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BYLAAG 1.2

**INGELIGTE TOESTEMMING VIR DEELNAME AAN NAVORSING:**

**NAVORSER:** Mev C.H.M Bloem

Posbus 1083

Wellington

7654

**TITEL VAN NAVORSINGSPROJEK**

'n Praktykmodel vir privaatpraktykbestuur in Maatskaplike werk.

**AKADEMIESE DOEL VAN NAVORSING**

Voltooiing van D.Phil. studie in Maatskaplike Werk

**AKADEMIESE INSTELLING**

Universiteit van Pretoria, Departement Maatskaplike Werk.

**STUDIELEIER**

Prof. C.S.L. Delport

**NAVORSINGSDOEL VAN STUDIE**

Die primêre doel van die studie is om 'n praktykmodel vir Maatskaplike werk privaatpraktykbestuur in Suid-Afrika te ontwikkel en die benuttingswaarde daarvan te evalueer.



## **PROSEDURES**

Ek verstaan dat ek deel sal wees van 'n fokusgroep waar die benuttingswaarde van 'n ontwikkelde praktykmodel geëvalueer sal word. Hierdie fokusgroep sal van my vra om op 'n afgespreekte tyd en plek vir ongeveer drie ure deel te wees van 'n gesprek wat handel oor die onderwerp van studie. Ek verstaan ook dat die inhoud van hierdie gesprek op band opgeneem sal word vir navorsingsdoeleindes alleen.

## **RISIKO'S VERBONDE AAN DEELNAME**

Daar is geen risiko's verbonde aan hierdie navorsingsprojek nie. Ek is egter bewus daarvan dat ek praktyktyd mag inboet weens my deelname aan die fokusgroep.

## **VOORDELE**

Ek verstaan dat daar geen voordele spruit uit my deelname aan hierdie studie nie. Die resultate van die navorsing mag my egter help om insig in my eie privaatpraktykbestuur te bekom.

## **RESPONDENT SE REGTE**

Ek mag ter enige tyd tydens die navorsingsprojek as respondent onttrek.

## **FINANSIËLE VERGOEDING**

Deelname aan hierdie navorsing sal vir my geen finansiële vergoeding inhou nie. Ek kan ook nie aanspraak maak op enige vorm van finansiële bydraes nie.

## **VERTROULIKHEID**

My identiteit sal slegs bekend wees aan die navorser en mede-fokusgroep lede wat onderneem om alle inligting vertroulik te hanteer. Ek verstaan dat daar nie in die resultate van die studie na my identiteit verwys sal word, of dit bekend gemaak sal word nie. My deelname aan die studie sal ook vertroulik bly. Ek onderneem ook om inligting wat deur mede-fokusgroeplede in die groep gedeel word, met vertroulikheid te hanteer en dit nie bekend te maak aan enige ander persoon, instansie of groep nie.

Indien ek enige vrae rakende die studie het kan ek Mev Retha Bloem persoonlik kontak by (021) 873 2224 (na ure) of kantoorure (021) 864 1470

Ek verstaan alle aspekte in hierdie dokument en neem vrywillig deel in hierdie studie. Ek verstaan die doel, aard en omvang van die studie en sal 'n getekende kopie van hierdie dokument ontvang.

Geteken te: ..... hierdie ..... dag van  
.....

Respondent se handtekening: .....

Navorsers se handtekening: .....



**Bylaag 8.2**

(voorbeeld van 'n voltooide hulpmiddelkontrole lys vir fokusgroep 1: Hugenote Kollege, Wellington)

**HULPMIDDELS BENODIG VIR SESSIE 1****WELLINGTON**

Hulpmiddel	Persoon verantwoordelik	Datum	afgehandel
Tee, koffie en eetgoed	Retha	26/09/2003	✓ <input type="checkbox"/>
Blaaibord	Bossi	22/09/2003	✓ <input type="checkbox"/>
Ekstra uitdeelstukke	Retha	15/09/2003	✓ <input type="checkbox"/>
Verlengings-Koord	Celest	26/09/2003	✓ <input type="checkbox"/>
Papier vir deelnemers	Celest	22/09/2003	✓ <input type="checkbox"/>
Agtergronds-musiek	Retha	25/09/2003	✓ <input type="checkbox"/>
Skryfgoed en naametiket	Retha	25/09/2003	✓ <input type="checkbox"/>
Bandopnemer	Carlien	26/09/2003	✓ <input type="checkbox"/>
Ekstra batterye	Retha	25/09/2003	✓ <input type="checkbox"/>
Notas van fasiliteerder	Retha	22/09/2003	✓ <input type="checkbox"/>
Roetekaart	Celest	15/09/2003	✓ <input type="checkbox"/>
Dubbelprop vir C.D speler	Carlien	26/09/2003	✓ <input type="checkbox"/>

**Bylaag 8.3 a voorbeeld van 'n data-ontledingstabel wat gebruik is vir fokusgroepe (Hierdie tabel is op A3 grootte gebruik vir die oorspronklike ontledings)**

**Hoofkategorie: Die mees toepaslike beginsels in Maatskaplike werk privaatpraktyk**

Fokusgroep: .....

