



CAREER GUIDE

HEAD IN THE RIGHT DIRECTION



inseta
INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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SCAN ME



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WHAT
IS IN
IT FOR
ME?



THIS BOOK IS SET OUT AS A GUIDE TO HELP YOU PLAN THE NEXT STEP IN YOUR FUTURE CAREER; TO HELP YOU PREPARE TO REACH YOUR FULL POTENTIAL AND REAP THE REWARD OF CHOOSING A CAREER THAT'S BEST SUITED TO WHO YOU ARE AND WHO YOU WANT TO BE.

IT SETS OUT CAREERS IN THE INSURANCE SECTOR AND HOW YOU CAN ACCESS THEM. YOU WILL FIND THE PERSONALITY ATTRIBUTES NEEDED FOR EACH CAREER LISTED SO THAT YOU CAN DECIDE WHICH ONE IS BEST SUITED FOR YOUR PERSONALITY, THE LEARNING PATH YOU WILL NEED TO TAKE IN ORDER TO FOLLOW YOUR DREAM CAREER, AND THE INFORMATION FOR THE INSTITUTIONS IN WHICH YOU CAN GET YOUR QUALIFICATION AND/OR ACCREDITATION.

ARE YOU MORE OF AN ENTREPRENEUR? FANTASTIC! THIS BOOK ALSO COVERS THE ENTREPRENEURIAL OPPORTUNITIES THAT COME WITH EACH CAREER PATH, DEFINITIONS OF ENTREPRENEURSHIP AND THE SKILLS AND QUALITIES OF AN ENTREPRENEUR. FIND OUT IF YOU FIT THE DESCRIPTION.



THE ROLE OF INSETA IN THE INSURANCE SECTOR

South Africa's 21 Sector Education and Training Authorities (SETAs) are responsible for driving skills development for all of the country's sectors and industries.

The primary purpose of the Insurance Sector Education and Training Authority (INSETA) is to grow the pool and quality of critical and scarce skills within the insurance sector. These skills enhance the sector while supporting transformation in South Africa.

INSETA operates within a highly regulated environment that is governed by various legislations that include the National Skills Development Plan 2030; the Skills Development Act; the Skills Development Levies (SDL) Act; the Public Finance Management Act; as well as the INSETA constitution. INSETA reports to the Department of Higher Education, Science and Innovation.





IN SHORT, INSETA IS RESPONSIBLE FOR:

- Working with employers to develop skills for individuals already employed in the insurance sector and unemployed youth.
- Managing and funding learning programmes, placement for practical learning and driving entrepreneurial initiatives.
- Quality assurance of insurance related qualifications and training.
- Conducting research to determine skills needs in the insurance industry.
- Reporting performance to the Department of Higher Education and Training of performance of skills development programmes.



INSETA MISSION

Harness technology and strategic partnerships in pursuit of excellence to enable relevant, inclusive and impactful skills development; and be the bridge between education and the world of work by identifying skills in demand and providing agile and appropriate responses.

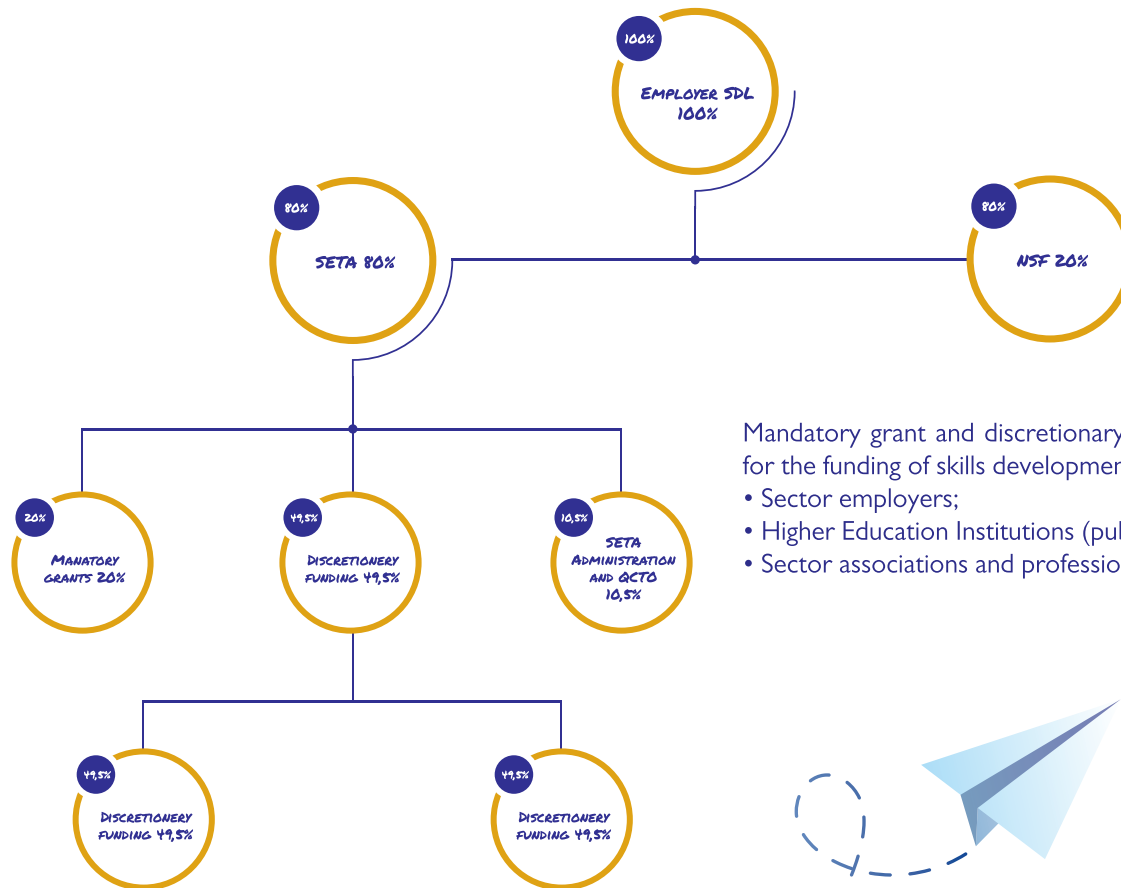


INSETA VISION

Empowered to Influence and Inspire

HOW ARE SETAs FUNDED?

Many people ask where a SETA receives its funding from. In terms of the Skills Development Levies Act, all employers in South Africa with a salary bill of R500 000 and above are required to pay 1% of this salary bill as a skills development levy. This money is paid to the South African Revenue Services (SARS) that in turn distributes the money as detailed in the diagram below.



Mandatory grant and discretionary funding is used directly for the funding of skills development in collaboration with:

- Sector employers;
- Higher Education Institutions (public and private); and
- Sector associations and professional bodies.



INSETA FUNDING OPPORTUNITIES

Many are of the mistaken belief that SETAs offer training directly. This is not correct. What SETAs do is fund training interventions to develop the skills base in any specific sector.

The INSETA therefore works with employers, higher education institutions, private training providers and industry bodies to drive skills in the insurance sector. The funding programmes are aligned to the insurance sector's scarce and critical skills list identified through intensive research undertaken annually by the INSETA. The INSETA funds the following 'types' of training interventions.

WORK INTEGRATED LEARNING

Work Integrated Learning (WIL) is the term given to educational activities that integrate academic learning of a discipline with its practical application in the workplace. The aim is to ensure that students develop the ability to integrate their learning through a combination of academic and work-related activities.

A key focus for INSETA is the funding of TVET College WIL that will see a young learner undergo 18 months of theoretical, 'classroom based' learning and a further 18 months of practical learning in the workplace. This theoretical component requires that employers open up their places of work as places of training for young learners. It is for this reason that INSETA and educational institutions work closely with sector employers to identify workplaces for practical training

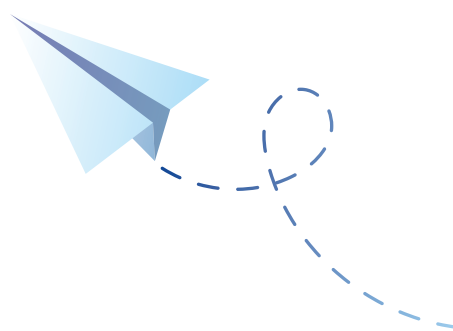
BURSARIES

Bursaries are awarded to both employed and unemployed learners to increase professionalism within the sector. INSETA does not supply bursaries directly to learners, but rather partners with employers in the sector, as well as higher education training institutions. This supports the point made in the section on funding your studies that highlights the importance of research on bursary opportunities available with employers and higher education institutions.

