

SUNTAT Appendix 2

Employment and training monitoring framework

Adapted from Spenceley, A., Relly, P., Keyser, H., Warneant, P., McKenzie, M., Mataboge, A., Norton, P., Mahlangu, S., and Seif, J. (2002) Responsible Tourism Manual for South Africa, Department for Environmental Affairs and Tourism, July 2002

KEY	actual	= information per clients accounting & personnel records			
	calculated	= output information (per calculations)			
	voluntary	= targets, per client			
Enterprise name	XXXX	Months			
		Current	Year 2	Year 3	Year 4
Statistics for all employees					
Employees (Total)	A	42	43	44	44
Total (after tax) remuneration for month: <i>Insert month</i>	B	57,000	59,000	65,000	71,000
Average income/person	A/B = C	1,357	1,372	1,477	1,614
Lowest wage		900	900	900	900
Total annual remuneration (all staff)	etc.	684,000	708,000	780,000	852,000
Number who received formal training	etc.	25	21	5	13
Above percentage of total	etc.	59.5%	48.8%	11.4%	29.5%
Amount expended on formal training		65,000	78,000	27,000	56,000
Statistics for Local*/HDI Employees					
No. employees (HDI)		35	36	38	38
Percentage of total (by numbers)		83%	84%	86%	86%
Total remuneration		23,060	20,820	25,000	27,000
Percentage of total (by value)		40%	35%	38%	38%
Total Annual wages local* employees		276,720	249,840	300,000	324,000
Voluntary target remuneration		n/a	325,000	350,000	375,000
Number who received formal training		15	11	3	11
Above percentage of total employees		35.7%	25.6%	6.8%	25.0%
Amount expended on formal training		23,000	25,000	8,000	20,000
Voluntary training expenditure		n/a	29,000	10,000	25,000
Statistics for Female Employees					
Employees (Female)		24	24	23	25
Percentage of total		57%	56%	52%	57%
Total Wage (female)		19,000	24,000	23,000	26,000
Above as % of total wages		33%	41%	35%	37%
Average wage (female)		792	1,000	1,000	1,040
Total annual remuneration (female)		228,000	288,000	276,000	312,000
Voluntary target remuneration		n/a	325,000	350,000	375,000
Number who received formal training		8	12	4	7
Above as percentage of total employees trained		32.0%	57.1%	80.0%	53.8%
Amount expended on formal training		23,000	25,000	8,000	32,000
Amount expended on formal training		4,000	9,000	10,000	10,500
Voluntary training expenditure		n/a	10,000	11,000	12,000
* Define local for the enterprise - e.g. within 50 km of the enterprise or protected area boundary					