



COMUNE DI NOVARA

CONCORSO PUBBLICO PER ESAMI PER LA COPERTURA A TEMPO INDETERMINATO DI N° 1 POSTO DI FUNZIONARIO PRIMA INFANZIA – CATEGORIA D1

TRACCE PROVA ORALE – COLLOQUIO INDIVIDUALE

BUSTA 1 – NON ESTRATTA

- Come "funzionario prima infanzia" potrebbe essere coinvolta/o in prima persona nella gestione delle relazioni del personale. Provi a indicare quali processi potrebbe prevedere per prevenire, a livello di sistema dei servizi educativi, situazioni di stress lavorativo.
- A norma di quanto prevede il Testo Unico del pubblico impiego, le pubbliche amministrazioni sono obbligate ad assumere portatori di handicap?
- Cosa si intende per motore di ricerca?

Amanda And Davide

Amanda is 25 years old. She is studying medicine in Bologna and has lots of friends because she is nice and kind. She is going out with a young man called Davide.

He is 30 years old and works in Ferrara. Davide is an engineer. Davide loves going out in the evenings, going to the cinema and meeting friends.

Amanda and Davide have been engaged for three years. They live in different cities but luckily Ferrara and Bologna are not very far apart.

Amanda has the keys to Davide's house and Davide has the keys to Amanda's house: they don't have any secrets. Today is Wednesday.

Amanda doesn't have lessons at the university. She wants to surprise Davide because today is a special day. For Amanda, in fact, it is a very important day.

BUSTA 2 – ESTRATTA

- Provi a delineare un percorso formativo destinato a personale educativo e insegnante (0-6) sugli aspetti metodologici indispensabili che guidano la progettazione educativa nei nidi e nella scuola dell'infanzia.
- L'accesso civico semplice e generalizzato.
- Differenza tra posta elettronica ordinaria e posta elettronica certificata.

Where Are You?

Amanda approaches Davide's friends, Matteo and Carlo.

"Hi! How are you both? How nice to see you!"

"Hi Amanda! What a surprise to see you here in Ferrara! We're fine, and you?"

"I'm fine too, thank you. I'm here to surprise Davide. Do you know where he is?"

"Sorry, we don't know. We haven't seen Davide for two days. Why don't you have a glass of wine with us?"

But Amanda doesn't want to drink wine with Carlo and Matteo. She just wants to find her boyfriend and celebrate their anniversary!

Now Amanda is tired and confused. She doesn't know where to go anymore. Davide is not at home, nor at the office, nor in the bar. Where can he be?

BUSTA 3 – ESTRATTA

- In qualità di "funzionario prima infanzia" provi a indicare quali sono le diverse tipologie di osservazione che potrebbe inserire all'interno del sistema dei servizi educativi del Comune.
- Quali sono i principali obblighi del dipendente pubblico?
- In un programma di elaborazione testi, cosa si intende per "testo giustificato"?

Looking For Davide

"No problem" thinks Amanda, "Luckily I have the keys!" She opens her bag and searches for the keys. But the keys are not there. Where are they?! Then she remembers, she left them on the table at home in Bologna!

Amanda can't get in and she doesn't want to waste time waiting. So she goes to find Davide at work.

The office is very close. It is in a large and modern building.

When she arrives she asks the secretary where Davide is, but the secretary replies: "I'm sorry, Davide is not at work today."

Fortunately, she meets Davide's colleagues on their way home from the office, but they don't know where her boyfriend is either.

Amanda begins to worry.

BUSTA 4 – ESTRATTA

- Il sistema dei servizi educativi per l'infanzia (nidi e servizi educativi) del Comune è piuttosto ampio e, in molti casi, l'utenza trova difficoltà nell'orientarsi rispetto all'offerta. Provi a illustrare, da "funzionario prima infanzia" del Comune, quale strategia potrebbe essere individuata per offrire un'informazione più coerente, strutturata e trasparente del sistema dei servizi educativi del Comune.
- Che cos'è il DUP (Documento Unico di Programmazione)?
- Per quali usi è utile un "foglio di calcolo"?

The Anniversary

Today is May 15th. It's the anniversary of Amanda and Davide's engagement.

Amanda wants to surprise Davide: she is going to go to Davide's place in Ferrara so they can celebrate this special day together.

She knows Davide works until 5 o'clock, so she goes to the train station in Bologna to catch the 4.18pm train. The train times are perfect!

At the station there is a square with a big clock, and inside is the ticket office. Trains leave from here and travel all over Italy, so the station is very crowded.

Amanda goes to platform 4 and boards the train to Ferrara. Unfortunately the train leaves ten minutes late, but Amanda arrives in Ferrara at 5 o'clock. Just in time!

When she gets to Davide's house it's half past five already. "Davide is sure to be home" thinks Amanda, so she rings the bell and waits, but no one opens the door. Davide is not at home.