INTERNSHIP

The purpose of an internship is to provide workplace experience that is directly related to the qualification that was obtained by the graduate. The graduate could have either completed a learnership, diploma or a three-year degree.

INSETA funds internships for learners who have completed identified degree and diploma studies that are aligned to scarce and critical skills in the insurance sector.



LEARNERSHIPS

A learnership is a structured learning programme that consists of a theoretical and practical component and that leads to a qualification registered on the National Qualifications Framework (NQF). A learnership provides a learner with an excellent opportunity to gain experience in the labour market while studying towards a qualification. Learnerships are regulated by a formal contract (learnership agreement) between an employer, a learner and a training provider.

A learnership offers some key advantages:

- ✓ You have a fixed-term employment contract for the duration of the learnership;
- ✓ You may have better employment opportunities after completing a learnership;
- ✓ Learnerships improve on the job performance so you are able to do things relevant to the job;
- ✓ You obtain a nationally-recognised qualification that is relevant to the sector;
- ✓ You earn a learner allowance for the duration of the occupational qualification; and
- ✓ An occupational qualification is associated with a specific trade, occupation or profession and has been approved by the South African Qualifications Authority (SAQA).

Successful completion of an INSETA occupational qualification will include:

- Knowledge (obtained from an accredited training provider);
- Practical skills; and
- Work experience.

An external integrated summative assessment (final exam) determines an individual's competence in a specific trade, occupation or profession.

ENTREPRENEURSHIP ADVOCACY PROGRAMMES

South Africa's National Development Plan (NDP) and National Skills Development Plan (NSDP) 2030 places extensive emphasis on the role that entrepreneurship must play in addressing not only skills needs in the country, but also the rampant unemployment rate.

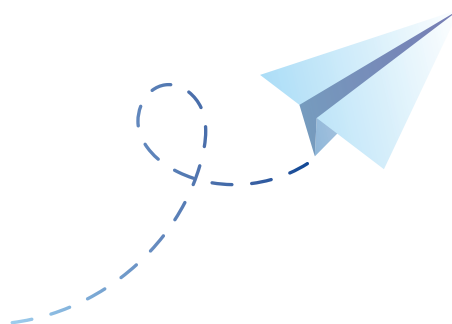
INSETA identifies and funds entrepreneurship training and workshops that will assist an unemployed young person to gain the entrepreneurship skills required to commence and sustain a business with a focus on solution businesses within the insurance and financial services industry.

INSETA's entrepreneurship training programmes seek to:

- ✓ Provide training to beneficiaries in entrepreneurship skills;
- ✓ Link potential entrepreneurs with a mentor;
- ✓ Introduce beneficiaries to potential funding opportunities;
- ✓ Assist beneficiaries to commence businesses.

WHAT EXACTLY IS THE NQF?

The NQF is a set of principles and guidelines by which records of learner achievement are registered to enable national recognition of acquired skills and knowledge, thereby ensuring an integrated system that encourages lifelong learning.



INSETA REGISTERED OCCUPATIONAL QUALIFICATIONS

SAQA ID Code	Qualification Title	NQF Level	Credits
91784	Occupational Certificate: Insurance Agent – Insurance Underwriter	Level 05	156
99668	Occupational Certificate: Claims Administration – Claims Assessor	Level 04	131
105026	Occupational Certificate: Financial Advisor	Level 06	515
105030	Occupational Certificate: Health Care Benefits Advisor	Level 05	102
105022	Occupational Certificate: Long-Term Insurance Advisor	Level 05	180
105025	Occupational Certificate: Employee and Pension Fund Benefits Advisor	Level 05	110
105021	Occupational Certificate: Investment Advisor	Level 06	213
99574	Occupational Certificate: Professional Principal Executive Officer.	Level 05	120

SHORT SKILLS PROGRAMMES

These are recognised programmes that are delivered by TVET Colleges and private training providers to unemployed youth to enable them to gain a specific skill or knowledge of the sector. A short skills programme is unique in that it:

- ✓ Is registered on the National Learner Resource database;
- ✓ Does not have more than 120 credits;
- ✓ Does not require a workplace component;
- ✓ Contains a minimum of 8 Credits; and
- ✓ Is generally implemented over a minimum of 10 days.



The Quality Council for Trades and Occupations (QCTO) was established in terms of the Skills Development Act and is responsible for standards and qualifications for trades and occupations. One of the key responsibilities of the QCTO is to issue occupational and trade certificates to learners who have successfully completed qualifications.



The South African Qualifications Authority (SAQA) is the oversight body of the National Qualifications Framework (NQF).

SAQA is responsible for oversight of NQF implementation and collaboration with the Quality Councils; development and implementation of NQF policies and criteria; registration of qualifications and part-qualifications; recognition of professional bodies and registration of professional designations; research and collaboration with international counterparts; maintenance of a National Learners' Records Database; evaluation and advisory services with respect to foreign qualifications; and to provide advice to the Minister of Higher Education and Training.



CAREER PLANNING

ENTREPRENEURSHIP

WHAT IS AN ENTREPRENEUR

An entrepreneur is someone who has an idea and who works to create a product or service that people will buy as well as an organization to support that effort.

An entrepreneur takes on most of the risk and initiative for their new business, and is often seen as a visionary or innovator.

WHERE DO I START?

It all starts with a problem that you need to solve. Then, using your **Business Model Canvas** develop a solution that addresses the problem and makes your solution business profitable. Write your ideas down, starting with the problems you want to solve and then start begin plotting how to make your green dreams a reality.



BUT, DON'T I NEED MONEY TO START A BUSINESS?

No, Start where you are with what you have, right now, the money will come.

I AM SCARED I WILL FAIL.

You might, but as most successful entrepreneurs would say to you – fail fast to learn fast. If you don't take a risk, you won't learn.



"I HAVE NOT FAILED 10,000 TIMES—I'VE SUCCESSFULLY FOUND 10,000 WAYS THAT WILL NOT WORK."

- Thomas Edison

I CAN'T THINK OF ANY IDEAS.

Use problems as your starting point. Think of ways to solve problems then press the go button on your entrepreneurial adventure.

I DON'T KNOW ENOUGH TO START A BUSINESS.

You are reading this book, so you have started already. Keep reading and keep learning. Speak to people and use the internet for more information.

ENTREPRENEUR SKILLS



WHAT QUALITIES
DO I NEED TO
BECOME AN
ENTREPRENEUR?

QUALITIES ARE INSIDE US. THEY MAKE US WHO WE ARE. THE QUALITIES IN THIS BOOK ARE THE QUALITIES SHOWN BY SUCCESSFUL GREEN ENTREPRENEURS. GO THROUGH THE LIST OF QUALITIES BELOW AND TICK THE BOX THAT MOST APPLIES TO YOU. CHOOSE ALWAYS, SOMETIMES OR NEVER. THERE ARE NO WRONG ANSWERS

	Always	Sometimes	Never
I am confident. I am not afraid to try new things			
I solve problems. When something doesn't work at first, I find another way to do it.			
I love to share my ideas and skills. I know that sharing makes more for everyone.			
I can take feedback. I value what people say about what I am doing so I can do it even better.			
I am innovative. I find new ways to do everyday things.			
I am a team player. I like to work with like-minded, passionate people.			
I am willing to learn. I like exploring with new tools/technology.			
I am inspired. I look for new ways to get inspired, whether it's on the internet or a person/mentor from my neighbourhood.			
I am not afraid to make mistakes. I see failure as a way to learn			
I am a hard worker. I am ready to work long hours until the work is done.			
I care about the planet and about saving it and will do what it takes to get the job done.			
I believe I can make a difference, and I can inspire others to create a better world.			
I can see the big picture. I find new ways to reuse, reduce and recycle to the benefit of myself and the planet			
I don't give up. I know my purpose and even when things don't go my way, I keep going.			
I am enthusiastic. I work on keeping a positive attitude about my work, my product, my life!			
I care about planet, and people over profit.			

SCORING GUIDE

Low	Medium	High
Work in Progress 0 - 16	You're on the right path 17 - 33	Entrepreneur in the making 33 - 48
It's never too late to start working on your skills	Keep pushing and developing your skills	You've got the skills, now make it happen!



OCCUPATIONS ALIGNED TO THE TOP 10 SCARCE AND CRITICAL SKILLS IN THE INSURANCE SECTOR

SCARCE SKILLS ARE THOSE SKILLS THAT ARE HARD TO FIND, WHEREAS CRITICAL SKILLS ARE SKILL THAT ARE NEEDED FOR THE FUNCTIONING OF THE ORGANISATION.

