



#A FUTURE THAT WORKS



**YES
4YOUTH
.CO.ZA**

**IMPLEMENTATION
PARTNER INFORMATION
AND VETTING PACK**



YES
4 YOUTH
.CO.ZA

INDEX

Implementation Partner Information



THANK YOU FOR YOUR INTEREST IN BECOMING
A YES IMPLEMENTATION PARTNER.

IN ORDER FOR US TO MOVE TO THE NEXT STEP
IN THIS RELATIONSHIP, WE NEED A BIT MORE
INFORMATION ABOUT THE PROPOSED WORK
EXPERIENCE YOU CAN OFFER.

THIS DOCUMENT WILL PROVIDE INFORMATION
ON THE IMPLEMENTATION PARTNER MODEL
AS WELL AS THE CRITERIA YOU NEED TO
MEET BEFORE BEING APPROVED AS AN
IMPLEMENTATION PARTNER.



BUILD A FUTURE THAT WORKS

Why Say Yes

South Africa needs a new story: we need new places, new spaces, new faces, new industries and new career paths for our youth. YES creates new jobs.

- YES recognizes the critical role the youth play in shaping our economy yet six million young people are shut out of it. This is why we at YES seek out groundbreaking ways, through innovation and technological best practice to create jobs for South Africa's youth. The only way to reduce inequality is to get all South Africans into work, to build incomes and to invest inclusively. Now is the time to lend a hand.
- At YES, we are driven by business and supported by Government and Labour but it is only together, as a nation, that we can change South Africa's skewed economic reality. Together we can enable companies and communities to create one million work opportunities and equip youth with a toolkit to build a career and be the person they have the potential to be.



ARE YOU AN IMPLEMENTATION PARTNER?

An Implementation Partner is:

An organisation that is able to provide youth between the ages of 18 and 35 with a high-quality 12-month work experience. This workplace experience should provide opportunities for absorption post the 12 months and/or have a de-risking effect on the youth when looking for their next work opportunity. An organisation also needs to be solvent and in operation for three years.

01

The applicant completes the vetting section of this pack and sends it to the Implementation Partner team along with the required documents.



02

The YES Finance and Legal departments will conduct a desktop vetting of your documents so it is important that you send the most recent versions and ensure that they are signed, audited and verified, where necessary. These departments will need to establish whether the applicant is solvent and have been operating for at least three years. These are non-negotiables.



03

If the desktop vetting is successful, a YES representative will contact you to schedule a review of the site where youth will be placed in order to confirm the information previously provided and to gather further evidence of the proposed high-quality work experience.



04

If the site visit is successful, YES and the IP sign a Master Agreement which will make their partnership official.



05

The IP is put onto a list of IPs which are ready to host youth and are presented to potential corporate sponsors who select a host organisation that aligns with their requirements and values.



06

If a corporate sponsor selects you, the IP, as their preferred host organisation, you will decide whether you can host youth according to the corporate sponsor's requirements. If a match is made, the IP, corporate sponsor and YES sign a triparty agreement stipulating all deliverables and expectations of all parties to ensure youth get a high-quality work experience and the corporate sponsor gets its B-BEE level up.



07

The IP sources the required amount of youth and either the corporate sponsor or IP sign employment agreements with them.



08

The IP sends youth-related documents to YES Host Placement Manager.



09

The youth start working.



ORGANISATIONS THAT MEET THE FOLLOWING CRITERIA WILL BE GIVEN PREFERENCE DURING THE VETTING PROCESS:

Can offer a high-quality work experience to youth



Youth consistently have baseline experiences that allow them to acquire new skills that can be used in future workplaces; they are effectively and properly managed, supervised or mentored; their personal development trajectory and learning and mindset shift is evaluated; they are placed in a workplace that complies with the labour regulatory frameworks; they receive skills development and training, they have safe pathways to lodge grievances, they can exit with a credible reference and a more substantial CV, they have a high chance of being absorbed into permanent employment at the organisation.

Non-governmental organisations that make a social impact



Organisations whose work contributes to improving the lives of people in disadvantaged communities through initiatives that provide or develop services in health, education, food security, gender equality and climate action, among others.

Small businesses that need help growing



Businesses and entrepreneurs who need support to expand production of local goods and services, employ more people, encourage the development of new entrepreneurs, and have a positive impact on South Africa's economy.

YES requires potential Implementation Partners to disclose and receive explicit prior approval for any benefit, monetary or otherwise, related directly or indirectly to the placement and on-going 12 month work experience related of the YES Youth. YES will not approve an Implementation Partner if it does not plan to operate in the spirit of YES, which is to provide youth with a high-quality work experience as well as support NPOs and small businesses, but is, instead, using YES to profit from YES Youth placements in a manner not disclosed and approved of by YES. Any activities that can be construed as labour-brokering will not be allowed in the YES Implementation Partner model.

