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 heavy equipment operator:

- perform daily checks
- use seatbelts and personal protective equipment
- undertake simple maintenance of equipment and machinery
- ensure appropriate securing of loads calculate mass and weight
- calculate mass and weight

### Reading

**On a daily basis the heavy equipment operator will**

- read manuals
- read maneuvering gauges and instruments
- refer to work drawings
- read work descriptions and instructions
- read signage and labeling
- read brief notes
- read lists of various job assignments
- read signs and announcements regarding safety

**Regularly the heavy equipment operator will**

- read instructions for the use of equipment
- read fault reports
- read reports from the worksite
- read work schedules
- read checklists
- read guidelines for the disposal of hazardous waste
- read minutes of meetings
- read HSE information
- read internal routines and instructions
- read training material for training courses and other skills upgrading

**Occasionally the heavy equipment operator will**

- read excerpts from laws and regulations
- read information and forms related to their employment
- read plans for training courses and skills upgrading
- read professional journals
- read technical regulations
- read updated information and rules related to certification requirements

### Writing

**On a daily basis the heavy equipment operator will:**

- write brief notes and messages
- confirm receipt, sign and verify forms
- document completion of job assignments
- keep a travel log

**Regularly the heavy equipment operator will:**

- write notes or memos to self and others
- report faults
- suggest changes to work plans
- make notes of events
- provide written information to colleagues and manager
- make notes of equipment required for specific job assignments

**Occasionally the heavy equipment operator will:**

- make notes of new routines
- make notes from training courses and skills upgrading programmes
- respond to written questions
- confirm the completion of assignments in writing
- write work orders and collect signatures from the client
- write brief reports
- fill out a self-certification of absence form
- use heavy lifting equipment with lashing straps
- be familiar with basic laws and regulations
- comply with HSE routines
- communicate with colleagues, customers, clients and employers
- process requests and complaints

**Oral skills**

On a daily basis the heavy equipment operator will:
- greet customers and clients in a friendly manner
- receive instructions and discuss the work with managers
- respond to questions from clients and customers
- communicate with colleagues
- plan the job in consultation with the client
- talk to others to coordinate the work
- report orally on work progress, for example to the foreman and the client
- make agreements with customers regarding work progress and describe the work to be done
- discuss the choice of various solutions with clients and customers

Regularly the heavy equipment operator will:
- talk to suppliers
- suggest amendments
- receive training and instructions
- participate in meetings
- discuss plans and work plans with others

Occasionally the heavy equipment operator will:
- participate in formal training and certification
- alert others to emergencies or accidents
- discuss problems with the supervisor or colleagues
- suggest amendments
- participate in training sessions
- notify if something is unclear
- familiarize new and temporary employees with work routines
- participate in discussions to handle issues related to work with different agencies or customers

**Numeracy**

On a daily basis the heavy equipment operator will:
- calculate the point of gravity
- read maintenance tables
- use an excavation diagram
- use tables for breaking strength
- read tables for load handling
- read tables for gradients and stability
- read and use work drawings
- calculate the time needed to perform a job assignment
- calculate the consumption of material and equipment

Regularly the heavy equipment operator will:
- check their own paycheck
- fill in timesheets
- make estimates related to salvage, haulage and transport
- calculate and estimate volumes
- calculate vehicle weight
- check bills and invoices

Occasionally the heavy equipment operator will:
- check inventories
- calculate the need for manpower in light of work plans and volume
- calculate quantities and sizes
- evaluate the height and length of the vehicle to drive safely under bridges
Digital skills

On a daily basis the heavy equipment operator will:
- keep a log of their own activities
- communicate with their employer
- make appointments with customers
- keep electronic records of discrepancies

Regularly the heavy equipment operator will:
- fill in information on completed assignments
- send emails with attachments
- keep electronic timesheets
- find product information and product data sheets on the web
- communicate electronically with their employer and clients
- document completion of job assignments electronically and send/store the information
- use various computer programs

Occasionally the heavy equipment operator will:
- search for product information, laws or regulations
- enter contract information and store it electronically
- find HSE regulations on the Internet
- use suitable computer programs for calculations, e.g. of volumes
- check the Internet for new or amended standards
- check the Internet for new environmental regulations
- use digital learning resources
- use a smartphone and tablet with different apps relating to tasks
- use digital images to document accidents etc.

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.