

Being a member or guardian of various organisations



The profiles show how reading, writing, numeracy, digital and oral skills are included in various tasks related to the voluntary sector or everyday activities.

They are therefore a good tool for planning and adapting training for adults, and for identifying training needs in various situations.

The profiles can be used to

- Give relevant training in basic skills in the SkillsPluss programme
- Make language teaching work-oriented
- Give a vocational aspect to the common core subjects in the VET (vocational education and training)

Tasks for sett inn riktig

- participate in voluntary work and other communal activities
- obtain information about activities

Reading

- read messages and emails
- read signs and symbols
- read work schedules and attendance lists
- read messages
- read various information posters
- read product date stamps and use-by dates
- read product descriptions
- read recipes
- read guidelines for waste management
- read equipment manuals
- read social media posts
- read information in different channels
- read invitations and minutes of meetings

Writing

- write short messages to themselves or others
- record the cash register settlement
- write signs, posters or menus
- sign for, sign and verify forms
- write messages and emails
- write notes and assignments in connection with training
- write social media posts

- cooperate with other members, coaches and managers
- attend meetings, both physically and online

Oral skills

- receive orders
- receive instructions from others
- talk to customers
- receive messages
- listen to and give oral reports
- talk on the phone
- talk to other volunteers about work tasks
- report acute incidents or accidents
- ask if anything is unclear
- report illness or absence
- suggest changes to assignments and working methods
- give instructions to other members or volunteers
- provide training to others
- participate in training

Numeracy

- count money when settling the cash register
- keep track of change
- use the four arithmetic operations
- read and follow simple recipes
- fill in timesheets
- convert units of measurement
- count and keep track of stocks
- assess mixing ratio when using detergents
- read temperatures and check that they are within the approved limits
- make estimates of quantities in connection with purchases
- measure quantities of ingredients when cooking
- check the date on various products and calculate their shelf life
- make estimates when paying
- keep track of events in a calendar

Digital skills

- use cash registers
- fill in information in cash settlement forms
- use a calculator
- use a scanner
- use various payment solutions
- send and receive messages and emails
- check meetings or appointments
- find forms online
- use various programs for training purposes
- use standard office software
- submit and receive lists of orders
- help customers with payment solutions
- use QR codes and barcodes as needed
- use various digital arenas for collaboration and communication
- use a smartphone and tablet with different apps relating to tasks

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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