IMPLEMENTATION PARTNER OBLIGATIONS

THE IMPLEMENTATION PARTNER SHALL
PROVIDE THE FOLLOWING SERVICES:

- 1) Recruit unemployed youth
- 2) Provide orientation and induction services to the Youth
- 3) Provide career readiness training to the Youth, if required and for the duration specified by YES
- 4) Enter into a 12 month fixed term employment contract with each Youth
- 5) Enable each Youth employed to receive a quality work experience
- 6) Pay the monthly salary to each Youth, if applicable, and the implementation partner warrants that it has the necessary physical and human resources capacity, experience and expertise to operate payroll systems necessary to administer payment of Youth salaries
- 7) Facilitate the corporate sponsor's compliance with its obligations in terms of the Employment Tax Incentive Act, 2013 to claim the employment tax incentive in respect of the Youth employed and timeously provide all information and documents necessary to enable compliance, if applicable
- 8) Facilitate the corporate sponsor's compliance with its obligations to achieve Broad-Based Black Economic Empowerment recognition for job creation, as prescribed in the gazetted Youth Employment Service Initiative and the YES Practice Note and timeously provide all information and documents necessary to enable compliance
- 9) Comply with YES' and the corporate sponsor's reporting and data collection processes, including uploading completed and signed Youth Employment Contracts, certified copies of Youth identity documents, signed affidavits affirming employment status of Youth, YES Youth Monthly Uploader Template, YES Youth Monthly Supervisor Form, Monthly Report to the Implementation Managers salary documents and relevant SARS forms

THE IMPLEMENTATION PARTNER WARRANTS THAT:

- 1) It has the necessary physical and human resources capacity, experience and expertise to fulfil its obligations in terms of this Agreement
- 2) Its obligations will be performed by appropriately qualified, experienced and trained personnel exercising due skill, care and diligence
- 3) It will comply with all statutory obligations and industry-related best practices, codes and standards, as issued or published by a recognised body, council or similar organisation
- 4) It will timeously perform all services, functions and duties as provided for in this Agreement
- 5) It will faithfully carry out its obligations in terms of this Agreement, in accordance with the best professional practices, competence and integrity
- 6) It will maintain and comply with all necessary licences, insurances, certificates, registrations, authorisations and consents required under the laws of the Republic of South Africa
- 7) It will provide YES with any information, documents and report its requests in relation to this Agreement
- 8) It will keep suitable and accurate records and ensure safe keeping of all such records relating to this Agreement

Please provide as much information as possible about your organisation:

- 1) Please provide a brief description of your organisation:
- 2) What industry does your organisation operate in?
- 3) What social issues, such as education, health, food security etc. does your organisation seek to address?
- 4) How long has your organisation been in operation?
- 5) How many people does your organisation currently employ?
- 6) What makes your organisation sustainable? Contributions to sustainability can include partnerships with other organisations that cover some expenses, income generation streams, and long-term funding agreements.

7) Are you able to process and claim the Employment Tax Incentive on behalf of the corporate that will be paying the salaries of the youths at your organisation?

8) What are the significant constraints to expanding your work?

9) Is Human Resources and Payroll in-house or outsourced? Please explain both processes.

10) Does your entity have any existing relationship (family or commercial) with YES or its employees?

11) Describe your documentation retention process to ensure all Youth related documents will be stored, accessed and controlled as required by the Department of Trade and Industries Practice Note.

YOUTH JOBS OVERVIEW:

1) How many youth can you place in these jobs? Is there a minimum number of youth you can take at a time?

2) Provide the job title/s that will be given to the youth that will join your organisation describe the work that the youth will be participating in.

3) Provide an outline of the 12-month plan for the youths' time at your organisation (how many weeks/months will be spent on training etc.)

4) Do you provide training, skills development or mentorship as part of the 12-month work experience? If yes, please describe these.

5) What are the key skills the youth will acquire?

6) What is the location/s of the jobs the youths will do?

7) Will your organisation be placing youth in 'host' organisations? If yes, please provide an overview of the type work of each of these 'hosts'.

8) How will you vet these organisations as being capable of providing a high-quality work experience for Youth?

9) Will your organisation be financially benefitting from placing Youth internally or at host organisations, over and above the R4000 placement fee it will receive from YES for monitoring and evaluation? Please explain all direct and indirect benefits, monetary or otherwise, related directly or indirectly to the placement and on-going 12-month work experience of the YES Youth.

10) How will the work that the youth do, specifically, have a positive social impact? Motivate for why YES and a corporate sponsor should support the work your organisation does.

11) How many people have done this job before and what was the outcome of their experience: were they promoted or did they get jobs elsewhere, for example?

