Plumber

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 plumber:

- plan and undertake assignments
- document quality and discrepancies in the work
- communicate with colleagues, customers, people in other occupations and the site manager to ensure completion of the job

### Reading

On a daily basis the plumber will:
- read descriptions and instructions
- read lists of materials and verify completeness
- check orders, documents and packing slips
- read brief notes, product information and instructions
- read information on quality control and assurance forms
- reads signs, announcements and labelling related to environment and safety
- read lists of tools and equipment needed for various job assignments

Regularly the plumber will:
- read installation instructions
- read HSE information
- read internal routines and instructions
- read detailed job specifications
- read training material
- read work drawings, orders and plans

Occasionally the plumber will:
- read excerpts from laws and regulatory agreements
- read technical regulations
- read information and forms related to their employment
- read information on their rights and obligations as an employee
- read environmental and waste disposal plans
- read maps and GPS

### Writing

On a daily basis the plumber will:
- document and log events occurring on the job
- sign orders and receipts of deliveries
- fill in forms and checklists for work quality and discrepancies

Regularly the plumber will:
- draw up lists of equipment and tools needed for a particular job
- fill in forms related to their own employment
- write notes to self and others
- write reports as documentation for approval of work performed

Occasionally the plumber will:
- write brief reports
- write up information for tenders and assessments
- write notes to customers on the job tasks undertaken
- write responses to questions related to training and certification
- fill in detailed invoicing and tender information
- write discrepancy reports in the event of serious incidents
- fill out a self-certification of absence form
- know and comply with regulations, standards and legislation
- order parts, fill in assignment forms and basis for invoicing

### Oral skills

**On a daily basis the plumber will:**
- talk to other people at the building site to coordinate the work
- receive instructions and discuss job assignments with superiors
- make appointments with customers regarding time and cost and describe the work to be undertaken
- talk to customers about work progress and the choice of various solutions

**Regularly the plumber will:**
- order parts and equipment from suppliers
- receive training and participate in information meetings
- participate in meetings
- discuss work drawings and plans

**Occasionally the plumber will:**
- discuss their own employment conditions
- participate in formal training and certification
- alert others to emergencies or accidents
- discuss the working environment and provide input
- explain to customers how installed equipment works

### Numeracy

**On a daily basis the plumber will:**
- perform exact measurements
- use construction blueprints and recalculate to full scale
- calculate the amount of material needed for a particular job
- calculate and register the time needed to complete a particular job
- fill in timesheets and forms for working hours
- provide cost estimates to customers

**Regularly the plumber will:**
- check their own paycheck
- check bills and invoices
- prepare sketches to illustrate a job assignment
- keep an overview of inventories
- compare prices from different suppliers
- estimate the costs of a particular job
- understand and use road atlases, GPS and maps to calculate the best route options

**Occasionally the plumber will:**
- calculate and check magnitudes such as volume, pressure and temperature
- calculate and check angles
- calculate the need for manpower in light of work plan and volume
- check inventories
- calculate prices for assignments based on piecework or tenders
- complete invoice documents
«Practical applicability motivates adults to participate in training»

**Digital skills**

On a daily basis the plumber will:
- communicate with their employer or customers via email or text messages
- check email, text messages or electronic calendar for new assignments
- check inventory status in the electronic inventory list
- fill in hours worked on electronic forms

Regularly the plumber will:
- verify electronic invoicing information
- fill in information on completed assignments
- trace shipments and determine delivery times
- send orders by email
- use a smartphone and tablet with different apps relating to tasks
- take digital photos to document discrepancies or work carried out

Occasionally the plumber will:
- submit price estimates as attachments to emails
- use electronic calculation tools to calculate, assess and amend tenders
- use GPS to locate customers’ addresses
- search the Internet and databases for product information and prices
- report assignments for public approval via electronic forms

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.