

ERASMUS+ Programme 2015 – KA2 Adult Education
Project n°: 2015-1-ES01-KA204-015937
Document name: **Observation Report Guidelines - Italy**
Partner: Università Popolare di Firenze (U.P.F.)
Author: Lisa Ribechini

Employment and Women on the 21st century in Europe: From Household economy to SME economy (Small and Medium enterprises) – MUPYME Project

Guidelines for drafting the participant observation report

As agreed, once the observation is completed it shall be displayed on a report that summarizes the observation action together with other data; both describe what we call the *Professiograph* of the household work. The data, the cold figures, should be discussed by the analyst by making a critical interpretation. We will note possible answers in brackets, but the observer/commentator's reflections are especially interesting.

We remind you that every partner of the project should draft a report for each of the 5 observations that should be made. Afterwards, they will write a summary report for which drafting we will provide an appropriate guide.

ELISA



Reviewed by: Lisa Ribechini

Code: 20160530_MU_O3_UPF_1

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1.- Identification

Descriptive data related to:

- **Name** Elisa
- **Place** Capraia Fiorentina
- **Analyst name** Lisa Ribechini
- **Approximate time of the observation** 1,5 hours

2.- Context

Other data that may be useful for analysing the space where the observation takes place

- **Type of town (population size)**

Capraia e Limite is an Italian municipality of 7204 citizens in the metropolitan city of Florence, Tuscany. It is located between Empoli and Florence in an area of about 25 square kilometers. It's on the right bank, extending along the middle reaches of the Arno River, in a hilly area surrounded by a variety of landscapes.

- **Local economy (agricultural, industrial, commercial, services)**

Capraia was once a major producer of terracotta objects. Today industries of ceramics are developed in the area, together with waxes, artistic candles and footwear

In the past Limite excelled in naval shipbuilding industries, now transferred to the sea because of River Arno, no more deep and wide enough to provide passage to ships. Tradition though is carried on in companies specialized in marine engineering and in small sites for the construction and repair of boats. We also find furniture and clothing industries and production of adhesive tapes.

Olive oil and grape wine of high quality are produced in the countryside. In addition many farms have included agritourism activities too.

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- **Local dynamics (enriched, impoverished, emergent)**

In recent years, Capraia and its terracotta production was affected by the economic crisis, resulting in nearly all existing ceramic factories being closed.

- **Referential cultural environment (urban, rural, intermediate)**

The surrounding environment is both rural and urban.

3.- Profile

Information for the correct understanding of the selected woman as the subject of study

- **Age 51**

- **Educational level (certified)**

Secondary school

- **Income level or estimated social class (low, middle, high)**

Middle class

- **Type of household (members of the family)**

The members of the family are 4: husband, wife, a boy and a girl (27 and 20 years old)

- **Work experience outside the household**

She worked until 2010 as a businesswoman in the shoe factory of the family.

Since then she is a full time housekeeper

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4.- Subject assessment

Informal data that may help to understand the work performance inside the household

- **Where and how did she learn to perform the household?**

Her mom had a strong impact on Elisa's domestic skills, especially regarding cleanliness. Her father had an influence on her passion for cooking, tutoring her on it.

- **How many years has she been working in the household economy?**

She has been working full time in the domestic economy since 2010. Before that date she took care of the household chore coming home from work, spending all her free time for it.

- **What does she consider to be the most and the least difficult task?**

Tasks she does'nt like do: gardening- administration

Tasks she loves to do: Cooking

- **Has she given up to something in order to take care of the household?**

She renounced to various works offered by shoe factories. She was not sorry, having renounced consciously.

5.- Most frequent tasks

This section has to be filled in by following the Tasks File form attached to these guidelines.

ANNEX

6.- The Performance

This section has to be filled in by following the Job Analysis form (modified)

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Elisa relies on the help of small appliances to perform domestic tasks. The most used are the washing machine to wash clothes and the dishwasher, which she replaced recently. Often she makes use of a small oven to bake the pizza and also several blenders. The appliance far more used is the cleaner, she recently replaced.

As house cleaning is concerned, she says she uses ordinary products. In choosing them, though, she pays attention to the brand, as she states that the most famous products are also the best. Sometimes she uses dangerous products, such as muriatic acid, storing them in protected areas of the House.

Elisa goes alone to the market daily. On Saturday morning she goes to the supermarket with her husband, to do the weekly shopping. Since she doesn't work, every day she can afford to go more often to grocery stores. She prefers large retail chains, like the “Coop” Supermarket in the village next to Capraia.

She loves the timetable of domestic work and its positive rhythm in comparison with the working hours of her previous job. Gradually she has been rising the time devoted to household activities, reaching more than 4 hours per day. She is not particularly interested in organic foods and prefers home-cooked meals to ready-made ones.

