inseta
INSURANCE SECTOR EDUCATION AND TRAINING AUTHORITY

Working together for a skilled tomorrow

INSETA – WORKER PROGRAMME STUDENT AGREEMENT

INSETA will support the development of scarce and critical skills through various programs to employed students with a view to:

- Addressing the scarce and critical skills as identified in the Sector Skills Plan
- Promoting the developmental and transformational imperatives of NSDP 2030
- Increasing the professionalism of the sector

Student responsibility

- Students must adhere to the terms and conditions set out in the guidelines. Any non-compliance with these guidelines may affect future funding.
- Students must submit their document to the Employers timeously.
- Students must be committed fully to their studies.

Employer responsibility

- Employers must submit documents to INSETA timeously to avoid withdrawal of funds.
- Employers must ensure compliance with INSETA policies and guidelines.

INSETA has the right to communicate directly with any funded beneficiary

1. Complete this document by marking the appropriate block with an **X** where applicable.
2. When completing the Worker Programme Agreement use only black ink and print clearly.

☐ Mr. ☐ Ms. ☐ Mrs. ☐	**Name**:	**Surname**:
DOB: Y Y M M D D	**ID No:**	**Tel (H):** _____ **Tel (W):** _____ **Tel (C):** _____
GENDER: **M** ☐ **F** ☐	**RACE:** ASIAN ☐ AFRICAN ☐ COLOURED ☐ INDIAN ☐ WHITE ☐	

NATIONALITY: SOUTH AFRICAN YES ☐ NO ☐ IF OTHER (Please specify) _____

Home address:

Province:	**Municipality**:	**Postal Code:**

Email Address:

Last School Year (Matric) :	**Last School Attended (Matric):**

Do you have a Disability as contemplated in the Employment Equity Act 55 of 1998? **Y** ☐ **N** ☐

If Yes, please specify disability: _____

STUDENTS	
1.	Employed students must be South African citizens or be permanently employed by an INSETA registered employer within the Insurance and related services sector.
2.	A student may not be on more than one INSETA funded programme within the same financial year.
3.	Students that previously exited an INSETA- funded programme prior to completion will not be considered unless special representation has been made by the employer. Approvals are at the discretion of INSETA.
4.	Students are subject to the terms and conditions of the contract of employment entered with the employer and the performance requirements of the learning programme and curriculum. These terms and conditions must be aligned to the INSETA Guidelines
5.	**Students registered for Occupational Qualification after completion of theoretical training and have been deemed ready to write the exams they are required to provide INSETA with the statement of results from the Skills Development Provider and EISA Permit. Students are expected to write their EISA Exams within 6 months after completion of theoretical learning, subject to confirmed scheduled EISA dates.**

WORKER PROGRAMME FUNDS TO THE EMPLOYER
In terms of payments INSETA will be liable to pay the full amount of the qualification (up to the prescribed maximum) subject to the following conditions being met: 1. Subject to all Required Documents are received by the agreed date. 2. Payment will not be made unless INSETA has given prior approval in writing to the applicants approving the programme. 3. No person or entity is entitled to commit INSETA financially or otherwise outside of this guideline unless they have received INSETA authorisation in writing. 4. It is expected that the employer correctly identifies students for relevant program in accordance with the development plan for the employee. This will ensure that students who attend training are capable of achieving the qualification / program registered for. 5. The employer will be responsible to refund INSETA in full, all associated bursary payments made where a student is does not commence the program registered for, within the funding year. 6. If a student fails, does not submit results or did not complete all the modules registered for in the 1st semester INSETA will not fund him or her in the following semester. 7. **Where a student on a funded programme resigns from his / her employment, he is entitled to continue with the already funded learning as long as they remain in the employ of a registered INSETA employer who is participating on the same programme.** 8. **Any reimbursement of INSETA funding by the employer from the student must be refunded to INSETA in full.** 9. INSETA will not be responsible to pay any Higher Education Institution who employer companies have sourced without INSETA authorisation.

CONSENT AND ACKNOWLEDGMENT IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

1. Introduction

The Protection of Personal Information Act (POPI) aims to give effect to the constitutional right to privacy by balancing the right to privacy against that of access to information. POPI requires that personal information pertaining to individuals be processed lawfully and in a reasonable manner that does not infringe on the right to privacy.

This consent form sets out how personal information will be collected, used and protected by the INSETA as required by POPI. The use of the words "the individual" for the purposes of this document shall be a reference to any individual or organisation communicating with the INSETA and/or concluding any agreement, registration or application, with the inclusion of each individual referred to or included in terms of such agreement, registration or application.