Plek en datum: .....

Hoeveel lede teenwoordig .....

Taalvoorkeur: .....

Tydsverloop van die fokusgroep: .....

Kategorie	Observasie																		Gevolgtrekking/ Samevatting of aanhaling vir verslag
	Stem saam			Stem nie saam			Tydsverloop			Nie-verbaal			Vaag en onduidelik			Onuit-gesproke			
Wat is die benuttingswaarde van:-																			
Besigheidsbeginsels																			
Maatskaplike werk Beginsels																			
Entrepreneuriese beginsels																			

**Bylaag 8.3 b Observasies en kategorieë vir die gedrag van fokusgroeplede bydraend tot hoofkategorieë**

**FOKUSGROEP:** .....

**Plek en datum:** .....

**Hoeveelheid lede teenwoordig** .....

**Duur van groep** .....

**Stemtoon**

• Frekwensie van groep	
• Volume van groep	
• Uitspraak	

**Duurte**

• Lengte van sinne	
• Bondigheid	

**Inhoud**

• Vooroordeel	
• Menings soos "ek glo"	
• Verskonings	
• self-verguising	
• humor	
• metafore	
• vloek of swetstaal	
• veralgemening	
• kragtaal en frustrasie	
• politieke uitsprake	

• naiewiteit	
• morele oordeel	

**Stiltes**

• Frekwensie	
--------------	--

**Nie-verbale gedrag**

• Gesigsuitdrukking	
➤ Oë	
• Handgebare	
• Liggaamshouding	
• Bede en voete	
• Benutting van ruimtes	
• Benutting van tafel	
• Benutting van meublement	
• Voorkoms ➤ Kleredrag ➤ Grimering ➤ Haarstyl	
• Bykomstighede	

**Afleiding**

• Fluistering	
• Bygeluide en marenismes	

• Verlaat die groep	
• Omgewingsgeluide	

**Terugvoer**

• Glimlag	
• Kopskud	
• Oogkontak met spreker	
• Vraestelling	
• Verbale beaming van stellings	
• Verbale kritiek van stellings	



## Bylaag 8.4

### **Gespreksgids vir fokusgroepbesprekings (Vrae tydens fokusgroepsessies)**

#### **Doel**

Die primêre doel vir die studie is om 'n praktykmodel vir Maatskaplike werk privaatpraktykbestuur in Suid-Afrika te ontwikkel en die benuttingswaarde daarvan te evalueer

Die verpraktisering daarvan vind gestalte binne een van vier doelwitte wat van toepassing is binne die fokusgroepbesprekings. Hierdie doelwit is soos volg:

Om 'n ontwikkelde praktykmodel se benuttingswaarde deur middel van fokusgroepe te evalueer. Die ontwikkelde model word aan die hand van konsepte, beginsels, prosesse en elemente geëvalueer.

#### **Teikengroep**

Die teikengroep is privaatpraktisyns in Maatskaplike werk, wat in privaatpraktyk praktiseer. Dit wil sê, wat hierdie privaatpraktyk as primêre beroep beoefen. Die teikengroep word deur middel van doelgerigte steekproeftrekking geselekteer, aangesien die steekproef van persone saamgestel word uit kenmerkende eienskappe, naamlik Maatskaplike werkers wat in privaatpraktyk funksioneer en bereid is om tyd aan 'n fokusgroep af te staan ten einde die benuttingswaarde van die voorgestelde model te evalueer.

