








Now and Tomorrow
Excellence in Everything We Do

Essential Skills and Apprenticeship

What are Essential Skills for the Trades?



Essential Skills are skills used in all trades, in different ways and at different levels of complexity. Definitions, common tasks and examples of how each skill is used in various trades are outlined below.

Essential Skills	Typical Applications	Trade Examples
 <p>Reading Understanding materials written in sentences or paragraphs (e.g. reports, memos, manuals).</p>	<ul style="list-style-type: none"> • Scan for information or overall meaning. • Read to understand and learn. • Compare information from several sources or from complex and lengthy texts. 	<p>Construction electricians read engineering specifications that detail the requirements for how power will be delivered.</p>
 <p>Document Use Finding, understanding or entering information (e.g. text, symbols, numbers) in various types of documents, such as tables or forms.</p>	<ul style="list-style-type: none"> • Read signs, labels or lists. • Understand information on graphs or charts. • Enter information in forms. • Create or read schematic drawings. 	<p>Carpenters interpret blueprints to verify measurements and to assess mistakes or omissions.</p>
 <p>Numeracy (math) Using numbers to solve problems and complete tasks.</p>	<ul style="list-style-type: none"> • Make calculations. • Take measurements. • Perform scheduling, budgeting or accounting. • Interpret data. • Make estimations. 	<p>Welders use trigonometry to calculate the diagonal distance of a piece of pipe.</p>
 <p>Writing Communicating by arranging words, numbers and symbols on paper or a computer screen.</p>	<ul style="list-style-type: none"> • Write to organize or record information. • Write to inform or persuade. • Write to request information or justify a request. • Write to summarize or compare information. 	<p>Cooks prepare documentation following a catering event to record what was served, quantities, prices, range of services provided and dates.</p>
 <p>Oral Communication Using speech to exchange thoughts and information.</p>	<ul style="list-style-type: none"> • Provide or obtain information. • Greet, reassure or persuade people. • Resolve conflicts. • Lead discussions. 	<p>Automotive service technicians give expert opinions to police and insurance representatives regarding the mechanical causes and consequences of vehicle accidents.</p>