WHY ARE SCARCE AND CRITICAL SKILLS IMPORTANT?

- ✓ They are needed to help companies function. Without these skills many businesses will struggle or be unable to function.
- ✓ One becomes more 'employable' and will struggle less to find suitable employment.
- ✓ A scarce or critical skill will attract better salaries.
- ✓ There is less chance that your job will be taken over by 'artificial intelligence'.

THE INFORMATION PROVIDED ON THE NEXT 10 PAGES OUTLINES THE SCARCE AND CRITICAL SKILLS IN THE INSURANCE SECTOR.

INSURANCE AGENT

Insurance Agents are responsible for identifying sales opportunities for insurance plans and overseeing a portfolio of clients. Also known as Insurance Sales Agents, these professionals are responsible for identifying risk management strategies, handling policy renewals, and tracking claims.

THEY ARE RESPONSIBLE FOR:

- ▶ Establishing and maintaining customer relationships.
- ▶ Identifying and analysing the customer's financial, insurance, and risk needs.
- ▶ Recommending and implementing insurance and financial solutions.

YOU NEED TO BE

- ▶ Good at maths;
- ▶ Analytical; and
- ▶ A people person

STUDY PATHWAYS

- ▶ Learnership
- ▶ Certification in Financial Planning plus workplace experience
- ▶ Bachelor of Financial Planning and Management Degree

THE STUDY ROUTE YOU FOLLOW WILL DETERMINE HOW LONG IT TAKES YOU TO BECOME A QUALIFIED INSURANCE AGENT.

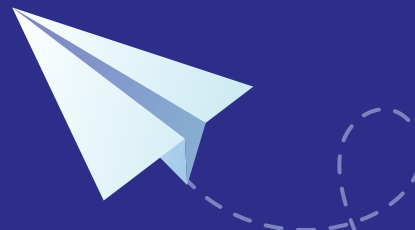
ENTREPRENEURIAL OPPORTUNITIES

Independent Insurance Agent

An independent agent acts as a middleman to connect insurance sellers and buyers in order to facilitate the transaction. They sell insurance policies provided by different insurance companies rather than just one.



For more information
Insurance Institute of South Africa
www.iisa.co.za



ACTUARY

An actuary is a professional who applies analytical, statistical, and mathematical skills to financial and business problems. This is especially valuable when facing real-world problems that involve uncertain future events.

AN ACTUARY...

- ▶ analyses and manages risk and uncertainty;
- ▶ evaluates potential financial consequences of an action; and
- ▶ applies mathematical and scientific principles to financial management.

IT TAKES 8 - 10 YEARS TO BECOME AN ACTUARY (SO YOU WOULD BE IN THIS FOR THE LONG HAUL) BUT IF YOU ARE THE RIGHT SORT OF PERSON FOR THIS CAREER, IT IS AN EXTREMELY REWARDING CAREER.

One can only study actuarial sciences at a university that has been accredited by the Actuarial Society of South Africa. Accredited universities include:

- University of Cape Town;
- University of Pretoria;
- University of Johannesburg;
- Stellenbosch University;
- University of the Witwatersrand; and
- North-West University (Potchefstroom Campus).

ENTREPRENEURIAL OPPORTUNITIES

Actuarial consultant

As an actuarial Scientist, you can start your own consulting firm where in you provide services primarily to the financial sector. Services include but are not limited to; financial service modelling, insurance risk modelling, calculations and modelling of employee benefits, pension and life insurance, statistics, and modelling. You will complete risk and cost analysis and determine where financial uncertainty lies using statistics, economics, probability, and forecasting skills.

NOTE: THE INFORMATION PROVIDED IS A GUIDE AND IT IS VERY IMPORTANT THAT YOU CONTACT THE UNIVERSITY YOU ARE INTERESTED IN ATTENDING FOR DETAILS ON ANY SPECIFIC REQUIREMENTS AS THESE CAN CHANGE FROM PLACE TO PLACE.



For more information:
Actuarial Society of South Africa
www.actuarialsociety.org.za



INSURANCE BROKER

As an insurance broker, you will work as either an independent or an insurance agent to sell various types of short-term or long-term insurance cover. Your clients might be individuals, businesses, or other small to large organisations. It is your job to “be the middle man”, determining the most suitable insurance products and services for your clients.

Although this area of work is open to graduates and diplomates of any discipline, tertiary qualifications in Risk insurance, Business management, Finance or related areas of study may improve your chances.

You need to obtain a qualification that is recognised by the Financial Service Board (FSB) as either being generally or specifically relevant to the category of Financial Service Practitioner (FSP) you wish to be registered in.

YOU NEED TO BE

- ▶ A keen interest in financial services
- ▶ Strong interpersonal skills
- ▶ A customer-focused mindset

STUDY PATHWAYS

- ▶ Learnership plus accreditation by the Financial Services Board (FSB)
- ▶ Certificate in Wealth Management (Level 4 and Level 5) plus FSB accreditation
- ▶ Bachelor’s Degree in Financial Planning and Management plus FSB accreditation

THE STUDY ROUTE YOU FOLLOW WILL DETERMINE HOW LONG IT TAKES YOU TO BECOME A QUALIFIED INSURANCE AGENT.

ENTREPRENEURIAL OPPORTUNITIES

Independent Insurance Broker

An insurance broker sells various types of short-term or long-term insurance cover. You will be working with individuals, businesses, or other small to large organisations.

Insurance comparison services

Buying insurance can be a stressful process, you can help clients by helping them compare insurance quotes and choosing a deal that works best for them.



For more information
Insurance Institute of South Africa
www.iisa.co.za

Financial Services Board
www.fsca.co.za

SOFTWARE DEVELOPER

Software developers (also known as computer programmers) design, build, install, test, and maintain software systems that help businesses and equipment work effectively and efficiently. Software developers are responsible for:

- ▶ reviewing current systems;
- ▶ presenting ideas for system improvements, including cost proposals;
- ▶ producing detailed specifications and writing of programme codes;
- ▶ testing the product in controlled, real situations before going live;
- ▶ Preparation of training manuals for users; and
- ▶ maintaining the systems once they are up and running.

RECOMMENDED SUBJECTS AT SCHOOL

Contact each institution for their specific requirements, but these subjects are recommended:

- ▶ Mathematics
- ▶ Computer Science
- ▶ Information Technology
- ▶ Computer Applications

STUDY PATHWAYS

- ▶ Certificate in Information Systems + workplace experience
- ▶ Diploma in Information Technology
- ▶ Bachelor of Information Technology
- ▶ BTech in Information Technology

THE STUDY ROUTE YOU FOLLOW WILL DETERMINE HOW LONG IT TAKES YOU TO BECOME A QUALIFIED INSURANCE AGENT.

ENTREPRENEURIAL OPPORTUNITIES

Independent Software Developer

Independent programmer are business owners that provide software, app and web development and maintenance to different clients, rather than as a full-time employee exclusively bound to a single company. Independent developers often work for multiple clients at once, but some might choose to work with one company at a time on a contractual basis.

INSURANCE CLAIMS ADMINISTRATOR

A claims administrator is an individual who manages claims in the insurance industry. These professionals act as third parties between customers, businesses, and insurance companies and play an important role in class action lawsuits and in cases where customers seek compensation for injuries or damages. A claims administrator collaborates with insurance companies and researches claims to determine if the company is liable in conditions where clients seek damages.

SKILLS REQUIRED

- Communication
- Analytical
- Customer service
- Organisational
- Computer literacy

STUDY PATHWAYS

- Occupational Certificate: Insurance Claims Administrator

ENTREPRENEURIAL OPPORTUNITIES

Independent Claims Administrator

Independent claims administrator act as third parties between customers, businesses, and insurance companies. They are responsible for monitoring, processing, and organizing different insurance claims for a client.



For more information
Insurance Institute of South Africa
www.iisa.co.za

DEVELOPER PROGRAMMER

A developer is a software professional who writes, manages and debugs the code in computer programs. Developers typically specialize in a specific type of coding language. A developer also manages other tasks related to software creation, modification and management, such as software documentation, architecture, databases and user experience.

They also design new IT solutions to improve business efficiency and productivity, produce outline designs and estimate costs of new systems, specify the operations the system will perform, and the way data will be viewed by the end user. They present the design to the users and work closely with the users to implement the solution.