12) Aside from a 12-month contract, are there any other monetary or other benefits that the Youth can expect?

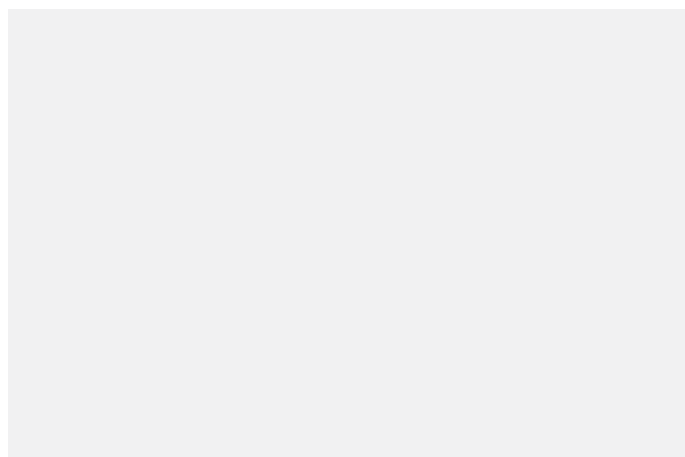
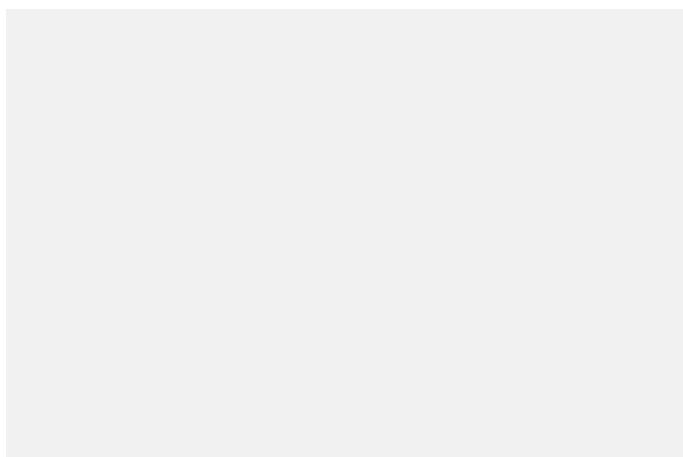
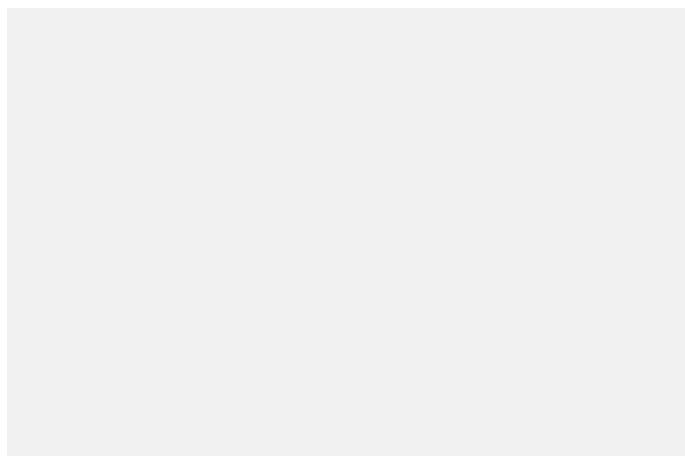
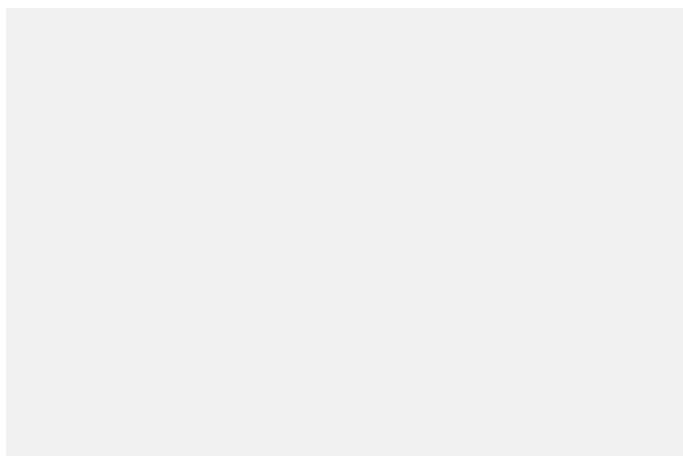
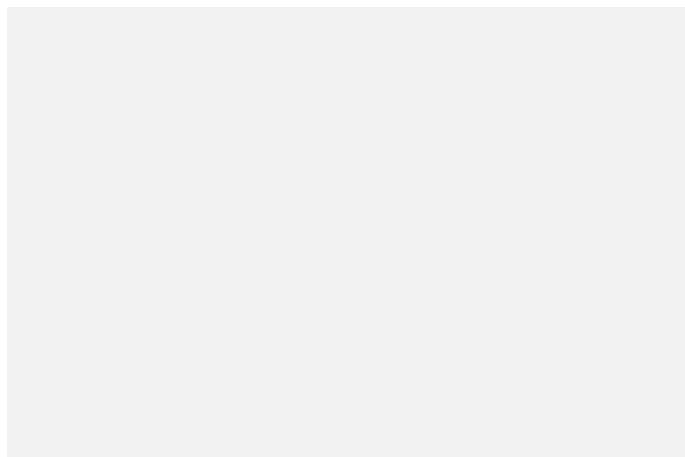
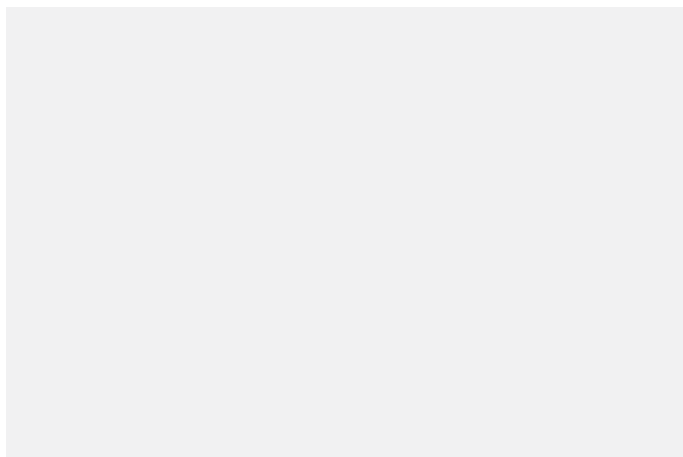
13) What industry and sectoral networks will the youth be exposed to or have the opportunity to grow for themselves?

