

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** – Maria de Lurdes Torres Silva
- **Place** – Rua quinta do Pontido no 61 4750-421 Pousa – barcelos
- **Analyst name** – 5
- **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) – 2 272 habitants
- Local economy (agricultural, industrial, commercial, services) – Industrial
- Local dynamics (enriched, impoverished, emergent) – Emergent
- Referential cultural environment (urban, rural, intermediate) – Intermediate

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3.- Profile

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

- Age – 55
- Educational level (certified) – 9th degree
- Income level or estimated social class (low, middle, high) - middle
- Type of household (members of the family) – 4 persons at the moment (she, her husband and 1 son and 1 daughter).
- Work experience outside the household – she worked 10 years pottery / crafts and 12 years in the textile.

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?
From her mother, by observation
- How many years has she been working in the household economy?
She always developed this work
- What does she consider to be the most and the least difficult task?
Simpler task – gardening;
Difficult task – dealing with animals (agricultural tasks)
- What kind of things does she consider that would have facilitated her work performance?
Enjoyment of performing the tasks.
- Has she given up to something in order to take care of the household?
Yes, she left the workplace to take care of the youngest son then she became household.
- Would she have pursued other professional career in other circumstances?
Yes, in other circumstances she would like to have a professional activity.

5.- Most frequent tasks

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

ANNEX 1

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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

Maria de Lurdes is accompanied by a colleague 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 Maria de Lurdes we schedule a day to perform observation.

On the schedule day Maria de Lurdes was a little bit nervous, she start to talk about her life. She lives with her husband and the three sons (2 girls and 1 boy), they are already adults, and one of their daughter is nurse and works aboard.

At this moment she is unemployed but would like to have a job or make some training in the in floriculture or crafts area, always had a great passion for flowers and handcrafts and at home is a space where is the cultivation of plants, their maintenance and floral arrangements.

It is a communicative and friendly person, who easily captivates others, while watching her I identify their organizational and management skills. She try to organize all tasks so as not to conflict with the normal tasks of day-to-day.

One of the difficulties is the management of roles and insurance, is usually the husband who makes the organization.

ANNEX 1

TASK RECORD FILE

LUÍSA OLIVEIRA

TASK	EXECUTIVE	MANAGEMENT	LEVEL OF DECISION	CRITICISM	IMPACT	CORRESPONDENCE	TIME
Home maintenance	Partial (70%)	Partial (30%)	Shared with her husband	4	Financial area	Planning; Financial management; Time management	30% of the time – Daily
shopping market	Partial (70%)	Partial (30%)	Unilateral	4	Time; Personal life; Financial area	Financial management; Planning; Time management;	20% (Once or two per week)
maintenance of the garden and flowers	Partial (80%)	Partial (20%)	Unilateral	4	Personal life; Financial area	Financial management; Planning; Time management; Organization	15% of the time – Daily
clothing care	Parcial (80%)	Parcial (20%)	Unilateral	3	Family	Cleaning and maintenance Planning	10% of working hours daily)
Cooking	Parcial (80%)	Parcial (20%)	Unilateral	3	financial and care of family unit		Parcial (80%)
Decision making process	Parcial (80%)	Parcial (20%)	Unilateral	4	Family unit	Executive Management; Coordination	5% Daily

ANNEX 2

GUIDELINES FOR THE PARTICIPANT OBSERVATION RECORD OF THE HOUSEHOLD WORK

1. Identification

1.2 Occupation: Housewife

ISCO-08 classification approach. See section relating to the management of small and medium enterprises: ISCO-08- code 9214- Gardeners, horticultural and nursery growers.

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

- **Other members of the family** Maria de Lurdes usually plays her domestic duties at home alone.
- **Neighbor** In its day-to-day she has no neighbors together to perform their tasks.
- **Social institutions and administrativas-** not apply
- **Educational, recreational institutions, among others-** not apply

2 General job definition

2.1. Objectives: treat the garden / flowers and make floral decoration.

2.2. The work is performed in order:

- Isolated - usually isolated
- 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 – large
- Decision making - large
- Execution of tasks – large

3. Facilitative structures:

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3.1. Production: activity related to the maintenance of the garden

- Machines – not apply
- Tools – scissors; nippers;
- Materials - sponges for flower arrangements; wire; thread; flowers; decoration materials; table, ribbons

3.2. Non- material:

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

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

To develop this activity requires knowledge at flowers, greenery and ornamentals; storage, preservation and handling of flowers, greenery and ornamentals removing the stems, stalks, leaves and damaged flowers and fertilize ornamental plants; organization in the workplace, according to the activities to develop, with local conditions and materials to use.

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 but in this specific case the work still remains manual, she mention that in recent years have developed some tools to help the process of creation and development.

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?

For this task the necessary qualifications are related to the area of florist, and the tasks are: make arrangements and floral decorations for different ceremonies, interior spaces and outdoor, taking into account the security, hygiene and health at work.

Knowledge

- Characteristics of the material;
- Standardization and quality applied to the activity;
- Organization and productivity at work;
- Safety, hygiene and health, applied to the profession;
- Technology and conservation of tools and specific tools of the profession;
- Interior decoration and exterior spaces;
- Botany;
- Floriculture;

Competencies

- Materials technology (origin, characteristics and applications);
- Cut flowers, greenery and ornamentals;
- Handling, storage and conservation of materials;
- Type and use of utensils and work tools;
- Processes and simple floral arrangements technologies;
- Processes and technologies of floral arrangements for ceremonies;
- Processes and adornments development technologies;
- Process and plant packaging development technologies.

Experience

- She always developed this work/ tasks alone and taught herself.

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

We differentiate 3 levels (see glossary)

- Basic Training (mention regulated studies, if possible).....
- Professional qualification
- Occupational Training

5. Analysis developed to work

5.1. Skills and intellectual psychological needed for development activity

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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	

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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):

The posture corporal has the most correct and I have to be focused (pay attention to the specific characteristics of the flowers their colors and the materials)

2. Key features of working conditions:

She has good conditions to perform the task. She does this tasks at home, she had a specific space in the garage with all available materials.

3. Main physical requirements, including the sense of requirements: Concentration, Color differentiation capacity; identification and combination; manual dexterity and Motor coordination; and creativity and originality.

4. Working hours per day: To realize this tasks she needs at least 30 minutes per day, per week she send more or less 3 hours.

Scale 0-3 attitudes

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

	0	1	2	3
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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			

5.4. Performance improvement

1. You can improve performance at work? Yes.

- Basic training, yes
- Professional qualification, yes
- Specific or occupational training, yes
- Through experimentation, yes

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

Yes. She would like to do training in floral art or crafts.

No.....

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