YOU NEED TO HAVE

- ▶ Interest in the financial services industry (if this is your chosen path)
- ▶ Analytical ability
- ▶ Technical ability and knowledge
- ▶ Ability to solve complex problems
- ▶ Effective communication skills
- ▶ Creativity

STUDY PATHWAYS

- ▶ Certificate in Information Systems
- ▶ Diploma in IT
- ▶ BTech in IT
- ▶ Bachelor of IT

ENTREPRENEURIAL OPPORTUNITIES

Independent Systems or Business Analyst

You can work with small or big organisations to formulate system requirements, develop system plans and documentation, review and evaluate existing systems, and design and modify systems to meet their business needs.

COMPLIANCE OFFICER

Risk and compliance is one of the fastest growing areas of employment in the finance sector and a popular choice for those with an eye for detail. The main focus of a Compliance Officer is to stay up to date with the policy and procedures of the company they are working with and to stay up to date with current market trends and new and existing legislation. As a compliance officer, you're responsible for ensuring a company complies with its outside regulatory requirements and internal policies. In short, you are responsible for making sure that your employer plays by the rules.

YOU NEED TO HAVE

- ▶ Critical problem-solving ability
- ▶ An ability to analyse and interpret information quickly
- ▶ A keen interest in the financial services
- ▶ Project management skills

STUDY PATHWAYS

- ▶ Diploma/Higher Diploma in Accounting (NQF level 6)
- ▶ BTech in Accounting and Finance
- ▶ Bachelor of Accounting Degree
- ▶ Once you have completed your studies, you can complete courses with the Compliance Institute of Southern Africa to be recognised as a Compliance Practitioner

ENTREPRENEURIAL OPPORTUNITIES

Independent Compliance Officer

An independent compliance officer works with companies to ensure that the company complies with its outside regulatory and legal requirements, as well as internal policies and bylaws. They help companies manage risk, maintain a good reputation, and avoid lawsuits.



For more information
Compliance Institute of Southern Africa
www.compliancesa.com

INSURANCE LOSS ADJUSTER

This job involves looking at regulations and legislation and how they affect claims. You will be responsible for checking on all the circumstances surrounding a claim and then assessing any damages and determining whether it's covered by the policyholder's insurance policy. Specialist claims and high-risk claims would also be part of this portfolio.

DO YOU HAVE

- ▶ A curious mind?
- ▶ Ability to solve complex problems?
- ▶ Negotiation skills?

LEARNING PATHWAYS

- ▶ Learnership and accreditation by the Insurance Institute of South Africa (IISA).
- ▶ Certificate in short-term assurance and accreditation with the IISA.
- ▶ Mathematics and accounting at school will help you access this career path.

ENTREPRENEURIAL OPPORTUNITIES

Independent Insurance Loss Adjuster

Loss adjusters operate independently of insurance companies. Their aim is to mitigate loss and get businesses back up and running with minimum disruption.



For more information
Insurance Institute of South Africa
www.iisa.co.za

SALES MANAGER

A sales manager is responsible for researching and developing marketing opportunities and planning and implementing new sales plans. The sales manager will also manage both the marketing and sales staff and will perform managerial duties to meet the company's operational goals

RESPONSIBILITIES INCLUDE:

- ▶ Generating sales plans
- ▶ Creating engaging marketing activities
- ▶ Meeting organisational sales objectives

YOU NEED TO HAVE...

- ▶ Strong interpersonal skills
- ▶ A customer-focused mindset
- ▶ Leadership ability
- ▶ Excellent communication skills
- ▶ A creative mind
- ▶ Ability to work under pressure

LEARNING PATHWAY

- ▶ Diploma in Marketing
- ▶ Bachelor of Marketing
- ▶ Honours in Marketing

ENTREPRENEURIAL OPPORTUNITIES

Marketing Consultant

An independent marketing consultant creates and implements marketing strategies to help clients grow their businesses. They may work alone or as part of a team on a freelance or contract basis.



For more information
The Marketing Institute of South Africa
<https://www.tmi-sa.co.za>

COMMERCIAL SALES REPRESENTATIVE

As a Commercial Sales Representative, your focus will be ensuring the sound financial position of clients. You will do this by offering expert advice on how clients can best manage their money.

Be analytical
Have an interest in finances and economics
Mathematically minded
Have interpersonal skills

BTech in Economic Management Analysis
Bachelor of Economics
Postgraduate Diploma in Financial Planning

Financial Advisor

Financial advisors work with individuals and businesses to help them manage their finances. They have the experience and expertise to help make the right financial decision through cost saving and making the right investments.

Investment Consultant

An Investment Consultant is a financial professional who provides investors with investment products, advice, and/or planning. Investment consultants do in-depth work on formulating investment strategies for clients, helping them fulfill their needs and reach their financial goals.



For more information
Financial Planning Institute
www.fpi.co.za

Empowered to Influence and Inspire





FINDING A JOB

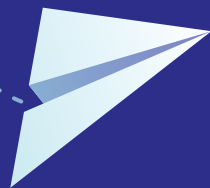
If you are looking to start working after school, then the following section is for you to pay attention to. If you will be furthering your studies before looking for work, it will still be valuable for you to learn the processes before you get actively involved.

BEFORE YOU START THE PROCESS, IT IS IMPORTANT THAT YOU HAVE THE FOLLOWING DOCUMENTS PREPARED:

- ID or certified copies of your ID
- Birth Certificate
- Curriculum Vitae (CV)
- High School Report
- Any Letters of Support / Endorsement / Testimonials

FOLLOWING THIS PROCESS WITH THE DOCUMENTS MENTIONED ABOVE WILL HELP YOU TO BE BETTER PREPARED AND CONFIDENT IN YOUR FIRST INTERVIEW. NOW LET'S FIND YOU A JOB

FINDING A JOB



The process to finding a job is sometimes intimidating but if you follow the hints outlined in the following pages, your chances may increase when applying for potential jobs.

Like anything in life, before you start something new you need to...**HAVE A PLAN**

There can be quite a lot to think about when you look for work. Making a plan could help you to be organized and ultimately successful in getting employed. When you start job hunting, try using the following tips to get you on your way:

- set aside some time every day to search for possible opportunities
- keep a record of your activities to help you see what you've applied for, when applications close and how long it will take for you to get feedback
- be conscious of all your progress and try to celebrate every success, whether its sending off an application, getting an interview or meeting your application target
- No matter how difficult it gets, don't give up – job hunting takes effort and patience.

HAVING A PLAN CAN HELP YOU STAY MOTIVATED AND GET YOU TO WHERE YOU WANT TO BE.

FINDING VACANCIES

NOTE: CONSIDERING THE HIGH DEMAND FOR JOBS IN SOUTH AFRICA, THINK ABOUT BUILDING UP SKILLS AND LOOKING FOR JOBS IN INDUSTRIES THAT NEED SKILLS, E.G., SOME OF THE OPPORTUNITIES IN THE INSURANCE SECTOR THAT REQUIRE CRITICAL AND SCARCE SKILLS.

You might be thinking where and how can you find companies with open positions that can be filled with your skills. The good news is that there are loads of different ways to search for work.

SEARCH FOR JOBS ON THE INTERNET

The good thing about using the internet is that you will have greater access to job opportunities that are available. You can use internet recruitment sites to search for jobs in your local area or by job title. Every day brings something new, so keep on your toes and check sites daily! In order to be specific in your searches, start with a list of the companies you would like to work for then visit the companies' websites for more information. It could be the place to snap up your dream job.

TAP INTO THE HIDDEN JOBS MARKET

Did you know that around 60% of jobs are never advertised? How do you find out about 'hidden jobs'? Networking is the answer! You must talk to people you know that are willing to help you and can guide you in contacting the right people. The more people who know you are looking for work the better. Have a chat with family, friends, teachers, social media friends and anybody else who knows you. All you have to do is tell them what job you are looking for, your skills, where you stay and when you are available to start.

USING SOCIAL MEDIA TO FIND WORK

Always tweeting, posting and updating your status on different social media platforms? Although it is sometimes a distraction, the good news is that you can use social media to boost your job search too. How? Well, you could:

- Create a profile on LinkedIn ('Facebook for professionals')
- Ask people you've worked with at school or elsewhere to endorse your skills and tell people about how good you are at your work
- Follow companies you'd like to work for on LinkedIn, Twitter and Facebook, and watch out for job vacancies as well as the type of people that they hire
- Search Twitter for groups of professional interest and follow people who work in businesses you're interested in.
- Search hashtags on social media that will assist you in identifying opportunity such as #jobsearch.

