



What is a Learning Programme Matrix?

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This is the classification of training courses into the different categories.

For B-BBEE verification purposes, each training programme that is claimed will need to be classified under one of the **seven** categories (namely category A – G). Depending on the category selected, certain training expenses may be excluded as well as limited.

The Skills Development scorecard allocates points for Skills development spend on Learning Programmes.

Programme	Category	Narrative description	Learning Site	Examples
Bursaries	A	Institution-based theoretical instruction alone – formally assessed by the institution [120 credits]	Institutions such as universities and colleges, schools, ABET providers	University degrees, diplomas or any other long course where there is NO workplace based experiential component.
Internships (Pre-Graduate)	B	Institution-based theoretical instruction as well as some practical learning with an employer or in a simulated work environment – formally assessed through the institutions	Institutions such as universities and colleges, schools, ABET providers and workplace	University degrees, diplomas or any other long course where there IS a workplace based experiential component required. [e.g. Engineers]
Internship (Post-Graduate e.g. Articles)	C	Recognised or registered structure experiential learning in the workplace that is required after the achievement of a qualification – formally assessed by a statutory occupational or professional body	Workplace	Candidate accountants, lawyers, engineers etc. [e.g. CA - Licensing requirements, honours + practical (3 yrs) before board exam]

Programme	Category	Narrative description	Learning Site	Examples
Learnerships /Apprenticeships (SETA - NQF aligned Unit Standard + POE = qualification)	D	Occupationally directed instructional and work based learning programme that requires a formal contract – formally assessed by an accredited body [per unit standard]	Institution and workplace	Learnerships/Apprenticeships
Work Integrated Learning (Skills Programmes - Short Courses: accredited training / NQF aligned unit standard + POE = part qualification)	E	Occupational-directed informal instructional and work-based learning programme that does not require a formal contract – formally assessed by an accredited body [a learning programme includes several skills programmes]	Institutions and meetings	Short courses that are work related eg. typing, supervisory, computer training that result in credits towards unit standards. [Certificate of Competence e.g. SDF course]
Informal/External training: short courses (Not NQF aligned),seminars, conferences	F	Occupationally directed informal instructional programmes	Institutions, conferences and meetings	Credits towards continuing professional development and any other seminars, conferences or short courses that do not result in credits to unit standards. [Certificate of Attendance e.g. BEE training]
Informal/Internal training: mentorship, Work experience for unemployed graduates, peer to peer knowledge transfer, soft skills, product specific training	G	Work-based informal programme	Workplace	Internal training with no certificate to show for. [Attendance Register]