ANNEXURE 1

Research Proposal
Department of Correctional Services

25 June 2002
Research Title
The motivational function of the social work manager/supervisor in DCS, Western Cape.

Reason for investigation
The main reason for conducting this research study is to complete a mini thesis for an M Diac-degree in Social Work. Involvement in middle management inspires the researcher to gain a deeper understanding of the interactions and perceptions of individuals.

Sample of research
The research sample will consist of 35 social workers and social work managers in service of the Department of Correctional Services in the Western Cape. The researcher would like to select participants who are full time and part time employed by the Department of Correctional Services.

Purpose, nature and extent of investigation
The main purpose is to explore motivation as a sub management function of the social work manager/supervisor; to identify factors that influence the motivation of social workers; and to explore the handling of motivational factors by social workers in the Department of Correctional Services.

Research methods
The researcher decided that a quantitative, exploratory approach would be suitable for the exploration of the social workers’ perception of motivation with regard to their own experiences within the Department of Correctional Services. Exploratory studies are most typically done to satisfy the researcher’s curiosity and desire for better understanding.

Time framework
- Design & Planning
  This period is used to prepare and get into contact with the Research Department of Correctional Services.

- Reading Time
  Scanning through the field of study and reviewing the applicable literature for the proposed study.
• Time spent on research tasks
  Sampling subject and designing questionnaire
  Collecting data
  Capturing, analysing and interpreting data
  Writing recommendations

• Writing time
  Student starts writing the entire thesis with findings and interpretations.

• Reflection time
  Time is set aside for re-reading and editing of written thesis before submitted for examination.

Aids/tools that will be used
Student will mainly make use of a questionnaire.

Location of Research
The study will be conducted in the Worcester, Brandvlei and Overberg regions, focusing on social workers situated in prisons/comcor in the mentioned regions.

Resources to be used
• Social workers
• Other documents or information relevant to investigation
ANNEXURE 4a

TO: Division Head: Social Work Services
    Helderstroom/Brandvlei Correctional Services

1. Accompanying this covering letter, copies of the questionnaire.

2. The provision of this questionnaire to every available social worker is hereby requested.

3. Written feedback regarding the total number of social workers within your Management area, the number of social workers you provided with questionnaires as well as the number of unavailable social workers with accompanying reasons (i.e. sick leave) is required (essential data).

4. You are requested (please) to assist with the optimal completion of questionnaires as well as the return of these documents at the due date (2003-01-17).

5. You are welcome to contact me if any further data is required (023 – 3472741).

6. The success of this project regarding this particular phase depends on you. Remember that you are required to complete a questionnaire as well!

7. I sincerely appreciate your commitment and positive attitude in this regard.

______________________ CSW
DH SOCIAL WORK SERVICES:
WORCESTER CORRECTIONAL SERVICES
UB WILLEMSE
2003-03-11
ANNEXURE 4b

TO: Social Workers
Caledon/Dwarsriver/Warmbokbeld/
Worcester & Comcor/Swellendam/Robertson/
Buffelsjags Management Area

SUBJECT: MOTIVATION AS MANAGEMENT FUNCTION IN SOCIAL WORK IN THE DCS IN THE WESTERN CAPE

1. THE OBJECTIVE OF THE QUESTIONNAIRE:

1.1 To enable the researcher to determine which factors within the DCS contribute to the motivation of the organisation’s social workers;

1.2 To enable the researcher to make recommendations on the way in which the motivational function of social work manager/supervisors within the DCS can be increased.

2. Although the completion of this questionnaire is voluntary, the researcher would like to emphasis that the data will definitely benefit social workers employed by the DCS.

3. The completion of this questionnaire will be anonymous.

4. The return date is 2003-02-17.

5. Your willingness to complete the questionnaire is sincerely appreciated.

6. Remember: you can make a valuable contribution.

7. Research results will be made available to respondents on completion of this study.

8. Please send the completed questionnaires to the following address:
FOR ATTENTION: Ursula Willemse
Social Work Services
Worcester Correctional Services
Private Bag X3057
Worcester, 6849