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 tinsmith:

- accomplish work based on orders at construction sites or at customer
- plan, execute and control the tinware work
- conduct internal inspections of the work performed

### Reading

**On a daily basis the tinsmith will:**
- read working drawings and plans
- read short notes and instructions, their own and others’ memos
- read information in the inspection plans and checklists
- read signs and notices about HSE
- read text messages and emails

**Regularly the tinsmith will read:**
- read descriptions and instructions related to the work
- read packing slips and check that they match the delivered goods
- read lists of tools and equipment required for various operations
- read the safety information, brochures, data sheets and reference
- read internal procedures and instructions
- read detailed job specifications
- read training materials related to courses and other training activities

**Occasionally the tinsmith will read:**
- read excerpts from laws and regulations
- read technical provisions
- read information and forms related to private employment
- read route descriptions
- read training materials relating to their profession

### Writing

**On a daily basis the tinsmith will:**
- document the work performed
- keep track of their own hours
- keep a travel log
- write text messages and emails

**Regularly the tinsmith will:**
- set up a list of required tools and equipment for a mission
- write notes and memos to themselves and others
- acknowledge the receipt of goods

**Occasionally the tinsmith will:**
- write short reports, change- and discrepancy reports
- set up an overview of the work performed
- write work orders and document additional orders
- complete forms and prepare documentation in relation to certification requirements and ISO standards
- fill out a self-certification of absence form
• communicate with other players as colleagues, other craftsmen, construction site management, suppliers and customers
• use e-mail to communicate with the employer, the client and suppliers
• have knowledge of internal procedures, standards and legislation, and follow these
• order goods based lists of materials from suppliers

<table>
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<tr>
<th>Oral skills</th>
<th>Numeracy</th>
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**On a daily basis the tinsmith will:**
- talk with others to coordinate work
- give an oral report on progress to manager and employer
- receive instructions and discuss work with superiors
- make appointments with customers on progress, and describe the work
- talk with the client and customers on the selection of different solutions

**Regularly the tinsmith will:**
- talk to suppliers
- receive training lectures and instructions
- attend various meetings
- discuss plans and drawings/detail solutions with other

**Occasionally the tinsmith will:**
- order parts and equipment from supplier
- discuss their own work conditions
- participate in formal training and certification
- give notification of emergencies or accidents
- tell if something is unclear
- orient new employees and temporary staff on work procedures

**On a daily basis the tinsmith will:**
- taking measures of fittings and ventilation components and create a basis for production
- use drawings and convert to full size
- calculate how much material will be required for a job
- calculate and record the time required for a job

**Regularly the tinsmith will:**
- check their own paycheck
- create work sketches for production in their own workshop
- program the computerized break machines
- make a record of consumption of materials
- keep track of inventory
- compare prices from different suppliers
- calculate piecework based on tariff
- read maps, road atlas and GPS
- provide estimates of the cost to a customer

**Occasionally the tinsmith will:**
- calculate the air requirements of a local
- calculate the random chord for a job
- consider crew requirements based work schedule and workload
- calculate the amount and the size of a project
- control inventories
«Practical applicability motivates adults to participate in training»

Digital skills

On a daily basis the tinsmith will:
- program the computerized machines
- search the Internet and intranet
- keep records of their own activities in the calendar
- keep electronic deviation report
- send and receive text and picture messages

Regularly the tinsmith will:
- communicate with employers and customers digitally
- provide information about the executed contracted work to the employer
- document performed work digitally
- send e-mails with attachments
- use various computer programs relating to job tasks
- search for and respond to enquiries about assignments online

Occasionally the tinsmith will:
- enter contracts and store them electronically
- use digital images as documentation
- use spreadsheets for various calculations
- use GPS to find the right destination
- search the Internet for product information, laws and regulations
- use e-learning applications to renew certifications
- use digital drawing software
- check digitally call for bills online
- use social media to advertise their own business
- update electronic travel logs

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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