

ERASMUS+ Programme 2015 – KA2 Adult Education
Project nº: 2015-1-ES01-KA204-015937
Document name: Observation Report Guidelines - Portugal
Partner: KERIGMA
Author: Joana Carvalho

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.

1.- Identification

Descriptive data related to:

- **Name** (may be real or even a pseudonym if the woman doesn't want to give her real name) - Adriana Lemos Oliveira
- **Place** - Rua de Santiago, freguesia de Cossourado - Barcelos
- **Analyst name** – 1
- **Approximate time of the observation**- 3 horas

2.- Context

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

- Type of town (population size) – 825
- Local economy (agricultural, industrial, commercial, services) - agricultural
- Local dynamics (enriched, impoverished, emergent) - impoverished
- Referential cultural environment (urban, rural, intermediate) – Rural

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3.- Profile

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

- Age - 49
- Educational level (certified) - Primary school
- Income level or estimated social class (low, middle, high) - Low
- Type of household (members of the family) – 3 persons (Husband and Daughter).
- Work experience outside the household - Restaurant Assistant - 1 year; factory worker - 5 years and household - 15 years.

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? By observation, she learned from her mother.
- How many years has she been working in the household economy? Since always, however since I was unemployed for three years daily performance of these tasks.
- What does she consider to be the most and the least difficult task? Simpler task - Clean the dust; Difficult task - activities related to the maintenance and management of payments related to insurance activities related to public entities (social security, finance ...)
- What kind of things does she consider that would have facilitated her work performance? Motivation and enjoyment of performing the tasks and see the house clean.
- Has she given up to something in order to take care of the household? No
- Would she have pursued other professional career in other circumstances? Yes, I'm just at home because I cannot get a job outside.

5.- Most frequent tasks

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

ANNEX 1

6.- The performance

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

ANNEX 2

7. - Summary and critical reflection

Adriana is accompanied by a colleague of our institution and the first contact was established by the colleague who subsequently has provided me the phone number.

The next moment it was scheduling a meeting to present the Mupyme project and talk about our intention with the observation, although not personally know the Adriana we schedule a day to perform observation.

On the schedule day D. Adriana was quite nervous. I left it at will to the task of choosing to observe, and his proposal was the observation of the animal space maintenance and cultivation for domestic consumption.

During the observation I note that the D. Adriana has enough knowledge in the field of agriculture, in particular the level of knowledge:

Preparing the ground for sowing and for the establishment of crops or plantations and methods and production methods compatible with the preservation of resources and environmental protection.

I observe that she needs to improve her knowledge about the laws and regulations of the agricultural work and maybe receive information on the potential creation of own business related to the field of organic farming.

ANNEX 1

TASK RECORD FILE

ADRIANA LEMOS OLIVEIRA

TASK	EXECUTIVE	MANAGEMENT	LEVEL OF DECISION	CRITICISM	IMPACT	CORRESPONDENCE	TIME
Taking care of animals and cultivation of some goods for food	Parcial (80%)	Parcial (20%)	Unilateral	4	financial and care of family unit	Cleaning and maintenance; planning; time management;	20% working hours (daily)
Maintenance of family clothes	Parcial (80%)	Parcial (20%)	Unilateral	4	financial and care of family unit	Cleaning and maintenance	Weekly 20%
Cooking	Parcial (80%)	Parcial (20%)	Shared with her husband	4	financial and care of family unit	Cleaning and maintenance planning; time management; coordination and	Daily 20%

ANNEX 2

GUIDELINES FOR THE PARTICIPANT OBSERVATION RECORD OF THE HOUSEHOLD WORK

1. Identification

1.1 Occupation: Housewife

ISCO-08 classification approach. See section relating to the management of small and medium enterprises: ISCO-08- code 1311- Agricultural and forestry production managers.

1.2. Workplace. Describe the hierarchical relationship of work compared with:

- **Other members of the family**

Adriana usually plays his domestic duties at home, alone, but when necessary with the collaboration of husband and daughter, when she is in Portugal.

- **Neighbor**

In its day-to-day she has no neighbors together to perform their tasks. However, when necessary the neighbors ask for your cooperation for the execution of some tasks.

- **Social institutions and administrativas-** not apply

- **Educational, recreational institutions, among others-** not apply

2. General job definition

2.1. Objectives: To take care of the house and the animals.

2.2. The work is performed in order:

- Isolated - usually isolated when necessary with the help of her husband.
- In the group - not apply
- Under simple or coordination - not apply
- The production line - not apply
- Others

2.3. Level of autonomy, initiative and responsibility (short, medium and large):

- Troubleshooting – Medium
- Decision making - Medium
- Execution of tasks – Medium

3. Facilitative structures:

3.1. Production: Activities related to agriculture

- Machines - not used, since the cultivation space is reduced
- Tools - Use manual tools related to agriculture
- Materials - Uses materials linked to agriculture

3.2. Non- material:

- Software systems - Does not use
- Software systems - Does not use
- Networks- Not applicable
- Outros.....

3.3. Characteristics related to the means of production and their use:

To develop the land for farming activity and production animals (chickens, rabbits and sheep ...) requires knowledge at the level of production; knowledge at the level of preparation, cultivation and maintenance of soil; knowledge in terms of products and materials to be used for the performance of activity and knowledge in terms of time and organization management.

3.4. Perception about the kind of change on the performance at work? In what sense? Technological, social, organizational?

She has some knowledge of the progress of work. The space available to perform the task in agriculture is small so it does not need machinery to help her but recognize its technological evolution.