NOWADAYS MORE EMPLOYERS USE SOCIAL MEDIA AS A REFERENCE WHEN LOOKING FOR NEW EMPLOYEES SO MAKE SURE THERE ISN'T ANYTHING ON YOUR SOCIAL MEDIA PAGES THAT YOU WOULDN'T WANT A FUTURE EMPLOYER TO SEE! KEEP IT CLEAN AT ALL TIMES EVEN ONCE YOU HAVE A JOB.

OTHER PLACES TO SEARCH

Get a feel for what's going on in your local area. Check your local paper or youth development offices to see what's on offer. If you know what you want to do, look at trade or professional magazines for job opportunities. The National Youth Development Agency (www.nyda.gov.za) can assist you with Learnerships that will get you ready for work and give you a better chance when applying for employment.

RECRUITMENT AGENCIES

These agencies are organisations that help companies get the best people to work in their businesses. Some agencies have jobs that are not advertised to the public due to their professional relationships with some employers. So, signing up with them could bring more opportunities your way that you may have not been able to gain access to without them.

APPROACH EMPLOYERS

If you know where you want to work, why not approach the employer? Call in, email, write or send your CV and tell them why you're interested in working for them.

When you start your job-hunting process don't assume that there will always be jobs advertised for you to apply for. In a lot of cases you need to be proactive and contact the companies directly in order to offer your skills. You will also find that many companies may not have a job available for you right now, but there is always a possibility that a job will become available in the future.

OFFER YOUR TIME AND SERVICE

A great way to learn and gain experience in the field you are interested in is through volunteering, vocational work or job shadowing. These are jobs that usually have no compensation or your employer can offer a small stipend. They help you become more competitive by gaining practical experience and building relationships with the company. Companies are more likely to hire someone who shows commitment and already understands the business.

You can apply for these by reaching out to companies and making them aware of your availability and interest in volunteering in their company. This can be done by sending an email to them, writing a formal letter or getting in touch with them via telephone.

WRITING A CV

WHAT IS A CV?

CV stands for curriculum vitae, which also means 'my professional history'. It is a summary of your experience, skills, and education.

HOW LONG SHOULD A CV BE?

A standard CV should ideally be no longer than two A4 pages. Some CVs may be longer depending on your experience and academic qualifications.

WHAT SHOULD I INCLUDE IN MY CV?

Your CV needs to present the relevant information that will help an employer make the decision to hire you. You can also tailor to a specific job/position you are applying for to increase your chances of success. It also helps to do some research on the company to which you are sending your CV to.



PERSONAL DETAILS

This must include full name(s) and surname, contacts, citizenship, date of birth etc.



EDUCATION

This is a detailed and dated list of all previous education, from the most recent to oldest supported by any professional qualification including the name of each institution. It is best to start with education if you don't have any/much work experience.



WORK EXPERIENCE

This can be internships, voluntary roles or previous paying jobs. Add the most recent/relevant positions and examples of tasks. Also, include the names of the various organisations you worked for.



SKILLS

This is a list of what you are good at, for example, the ability to work in a team, manage people, customer service skills, or specific IT skills.



REFERENCES

There must be a minimum of three people who can provide positive comments and reviews about how you work and the change you brought to their company. As a matriculant/ learner, these people can be teachers, coaches, tutors, principals, HODs etc. that can comment on your skills set and abilities.

HOW DO I WRITE A GREAT CV?

You should exclude the following information from your CV:

- A photo – unless you're applying for an acting or modelling job;
- Place of birth – this is unnecessary and can lead to identity theft.
- Identity Number – this is unnecessary and can lead to identity theft.

HOW DO I WRITE A GREAT CV?

To create a simple but effective CV, focus on four main points:

- Grammar – there should be no mistakes in your CV. Use a spell checker and enlist a second pair of eyes to check over the text.
- Layout – place your most attractive skills and talents towards the top of your CV to boost your chances of impressing an employer. Always put the best first.
- Presentation – keep your CV neat and make sure it is easy on the eye. If you are unable to type your CV on a computer, then write one out neatly and if you can't then ask someone close to you who can write it for you.
- Style – there are various types of CVs you can employ. Think carefully about what style will suit your needs. Do some research on the type of CV format people in your career path use when applying for jobs.

WHAT ARE THE CONSEQUENCES OF LYING ON MY CV?

Never lie on your CV or job application. Not only will it present you as a liar to your potential employer, but there can be serious legal consequences too. If it isn't 100% true, rather leave it out.

Remember that it is not guaranteed that you will get a job as soon as you start sending your CV out. You have to be patient and committed to finding a job and that means that you have to keep knocking on those doors until the right one opens.

WHAT DO I WRITE IF I DON'T HAVE ANY EXPERIENCE TO PUT IN MY CV?

Experience does not always have to be work related, it just has to be relevant to the job you are applying for. The first step to identifying your relevant experience is to look at the job requirements closely. Then, think of what you've done while at school, during freelance work, while volunteering, helping out family members, or by pursuing your hobbies, that matches the job requirements.

For example; maybe you were the treasurer of the debate club in school, the secretary of the RCL, or helped your mother organize all your family gatherings. The experience gained from these tasks can be listed to highlight your skills and abilities.

THE ROLE OF PROFESSIONAL BODIES

WHAT IS MEANT BY PROFESSIONAL BODY?

A Professional Body is an organisation with individual members practicing a profession or occupation in which the organisation maintains an oversight of the knowledge, skills, conduct and practice of that profession or occupation. Simply put, Professional Bodies monitor industries to make sure there is good practice like how School Governing Bodies work with different members in your school to keep track of the school running well.

Professional Bodies are also dedicated to always improving the quality and standard of professional skills in different industries through developing, supporting, regulating, and promoting better standards. This improvement can also include training of its member companies.

Practically these activities include:

- ✓ setting requirements to maintain its members' professional skills and knowledge by continuing professional development (training/education)
- ✓ setting and publishing its own standards of practice and ethical conduct
- ✓ having its own written rules and codes of conduct for its members.

A wide variety of role-players are active within the insurance sector, each contributing in particular ways to creating a dynamic and thriving sector. In addition to the employers themselves, these include various industry associations, professional bodies, regulatory and other public sector bodies, and trade unions and other worker organisations. Many of these organisations bring a wealth of experience and close ties to employers and workers in the sector and work with INSETA to promote skills development in the sector, and have important contributions to make in terms of the National Skills Development Plan (NSDP) Outcomes.

INDUSTRY ASSOCIATIONS

The **Association for Savings and Investment South Africa** (ASISA) represents the collective interests of the country's asset managers, collective investment scheme management companies, linked investment service providers, multi-managers and life insurance companies. ASISA provides INSETA with insights into the skills development needs of its members by way of the Education and Transformation committee that INSETA sits in on.

The **Black Insurance Advisors Council** (BIAC) aims to provide the insurance industry with skilled, informed, fit and proper financial services providers. Second, BIAC aims to work in collaboration with other insurance industry organisations and statutory institutions to address issues affecting the insurance industry. BIAC provides INSETA with insights into the skills development needs of its members.



The motto of the **Board of Healthcare Funders** (BHF)—“Serving medical scheme members”—guides how the organisation fulfils its function as a representative body of the healthcare funding industry. BHF provides INSETA with insights into the skills development needs in the healthcare funding sector.

Burial Societies of South Africa (BUSOSA) supports burial societies to become sustainable and provides education and training for entry into the industry. BUSOSA provides INSETA with insights into the skills development needs of its members.

The **Financial Intermediaries Association** (FIA) is a trade association for intermediaries, including multi-national, large, medium and small businesses across a wide range of insurance subsectors. The FIA aims to be an effective voice of its members’ businesses by promoting, developing, education, supporting, and protecting the rights of its members. The INSETA is represented on the FIA Education committee, with FPI and IISA and they collaborate and share insights into the skills development needs of its members.

The **South African Federation of Burial Societies** (SAFOBS) oversees the coordination, training and education of burial societies and their staff. SAFOBS provides INSETA with insights into the skills development needs of its members.

The **South African Insurance Association** (SAIA) is the representative body for the non-life insurance industry, representing the industry to all relevant stakeholders to ensure a sustainable and dynamic industry. The organisation has members from all categories of non-life insurers, including reinsurers.

The organisation has members from all categories of non-life insurers, including reinsurers. INSETA is represented on the SAIA Skills Development working group to collaborate on Skills for the sector.

The **South African Underwriting Managers Association** (SAUMA) protects the rights of the underwriter within their relevant industry. SAUMA provides INSETA with insights into the skills development needs of its members.

PROFESSIONAL BODIES AND ASSOCIATIONS

Batseta, the Council of Retirement Funds for South Africa, focuses on the interests of principal officers, trustees and fund fiduciaries in the retirement industry, and advises INSETA on the development of new qualifications linked to life insurance.

