The profiles for basic job skills describe the link between basic skills and the employee’s actual work tasks. Employers can get an overview of which skills need to be strengthened, and employees can see what type of training they need in the areas of reading, writing, oral communication, numeracy and digital skills.

The profiles can be adapted to individual and local needs and will help training managers to design customised courses.

The profiles can also be used in ordinary courses at upper secondary level and can be useful tools to help making common core subjects in vocational training more work-related.
Reading and writing

**READING**
- find information in the HSE Manual
- become acquainted with relevant safety routines
- read and understand routines in the case of fire, including the use of fire extinguishers
- read and understand instructions for first aid and the use of first-aid equipment
- read and understand safety instructions
- read and understand signage and announcements related to HSE
- read and understand abbreviations, symbols, colours and codes
- read handwritten messages
- read and understand event logs
- read training material in the context of training sessions

**WRITING**
- report discrepancies and problems in writing
- fill in forms and checklists for quality, safety and discrepancies at work
- write brief minutes or notes of HSE information provided orally
- enter HSE information in the work log
- sign receipts, check out from jobs, sign confirmations
- draw up and sign work plans

Oral skills

- alert others to hazards, violations of routines or emergencies
- report and discuss discrepancies and problems orally
- listen to and understand oral HSE information
- listen and understand when others alert their colleagues to hazards
- say if a message is unclear
- communicate clearly with colleagues so as to prevent hazards from occurring
- participate in discussions about the working environment and provide input
- listen to the input and viewpoints of others
- communicate important safety information

Numeracy

- use numerical information in tables for work purposes
- assess proportions of mixtures used for work purposes
- recalculate between units of measurement in planning of ascending and descending gradients to be able to perform the work safely
- read statistics and graphs
Practical applicability motivates adults to participate in training

Digital skills

- identify and fill in forms digitally
- report discrepancies with the aid of digital tools
- use digital tools to log work that has been performed
- stay updated about HSE routines and messages on the enterprise’s intranet
- use the Internet to find specific environmental and safety information regarding a product or a tool
- communicate by text and picture messaging

The Knowledge Promotion curriculum has defined five skills which constitute the essential conditions for learning and development in education, at work and in society.

The five basic skills are:

- Digital skills
- Oral communication
- Numeracy
- Reading and writing

At vox.no/english you will find further resources regarding basic skills for adults.