

Year of course \_\_\_\_\_

Observation No. \_\_\_\_\_

## OBSERVATION SCHEDULE

NAME.....

SURNAME.....

AGE ..... YEAR of ENTRY IN CLUB..... ..

### **Rationale**

The following observation schedule is used by the worker following the adolescent in order to document changes during the course and should be completed periodically, at least two times a year. It is the baseline for the progress of the individual objectives.

It is completed and based on direct observations by the worker and not through interviews with the families or others. Since this schedule is very comprehensive, it is to filled in over two or three sessions. It is not a test, but a synthesis of observations gathered during activities.

## COMMUNICATION AND SOCIAL SKILLS

1. Greets spontaneously	Yes	No
2. Returns greetings	Yes	No
3. Responds on request (from memory or referring to the card)		
❖ Name and surname	Yes	No
❖ Address	Yes	No
❖ Town	Yes	No
❖ Telephone No.	Yes	No
❖ Date of Birth	Yes	No
❖ Age	Yes	No
4. Listens to a person when spoken to	Yes	No
5. Will narrate an experience		
❖ Spontaneously	Yes	No
❖ On request	Yes	No
6. Listens to instructions	Yes	No
7. Follows instructions	Yes	No
8. Collaborates with friends	Yes	No
9. Respects group rules	Yes	No
10. Presents any behavioural problems?	Yes	No

How are these behaviors manifested.....

## SCHOLASTIC ABILITIES

11. Can Read

Yes

No

	Printed	Cursive
Only letters		
Words		
Phrases		

12 . Understands what he reads

Yes

No

13. Can write

Yes

No

	Copies	If Dictated	Autonomously
Only letters			
Words			
Phrases			

14. Can sign

Yes

No

15. Can read Numbers

- ❖ No
- ❖ From 0 to 9
- ❖ With 2 digits
- ❖ With four digits
- ❖ Even more

16. Knows and applies the four mathematical operations:

- ❖ Addition
- ❖ Subtraction
- ❖ Multiplication
- ❖ Division

17. Can make use of calculator

Yes

No

## **DAILY LIVING ABILITIES**

18. Understands the concept of time:		
❖ During the day (before and after)	Yes	No
❖ In the long term ( past, present and future)	Yes	No
19. Knows day sequence of the week	Yes	No
20. Declares day of the week on request	Yes	No
21. Understands the function of the clock	Yes	No
22. Use of clock/ time habitually	Yes	No
23. Can read the clock:		
❖ Traditional	Yes	No
❖ Digital	Yes	No
24. Asks information from strangers:		
❖ Spontaneously	Yes	No
❖ On request	Yes	No
25. Understands the value of asking	Yes	No
26. Follows simple information given	Yes	No
27. Follows complex information given (More then 2 items of information)	Yes	No

## **ON THE ROAD**

28. understands the value of crossing the road correctly (Has a sense of danger)	Yes	No
29. Automatically stops on the pavement before crossing the road	Yes	No
30. looks left and right before crossing the road:		
❖ Spontaneously		
❖ On request		
❖ No		
31. Understands the use of crossroads	Yes	No

32. Looks for zebra crossings before crossing:

- ❖ Spontaneously
- ❖ On request
- ❖ No

33. Reads traffic lights:

- ❖ Spontaneously
- ❖ On request
- ❖ No

34. Respects traffic lights:

- ❖ Spontaneously
- ❖ On request
- ❖ No

35. Crosses the road correctly even without lights or zebra crossing

Yes

No

36. Reads street signs:

- ❖ Spontaneously
- ❖ On request
- ❖ No

37. Understands the function of street signs

Yes

No

38. Knows how to move about regular routes:

- ❖ Clubs/shops he frequents
- ❖ The neighborhood

Yes

No

Yes

No

### **PUBLIC TRANSPORT**

39. Reads bus stop numbers on the bus signs:

- ❖ Spontaneously
- ❖ On request
- ❖ No

40. Identifies the metro stop from the street map

Yes

No

41. Understands the direction the metro is taking from metro signs

Yes

No

42. Understands that there is more than one metro line

Yes

No

43. Can follow the instructions on the metro map

Yes

No

44. Reads the on-coming bus' number :
- ❖ Spontaneously
  - ❖ On request
  - ❖ No
45. Stops bus spontaneously Yes                  No
46. Knows which direction s/he needs to catch the bus or metro Yes                  No
47. Catches the bus easily even if in difficulty to do so (Full bus, no where to hold on to) Yes                  No
48. Has difficulties when using public transport (E.g. balance, fear of crowd) Yes                  No
- Which.....  
.....
49. Shows the ID card and punches the ticket:
- ❖ Spontaneously
  - ❖ On request
  - ❖ No
50. Knows how to find the right stop on the metro:
- ❖ Counts the stops
  - ❖ Reads the stops
51. Recognizes familiar stops Yes                  No
52. Spontaneously rings the bell on the bus Yes                  No
53. Knows that one can ask for help if needs to get off at a new stop (asking the driver, other passengers) Yes                  No
54. Does this:
- ❖ Spontaneously
  - ❖ On request
  - ❖ No
55. Independently uses public transport if s/he wants to go: Yes                  No
- ❖ To the club 1                  more+1
  - ❖ Home 1                  more +1
  - ❖ To other places ..... (specify)