The **Black Brokers Forum** (BBF) is a representative body for black financial advisers. The BBF provides INSETA with insights into its members’ skills development needs.

The **Compliance Institute Southern Africa** (CISA) is the recognised professional body for the compliance profession. Amongst other objectives, the Institute aims to stimulate and promote education, training and professionalism in the field of compliance to its members and other stakeholders. CISA provides INSETA with insights into its members’ skills development needs.

The **Financial Planning Institute of Southern Africa** (FPI) is the recognised professional association for financial planners in South Africa. The FPI is the only institution in the country to offer the CFP® certification, and advises INSETA on the development of new qualifications related to financial planning.

The **Institute of Loss Adjusters of Southern Africa** (ILASA) controls the professional standards and conduct of loss adjusters. Part of its mission is to promote the skill, efficiency, service and responsibility of the profession, and to establish and maintain high standards of education and knowledge. ILASA advises INSETA on the development of new qualifications relating to claims assessment.

The **Insurance Institute of South Africa** (IISA) is a professional membership institute for the non-life insurance industry. The Institute's primary responsibility is to promote the advancement of knowledge and skills, the maintenance of the highest level of standards and ethics, and professional development within the insurance industry. The IISA assists INSETA with graduate placements and internships.

REGULATORY AND OTHER PUBLIC SECTOR BODIES

The twin peaks model reformed the regulatory and supervisory landscape for the financial sector in South Africa. The **Financial Sector Conduct Authority** (FSCA) is the market conduct regulator for the financial services sector, while the **Prudential Authority** (PA), located within the South African Reserve Bank, regulates the financial soundness of financial institutions. The regulatory reforms of the FSCA and PA have skills development implications for employees, employers, training providers and INSETA, and these groups have come together with the regulators quarterly to discuss content of training interventions in line with current regulation.

The **South African Reserve Bank** (SARB) and **Statistics South Africa** (Stats SA) are key producers of data used for skills planning research. As the country's central bank, the SARB aims to achieve and maintain price stability in the interest of balanced and sustainable economic growth. Stats SA is responsible for the collection and dissemination of data and statistics on a wide range of issues, and the Statistician-General has the authority to designate statistics as official statistics.





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INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

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**APS
SCORES**



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INSETA CAREER GUIDE

ADMISSION POINT SCORE DO YOU KNOW WHAT IT IS?

Here's why it is so important

An Admission Point Score (APS) is very important for matriculants. This is because it is used by Higher Education Institutions (TVET, College, Universities, Universities of Technology) to determine whether you qualify for admission to their courses. Different Higher Education Institutions approach the calculation in their own way and different courses have different APS requirements to be able to qualify. The APS level you achieve will contribute to a major decision in your life.

It is important to know that your APS does not guarantee you admission to a Higher Education Institution. Other elements are considered such as subject choice, pass rate achieved, availability and others. Ultimately, if you want to study a specific course at a preferred institution, you must meet the required APS levels.

How to calculate your APS level?

All Higher Education Institutions have their own policies about calculating APS but, generally, the marks you get for your subjects (excluding Life Orientation) are converted into points and added together to give one score.

Most Higher Education Institutions use a 1 – 7 rating which matches the ratings numbers on your matric certificate, e.g., a mark of 70% sits at Level 6.

The general point allocation is as follows:

MARKS (%)	APS SCORE
80 - 100	7
70 - 79	6
60 - 69	5
50 - 59	4
40 - 49	3
30 - 39	2
0 - 29	1

For more information on APS scoring, calculations and other related content, visit:

<https://fundiconnect.co.za/aps-scores-matter/>



**SCAN TO
FIND OUT
MORE**



NATIONAL QUALIFICATIONS FRAMEWORK LEVELS

The NQF consist of 10 levels divided into three bands; Levels 1 to 4 equate to high school grades 9 to 12 or vocational training, 5 to 7 are college diplomas and technical qualifications, 7 to 10 are university degrees.



Level 1

GRADE 9



Level 2

GRADE 10/NATIONAL (VOCATIONAL) CERTIFICATES LEVEL 2



Level 3

GRADE 11/NATIONAL (VOCATIONAL) CERTIFICATES LEVEL 3



Level 4

GRADE 12 (NATIONAL SENIOR CERTIFICATE)/NATIONAL (VOCATIONAL) CERTIFICATES LEVEL 4



Level 5

HIGHER CERTIFICATES AND ADVANCED NATIONAL VOCATIONAL CERTIFICATE



Level 6

DIPLOMA AND ADVANCED CERTIFICATES



Level 7

BACHELORS DEGREE AND ADVANCED DIPLOMAS



Level 8

HONOURS DEGREE, POST GRADUATE DIPLOMA AND PROFESSIONAL QUALIFICATIONS



Level 9

MASTERS DEGREE



Level 10

DOCTOR'S DEGREE

THE ROLE OF RESEARCH

TO RESEARCH IS THE SAME AS TO INVESTIGATE.

To make the best decision of which career path to pursue in the Insurance industry, it is critical to investigate the opportunities for growth, sustainability, and profit in each of them going forward. You cannot truly make an informed decision without doing the necessary research.

Effective career research allows you to get a more complete understanding of different opportunities and judge which one is most ideal for you. Learning how to research different career paths is a valuable skill for a young professional entering the job market or considering a career path.

Research allows you to get a more complete understanding of a potential career path, including what the requirements are to work in the field, what to expect once you are working in the field and common career progressions for a specific path.

We encourage you to take the time to go online, google, see social media, check LinkedIn, and talk to adults in the space that can give you advice on how best to start and grow a career in the Insurance industry.



FUNDING YOUR STUDIES

BEING ABLE TO COVER THE COST OF FURTHER EDUCATION IS A CHALLENGE FACING MOST SOUTH AFRICAN YOUTH TODAY. MOST FAMILIES DO NOT HAVE THE MEANS TO SEND THEIR CHILDREN TO SCHOOL. THE GOOD NEWS IS THAT THERE ARE ORGANISATIONS OUT THERE THAT CAN HELP YOU.

BURSARIES

A bursary will give you peace of mind but requires that you maintain a certain standard of results in order to qualify. If you find a company bursary, you may have to work for them after completing your study programme. It is important to do your research on bursary options out there and review all the requirements thereof. There is no limit to the number of bursaries you can apply for, so it's best to apply for as many as possible that align with your interests and would fulfil your needs. Google "bursary portals" to view all sites that offer various opportunities for application.

SCHOLARSHIPS

This form of financial aid is awarded to deserving students based on their achievements and merit criteria they have met. You can receive a scholarship if you exceed a company's criteria of excellence. There is such a wide range of scholarships out there, that we can confidently say that there's a scholarship for everyone. Scholarships are not paid back like a bank loan.

FINANCIAL AID

Most of the universities in South Africa offer financial aid to students who are unable to fund their own studies and/or have achieved excellent academic results. If you consider this option, it is important that you contact the university's financial aid office to enquire about their financial aid requirements.

STUDENT LOAN

Most banks across South Africa offer student loans. To qualify though, you need to earn a certain amount or have your parents sign as your surety. Student loans are not free, and you'll have to pay back the loan as well as the interest. Student loans are offered by all the major banks, as well as credit providers. It is advised that all funding alternatives are checked before deciding to take out a student loan because paying it back will be expensive with interest pay backs.

BANK LOAN

This option is ideal for short-term or part-time studies. Once the bank loan is approved, the money is allocated to you. It's your responsibility to pay the fees and buy study materials. Seeking financial aid to support your studies from banks and other financial institutions means you will have to pay it back, typically within a few years after you graduate.



KHETHA

Khetha is DHET's career guidance arm that exists to assist young people and unemployed individuals with career information, advice, guidance and counselling. KHETHA is an extremely valuable service and highly recommended during the research phase when planning for your career.



Telephone:
086 999 0123

SMS/Text Message (please call me):
072 204 5056

Fax:
086 458 8172

Physical
National Khetha Walk-in 123 Francis Baard Street
Pretoria Central
Pretoria
0002
Email: careerhelp@dheth.gov.za

OPERATING HOURS

Monday to Friday from 08:00 to 16:30
Closed on weekends and public holidays.





National Student Financial Aid Scheme

The National Student Financial Aid Scheme (NSFAS) is the government student bursary and loan scheme that receives its funding budget from, and reports to, the Department of Higher Education and Training.