#### **Aspekte wat geëvalueer sal word**

<b>Evalueer die benuttingswaarde van <i>konsepte</i> vir 'n model vir privaatpraktykbestuur</b>
1 Waarde en normsisteem in privaatpraktyk
2 Etiek in privaatpraktyk
3. Bemagtiging as komponent van privaatpraktyk

<b>Evalueer benuttingswaarde van <i>beginsels</i> vir 'n model vir privaatpraktykbestuur</b>
1. Besigheidsbeginsels
2. Entrepreneuriese beginsels
3. Maatskaplike werk beginsels
<b>Evalueer die benuttingswaarde van <i>prosesse</i> vir 'n model vir privaatpraktykbestuur</b>
1. Entrepreneuriese prosesse
2. Bestuursprosesse
3. Maatskaplike werk prosesse
<b>Evalueer die benuttingswaarde van <i>elemente</i> vir 'n model vir privaatpraktykbestuur</b>
1. Interne elemente: Die Self./ emosionele intelligensie
2. Eksterne elemente: Verandering

**Bylaag 8.5 Voorbereidingstuk aan fokusgroeplede met meegaande dekbrief.**

Posbus 1083  
Wellington  
7654  
10 September 2003

Telefaks: (021) 873 2224

Beste .....

**VOORBEREIDINGSTUK VIR DIE FOKUSGROEP OP 22 SEPTEMBER 2003**

Soos reeds met jou telefonies afgespreek, stuur ek graag aan jou die voorbereidingswerk vir die fokusgroeptespreking op 22 September 2003. Saam met hierdie voorbereidingswerk is die ingeligte toestemmingsbrief ten einde by die etiese asekte van die navorsingsprojek uit te kom. Voltooi dit asseblief en bring dit die oggend saam. Skakel my gerus indien jy ongemak met enige aspekte in die verband het.

Vir volledigheidshalwe gee ek graag weer die adres, tyd en 'n roetekaart indien jy dit benodig.

Datum: 22 September 2003

Plek: Sentrum vir Speltherapie en Opleiding, Hugenate Kollege, Wellington

Tyd: 08:00 - 11:00

Die voorbereidingstuk sal aan jou 'n agtergrondskennis bied oor die voorgestelde model vir privaatpraktykbestuur in Maatskaplike werk. Die doel van die fokusgroeptespreking is dus om insette vanuit jou as privaatpraktisyn te verkry ten einde die benuttingswaarde van hierdie model te evalueer.

Indien jy enige verdere vrae het oor aspekte wat steeds aan jou onduidelik is, kan jy my persoonlik kontak (telefonies) of epos by [jifbloem@iafrica.com](mailto:jifbloem@iafrica.com)

Jou bereidheid om deel te wees van hierdie navorsingsprojek word hoog op prys gestel.

Vriendelike groete

Retha Bloem  
D.Phil. Student  
Universiteit van Pretoria

# 'n Praktykmodel vir Privaatpraktykbestuur in Maatskaplike Werk

## **voorbereidingstuk**

vir fokusgroepbespreking

10 September 2003

Fasiliteerder: Retha Bloem

# Inleidende gedagtes

- **hierdie fokusgroep is gerig op die evaluering van die benuttingswaarde van 'n praktykmodel wat ontwerp is vir Maatskaplike werkers in privaatpraktyk**
- **Jy is geselekteer om deel te wees van hierdie evalueringproses deels omdat jy self betrokke is in Maatskaplikewerk privaatpraktyk en omdat jy geregistreer is as lid van SAASWIPP.**
- **Komponente is geselekteer wat vanuit die literatuur (teorie) tuishoort in 'n proses van modelontwikkeling. Elk van hierdie komponente sal binne die fokusgroepe bespreek word en die benuttingswaarde daarvan in 'n model vir privaatpraktyk sal uiteindelik beoordeel word.**
- **Sommige komponente wat gestel word daag jou uit om daarvoor te dink en dit te beredeneer. Vorm jou eie mening hieroor en kom bespreek dit in die groep.**

# Wat word van jou verwag ter voorbereiding van die fokusgroepe?

- Lees rustig deur die stellings wat oor elk van die komponente gemaak word ten einde jou 'n agtergrondskennis oor die betekenis van elk te gee.

# Die Sisteemteorie as teoretiese verwysingsraamwerk

- Struktuur is in enige praktyk noodsaaklik.
- Daar bestaan 'n onderlinge verhouding en afhanklikheid tussen dele in 'n sisteem
- 'n Holistiese benadering is noodsaaklik wat impliseer dat die geheel meer is as die dele.
- **Die beginsel dat elke deel van 'n sisteem beïnvloed word deur elke ander deel herinner die praktisyn daaraan dat daar verskeie oorsake, maniere, oorwegings en redes is wat 'n invloed mag uitoefen op die sukses al dan nie van 'n Maatskaplike werker in privaatpraktyk.**