Concerning Intellectual and psychological Aptitudes required for job we have the following table

Rate: 0 inappreciable 1. Scarce 2. Medium 3. High

1. General Intelligence required for the job.	3
2. Aptitude for solving problems	3
3. Calculation skills	2
4. Ease of communication	3
5. Spatial aptitude	3
6. Creativity, ease of participation and originality	2
7. Concentration skills	3
8. Movement coordination	3
9. Manual Dexterity	2
10. Ability to differentiate colors,	3
11. Data, ideas or sentences memory	2
12. Spatial memory	2
13. Response capability	3

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Concerning personality and social requirements we present the table coming from interview.

Rate: 0 inappreciable 1. Scarce 2. Medium 3. High

1. Easy of building personal relationships	3
2. Ability to make quick decisions	2
3. Perseverance and method	2
4. Self-control	2
5. Leadership Ability	2
6. Level of responsibility	3
7. Organizational skills	
7.1 In the job itself	3
7.2 Of the work of others	2
7.3 Administrative skills	1
8. Adaptive capacity	3

On JOB conditions and efforts we have the following table

Rate: 0 inappreciable 1. Scarce 2. Medium 3. High

1. Physical strain	2
2. Mental effort	2
3. Nervous effort	1
4. Hazardous effort	1
5. Toxicity	0
6. Environmental aggression	0
7. Risks	0
8. Accident frequency and severity	0

On PERFORMANCE improvement

1. Possibilities to improve job performance

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Elisa says that she can acquire more skills and improve. She declares to be open to all means to improve as a housewife, especially in cooking

2. Possibilities of receiving some training

Elisa is not very interested in attending courses to improve her skills. The only training she might follow is for improving her way of cooking, to become more professional.

In her opinion so far the food she prepares looks too simple.

3. Main Characteristics of job conditions

Elisa devotes about four hours to the household chores. Each day she does different activities. On Friday she helps her sister and mother in their houseworks.

4. Main Physical requirements including sense requirements

Elisa moves in space with ease, adopting positions suited to the tasks covered. She notes, however, that over time some repeated postures in household chores have caused her back pain.

7.- Summary and critical reflection

Elisa was very helpful during the two hours of shooting, answering accurately to our questions and being at ease in showing us all the rooms in her house. Elisa is a sure person and knows very clearly what she likes to do in life and in her spare time.

In her family they recycle waste. The container dedicated to the waste is on the terrace near to the kitchen.

Despite her role of housewife Elisa has other interests such as the gym. Above all is the church choir, of which she is a member. She reads many books and listens to classical music. Her family is accustomed to using often TV, computer and electronic equipment.

We could observe Elisa for two hours in her house while preparing lunch and a cake for breakfast. During the interview we could also delve into other aspects of her duties and competences within the family.

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Elisa has strong skills in taking charge of the family and in managing her time, since she fulfills not only her household duties but also her mother's and sister's.

She claims to not feel the burden of taking charge of home business even if she doesn't love to perform all of her tasks.

She views a lot of autonomy in the family's decision who takes every day.

Areas where she considers herself competent are:

1. to prepare desserts
2. to clean the House
3. to carry on home business

BELOW we can see competences acquired at household which correspond to SME

- Multitasking (She does a lot of activities at once)
- Time management (planning in short and long term)
- Coordinator and mediator (managing and negotiating)
- Problem solving (inside and outside her family)
- Flexibility (capacity to adapt to new situation)
- Social relationship (with family members, friends, neighbors)

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ANNEX

TASK RECORD FILE

ELISA

TASK	EXECUTIVE	MANAGEMENT	LEVEL OF DECISION	CRITICISM	IMPACT	CORRESPONDENCE	TIME
cooking	80%	20%	Unilateral	Five	Planning Finances Family Relations	TimePlanning Managing money. Planning how to buy Relations with suppliers	Daily
Going shopping	80%	20%	Shared	Five	Planning Finances Family Relations	Managing time Managing moneyPlanning how to buy Relations with suppliers	Daily
To clean	80%	20%	Unilateral	Three	Planning Family	Managing time Planning	weekly

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TASK	EXECUTIVE	MANAGEMENT	LEVEL OF DECISION	CRITICISM	IMPACT	CORRESPONDENCE	TIME
Social relations	60%	40%	Shared	Three	Relations Family Planning	TimePlanning Planning	weekly
To make cakes and sweets	80%	20%	Unilateral	Three	Planning Finances Family	TimePlanning Managing money Planning how to buy Relations with suppliers	weekly
To vacuum	80%	20%	Unilateral	Four	Area organizzativa Area familiare	TimePlanning Planning	Daily
Social	70%	30%	Shared	Two	Relations Family Planning	TimePlanning Planning	Weekly

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TASK	EXECUTIVE	MANAGEMENT	LEVEL OF DECISION	CRITICISM	IMPACT	CORRESPONDENCE	TIME
Administration	70%	30%	Shared	Two	Planning Finances	Planning	Monthly
Managing Check- ups for the family	60%	40%	Shared	Five	Relations Family Planning	Managing time Planning	Una tantum(once in a while)

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