



LITERACY ON THE JOB:

Roofing Trainee

Overview of literacy tasks for roofing trainees

- Read or listen to job instructions from supervisor
- Write short notes about progress made on the job
- Communicate with other roofers or contractors on site
- Measure and calculate quantities
- Plan and carry out tasks to make sure work flows efficiently



Reading

Every day, roofing trainees read:

- job instructions
- workplace hazard and safety signs
- schedules of quantities
- delivery dockets
- product labels.

On a fairly regular basis, roofing trainees read:

- site plans
- installation instructions and manuals.

Occasionally, roofing trainees read:

- training manuals and text books
- product manuals or guides
- building standards
- council bylaws
- first aid and health and safety information
- employment documents.

Writing

Every day, roofing trainees:

- write handover notes.

On a fairly regular basis, roofing trainees:

- complete time sheets and leave forms
- create own sketches and notes to add to job instructions
- write purchase lists
- complete delivery dockets.

Occasionally, roofing trainees:

- complete accident report forms
- complete training workbooks and verification forms
- fill in employment related forms.

Speaking and listening

Every day, roofing trainees:

- listen to instructions
- ask clarifying questions about instructions
- co-ordinate work with other roofers and contractors.

On a fairly regular basis, roofing trainees:

- give instructions to labourers.

Occasionally, roofing trainees:

- communicate with trainers, assessors and other trainees.

Numeracy

Every day, roofing trainees:

- measure quantities
- measure to set tolerances
- check off items and quantities on deliveries.

On a fairly regular basis, roofing trainees:

- have to understand roof pitch measurements
- calculate measures like area, slope length and hip length.

Occasionally roofing trainees:

- perform calculations in training materials.

Critical thinking

Every day, roofing trainees have to decide how to:

- interpret shorthand or cryptic written instructions
- plan their own tasks and work out the best order to complete a job
- do tasks in the right order for efficient work flow
- select the correct equipment for the job
- cut materials to minimise waste
- determine the safety of themselves and others
- judge if finished work meets professional standards.

On a fairly regular basis, roofing trainees have to decide how to:

- identify if something needs repair rather than replacement
- order the correct quantity of materials.

Occasionally, roofing trainees have to decide how to:

- determine the source of a leak
- read a plan and determine if there is a problem and address this with the supervisor or architect.

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