**GETTING LOST**

- |  |     |    |
|--|-----|----|
| 56. Knows what getting lost means  | Yes | No |
| 57. Does he realize that s/he is lost  | Yes | No |
| 58. Knows how to behave if lost or confused  | Yes | No |
| 59. Acts on it   | Yes | No |
| 60. Is aware of the need to always have a document or ID /card with personal details | Yes | No |
| 61. Carries ID habitually  | Yes | No |

**IN SHOPS**

- |   |     |    |
|---|-----|----|
| 62. Knows how to find the appropriate shops for needed product  | Yes | No |
| 63. Which shops can s/he easily identify.....<br>.....  |     |    |
| 64. Approaches shopkeeper appropriately asking what trainee wants:<br>❖ Alone<br>❖ With written help<br>❖ With advice<br>❖ No |     |    |
| 65. Goes towards cashier to pay:<br>❖ Alone<br>❖ With advice<br>❖ No  |     |    |
| 66. Takes receipt and change:<br>❖ Alone<br>❖ With advice<br>❖ No   |     |    |
| 67. Is above behaviour seen habitually in other shops   | Yes | No |

If not in which shops does trainee exhibit this behaviour  
.....

## USE OF MONEY

68. Carries money around:

- ❖ Less than 5 euros
- ❖ Between 5 & 10 euros
- ❖ More than 10 euros
- ❖ No

69. Understand that money is a means of getting things. Yes No

70. Which coins and notes does s/he recognize:

Coins:     1cent                      2cent                      5 cent  
                  10cent                      25cent                      50cent  
                  1.00 euro                      2.00 euro

Notes:     5euro 10euro 20euro 50euro 100euro

71. Distinguishes least/most coin Yes No

Specify limitations.....  
 .....

72. Can count till 1 or 2 euros? Yes No

73. Can count cents Yes No

Which ones.....

74. Can count notes Yes No

Which ones.....

75. Can count coins and notes together? Yes No

Which.....

76. Is able to read prices Yes No

(Tick the corresponding box):

	Units	Tens	Units & Cents	Tens & Cents	Even more
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In classroom					
In situation					

77. Understands the sense of the comma sign and reads it as “and” Yes No

78. Can give correct amount of money:

- ❖ No
- ❖ Yes, on verbal request
- ❖ Yes, on written request

(Tick the appropriate box)

	Units	Tens	Units & Cents	Tens & Cents	Even more
In classroom					
In shops					

79. Has understood that when there is something after the comma he must add a unit Yes No

80. In actual situation:

- ❖ Gives right amount of money
- ❖ Gives Added value
- ❖ Gets help from the shopkeeper

81. Understands the concept of change Yes No

82. Knows when to expect change Yes No

83. Knows exact amount of change expected Yes No

### **USE OF TELEPHONE**

84. Answers telephone appropriately Yes No

85. Calls correctly from a private phone Yes No

86. Can use it:

- ❖ Automatically

- ❖ With help
- ❖ No

87. Reacts appropriately to unforeseen circumstances

- |                 |     |    |
|-----------------|-----|----|
| ❖ Broken phone  | Yes | No |
| ❖ Occupied      | Yes | No |
| ❖ Voice message | Yes | No |

Other observations.....  
 .....

88. Knows how to use a mobile phone Yes      No

89. Uses applications on cell phone?

- no
- whats app
- navigator

90. Does he charge his own battery? Yes No

91 .Does it recharge its own credit? Yes No

92. Understands why the cell phone is not working (lack of range, credit, low battery)? Yes No

92 .Uses the phone casually

- only with known person
- with everyone

**Annual objectives**

- \* \_\_\_\_\_
- \_\_\_\_\_
- \* \_\_\_\_\_
- \_\_\_\_\_
- \* \_\_\_\_\_
- \_\_\_\_\_
- \* \_\_\_\_\_
- \_\_\_\_\_

**Most difficult skill acquired**

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**Comments**

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**Date** \_\_\_\_\_

**Educators signature** \_\_\_\_\_