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 electrician:

- read work drawings
- assess the equipment, material and time required to perform a particular job
- assemble electrical installations as described in the blueprints
- comply with product and installation instructions

### Reading

**On a daily basis the electrician will**
- read work drawings, plans and instructions
- read brand names and model numbers on articles
- read signs and safety instructions
- read and check lists of parts and serial numbers
- take readings of results from electronic measuring equipment

**Regularly the electrician will**
- read descriptions and installation instructions related to the work
- read information on HSE
- read detailed work instructions
- read training material

**Occasionally the electrician will**
- read excerpts from laws, regulations and standards
- read information and forms pertaining to his/her employment
- read information about employees’ rights and obligations
- read environmental and waste processing plans
- read route descriptions on maps or GPS

### Writing

**On a daily basis the electrician will**
- write brief notes and sign forms
- fill in forms on work quality and discrepancies
- log and document his/her own work and hours worked
- write brief instructions when ordering parts

**Regularly the electrician will**
- write brief messages and instructions
- prepare overviews of materials used
- write invoicing information
- fill in work lists
- write detailed lists of the equipment and tools required for a job

**Occasionally the electrician will**
- fill in forms to identify hazards
- prepare documentation and brief reports
- write notes or explanations during training sessions or courses
- respond in writing to questionnaires
- complete a self-certificate form when ill
- fill out a self-certification of absence form
• document the quality of the work and discrepancies
• comply with HSE routines
• communicate with colleagues at the construction site and customers as required to perform the work

Oral skills

On a daily basis the electrician will
• describe his/her work and agree on times and costs with customers
• cooperate and coordinate with others working on the same construction site
• communicate with colleagues regarding daily tasks
• report work progress to superiors or other staff

Regularly the electrician will
• talk to suppliers
• listen and respond to oral instructions and participate in training sessions
• receive brief instructions and discuss the work with superiors
• explain how customers can use electrical appliances correctly

Occasionally the electrician will
• discuss problems with superiors
• talk to persons involved in the apprenticeship training
• discuss the working environment and safety and provide input
• discuss his/her own working conditions with a superior
• notify and communicate about incidents or accidents

Numeracy

On a daily basis the electrician will
• make estimates of costs
• calculate the total amount for an assignment, inclusive and exclusive of VAT
• recognize the correct version and interpret serial numbers on equipment
• measure and record sizes
• estimate the time needed to carry out the job

Regularly the electrician will
• check his/her own paycheck
• keep an overview of inventories
• calculate the amount of materials needed for a particular job
• compare prices from different suppliers
• fill in timesheets
• estimate driving distances
• read and interpret maps, GPS and road atlases
• check bills and invoices

Occasionally the electrician will
• calculate his/her own piece-rate pay
• choose between piece rates or tenders
• calculate the need for materials and size of a project
• calculate the need for manpower in light of work plans and volume
• check inventories of materials
On a daily basis the electrician will
- communicate with the employer and customers by email and text messaging
- enter and check assignments and agreements in the electronic calendar
- make appointments with customers by email and text messages
- place orders from remote warehouses and suppliers on the Internet

Regularly the electrician will
- check delivery times and terms and conditions from different suppliers on the Internet
- send emails with orders
- fill in information on hours worked on electronic forms
- communicate electronically with employers and customers
- check that invoicing information has been sent to the invoicing department
- fill in information from completed assignments
- check inventory status in the electronic inventory register
- trace shipments and determine delivery times
- submit and respond to calls for tender on the Internet

Occasionally the electrician will
- submit tenders and cost estimates as email attachments
- take digital photos as documentation
- search the Internet and databases for product information and prices
- submit building applications for approval using electronic forms
- write contracts and store them in electronic archives
- check the Internet for amendments to standards and certification rules
- check the Internet for new environmental requirements for products
- use social media to advertise their own business
- update electronic travel logs
- use standard office software