BUSTA 5 – ESTRATTA

- Indichi attraverso quali strumenti il “funzionario prima infanzia” del Comune può controllare la *governance* del sistema territoriale dei servizi educativi per l’infanzia.
- Cosa si intende per provvedimento amministrativo?
- Che cos’è lo SPID e a che cosa serve

The Aperitif

Sometimes, after work, Davide goes to a bar with his friends for an aperitif.

The bar is five minutes' walk from the office. Amanda runs there, hoping to find her boyfriend.

The bar is big and stylish and there are lots of people. Everybody is chatting and looking very relaxed.

Amanda looks around: outside, some older people are sitting at the tables having a coffee or a tea and reading the newspaper. Inside, groups of young people are talking, drinking beer and eating crisps. Among them are some of Davide's friends.

“What luck!” thinks Amanda, relieved “Davide is sure to be here with them.”

But an unpleasant surprise awaits her.

BUSTA 6 – ESTRATTA

- In riferimento a quanto indicato nelle Linee Pedagogiche per il sistema integrato Zero-Sei D.M. n. 334/2021, il Funzionario Prima Infanzia deve curare l’organizzazione e la gestione della continuità verticale e orizzontale. Indichi quali strumenti ha a disposizione per esercitare tale funzione.
- La comunicazione dell’avvio del procedimento.

-Differenza tra software ed hardware.

Goodbye Mother!

A young man was walking through a supermarket to pick up a few things when he noticed an old lady following him around.

Thinking nothing of it, he ignored her and continued on.

Finally he went to the checkout line, but she got in front of him.

“Pardon me,” she said, “I’m sorry if my staring at you has made you feel uncomfortable. It’s just that you look just like my son, who just died recently.”

“I’m very sorry,” replied the young man, “is there anything I can do for you?”

“Yes,” she said, “As I’m leaving, can you say ‘Good bye, Mother’? It would make me feel so much better.”

“Sure,” answered the young man.

As the old woman was leaving, he called out, “Goodbye, Mother!”

As he stepped up to the checkout counter, he saw that his total was £127.50.

“How can that be?” He asked, “I only purchased a few things!”

“Your mother said that you would pay for her,” said the clerk.

BUSTA 7 - ESTRATTA

- Alcuni servizi educativi per la prima infanzia del Comune di Novara propongono all’amministrazione di incentrare la propria progettazione educativa sulla valorizzazione delle esperienze di *out-door education*. Gli spazi esterni però sono privi di strutture e materiali. Provi a indicare quali sono le azioni che il “funzionario prima infanzia” può mettere in campo per sostenere le strutture
- Tra i diritti del dipendente pubblico vi è anche il diritto alla salute e alla sicurezza?

- Il candidato illustri che cos'è un messaggio SPAM.

Back To Bologna

Amanda doesn't want to stay in Ferrara and can't wait any longer. The last train to Bologna leaves soon, at eleven minutes past nine. Sad and disappointed, she gives up on the surprise and goes home.

Before leaving she slips a note under Davide's door. On the note she writes: "Hello darling! Happy Anniversary! I miss you so much... Amanda".

As she walks to the station, Amanda thinks about how useless her journey has been. She is so angry she could cry!

Fortunately, the train journey is interesting. Around her are various other people: a stylish gentleman who is asleep, a mother with a small, quiet child and two students talking about philosophy.

Amanda spends the journey observing these people, and her sadness passes.

BUSTA 8 - ESTRATTA

-I processi di inclusione culturale, in riferimento a culture altre, sembrano essere difficili. Provi a indicare quali strategie il "funzionario prima infanzia" può concordare all'interno del gruppo di coordinamento per facilitare tali processi.

-Cos'è lo Statuto Comunale?

- In cosa consiste e a cosa serve un programma per le presentazioni?

Surprise!

The train arrives in Bologna on time. Amanda goes straight home but, as she climbs the stairs, she spots some strange things: coloured balloons, red heart-shaped cards, red roses. "How strange" she thinks, "Perhaps there's a birthday party... I don't understand."

When Amanda reaches her apartment, she opens the door and... surprise! Davide is inside. He's sitting on the sofa reading a book. On the table, dinner is ready and there's a cake and a present for Amanda... and the keys to Davide's place that she forgot to take this morning!

Amanda is really happy. She hugs and kisses Davide, and then tells him about her terrible day in Ferrara. Finally they eat and celebrate their anniversary... in the end it has been a truly special day.

BUSTA 9 - ESTRATTA

- Il D.Lgs. 65/2017, a norma dell'articolo 1, commi 180 e 181, lettera e), della legge 13 luglio 2015, n. 107, istituisce il sistema integrato dei servizi educativi per l'infanzia: indichi da cosa è costituito tale sistema e quali sono le caratteristiche di ciascun componente del sistema.

- La gerarchia delle fonti normative.

- Che cos'è la firma digitale?

There was once a woman who was very, very cheerful, though she had little to make her so; for she was old, and poor, and lonely. She lived in a little bit of a cottage and earned a scant living by running errands for her neighbours, getting a bite here, a sup there, as reward for her services. So she made shift to get on, and always looked as spry and cheery as if she had not a want in the world.

