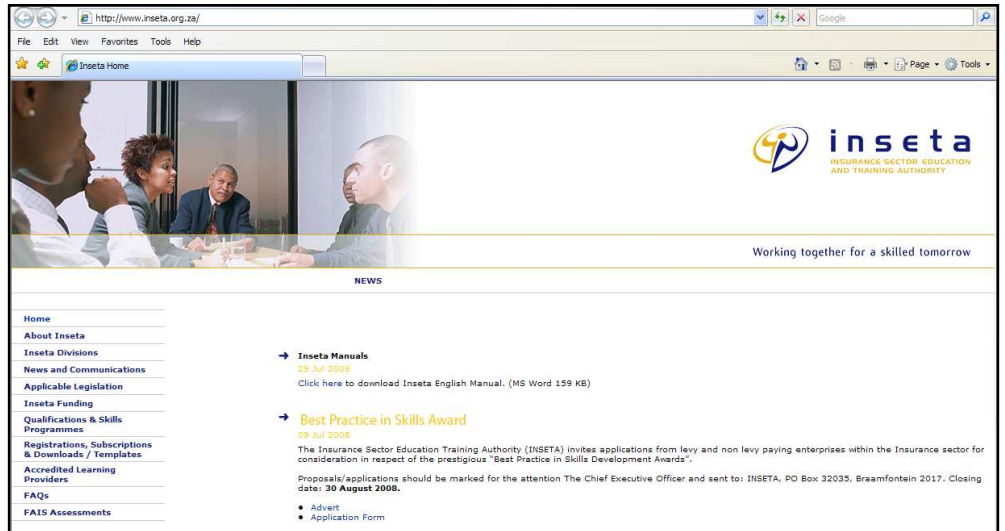
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# 1. Workflow

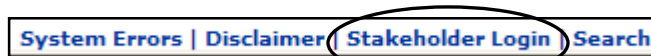


## 2. Access to the system

**Step 1:** Go to [www.INSETA.org.za](http://www.INSETA.org.za)



**Step 2:** Scroll down to the bottom of the INSETA Home page and click on the "Stakeholder Logon" link



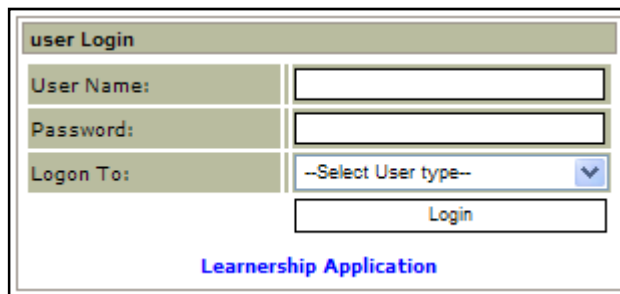
**Step 3:** Click on the "Learnership Application" link on the SMS logon Page



**Step 4:** The system opens the next Logon Page



**Step 5:** Click on the "Learnership Application" link below the "Login" button



### 3. Employer Details

**Step 1:** Complete Employers details

Organization Legal name	<input type="text"/>
Organization Trade name	<input type="text"/>
Email Address	<input type="text"/>
Contact Person	<input type="text"/>
Tel Number	<input type="text"/>
Fax Number	<input type="text"/>

The system will verify the Tel and Fax Number, it will also auto complete the number with a "-". Example: 011-5442000

**Step 2:** Read the Terms and Conditions and "tick" that you've read and understand the terms and conditions.

Read terms and conditions:	<a href="#">Terms and condition</a>
<input type="checkbox"/>	Yes, I read the terms and condition

To read the Terms and Conditions, click on the "Terms and Condition" link.

**Step 3:** Indicate if you apply for grant by selecting "funded by INSETA". If not, select "Funded by employer"

Learners	<input checked="" type="radio"/> Funded by INSETA
	<input type="radio"/> Funded by Employer

**Step 4:** Complete the Region, Sic Code, Company Size and BEE status Information by selecting the right information from the dropdown box.

Region	Eastern Cape
SIC Code	81901 - Unit Trusts
Company Size	Large (150 - 999 Employees)
BEE Status	30%

The BEE score card is available for downloading by clicking on the link.

