

Production worker



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 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 production worker

- master production processes in the company
- work according to company hygiene procedures

Reading

Every day the production worker will

- read production orders
- read work plans
- read posters and signs in the warehouse area
- read safety instructions and symbols
- read product and delivery information
- read and understand technical terminology

Regularly the production worker will

- read messages from management
- read waste management procedures relating to hygiene and environmental requirements
- read and stay up to date on internal regulations
- read shift plans and holiday lists
- read messages and emails

Occasionally production worker will

- read regulations applicable in the workplace
- read relevant quality procedures
- read news, articles and other relevant subject matter to stay up to date on developments in the industry
- read minutes of meetings
- read training material
- read instructions on first aid, fire safety and handling of hazardous goods
- read safety data sheets
- read information relating to their own employment relationship

Writing

Every day the production worker will

- write brief messages
- write instructions for others
- write messages and emails

Regularly the production worker will

- provide written information and use precise technical terms when communicating with the supervisor and colleagues
- report non-conformities or incidents
- fill in claim forms
- write applications for leave of absence

Occasionally the production worker will

- write down new procedures
- answer questions in connection with courses, certification and surveys
- give input to the safety representative on improvements to the working environment
- take notes and write assignments in connection with courses
- fill in forms relating to their own employment relationship

- label goods and prepare them for delivery
- work as part of a team

Oral skills

Every day the production worker will

- talk to others to coordinate the work
- give and receive messages and instructions
- obtain and convey information about raw materials and deliveries
- report injuries and undesirable incidents to their immediate supervisor
- take part in lunch and break conversations

Regularly the production worker will

- receive information and provide input in meetings
- discuss working hours and shifts arrangements
- follow up and ask about ambiguities in connection with procedures

Occasionally the production worker will

- communicate with the transport department
- participate in internal and external training
- communicate with the supervisor and safety representative about their own working conditions, working environment and training needs
- answer questions in connection with tests and certifications
- inform new and temporary staff about work procedures
- receive guidance in correct work postures and techniques
- report illness or absence
- suggest changes to work procedures
- report and communicate about incidents or accidents
- conduct performance reviews with the supervisor

Numeracy

Every day the production worker will

- compare and check product numbers
- find and use numerical codes
- understand symbols and product code lists
- count, weigh or measure raw materials
- check the weight and size of shipments

Regularly the production worker will

- check their own payslip
- fill in timesheets
- measure length, volume and weight
- find the right shelf locations for different items
- take readings from measuring instruments
- check production targets

Occasionally the production worker will

- fill in and check numerical information in forms
- calibrate measuring instruments
- assess how long it will take to complete a job
- look at and assess factors that affect the company's financial performance
- read statistics and graphs, such as injury statistics

Digital skills

Every day the production worker will

- use a timekeeping system
- store completed assignments in archives
- use a marking system
- use various measuring instruments
- go through and update electronically stored lists

Regularly the production worker will

- find and fill in relevant forms
- report non-conformities
- search databases
- read and stay up to date on the company's website and intranet
- send and receive messages and emails

Occasionally the production worker will

- take photos to document incidents or non-conformities
- update themselves on issues relating to health, safety and the environment (HSE)
- find safety data sheets
- use a smartphone and tablet with different apps relating to tasks

- use digital arenas for contact with the employer and colleagues
- use QR codes and barcodes as needed
- use standard office software
- use various digital arenas for collaboration and communication
- use various training resources

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
-