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**PROGETTO "SI.FOR. - SISTEMA FORMATIVO AL VALORE-LAVORO DEL RIUSO"**  
TRAINING SYSTEM TO THE VALUE OF REUSE

## **SURVEY SHEET PROCESSES, ROLES, COMPETENCES**

### METHODOLOGICAL NOTES

This sheet is a useful instrument to outline information regarding the processes of valorization/professional systems/competences investigated during the visit-study.

The outline isolates the "minimal" dimensions that serve the purpose of moving from processes to competences.

The outline could be used:

a) *Before the visit*, to sum up information contained in the available documents (presentation of authorities/enterprises, other) that is useful to represent the processes, the professional systems, and the "competences" linked to valorization, and to identify potential missing information to be asked/investigated during the visit or some time else.

b) *During the visit*,

- To *ask questions* to experts from the transferring enterprising and to acquire missing information and/or focus *observation* of the context, during the visits, on specific aspects serving the purposes
- During internal meetings in the Italian delegation, *as a form of introduction to debate among the participants and as an instrument supporting the discussion*. Ex. in the first working session, it could be possible to share the survey sheet and use it to allow participants—who should have already used "their" recipients sheet—to express their opinion regarding every single process in the productive model observed.

c) *After the visit*, to foster formalization of the productive and professional system concerning the innovative models, complete with a series of external considerations emerged during the plenary meetings; and to identify the contexts of the investigation sessions that will take place in Italy.

This same sheet thus leading to a synthetic representation of the information contained in the reports of study visits, which information serves the purposes of some reflections over professional systems and competences.

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## SURVEY SHEET

<b>PROCESS<sup>1</sup>:</b>					
<b>Input<sup>2</sup></b>	<b>Activity<sup>3</sup></b>	<b>Output<sup>4</sup></b>	<b>Technologies<sup>5</sup></b>	<b>Roles/ professional system<sup>6</sup></b>	<b>Competences<sup>7</sup></b>
<b>NOTES:</b>					

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<sup>1</sup> A PROCESS is definable as a flux of activities that, starting from given *inputs*, allows to obtain one or more *outputs* characterized by added value compared to the initial input.

<sup>2</sup> The INPUT is what is involved in the process (raw materials, semifinished products, documents/information) and is variably employed in the working process.

<sup>3</sup> The ACTIVITY is a segment of a process, part of the transformation process necessary to modify the input and obtain a given output. The output of an activity has to be autonomous, able to be requested, and exchangeable. These characteristics allow to isolate, in the description of the processes, “significant” activities thus avoiding excessive and useless parceling.

<sup>4</sup> The OUTPUT is the product of the transformation activity. One can distinguish interim outputs—which constitute the result of every activity—from the final output, which is the final product of the process.

<sup>5</sup> TECHNOLOGIES are instruments, machineries, etc. used to carry out tasks.

<sup>6</sup> ROLES > The PROFESSIONAL SYSTEM is the ensemble of roles that are involved in the process and carry out the different tasks.

<sup>7</sup> COMPETENCES are the ensemble of *knowledge* and *skills* necessary to carrying out the activities.