

YES Programme Readiness Checklist

For companies and implementation partners running Youth Employment Service (YES) placements who want the full B-BBEE benefit and a smooth verification.

YES recognition depends on getting the basics right for every young person, every month, for twelve months. Use this list before you sign up, while youth are in placement, and before verification.

1 Before you sign up

Planning

- ☐ **Your B-BBEE size and targets confirmed** (EME, QSE or generic), including how many youth you need for the level uplift you want. Confirm with YES and your verification agency.
- ☐ **Placement model chosen:** youth hosted in your own business, or sponsored and placed at a small business through an implementation partner.
- ☐ **Budget approved for twelve months**, including salaries of at least the national minimum wage, any partner fees, equipment and supervision time.
- ☐ **Timing aligned with your measurement period**, so the placements count in the B-BBEE year you need them to.
- ☐ **Registration and agreement completed** on the YES platform, with an internal programme lead named.

2 Recruiting and contracting

Before day one

- ☐ **Eligibility checked for every candidate:** unemployed when registered and under 35 when the contract starts, plus any other current YES criteria.
- ☐ **Youth registered on the YES system** before their start date, not afterwards.
- ☐ **Twelve-month fixed-term employment contracts** that comply with labour law, signed before work starts.
- ☐ **Certified ID copies and signed declarations** filed for every young person.
- ☐ **Payroll set up correctly**, including UIF and other statutory deductions, at or above the national minimum wage.

3 During the twelve months

Every month

- ☐ **Supervisor or mentor assigned** to each young person, with a simple monthly check-in.
- ☐ **Attendance and payroll records** kept and reconciled every month.
- ☐ **Youth active on the YES app or reporting tools** as required, with follow-up for anyone who falls behind.
- ☐ **Exits recorded immediately** with dates and reasons, and replacements arranged quickly so your headcount target holds.
- ☐ **Work experience and training documented**, so youth leave with a reference and proof of what they learned.

4 Absorption and verification

Months 9 to 12

- ☐ **Absorption planned early:** identify which youth you can employ permanently, since absorption is measured after the twelve months.
- ☐ **Evidence pack ready:** certified IDs, contracts, payslips, attendance and any YES confirmation for the period.
- ☐ **Interview-ready:** your programme lead and a sample of youth can explain the placement if the verification agency asks.

Five red flags we see most often

1. Youth registered on the system after they had already started.
2. Contracts shorter than twelve months, or not signed before day one.
3. Pay that falls below the current national minimum wage.
4. Young people who left in month three but were never replaced.
5. Placements that end up in the wrong B-BBEE measurement period.

Want a second pair of eyes?

The Governance Bridge helps companies and implementation partners plan YES placements, keep monthly records in order and prepare evidence for verification. Book a free 30-minute call at governancebridge.co.za or email info@governancebridge.co.za.

This is general guidance to help you prepare. It is not legal, tax or verification advice. Rules and deadlines change, so always confirm current requirements with the relevant authority, your funder, your verification agency or your accountant. YES rules and targets are set by YES and the B-BBEE Codes and may be updated.