



LITERACY ON THE JOB:

Carpenter

Overview of tasks for carpenters

- Read building plans and instructions
- Work out how to build the structure
- Build structures as set out in building plans
- Follow building standards and regulations
- Work with other carpenters and trades people on site
- Discuss building progress with customers and site managers



Reading

Everyday, carpenters read:

- building plans, site plans
- site markings
- short notes and instructions written to supplement plans and job sheets
- site safety signage.

On a regular basis, carpenters will read:

- supplier delivery documents
- building inspection checklists
- health and safety information sheets
- texts that contain more detailed instructions or information, and that can be very complex to read e.g.
 - manufacturers' installation instructions
 - company procedures or instructions
 - council consents
 - detailed job specifications
 - RANZ standards and updates
- training materials when they attend courses on new or improved products, first aid, health and safety, and legislation, regulations and standards.
- apprenticeship training materials when going through training.

Occasionally, carpenters read:

- excerpts from legislation and regulations
- company health and safety manual
- employment related information e.g. leave forms, employment agreement.

Writing

On a regular basis, carpenters:

- write brief notes on job sheets e.g. check off, sign name, record work completed
- keep a diary of work completed
- make sketches to help them work out how to do a job
- write notes for customers to explain what they have done, leave instructions
- write detailed lists of all the equipment and tools they will need to complete a job
- record materials used on a job
- fill out timesheets and leave forms.

Occasionally, carpenters:

- fill in forms e.g. hazard identification, incident report
- write brief reports e.g. accident report
- write notes to help them remember training or explanations
- write answers to formal assessment questions.

Some carpenters will write up quotes for customers

Speaking and listening

Everyday, carpenters:

- talk to other carpenters to co-ordinate their work
- listen and respond to verbal instructions from their supervisor
- report the progress they have made on their work
- talk to customers about the work they are doing (especially when doing domestic work)
- co-ordinate with other trades people working on the same site.

On a regular basis, carpenters:

- order supplies or equipment from suppliers (face-to-face and over the phone)
- discuss project with site project manager (especially for commercial/industrial work)
- listen to verbal explanations from people giving training or updates
- participate in team meetings
- give verbal instructions to people assisting with a job e.g. assistant, plasterer, joiner.

Occasionally, carpenters:

- discuss problems with a plan or design with supervisor or other carpenters
- discuss issues with other sub-contractors if there are problems with the job
- answer verbal questions during training assessments
- talk to a range of people involved with apprenticeship training, including tutors, and apprenticeship co-ordinators.

Numeracy

Everyday, carpenters:

- take accurate measurements
- work with 2D and 3D pictures of objects
- convert measurements from plans to actual size using a scale factor
- make calculations to help complete the job e.g. exact quantities of materials, angles for framing, volume of earth to be removed or concrete to be poured, spacing for supports or bearers
- cut materials in a way that produces as little waste as possible
- monitor how much time they spend on specific jobs.

On a regular basis, carpenters:

- estimate the time needed to carry out a job
- check their pay is correct
- convert from imperial to metric measurements.

Some carpenters will calculate figures to quote for jobs.

Critical thinking

Everyday, carpenters have to decide:

- the best and most efficient order to complete a job
- the correct method and tools to use to complete a building task
- if they can do a job by themselves or need help from others
- if their work meets with the standards set in building standards and regulations.

On a regular basis, carpenters:

- work out when to make an appointment for a building inspector to come and check their work
- discuss and agree on changes to the plan
- identify if changes need to be referred to the local authority.

Occasionally, carpenters have to deal with contingencies e.g. weather issues delaying work, problems with tools or equipment, injury or accident.

Information Communication Technology

Carpenters use electronic devices to take measurements e.g. electronic levels, theodolite, laser plumb line.

Some carpenters use computers to run their business e.g. word processing, accounting, spreadsheets, internet banking.

Some carpenters use the internet to find information, especially relating to building standards and local authority requirements.

Some carpenters are using hand held computers to access information on site, and to record appointments, work completed and issues encountered.

BCITO National Office Level 6, 234 Wakefield Street, Wellington. PO Box 2615, Wellington, New Zealand.
Phone: 04 381 6430 Fax: 04 381 6431 www.BCITO.org.nz

Workbase: the New Zealand Centre for Workforce Literacy Development 2 Vermont St, Ponsonby, Auckland,
PO Box 56571, Dominion Road, Auckland, New Zealand. Phone: 09 361 3800 Fax: 09 376 3700 www.workbase.org.nz