14) What is your plan to absorb the youth at the end of the 12-month contract or assist in placing them in other organisations?

15) Explain how employing YES Youth contributes positively to YES' aim addressing youth unemployment and does not displace existing members of the workforce.

Please provide photos of workplaces that the youth will be exposed to:

Note: Drag and drop images into boxes provided.



IMPLEMENTATION PARTNER: DOCUMENTATION

Please complete all fields:

The following information is required as part of our vendor registration process and vetting of the entity that will be partnering with YES.

General Information

Date:

Company Name:

Company Registration Number:

Contact Name:

VAT Registration Number

TAX Registration Number

Physical Address

Street Address

City, Province

Postal Code

Contact Information

Phone Number

Contact Email Address

Banking Information

Bank Name

Bank Address

Account Beneficiary

Account Number

Sort Code

Please attach the following documents when returning this form to YES and confirm that they have been attached below. YES will, to the best of its ability, keep your information secure.

The following documents are attached to this form:	YES	NO
1. Copy of Latest Financial Statements		
2. Stamped bank Letter/ Cancelled Cheque (Not older than 3 Months)		
3. Company Registration Documents		
4. Tax Clearance Certificate (s)		
5. COIDA (Letter of Good Standing)		
6. Proof of adequate employer's liability and public liability insurance		
7. An up-to-date Quality Management Policy and Procedure document		
8. ID copies of all directors, trustees, members, including the CEO		
9. B-BBEE Verification Certificate		
10. Fire safety Certificate		
11. Occupational Health and Safety Certificate		

IMPLEMENTATION PARTNER WORKPLACE VISIT

The following list provides examples of features the YES representative will check during the review of the workplace.

1. A person and/or a group is responsible for managing and supporting the youth and has the necessary resources to do so

2. Line-managers/supervisors know about youth placements, the implications of having a new employee in the organisation and are aware of the record-keeping requirements and workplace learning assessments

3. Based on the tasks and job description outlined in the youth job section of this form, the workplace is suitable for the employee and has the appropriate equipment and facilities

4. An appropriate mechanism for evaluating the success of the youth placement is in place and measures to assess the impact of this placement on the organisation have been established.

5. A communication and induction strategy for the host placement has been set up.

6. The Payroll and HR processes including checking where documents are stored, which payroll software is used, a sample of a payslip as well as an employee/workplace contract

7. The document retention and management processes

IMPLEMENTATION PARTNER: VENDOR DECLARATION

I _____, duly authorised to act on behalf of _____
,
declare the information provided in this document to be true and correct and acknowledge the commitment
made through completing and signing of this document to upholding the conditions laid out herein, with

Signature: _____

Name: _____

Date: _____ / _____ / _____
DD MM YY



YES
4YOUTH
.CO.ZA



Once you have completed this
form and collected the relevant
documents, please send this to the
Implementation Partner

www.yes4youth.co.za