The profiles for basic job skills describe how reading, writing, numeracy, oral and digital skills are part of the work tasks in various occupations. The profile shows which basic skills the employee should have.

**The profiles can be used to give:**
- Relevant training in basic skills in the SkillsPlus programme
- Make language teaching work-oriented
- Give a vocational aspect to the common core subjects in the VET (vocational education and training)
## Tasks for the carpenter:

- read construction drawings, plans and instructions
- assess equipment, material and time required to carry out a job
- build constructions as described in construction drawings
- follow product and assembly descriptions document work quality and discrepancies

### Reading

**On a daily basis the carpenter will:**
- read work drawings and plans
- read the work orders for the day
- read the safety instructions for the construction site
- read signs and posters on the construction site

**Regularly the carpenter will:**
- read documents and delivery dockets on receipt of goods
- read checklists that have been completed by others at the construction site
- read HSE information
- read manufacturers’ product and assembly descriptions
- read detailed job specifications
- read codes of practice and updates
- read environmental and waste disposal plans

**Occasionally the carpenter will:**
- read extracts from relevant Acts, technical regulations and plans
- read training material
- read information for employees
- read moisture data from the hygrometer
- read the company’s internal procedures and instructions
- read maps and GPS

### Writing

**On a daily basis the carpenter will:**
- write short notes to themselves or to others
- complete forms and checklists for work quality and discrepancies
- write work reports and overview of materials used
- log incidents related to their own work
- complete timesheets and forms regarding hours worked

**Regularly the carpenter will:**
- draw up and sign work plans
- register work completed
- write detailed lists of equipment and tools needed to complete a job
- document construction materials used on a job
- complete work orders and additional orders for the customer’s approval

**Occasionally the carpenter will:**
- write short reports that document that the work has been performed in accordance with applicable standards
- write notes to recall training or explanations
- answer questions related to training and certification
- write the offer or basis for the invoice
- fill out a self-certification of absence form
- write discrepancy reports in the event of serious incidents
follow HSE- routines
communicate with different people
including colleagues, customers,
other tradespeople and the site foreman, employer and suppliers

### Oral skills

**On a daily basis the carpenter will:**
- talk to colleagues to coordinate the work
- cooperate and coordinate with other operators at the same construction site
- listen and respond to instructions from the supervisor or foreman
- report on the progress of the work
- discuss and explain the work in progress
- listen to explanations of the work plans for the day

**Regularly the carpenter will:**
- order equipment and materials from suppliers and warehouses
- discuss the project with on-site team supervisors
- suggest changes in plans
- listen to oral explanations from people providing training or information
- participate in and lead group meetings
- give oral instructions to support workers

**Occasionally the carpenter will:**
- discuss problems related to work procedure or execution with the supervisor or other carpenters
- explain to and discuss with customers the choice of materials and solutions to problems
- discuss questions with other sub-suppliers when problems arise
- answer oral questions related to training and instructions
- talk to people who are involved in the training of apprentices
- discuss the working environment and make suggestions
- report and communicate about incidents or accidents

### Numeracy

**On a daily basis the carpenter will:**
- take exact measurements
- prepare and provide design criteria for sketches
- use a graduated ruler
- interpret work drawings
- carry out the necessary calculations of volume and amount for the job
- use materials as economically as possible
- calculate and register time taken to complete the work
- keep lists of materials
- making estimates of costs for customers

**Regularly the carpenter will:**
- convert different measurement units
- assess the time needed to carry out a job
- check their own paycheck
- check costs and invoices

**Occasionally the carpenter will:**
- calculate their own piecework payment
- choose wage system (time or piece) or put in an offer
- calculate materials needed and the size of a project
- consider crew requirements based on work schedule and workload
- use maps, GPS and road atlases to calculate distances and preferred routes
- create cost estimates for bigger assignments
«Practical applicability motivates adults to participate in training»

Digital skills

On a daily basis the carpenter will:
- communicate with their employer and customers electronically
- enter and check assignments and appointments in the electronic calendar
- check that electronic work orders and reports are drawn up
- order parts from the warehouse or supplier as required
- use electronic equipment to perform measurements
- search the Internet and intranet for information and instructions

On a regular basis the carpenter will:
- fill in information about completed assignments
- check the warehouse status and delivery time in an electronic inventory system
- send e-mails with attachments
- fill in electronic timesheets
- use various data programs
- send and receive text messages
- use a smartphone and tablet with different apps relating to tasks

Occasionally the carpenter will:
- use spreadsheets or other electronic calculation tools
- use computerized drawing programs to plan future buildings or constructions
- use GPS to get to the customer’s address
- compare prices from different suppliers
- check digital tendering services on the Internet
- take digital pictures to document discrepancies or work performed
- familiarize him-/herself with contracts and store these in electronic archives
- use social media to keep up to date and advertise their own business
- update electronic travel logs
- use standard office software
- order large quantities of goods for delivery to customers

The Knowledge Promotion Reform from 2006 has defined five skills that form the basic prerequisites for learning and development in school, work and community life.

The five basic skills are:
- Digital skills
- Oral skills
- Reading
- Writing
- Numeracy

At skillsnorway.no you will find more resources aimed at working with adults and basic skills.

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