**Step 5:** Click on the "Next" button to go to the next page

Next
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## 4. Learnership Details

**Step 1:** Select the Learnership(s) that you would like to apply for.

Choose Learnership	Learnership code	No. of Learners	Provider	Assessor	Moderator	Planned start date	Planned End date
<input checked="" type="checkbox"/>	Test 123						

**NOTE:**

- The system will pull through all the learnerships where the Qualification is still valid and hasn't expired. You can select the learnership by selecting the tick box (es).
- The Employer can select a number of Learnerships.
- Should the Employer wish to do a Learnership not registered within INSETA Scope (Cross Sectoral), they should contact the Learnership division to load the Learnership on the system. It will then pull through on the list of Learnerships to select from.

**Step 2:** Indicate the number of learners

No. of Learners

**Step 3:** Indicate the Provider

Provider

**NOTE:** The system will only allow you to select providers that are currently Accredited by the INSETA ETQA for the specific qualification(s).

**Step 4:** Indicate the Assessor

Assessor

**NOTE:** The system will only allow you to select Assessors that are currently registered by the INSETA ETQA for the specific qualification (s)

**Step 5:** Indicate the Moderator

Moderator

**NOTE:** The system will only allow you to select Moderators that are currently registered by the INSETA ETQA for the specific qualification (s)

**Step 6:** Indicate the Planned Start and End dates in the format (yyyy-mm-dd)

Planned start date	Planned End date

**Step 7:** Click on the "Next" button to proceed to the next page.

Next



## 5. Demographic Information on Learners

**Step 1:** Indicate the demographics of the Employed (18.1) learners that you are planning to enroll on the learnership.

Employed																
Learnership Title	African			African			Indian / Asian			White			Total			
	M	F	D	M	F	D	M	F	D	M	F	D	M	F	D	
Test 123	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Step 2:** Indicate the demographics of the Unemployed (18.2) learners that you are planning to enroll on the learnership.

Unemployed																
Learnership Title	African			African			Indian / Asian			White			Total			
	M	F	D	M	F	D	M	F	D	M	F	D	M	F	D	
Test 123	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Step 3:** Attach all the required documents:

Letter of Support	<input type="text"/>	<input type="button" value="Browse..."/>
Letter of Financial Stability	<input type="text"/>	<input type="button" value="Browse..."/>

**NOTE:** The documents that needs to be attached include:

- o Letter of Support
- o Letter of Financial Stability
- o Proof of Banking Details (Must be 1<sup>st</sup> page of Bank Statement or Cancelled Cheque)

## 6. Submission

**Step 1:** Submit the Application by clicking on the Submit button

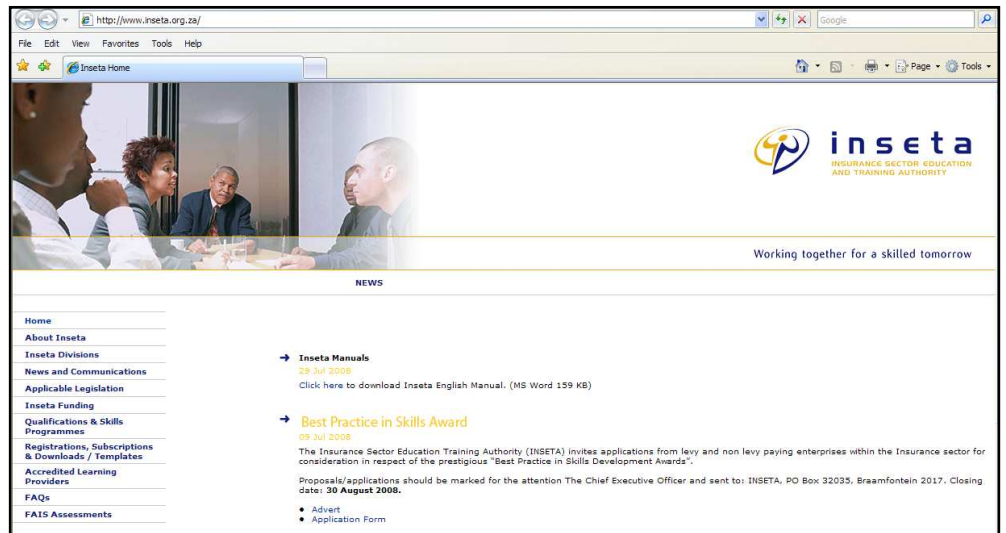
**NOTE:** INSETA Learnership Division will receive an e-mail notifying them that an application by an Employer has been submitted.

