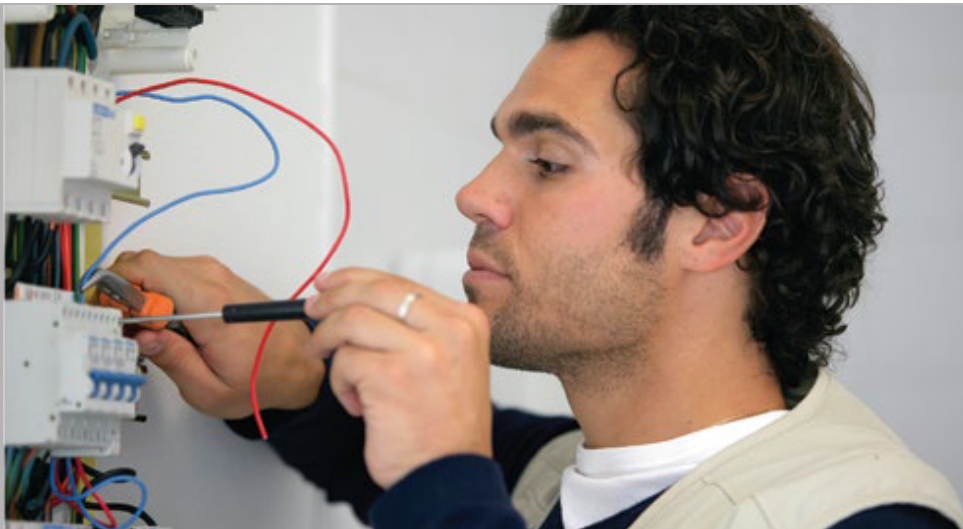


# Electrician



The profiles show how reading, writing, numeracy, digital and oral skills are included in the tasks of different professions. They are therefore a good tool for planning and adapting training for adults, and for identifying training needs in various job situations.

The profiles can also be used to work on the basic skills in vocational education and training.

### **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 electrician

- read construction drawings, plans and instructions
- assess the equipment, material and time required to perform a particular job
- assemble electrical installations as described on construction drawings
- follow product and assembly descriptions

### Reading

### Writing

#### Every day the electrician will

- read construction drawings, work orders and plans
- read brand names and model numbers on articles
- read signs and safety instructions
- read and check lists of parts and serial numbers
- take readings of results from electronic measuring equipment
- read messages and emails

#### Regularly the electrician will

- read work-related descriptions and installation instructions
- read HSE information
- read detailed job instructions
- read detailed job specifications
- read training material for certification
- read manufacturers' product and assembly descriptions

#### Occasionally the electrician will

- read excerpts from laws, regulations and standards
- read information relating to their own employment relationship
- read environmental and waste management plans
- read maps and GPS
- read shipping documents and packing slips when receiving goods
- read the company's internal procedures and instructions

#### Every day the electrician will

- write brief notes and sign forms
- fill in forms on work quality and non-conformities
- log and document their own work
- write brief instructions when ordering parts
- write declarations of conformity when work is completed
- fill in timesheets and forms regarding hours worked

#### Regularly the electrician will

- write brief messages and instructions
- prepare overviews of materials used
- prepare underlying invoice documentation
- fill in work lists
- write detailed lists of the equipment and tools required for a job
- complete work orders and additional orders for the customer's approval
- write messages and emails

#### Occasionally the electrician will

- fill in forms to map risks
- prepare documentation and brief reports documenting that work has been carried out in accordance with applicable standards
- write notes or explanations in connection with training and courses
- respond to questionnaires in writing
- fill in non-conformity forms in the event of serious incidents
- fill in forms relating to their own employment relationship

- document work quality and non-conformities
- comply with procedures for health, safety and the environment (HSE)
- communicate with customers and colleagues in order to perform a job
- provide instructions in how to use new equipment

## Oral skills

### Every day the electrician will

- describe their work and agree on times and costs with customers
- cooperate and coordinate with other operators on the same construction site
- communicate with colleagues about daily tasks
- report on the progress of the work
- take part in lunch and break conversations
- listen to explanations of the work plans for the day

### Regularly the electrician will

- talk to different suppliers to obtain offers for goods and services
- listen and respond to oral instructions and participate in training
- receive brief instructions and discuss the work with superiors and colleagues
- explain how customers can use electrical appliances correctly
- discuss and propose changes in connection with plans

### Occasionally the electrician will

- discuss problems relating to work procedures or execution with the supervisor or others
- explain and discuss the choice of materials and solutions to problems with customers
- discuss questions with other sub-contractors when problems arise
- answer oral questions relating to training and instructions
- talk to people involved in the follow-up of apprentices
- discuss and provide input on the working environment
- report and communicate about incidents or accidents
- conduct performance reviews with the supervisor

## Numeracy

### Every day the electrician will

- make estimates of costs
- calculate the total cost of an assignment
- recognise the correct version and interpret serial numbers on equipment
- measure and record sizes
- calculate the required to carry out a job
- use a yardstick
- calculate the quantities needed to carry out a job
- interpret work drawings

### Regularly the electrician will

- check their own payslip
- keep an overview of stocks
- calculate the amount of materials needed for a particular job
- compare prices from different suppliers
- fill in timesheets
- estimate driving distances
- use maps, GPS and road atlases to calculate distances and preferred routes
- check bills and invoices
- prepare underlying invoice documentation

### Occasionally the electrician will

- calculate their own piecework pay
- choose between piecework contract or tender
- calculate the materials needed and the size of a project
- assess staff requirements on the basis of a progress schedule and the workload
- check stocks

## Digital skills

Every day the electrician will

- use digital tools to communicate with the employer and customers
- enter and check assignments and appointments in a calendar
- make appointments with customers via email and messages
- order parts from remote warehouses and suppliers online
- use electronic equipment to perform measurements
- search the internet and intranet for information and instructions
- use calculation tools to modify and assess tender
- write contracts and store them in electronic archives
- use social media to keep up to date and advertise their own business
- update electronic travel logs
- use standard office software
- compare prices from different suppliers
- order goods for delivery to customers in connection with larger assignments

Regularly the electrician will

- fill in information about completed assignments on electronic forms
- check delivery times and terms and conditions from different suppliers online
- send emails with attachments
- fill in electronic timesheets
- check that electronic invoice documentation has been completed
- check inventory status in the electronic stocks
- trace shipments and determine delivery times
- check online tender services
- use a smartphone and tablet with different apps relating to tasks
- use a variety of appropriate computer programs
- take photos as documentation
- use various learning resources

Occasionally the electrician will

- check electronic databases for standards and legislation
- submit tenders and cost estimates as email attachment

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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:

- reading
  - writing
  - oral skills
  - numeracy
  - digital skills
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