2. What is personal information?

The personal information that the INSETA requires relates to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, disability status, physical addresses, qualifications, memberships, banking details, personal and work email and contact details.

3. What is the purpose of the collection, use and disclosure (the processing) of personal information?

- INSETA is legally obligated to collect, use and disclose personal information for the purposes of:
    - reporting skills development initiatives to the Department of Higher Education and Training, Parliament or any other structure of Government or organisation under Government.
    - reporting enrolments and achievements of programmes to the South African Qualifications Authority.
    - reporting on quality assurance functions to the Quality Council of Trades and Occupations.
    - evaluating and processing applications for access to financial and other benefits.
    - compiling statistics and other research reports.
    - providing personalised communications; complying with the law.
    - and/or for a purpose that is ancillary to the above.

The INSETA may also use and disclose personal information for the purposes of providing personal information to third parties who demonstrate an interest in either employing or making use of the services provided by an individual, in circumstances where the individual has indicated in clause 7, below, that he/she would like his/her details made available to potential employers or clients.

INSETA will not process personal information for a purpose other than those which are identified above without obtaining consent to further processing beforehand.

4. What is 'processing'?

POPI provides that the term "processing'' covers any operation or activity, whether or not by automatic means, concerning personal information, including collection, receipt, recording, organisation, collation, storage, retrieval, alteration, consultation or use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction and destruction of information.

5. How will the INSETA process personal information?

The INSETA will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- Directly from the individual.
- From the Department of Higher Education and Training, or any organisation under the DHET.
- Parliament of South Africa and National Treasury.
- From an agent, broker, employer or other duly authorised representative who may seek or request our services/product.
- From our own records relating to our previous interactions/membership or responses to the individual's request for services/membership; and/or
- From an equivalent entity.

6. To whom will personal information be disclosed?

The personal information may be disclosed and exchanged within the network of service providers appointed by the INSETA, other relevant service providers, including the Department of Higher Education and Training, Department of Labour, National Treasury, any organisation in the Higher Education sector or researchers. Personal information will be disclosed to that party, but they will equally be obliged as the INSETA is, to protect personal information in terms of the principles of the POPIA.

7. Consent and Permission to process personal information (authorised signatory):

- I hereby provide authorisation to the INSETA to process the personal information provided for the purpose stated.
- I understand that withholding of or failure to disclose personal information will result in the INSETA being unable to perform its functions and/or any services or benefits I may require from the INSETA.
- Where I shared personal information of individuals other than myself with the INSETA I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in accordance with this consent provided and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold the INSETA harmless in respect of any claims by any other person on whose behalf I have consented, against the INSETA should they claim that I was not so authorised.
- I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold the INSETA responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

8. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide the INSETA with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place.
- Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if the INSETA agrees to same in writing. The INSETA specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or benefits. Further, please note that the revocation of consent is not retroactive and will not affect disclosures of personal information that have already been made.
- In order to withdraw consent, please contact the Information Officer at **workerprogrammes@inseta.org.za**.
- Where personal information has changed in any respect, the individual is encouraged to notify the INSETA so that our records may be updated. The INSETA will largely rely on the individual to ensure that personal information is correct and accurate.
- The individual has the right to access their personal information that the INSETA may have in its possession and is entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:

    - The information comes under legal privilege in the course of litigation,
    - The disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
    - Giving access may cause a third party to refuse to provide similar information to the INSETA,
    - The information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
    - The information as it is disclosed may result in the disclosure of another person's information,
    - The information contains an opinion about another person and that person has not consented, and/or
    - The disclosure is prohibited by law.

9. Requesting access and lodging of complaints:

- Please submit any requests for access to personal information in writing to the INSETA information officer at workerprogrammes@inseta.org.za.
- With any request for access to personal information, the INSETA will require the individual to provide personal information in order to verify identification and therefore the right to access the information.
- There may be a reasonable charge for providing copies of the information requested.
- If any request has not been addressed to satisfaction a complaint may be lodged at the office of the Information Regulator.

I declare that this application is to the best of my/our knowledge true and correct. I understand that the INSETA may independently verify the information.

By submitting this application, the parties to the application acknowledge that the INSETA and/or any of its affiliates will be processing the personal information included in this application. The processing of such information will be carried out in accordance with the law and in a proper and careful manner in order to not intrude upon the privacy of the data subject to an unreasonable extent.

By submitting this application, the parties agree that the purpose collection of the personal information as discussed is adequate, relevant and not excessive. The parties specifically record that all personal information processed shall be confidential information and shall be treated as such by the parties involved respectively.

By completing, accepting and signing this application, the authorised signatory confirms that the application guidelines for this application have been read and understood.

Name: _____

Signature: _____

Date: _____