Now one summer evening, as she was trotting, full of smiles as ever, along the high road to her hovel, what should she see but a big black pot lying in the ditch!

"Goodness me!" she cried, "that would be just the very thing for me if I only had something to put in it! But I haven't! Now who could have left it in the ditch?"

BUSTA 10 - ESTRATTA

- Si provi a indicare quali strategie può individuare e adottare il "funzionario prima infanzia" per rafforzare la continuità tra sistema dei servizi 0-3 e scuole dell'infanzia.

-Con riferimento ai regali ed altre utilità cosa sancisce il codice di comportamento dei dipendenti delle P.A. (Pubbliche Amministrazioni)?

-Cosa sono i servizi cloud?

"Maybe there is a hole in it," she went on, "and that's why it has been cast away. But it would do fine to put a flower in for my window; so I'll just take it home with me."

And with that she lifted the lid and looked inside. "Mercy me!" she cried, fair amazed. "If it isn't full of gold pieces. Here's luck!"

And so it was, brimful of great gold coins. Well, at first she simply stood stock-still, wondering if she was standing on her head or her heels. Then she began saying:

"Lawks! But I do feel rich. I feel awful rich!"

After she had said this many times, she began to wonder how she was to get her treasure home. It was too heavy for her to carry, and she could see no better way than to tie the end of her shawl to it and drag it behind her like a go-cart.

BUSTA 11 – ESTRATTA

- Tra i compiti del "funzionario prima infanzia" c'è quello di monitorare il sistema dell'offerta dei servizi educativi per l'infanzia. Indichi in che modo è possibile esercitare tale azione e quali vantaggi può portare per l'amministrazione Comunale.

-La sezione amministrazione trasparente del sito istituzionale del Comune.

-Cos'è e a cosa serve la PEC?

"It will soon be dark," she said to herself as she trotted along. "So much the better! The neighbours will not see what I'm bringing home, and I shall have all the night to myself, and be able to think what I'll do! Mayhap I'll buy a grand house and just sit by the fire with a cup o' tea and do no work at all like a queen. Or maybe I'll bury it at the garden foot and just keep a bit in the old china teapot on the chimney-piece. Or maybe—Goody! Goody! I feel that grand I don't know myself."

By this time she was a bit tired of dragging such a heavy weight, and, stopping to rest a while, turned to look at her treasure.

And lo! it wasn't a pot of gold at all! It was nothing but a lump of silver.

BUSTA 12 – NON ESTRATTA

- L'Ente per cui lavora le chiede di costruire uno strumento di valutazione della qualità del sistema dei servizi educativi per l'infanzia. Alla luce delle indicazioni offerte dalla DG for Education and Culture della Commissione Europea attraverso il documento *Proposal for key principles of a Quality Framework for Early Childhood Education and Care (2014)*, provi a indicare quali potrebbero essere le aree da inserire nel suddetto strumento.

- Con che tipo di atto viene instaurato il rapporto di lavoro pubblico?

- Cos'è GOOGLE DRIVE e a che cosa serve.

A Stupid Idea

Amanda leaves the bar. She must find a solution.

Usually, when she's walking, good ideas come to her, so she decides to walk around the city without any destination. She turns right, then left, crosses a square, waits for a green light before crossing a road, then turns back the way she came.

In the end she thinks, "I'll go back to Davide's place. If he's not there, I'll call him." It's already twenty to nine. It's late and she must hurry.

Once again, Davide is not home. All Amanda can do now is give up on the surprise and phone him.

Amanda calls him a second, a third and a fourth time, but Davide doesn't answer. Now Amanda is desperate. "What a stupid idea it was to surprise him! How stupid to have secrets from Davide! The entire day has been wasted!"

BUSTA 13 – ESTRATTA

- In qualità di "funzionario prima infanzia" del Comune provi a indicare quali sono i processi che permettono a un potenziale servizio educativo di entrare nel mercato del lavoro e, in un secondo momento, accedere all'accreditamento.

-Cosa sono i dati particolari ai sensi del GDPR (General Data Protection Regulation)?

- Cosa si intende per download?

"Well! I never!" she cried, full of smiles. "And to think I mistook it for iron. I must have been dreaming. But here's luck indeed, and me wanting a stone terrible bad to stick open the gate. Eh my! but it's a change for the better! It's a fine thing to have good luck."

So, all in a hurry to see how the stone would keep the gate open, she trotted off down the hill till she came to her own cottage. She unlatched the gate and then turned to unfasten her shawl from the stone which lay on the path behind her. Aye! It was a stone sure enough. There was plenty light to see it lying there, douce and peaceable as a stone should.

So she bent over it to unfasten the shawl end, when—"Oh my!" All of a sudden it gave a jump, a squeal, and in one moment was as big as a haystack. Then it let down four great lanky legs and threw out two long ears, nourished a great long tail and romped off, kicking and squealing and whinnying and laughing like a naughty, mischievous boy!