NSFAS provides financial assistance in the form of bursaries and loans to eligible students at public universities and Technical and Vocational Education and Training (TVET) Colleges in South Africa. Bursaries issued are recovered from students after the completion of their studies.



www.nsfas.org.za



08000 67327



info@nsfas.org.za



National Student Financial Aid Scheme



@myNSFAS



@myNSFAS

owered to Influence and Inspire



The Insurance Sector Student Fund (ISSF) is a co-funded Bursary Scheme that aims to cater for the entire insurance value chain. The ISSF is co-funded by business entities in both the private and public sector who intend to skill, upskill, reskill and multi-skill students, graduates and workers across a multitude of economic sectors.

INSETA is inviting the public (unemployed and employed individuals) apply for the ISSF Bursary Fund within the application window.

WHO CAN APPLY FOR THIS ISSF CATEGORY?

This category is only open to the South African Public (Unemployed and Employed) in cross sectoral studies. South African learners between the ages of 18-35 who are unemployed are encouraged to apply. Priority will be granted to courses in the Insurance and related sectors.

➤ Unemployed Youth (Between the ages of 18-35)

➤ Employed

QUALIFYING CRITERIA FOR ISSF

- Missing middle and non-missing middle (unemployed and employed)
- South African Citizens
- New and continuing students

ISSF BURSARY BENEFITS

The ISSF has different types of packages tapered to suit the unique needs of each unemployed beneficiary as outlined below:

- Tuition Fees
- Textbooks
- Technological devices- Laptops and data (Where applicable)
- Accommodation and Meals
- Monthly Allowance

N.B Employed beneficiaries only receive tuition.



5. HOW TO APPLY FOR THE ISSF BURSARY

- Visit INSETA's website www.inseta.org.za/issf
- Download and complete application form
- Prepare certified documents
- Send your application issstudent@inseta.org.za



6. DOCUMENTATION

Documentation must include:

Unemployed

- Certified ID copy
- Certified Matric Results
- Most recent academic record
- Tuition Fee/Course Quotation
- Acceptance Letter
- Proof of Registration
- Learner Application Form
- POPIA form
- Learner Agreement

Financial Supporting documents

- Certified ID copies of both parents/ guardian or
- Death Certificate/ Affidavit
- Recent 3 Months Payslips/Bank Statements of both parents/guardian.
- Affidavit and SASSA letter if grant recipient

Employed

- Certified ID copy
- Certified Matric Results
- Most recent academic record
- Tuition Fee/Course Quotation
- Acceptance Letter
- Proof of Registration
- Learner Application Form
- POPIA form
- Learner Agreement
- Letter of Employment

Disclaimer

Please consider your application unsuccessful if you havenot received communication from the ISSF within 90 days after the closing date.

UNIVERSITIES IN SOUTH AFRICA

A UNIVERSITY IS AN INSTITUTION OF HIGHER EDUCATION AND RESEARCH, THAT GRANTS ACADEMIC DEGREES IN A VARIETY OF SUBJECTS. A UNIVERSITY IS A CORPORATION THAT PROVIDES BOTH UNDERGRADUATE EDUCATION AND POSTGRADUATE EDUCATION. WHICH OFFERS THE FOLLOWING QUALIFICATIONS:

- ✓ Postgraduate Degrees
- ✓ Higher Certificate
- ✓ Advanced Certificate
- ✓ Diploma
- ✓ Advanced Diploma
- ✓ Bachelor's Degree

GAUTENG

UNIVERSITY OF JOHANNESBURG

Web: <https://www.uj.ac.za/>
Call Center: +27 11 559 4555

UNIVERSITY OF PRETORIA

Web: <https://www.up.ac.za/>
Switchboard: +27 (0)12 420 3111
Email: info@up.ac.za

UNIVERSITY OF THE WITWATERSRAND

Web: <https://www.wits.ac.za/>
General enquiries: +27 (0)11 717 1000
Admission enquiries: +27 (0)11 717 1888

UNIVERSITY OF SOUTH AFRICA

Web: <https://www.unisa.ac.za/>
Switchboard: +27 (0)12 441 5888
Email: Study-info@unisa.ac.za

SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

Web: <https://www.smu.ac.za/>
Call center: +27 (0)12 521 4111

UNIVERSITY OF SOUTH AFRICA

Web: <https://www.unisa.ac.za/>
Switchboard: +27 (0)12 441 5888
Email: Study-info@unisa.ac.za

NORTH WEST

NORTH WEST UNIVERSITY

Web: <https://www.nwu.ac.za/>
Call center: 0860 169698

WESTERN CAPE

UNIVERSITY OF CAPE TOWN

Web: <https://uct.ac.za/>
Switchboard: +27 (0)21 650 9111

UNIVERSITY OF THE WESTERN CAPE

Web: <https://www.uwc.ac.za/>
Call center: +27 (0)21 959 2911

STELLENBOSCH UNIVERSITY

Web: <https://www.sun.ac.za/>
Call center: +27 (0)21 808 9111

EASTERN CAPE

UNIVERSITY OF FORT HARE

Web: <https://www.ufh.ac.za/>

East London: +27 (0)43 704 7000

Bhisho Campus: +27 (0)40 608 3407

Alice Campus: +27 (0)40 602 2011

NELSON MANDELA UNIVERSITY

Web: <https://www.mandela.ac.za>

Call Center: +27 (0)41 504 1111

RHODES UNIVERSITY

Web: <https://www.ru.ac.za/>

Call center: +27 (0)46 603 8111

UNIVERSITY OF SOUTH AFRICA

Web: <https://www.unisa.ac.za/>

Switchboard: +27 (0)12 441 5888

Email: Study-info@unisa.ac.za

WALTER SISULU UNIVERSITY

Web: <https://wsu.ac.za/>

Switchboard: +27 (0) 47 502 2844

MPUMALANGA

UNIVERSITY OF MPUMALANGA

Web: <https://www.ump.ac.za/>

Switchboard: +27 (0)13 002 0001

Email: info@ump.ac.za

NORTHERN CAPE

SOL PLAATJE UNIVERSITY

Web: <https://www.spu.ac.za/>

Call center: +27 (0)53 491 0000

KWA-ZULU NATAL

UNIVERSITY OF KWA-ZULU NATAL

Web: <https://www.ukzn.ac.za/>

DBN: +27 (0)31 260 1111

PMB: +27 (0)33 260 5111

UNIVERSITY OF ZULULAND

Web: <https://unizulu.ac.za/>

Switchboard: +27 (0)35 902 6000

LIMPOPO

UNIVERSITY OF LIMPOPO

Web: <https://ul.ac.za/>

Switchboard: +27 (0)15 268 9111

: +27 (0)15 268 3332

: + 27 (0)15 268 3276

FREE STATE

UNIVERSITY OF THE FREE STATE

Web: <https://www.ufs.ac.za/>

Bloemfontein Campus: +27 (0)51 401 9111

QwaQwa Campus: +27 (0)58 718 5000

South Campus: +27 (0)51 401 9111

Email: info@ufs.ac.za

UNIVERSITIES OF TECHNOLOGY IN SOUTH AFRICA

A University of Technology offers technological career directed educational programmes, that focus on innovative problem solving.

The types of qualifications offered by universities of technology

- ✓ Higher Certificate.
- ✓ National Certificate.
- ✓ National Higher Certificate.
- ✓ Advanced Certificate.
- ✓ Diploma, Higher Diploma, National Diploma & Advanced Diploma.
- ✓ Baccalaureus Technologiae (B Tech) & Bachelor's Degree.

WESTERN CAPE

CAPE PENINSULA UNIVERSITY OF TECHNOLOGY

Web: <https://www.cput.ac.za/>

Call Centre: +27 (0)21 959 6767

GAUTENG

TSHWANE UNIVERSITY OF TECHNOLOGY

Web : <https://www.tut.ac.za/>

Call center: +27 (0)21 808 9111

VAAL UNIVERSITY OF TECHNOLOGY

Web: <https://www.vut.ac.za/>

Call center: +27 (0)861 861 888

Admission enquiries: +27 (0)16 950 9356

FREE STATE

CENTRAL UNIVERSITY OF TECHNOLOGY

Web : <https://www.cut.ac.za/>

Bloemfontein Campus +27 (0)51 507 3911

Welkom Campus +27 (0)57 910 3500

KWA-ZULU NATAL

DURBAN UNIVERSITY OF TECHNOLOGY

Web: <https://www.dut.ac.za/>

Switchboard: +27 (0)31 373 2000

MANGOSUTHU UNIVERSITY OF TECHNOLOGY

Web: <https://www.mut.ac.za/>

Call centre: +27 (0)31 907 7111

TVET COLLEGES IN SOUTH AFRICA

Technical Vocational Education and Training (TVET) Colleges offer a wide range of courses and training programmes that have been developed to respond to scarce skills needed by employers. While all TVET colleges are funded and supported by government they differ in the amount and variety of training programmes they offer. Some colleges may offer up to 300 different courses. Study options vary from short courses to formal training programmes of up to three years. While universities specialise in theoretical training, TVET Colleges are a good choice for students who want practical training.

