

Learnership Verification Checklist

A practical list for companies and training providers who want their learnership spend to count in full when the B-BBEE verification agency arrives.

Most learnership points are lost on paperwork, not on training. Work through this list at the start of the programme, every month while it runs, and again before verification. Tick each item only when the document is filed and easy to find.

1 Before learners start

Set-up

- ☐ **Learning programme category confirmed** against the Skills Development learning matrix, so the spend is claimed under the right category.
- ☐ **Training provider accreditation** checked with the SETA or QCTO, with a copy of the accreditation letter on file.
- ☐ **Learnership agreements** signed by the learner, employer and training provider, and registered with the relevant SETA. Keep proof of registration.
- ☐ **Employment contracts** (usually fixed-term) for learners who were unemployed when they started.
- ☐ **Certified ID copies** for every learner, with names and ID numbers matching on every other document.
- ☐ **Proof of employment status** at the start date (for example, an unemployment affidavit) where your claim depends on it.
- ☐ **Disability confirmation** for any learner claimed under disability, in the form your verification agency accepts.
- ☐ **Host employer agreements** signed, if learners are placed with another company for workplace experience.

2 Every month while it runs

Keep it current

- ☐ **Attendance registers** signed by learners and supervisors, for both classroom and workplace days.
- ☐ **Stipend payments** made and proven (payroll records or bank statements), and reconciled against attendance.
- ☐ **Drop-out log** with dates, reasons and replacement learners, updated as soon as someone leaves.
- ☐ **Provider progress reports** received and filed, with any learner at risk flagged early.
- ☐ **Invoices and proof of payment** for training costs, materials, travel and other claimable spend.
- ☐ **Evidence file index** updated, so every learner's documents can be found in minutes.

3 When the programme ends

Close-out

- ☐ **Results or certificates** (statements of results, or proof that assessments were submitted) for each learner.
- ☐ **Close-out report** covering enrolments, completions, drop-outs, spend and lessons learned.
- ☐ **Absorption evidence** (employment contracts or letters) for learners who were employed afterwards.
- ☐ **Workplace Skills Plan and Annual Training Report** consistent with what you will claim.

4 Before the verification visit

Final check

- ☐ **Spend summary** per learner, reconciled to payroll, invoices and the measurement period.
- ☐ **Names and ID numbers** spelled the same way on agreements, registers, payslips and certificates.
- ☐ **Internal sample check:** pick five learners at random and confirm every document is present and consistent.
- ☐ **One contact person** who knows the file and can answer the verification agency's questions on the day.
- ☐ **Agency requirements** confirmed in writing beforehand, as evidence rules differ between agencies and sector codes.

Five red flags we see most often

1. Attendance registers that do not match stipend payments.
2. Learnership agreements signed but never registered with the SETA.
3. Learners who left in month two but were still claimed for the full year.
4. Training invoices with no proof of payment, or paid outside the measurement period.
5. An evidence file put together in the week before verification.

Want a second pair of eyes?

The Governance Bridge reviews learnership evidence files before verification and sets up simple monthly systems so the file builds itself as the programme runs. Book a free 30-minute call at governancebridge.co.za or email info@governancebridge.co.za.

This checklist is general guidance to help you prepare. It is not legal or verification advice. Requirements depend on the B-BBEE Codes that apply to you and on your verification agency, so always confirm the evidence they need before your measurement period ends.