## 7. Way Forward

**Step 1:** INSETA will evaluate the application

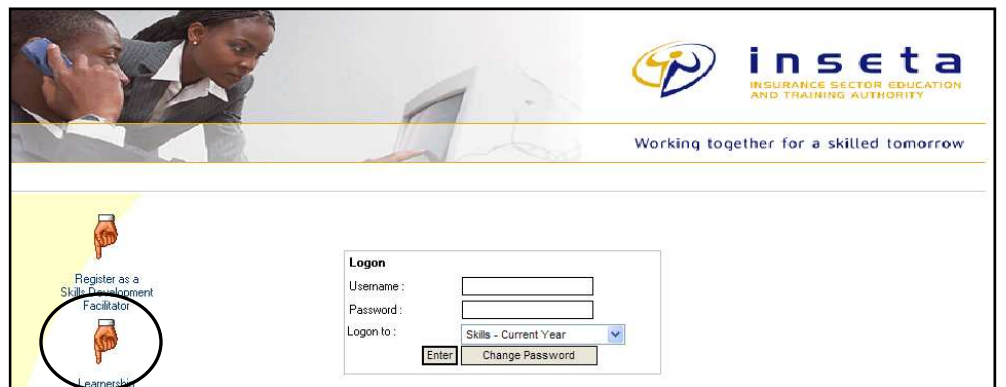
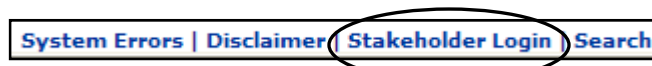
**Step 2:** Once application has been approved, an e-mail will be sent to the contact person mentioned in the application. This mail will also have a username and password

**Step 3:** Go to [www.inseta.org.za](http://www.inseta.org.za)



**Step 4:** Scroll down to the bottom of the page and click on the "Stakeholder Logon" link

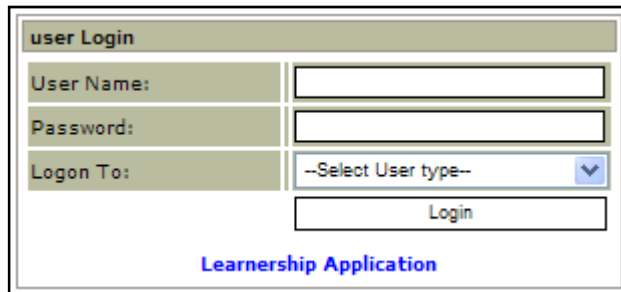
**Step 5:** Click on the "Learnership Application" link on the Seta Management System logon Page.



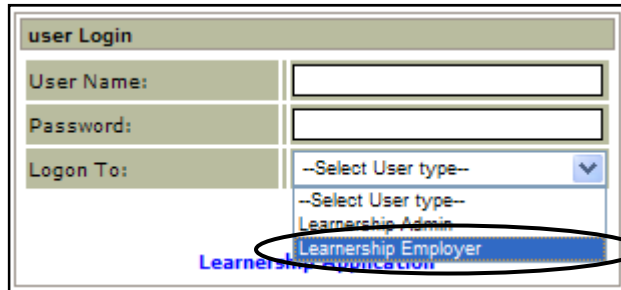
**Step 4:** The Learnership application log on screen will open.



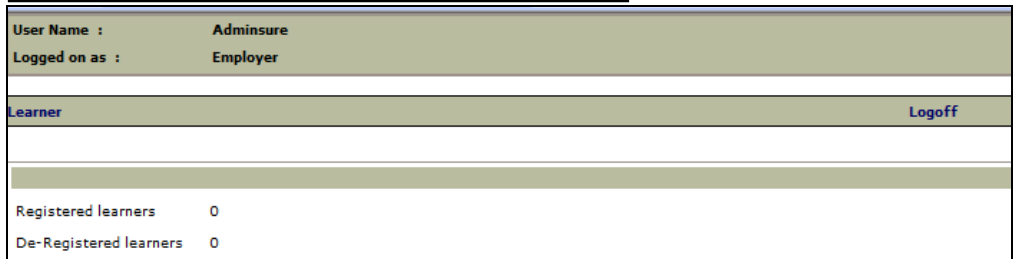
**Step 5:** Enter the User Name and Password supplied in the e-mail.



**Step 6:** Select "Learnership Employer" from the "Logon To" dropdown box and click on the "login" button



**Step 7:** Once logged on, the dashboard will display the number of learners registered and de-registered. Click on the "learner" link, The system will open the search screen to allow you to view the learnerships that have been approved for you to register learners.



