

Tinsmith



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 Tinsmith

- carry out assignments based on work orders on construction sites or on a customer's premises
- plan, execute and inspect tinsmith work
- conduct self-inspections of the work performed

Reading

Every day the tinsmith will

- read work drawings
- read short notes and instructions, their own and others' to-do-lists
- read information in testing and inspection plans and checklists
- read signs and information posters
- read messages and emails

Regularly the tinsmith will

- read descriptions and instructions relating to the work
- read packing slips and check that they match the delivered goods
- read lists of tools and equipment required for various work operations
- read information about health, safety and the environment (HSE), brochures, safety data sheets and information posters
- read internal procedures and instructions
- read detailed job specifications
- read environmental and waste management plans

Occasionally the tinsmith will

- read excerpts from laws and regulations
- read technical provisions
- read information and forms concerning their own employment relationship
- read route descriptions
- read training material in connection with courses and other training

Writing

Every day the tinsmith will

- keep track of their own hours
- keep a travel log
- write messages and emails
- fill in forms and checklists for work quality and non-conformities

Regularly the tinsmith will

- prepare a list of required tools and equipment for an assignment
- write notes and to-do lists for themselves and others
- sign for the receipt of goods

Occasionally the tinsmith will

- write brief reports, change notifications and non-conformity reports
- set up overviews of the work performed
- write work orders and document orders for additional work
- fill in forms and prepare documentation in relation to certification requirements and ISO standards
- fill in self-certificates and medical certificates
- fill in forms relating to their own employment relationship
- write tender documents and underlying invoice documentation
- fill in non-conformity forms in the event of serious incidents

- use email to communicate with the employer, client and suppliers
- be familiar and comply with internal procedures, standards and legislation

Oral skills

Every day the tinsmith will

- talk to others to coordinate the work
- give oral reports on progress to the supervisor and employer
- receive instructions and discuss the work with superiors
- make agreements with customers regarding progress and describe the work
- discuss the choice of solutions with clients and customers

Regularly the tinsmith will

- talk to suppliers
- receive training and instructions
- attend various meetings
- discuss plans and drawings/detailed solutions with others
- take part in lunch and break conversations

Occasionally the tinsmith will

- order parts and equipment from suppliers
- discuss their own employment relationship
- participate in formal training and certification
- report acute incidents or accidents
- ask if anything is unclear
- inform new and temporary staff about work procedures
- conduct performance reviews with the supervisor

Numeracy

Every day the tinsmith will

- take measures of fittings and ventilation components and prepare production documentation
- use work drawings and convert them to full scale
- calculate how much material will be required for a job
- calculate and record the time required for a job

Regularly the tinsmith will

- prepare work sketches for production in their own workshop
- program computerised sheet metal benders
- prepare overviews of materials consumption
- keep an overview of stocks
- compare prices from different suppliers
- calculate piecework pay based on fixed rates
- check their own payslip
- calculate travel times using maps, road atlases or GPS
- make estimates of costs on behalf of customers

Occasionally the tinsmith will

- calculate the air requirements of a room
- calculate the piecework rate for a job
- assess staff requirements on the basis of a progress schedule and the workload
- check stocks
- create cost estimates for bigger assignments
- calculate mileage allowances

- communicate with other parties such as colleagues, other craftspersons, construction site managers, suppliers and customer
- order goods based on lists of materials from suppliers

Digital skills

Every day the tinsmith will

- program computerised machines
- search the internet and intranet
- keep track of own activities in a calendar
- write electronic non-conformity reports
- send and receive messages and emails
- use digital tools to communicate with the employer and customers
- 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
- use social media to advertise their own business
- update electronic travel logs
- use various digital arenas for collaboration and communication
- use QR codes and barcodes as needed
- use standard office software

Regularly the tinsmith will

- submit information about completed assignments to the employer
- document performed work digitally
- send emails with attachments
- use various computer programs relating to work tasks
- search for and respond to enquiries about assignments online
- trace shipments and determine delivery times
- use a smartphone and tablet with different apps relating to tasks

Occasionally the tinsmith will

- enter and store contract information electronically
- take photos to document non-conformities or work performed

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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