# Die mees toepaslike *konsepte* vir Privaatpraktykbestuur in Maatskaplike werk

- 'n Waardesisteem bied aan die privaatpraktisyn die oortuiging dat sy gedragswyse of bstaanseinddoel persoonlik of sosiaal verkieslik is.
- Die oorsprong van 'n waardesisteem spruit uit die waardesisteem wat geld binne die samelewing



# Waardes (vervolg)

- Privaatpraktyk behoort waardevry te wees
- Alle waardes wat voorgehou word in Maatskaplike werk hoef nie deur die individu ondersteun te word nie.
- Diensmotief vs winsmotief het met 'n persoonlike waardesisteem te make

# Hoe lyk 'n geïntegreerde waardesisteem vir privaatspraktykbestuur?

- **Erken die verkil in waardesisteme wat heers tussen alle beroepsvelde ter sprake**
- **vind 'n gemene deler vir Privaatspraktykbestuur**
- **Privaatspraktisyn moet sy eie waardesisteem herken en sensitief wees hoe implementering in privaatspraktyk geskied.**
- **Waardesisteem vind gestalte binne 'n etiese kode**

# Waardes moet toepaslik op die volgende gebiede wees:

- **Dienslewering**
- **Maatskaplike geregtigheid**
- **Respek en eiewaarde van die individu**
- **Menslike verhoudinge**
- **Integriteit**
- **Bevoedheid**

# Versoenbaarheid tussen "wins" en "diens" as konsep

•Maatskaplikewerk waardes en -etiek fokus op 'n diensmotief, gesetel in 'n waardebasis eie aan Maatskaplike werk. Uitkoms: Bemagtig die individu emosioneel

•Maatskaplikewerk privaatpraktyk:  
• Winsmotief word  
met 'n sterk komponent sosiaal  
verantwoordbare optrede gekombineer.

•Besigheidsetiek gefokus op 'n winsmotief wat uitsette teenoor insette opweeg.  
•Uikoms: Bemagtig die individu finanseel

# Etiek in privaatpraktykbestuur

- **Bedryfsbestaan vir privaatpraktyk moet eties wees**
- **Besigheidsetiek: Bemagtig individu finansieël binne grense van sosiaal verantwoordbare gedrag**
- **Maatskaplikewerk etiek: Bemagtig individu emosioneel en funksioneel binne grense van Maatskaplike verantwoordbare gedrag**

# Bemagtiging as konsep

- Ten einde die proses van bemagtiging in privaatspraktyk te verstaan lees die volgende definisie noukeurig deur:

empowerment is a process of increasing personal, interpersonal and collective power which allows individuals, families, groups and communities to maximise their quality of life."

# Die mees toepaslike *beginsels* vir Privaatpraktykbestuur in Maatskaplike Werk

- Die Maatskaplike werker in privaatpraktyk moet as persoon oor 'n stel beginsels beskik wat binne sy daaglikse funksionering geld. Dit verwys na lewensbeginsels
- Maatskaplike werk beskik oor 'n eie stel beginsels wat komponente van inherente menswaardigheid aan elke individu, verantwoordelikheid selfbeskikkingsreg en die geloof in menspotensiaal insluit.
- Bestuursbeginsels is ook noodsaaklik binne privaatpraktykbestuur
- Sosiale verantwoordelikheid maak deel uit van beginsels as komponent van Maatskaplikewerk privaatpraktykbestuur.



# Die mees toepaslike *prosesse* vir Privaatpraktykbestuur in Maatskaplike werk

- Interne Lokus van beheer is 'n persoonlike oortuiging dat jy persoonlik verantwoordelik is vir uitkomst en gebeurtenisse in jou lewe
- Omgewingsfaktore in privaatpraktyk dra by tot sukses in privaatpraktyk
- Dit is belangrik dat die Maatskaplike werker in privaatpraktyk 'n balans tussen selfbelang en altruïsme sal hê.
- Entrepreneurs word gemaak en nie gebore nie
- Ten einde suksesvol te wees moet die Maatskaplike werker in privaatpraktyk beskik oor spesifieke entrepreneuriese vaardighede .

# Maatskaplikewerk prosesse

- tradisionele maatskaplikewerk hulpverleningsprosesse kan ook toegepas word in privaatpraktyk
- hulpverleningsprosesse in privaatpraktyk vind gestalte in gevallewerk, groepwerk en gemeenskapswerk

# Die mees toepaslike *elemente* vir Privaatpraktykbestuur

- Interne elemente in privaatspraktyk het met entrepreneuriese karaktertrekke en persoonlikheidstipes te make.
- Eksterne elemente kom vanuit die omgewing en moet deur die privaatspraktisyn bestuur word.