**Step 8:** Select the Learnership and the LGA number from the dropdown box that you wish to register Learners on.

Select LGA Number:	Select lga number ▼
Select Learnership:	Select Learnership ▼
<input type="button" value="Add New"/> <input type="button" value="Search"/>	

**Step 9:** Click on the "Add New" button

**Step 10:** Capture the Learner's personal details for the Learnership and click on the "Save and continue" button to proceed.

Learner		Logoff	
<div style="display: flex; justify-content: space-between;"> <span>Details</span> <span>Address</span> <span>Parent/Gaurdian</span> <span>Agreement</span> <span>Providers</span> </div>			
<input type="button" value="Person Search"/> <input type="button" value="Clear All"/>			
Selected learnership:	13Q130036681504 - Medical Claims Assessing	Socio-Economic Status:	Select socio economic status ▼
Title:	Select title ▼	Disability Status:	Select disability ▼
First Name:	<input type="text"/>	Geographical Area:	Select geographic area ▼
Middle Names:	<input type="text"/>	Phone No. Business:	<input type="text"/>
Surname:	<input type="text"/>	Phone No. Home:	<input type="text"/>
Maiden Name:	<input type="text"/>	Cell Number:	<input type="text"/>
Initials:	<input type="text"/>	Fax Number:	<input type="text"/>
RSA ID Number:	<input type="text"/>	E-Mail:	<input type="text"/>
Alternate ID Type:	Select Alternate id type ▼	Communication Method:	Select communication method ▼
Alternate ID Number:	<input type="text"/>	Learner Status:	Active Person ▼
Date of birth:	yyyy-mm-dd <input type="text"/>	Capture Date:	yyyy-mm-dd <input type="text"/>
Gender:	Select gender ▼	Learner Status Reason:	Active Learner ▼
Equity:	Select equity ▼	Status Comments:	<input type="text"/>
Highest Education:	<input type="text"/>		
Current Occupation:	<input type="text"/>		
Select language	Select Language ▼		
Nationality:	Select nationality ▼		

**Step 11:** Capture the physical and postal address of the learner, then click on the "Save and continue" button to proceed.

Type	Physical	Postal
Address Line 1:	<input type="text"/>	<input type="text"/>
Address Line 2:	<input type="text"/>	<input type="text"/>
Address Line 3:	<input type="text"/>	<input type="text"/>
City:	<input type="text"/>	<input type="text"/>
Code:	<input type="text"/>	<input type="text"/>
Select region:	Select geographic area ▼	Select geographic area ▼
	<input type="button" value="Clear"/>	<input type="button" value="Clear"/>
	<input type="button" value="Save and Continue"/>	

**Step 12:** Complete the parent/guardian information for learners under the age of 18 and upload the identity document for the parent/guardian.

<b>Parent/Guardian</b>	
select title:	Select title <input type="button" value="v"/>
First name:	<input type="text"/>
Surname:	<input type="text"/>
RSA ID Number:	<input type="text"/>
Phone No. Business:	<input type="text"/>
Mobile:	<input type="text"/>
Email:	<input type="text"/>
Parent/Guardian id document:	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Update and Continue"/>	

**Step 13:** Complete the required information on the agreements screen and click **"save and continue"** to proceed

Ref No:	<input type="text"/>	Agreement Status:	Pending <input type="button" value="v"/>
Learnership:	13Q130036881504 - Medical Claims	Status Reason:	Met Requirements <input type="button" value="v"/>
Learner:	<input type="text"/>	Status Effective Date:	yyyy-mm-dd 2009-04-01
Sponsorship:	Sponsored <input type="button" value="v"/>	Status Comments:	<input type="text"/>
Commencement Date:	yyyy-mm-dd <input type="text"/>	Phase:	5 <input type="button" value="v"/>
Completion Date:	yyyy-mm-dd <input type="text"/>	LGA number	LGA100211
<input type="button" value="Save And Continue"/>			

**Step 14:** The next screen is for you to confirm the provider for the specific learnership. Click on the **"save and submit"** button to save the information and to submit the learner for approval.

<b>Provider Name</b>	<b>SDL No</b>
WORKERS ACADEMY OF INSURANCE	L120
<input type="button" value="Save And Submit"/>	

**Step 15:** INSETA to approve the learners registered by the employer and Finally Approve Learnership(s) applied for.

**Note:** Once INSETA has approved your learners, you will receive an e-mail to notify of the number of learners registered per learnership.

