

## BASIC JOB SKILLS FOR CARPENTERS



The job skills profiles describe basic skills that are part of working practice, and are based on competence objectives. Employers can ascertain what skills need to be strengthened, and employees can see what type of training they need in the areas of reading, writing, verbal communication, basic maths and IT skills.

The profiles can be adapted to individual and local needs. They describe the link between basic skills and the employee's actual work tasks, and make it easier for the training manager to devise appropriate courses.

The profiles can also be used for ordinary vocational upper secondary teaching and can be useful tools in making common core subjects in vocational training more work-related.

## Tasks for carpenters:

- read construction drawings, plans and instructions
- assess equipment, material and time required to carry out a job
- build constructions as described in construction drawings
- follow product and assembly descriptions
- document work quality and deviations

### Reading and writing



#### READING

##### On a daily basis the carpenter will read:

- construction drawings and plans
- the work orders for the day
- the safety instructions for the construction site
- signs and posters on the construction site

##### Regularly the carpenter will read:

- documents and delivery dockets on receipt of goods
- checklists that have been completed by others at the construction site
- HSE information
- Manufacturer's product and assembly descriptions
- detailed job specifications
- codes of practice and updates
- environmental and waste disposal plans

##### Occasionally the carpenter will read:

- extracts from relevant Acts, technical regulations and plans
- training material, e.g. on first aid, HSE or for apprentices
- information for employees
- the hygrometer
- the company's internal procedures and instructions

#### WRITING

##### On a daily basis the carpenter will:

- write short notes to him/herself or to others at the construction site
- complete forms and checklists for work quality and deviations
- write work reports, e.g. overview of materials used
- log incidents in his/her own work
- complete timesheets and working hours forms

##### Regularly the carpenter will:

- draw up work plans
- register work completed
- write detailed lists of equipment and tools needed to complete a job
- document building materials used on a job
- complete work orders and additional orders for the customer's approval

##### Occasionally the carpenter will:

- write short reports
- write notes to recall training or explanations
- answer questions related to training and certification
- write the offer or invoice basis

- follow routines linked to health, safety and environment (HSE)
- communicate with different people, including colleagues, customers, people from other trades and the site foreman, in order to get the job done



## Verbal communication



- talk to colleagues to coordinate the work
- cooperate and coordinate with other operators at the same construction site
- listen and respond to instructions from the supervisor or foreman
- report on the progress of the work
- discuss and explain the work in progress
- listen to explanations of the work plans for the day

### Regularly the carpenter will:

- order equipment and materials from suppliers and warehouses by telephone
- discuss the project with on-site team supervisors
- suggest changes in plans
- listen to oral explanations from people providing training or information
- participate in and lead group meetings if required
- give oral instructions to support workers

### Occasionally the carpenter will:

- discuss problems related to work procedure or execution with the supervisor or other carpenters
- discuss questions with other sub-suppliers when problems arise
- answer oral questions related to training and instruction
- talk to people who are involved in the training of apprentices
- discuss the work environment and make suggestions
- have a performance review with his/her manager

## Basic maths



### On a daily basis the carpenter will:

- take exact measurements
- prepare and dimension sketches
- use a graduated rule
- interpret work drawings
- carry out the necessary calculations of volume for the job
- use materials as economically as possible
- calculate and register time taken to complete the work
- keep lists of materials

### Regularly the carpenter will:

- convert different measurement units
- assess the time needed to carry out a job
- check costs and invoices

### Occasionally the carpenter will:

- calculate his/her own piecework payment
- choose wage system, time or piece, or put in an offer
- calculate materials needed and the size of a project

## “Practical training motivates adults to participate”

### Computer skills



#### Computer skills

- communicate with his/her employer and customers electronically
- enter and check assignments and agreements in the electronic calendar
- check that electronic work orders and reports are drawn up
- order parts from the warehouse or supplier as required
- use electronic equipment to perform measurements
- search the internet and intranet for information and instructions

#### On a regular basis the carpenter will:

- fill in information about completed assignments
- check the warehouse status and delivery time in an electronic inventory system
- send e-mails with attachments
- fill in electronic timesheets
- use various data programs

#### Occasionally the carpenter will:

- use spreadsheets or other electronic calculation tools
- use computerized drawing programs to plan future buildings or constructions
- use GPS to get to the customer's address
- compare prices from different suppliers
- order large quantities of goods for delivery to customers
- familiarize him/herself with contracts and store these in electronic archives

The competence objectives for training in basic skills are a tool to create and adapt training for adults.

They describe and specify training goals in:

- Computer skills
- Basic maths
- Reading and writing
- Verbal communication

Skills objectives and guidelines can be ordered or downloaded from [vox.no/kompetansemål](http://vox.no/kompetansemål). The guidelines address in more detail issues at work regarding basic skills training.

At [vox.no/english](http://vox.no/english) you will find further resources on adult training.