SOUTH AFRICA HAS 50 TVET COLLEGES, EACH ONE WITH MULTIPLE CAMPUSES SPREAD ACROSS THE COUNTRY TO MEET THE STUDY NEEDS OF RURAL AND URBAN LEARNERS, WHICH OFFERS THE FOLLOWING QUALIFICATIONS

- ✓ The National Certificate: Vocational (NCV)
- ✓ The Report 191 Programmes
- ✓ The National Introductory Certificate (N4)
- ✓ National Certificates (N4)

LIMPOPO

CAPRICORN TVET COLLEGE - POLOKWANE

Tel: (015) 230 1800

Email: enquiries@capricorncollege.edu.za

Web: www.capricorncollege.edu.za

LEPHALALE TVET COLLEGE

Tel: (014) 763 2252

Email: campusmanager@lepfet.edu.za

Web: www.lephalalefetcollege.co.za

LETABA TVET COLLEGE

Tel: (015) 307 5440

Email: centraloffice@letabafet.co.za

Web: www.letabafet.co.za

MOPANI SOUTH EAST TVET COLLEGE

Tel: (015) 781 5721

Email: svdc@mopanicollege.edu.za

Web: www.mopanicollege.edu.za

SEKHUKHUNE TVET COLLEGE

Tel: (013) 269 0278

Email: sekfet@sekfet.col.za

Web: www.sekfetcol.org

WATERBERG TVET COLLEGE - MOKOPANE

Tel: 015 491 8581

Email: hq@waterbergcollege.co.za

Web: www.waterbergcollege.co.za

MPUMALANGA

EHLANZENI TVET COLLEGE - MBOMBELA

Tel: 013 752 7105

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NORTH WEST

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GAUTENG

CENTRAL JOHANNESBURG TVET COLLEGE

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NORTHERN CAPE RURAL TVET COLLEGE

Tel: 054 331 3836

Web: www.ncrtvet.com

NORTHERN CAPE URBAN TVET COLLEGE KIMBERLEY

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Web: www.ncutvet.edu.za

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Web: www.faviusmareka.net

GOLDFIELDS TVET COLLEGE

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MALUTI TVET COLLEGE

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KING HINTSA TVET COLLEGE

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KING SABATA DALINYEBO TVET COLLEGE

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CETA

Construction Education and Training Authority
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Website: www.ceta.org.za

CHIETA

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tion and Training Authority
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LGSETA

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PSETA

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SASSETA

Safety and Security Sector Education & Training Authority

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SERVICES SETA

Services Sector Education and Training Authority

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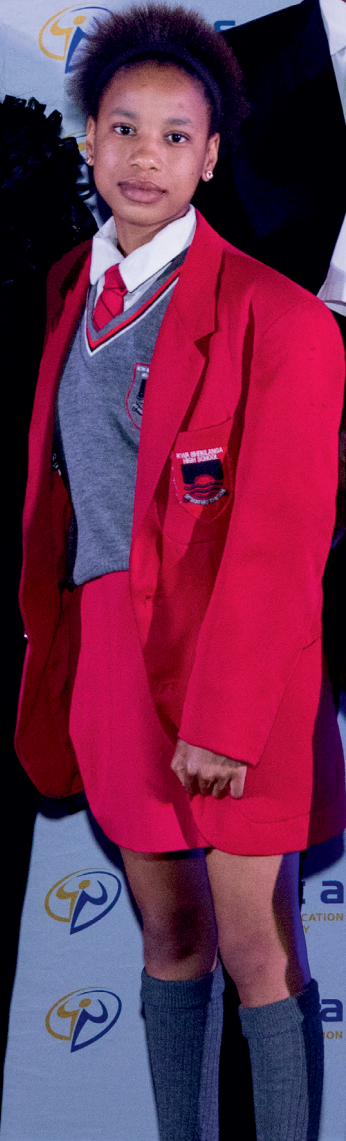
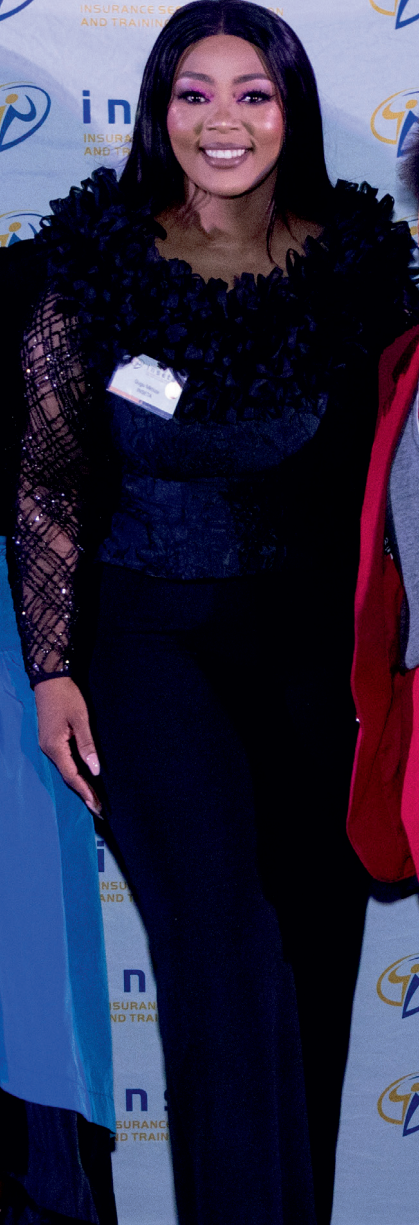
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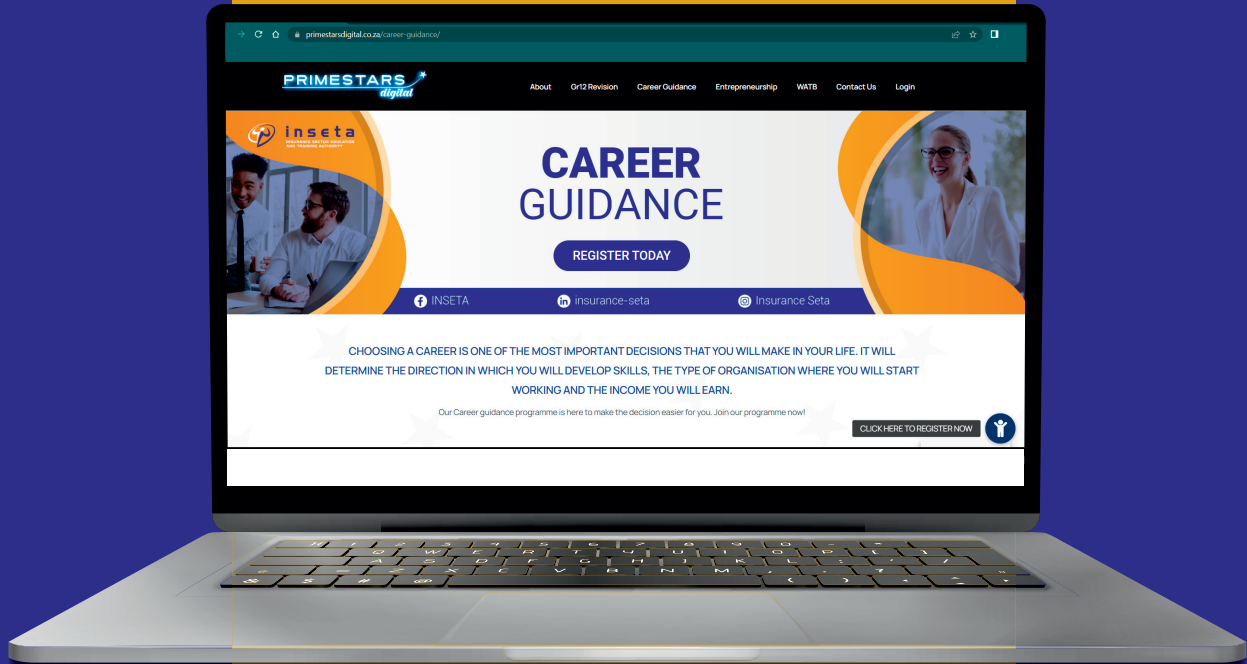
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