4. Qualification inherent to work if necessary training required

4.1. General level of skills inherent in the work (see the classification established by Cedefop [European Centre for the Development of Vocational Training] adapted to the structure of the different Member States of the EU. Related 1 to 5)

EQF - Level 2

4.2. In detail, that particular qualification is required for the performance of work?

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For this task the necessary qualifications are related to the area of agriculture - Agricultural Operator. Perform tasks related to the production of agricultural products of plant origin, applying techniques, methods and production methods compatible with the preservation of resources and environmental protection, taking into account the needs of crop and soil and climatic conditions and according to the rules product quality, food safety and security, hygiene and health at work agricultural.

- **Knowledge**

- Preparing the ground for sowing and for the establishment of crops or plantations, according to the defined production;
- Install crops and plantations, according to cultural operations to perform and set production;
- Proceed to cultural operations needed to develop crops and crops, taking into account the vegetative habits of the species, soil and climatic conditions, the conduct of outdoor crops or protected from according to the method and set production method;
- To harvest the products of crops and plantations, taking into account its characteristics, the purposes for which they are intended and production;
- Make the cutting operations, storage and conservation of forage production, according to the established method, ensuring proper conservation of food and minimizing the environmental impact;
- Operate and regulate agricultural machinery and equipment appropriate to the activities to be carried out, taking into account the safety standards at work and environmental protection;
- Maintenance and cleaning of equipment and the operating facilities;
- Record data relating to operations carried out for technical and accounting use in order to control the results and the productivity of the farm;
- Perform simple operations related to farming and forestry.

- **Competencias**

- laws and regulations of the agricultural work;
- Protection and improvement of the environment: water cycle, nitrogen, and carbon, pollution Sources;
- Safety, hygiene and health in agricultural work;
- Protection and integrated production;
- Organic farming;
- Good agricultural practices;
- Edible Horticulture: cultural needs, cultural cycles and fruiting habits, diseases, pests and other enemies;
- Cultures aromatic, medicinal and culinary: cultural needs, cultural cycles and fruiting habits, diseases, pests and other enemies;

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- Inedible Horticulture: cultural needs, cultural cycles, disease, pests and other enemies;
- Fruits: cultural needs, cultural cycles and fruiting habits, diseases, pests and other enemies.
- Olive Growing: cultural requirements fruiting habits, diseases, pests and other enemies.
- Viticulture: cultural requirements fruiting habits, diseases, pests and other enemies.
- Arable: cultural requirements, diseases, pests and other enemies.
- technico registration documentation of the activities, operations and consumption.
- **Experience**
- She always developed this work/ tasks and she learned with her family.

4.3 Does it require some kind of specific training or some level of knowledge?

- Basic Training
- Professional qualification

5. Analysis developed to work

5.1. Skills and intellectual psychological needed for development activity

0-3 scale:

0- Not applicable 2-Average 1 – Scarce 3- High

	0	1	2	3
1. General intelligence needed to perform the activity (ease of learning, reasoning, judgment and drawing conclusions)			X	
2. Ability to solve problems			X	
3. Mental calculation			X	
4. Easiness of communication			X	
5. Spatial dimension		X		
6. Creativity, ease of participation and originality		X		
7. Ability to concentrate		X		
8. Motor coordination		X		
9. Manual dexterity		x		

10. Color differentiation capacity, identification and combination		x		
11. Ability to store data, ideas or phrases		x		
12. Special memory			X	
13. Responsiveness			X	

5.2. Personal and social skills

0-3 scale:

0- Not applicable 2-Average 1 – Scarce 3- High

	0	1	2	3
1. Easy to build personal relationships			X	
2. Ability to make quick decisions			X	
3. Method and perseverance			X	
4. Individual Control			X	
5. Leadership skills			X	
6. Level of responsibility			X	
7. Organizational skills			X	
7.1. In the activity itself			X	
7.2. Working with other			X	
7.3. administrative powers			X	
8. Ability to adapt			X	

5.3. Working conditions and effort (summary)

1. Posture adopted at work (description):

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The posture adopted at work is correct, however it recognizes that like to make a training that would allow you to monetize the time and resource management. She never had training and What she knows she learned by observation.

2. Key features of working conditions:

The conditions for the development of work are appropriate, the space available for cultivation is not large it is always cultivated and organized. It states that it is a good contribution to the family economy.

The space management requires a long time and is not always easy, often this task also shared by her husband.

3. Main physical requirements, including the sense of requirements:

The development of tasks related to agriculture, are physically stressful. And often are tasks that cannot be delayed, such as: go get food for the animals.

4. Working hours per day:

To carry out the activity of animal care and preparation / confection lunch needs roughly 3/4 hours a day.

Scale 0-3 attitudes

0- Not applicable 2-Average 1-Scarce 3- High

	0	1	2	3
6. Physical Wear			X	
7. Mental Effort			X	
8. Nervous Effort			X	
9. Dangerous Effort	X			
10. Toxicities			X	
11. Environmental Assaults		X		
12. Danger		X		

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5.4. PERFORMANCE IMPROVEMENT

1. You can improve performance at work? Yes.

- Basic training, yes
- Professional qualification, yes
- Specific or occupational training, Not applicable
- Through experimentation, not applicable

2. Is there any possibility to receive some training in order to improve work performance?

Yes, but I have some difficulty with the reading and writing.

No.....

No, only if the training is directly related to my work

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ANNEX 3

