

Now and Tomorrow
Excellence in Everything We Do

Reading • Document Use • Numeracy • Writing • Working with Others • Thinking • Computer Use • Continuous Learning • Reading • Document Use • Numeracy • Writing • Oral Communication • Working with Others • Thinking • Computer Use • Oral Communication • Continuous Learning • Reading • Document Use • Writing • Numeracy • Writing • Oral Communication • Working with Others • Thinking • Computer Use • Continuous Learning • Reading • Document Use • Writing • Working with Others • Numeracy • Writing • Oral Communication • Working with Others • Thinking • Computer Use • Continuous Learning • Reading • Document Use • Writing • Use • Numeracy • Writing • Oral Communication • Working with Others • Thinking • Computer Use • Continuous Learning • Reading • Document Use • W...

Essential Skills and Apprenticeship

Essential Skills for Success as a Carpenter

Carpenters use Essential Skills to complete trade-related tasks. Use this fact sheet to:

- learn how Essential Skills are used on the job;
- find out the skills you need to succeed in your trade; and
- help prepare yourself for your career.



Carpenter

Reading



- Read project specifications to understand what is required for a project.
- Read specification books and notes on blueprints.
- Read and understand first aid and safety reports.
- Read and understand safety inspection manuals.
- Read and interpret building codes, regulations and standards to comply with regulations.
- Read installation manuals.
- Read industry trade magazines to learn about technological advancements, such as new construction materials and methods.

Document Use



- Interpret labels such as the Workplace Hazardous Materials Information System (WHMIS) to follow safety guidelines.
- Interpret signs for information about directions, cautions and safety procedures.
- Complete time cards to record work hours.
- Interpret shop drawings and specifications for the sizes, locations and types of materials required for a job.
- Prepare lists of materials.
- Make sketches of drawings or plans to use on job sites.
- Refer to load charts to determine load bearing capacities when operating material handling equipment.
- Interpret blueprints to verify measurements, determine the integrity of plans and to report mistakes.

Numeracy



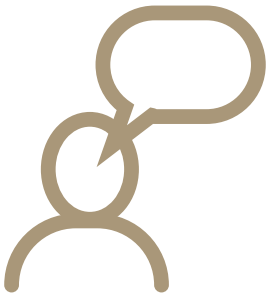
- Estimate how long it will take to complete a job.
- Calculate the quantity of materials needed for a job, such as the volume of concrete required for footings.
- Convert between metric and imperial measurement systems.
- Verify bills when purchasing tools, accounting for discounts and taxes.
- Analyze survey data for excavations to draw conclusions about safety.
- Take precise measurements using survey instruments.
- Make scale drawings.
- Calculate stringers, treads and risers to build stairs.
- Calculate a rafter line length using the measurements of rise and run.

Writing



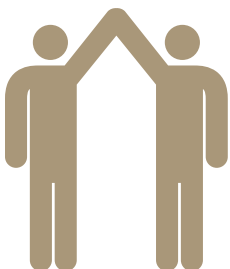
- Record information on work activities such as problems encountered and resolved and hours of work.
- Write purchase orders for materials.
- Write safety and accident reports.
- Write change orders to recommend blueprint modifications.
- Write reports for project meetings.

Oral Communication



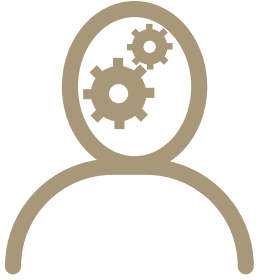
- Talk to suppliers to order materials or compare prices.
- Interact with other carpenters to discuss work schedules, safety concerns and to share ideas.
- Communicate with a foreperson to report on work progress and troubleshoot problems.
- Talk to manufacturer representatives to discuss problems with equipment and materials.
- Interact with owner(s) to discuss new ideas and potential changes.

Working with Others



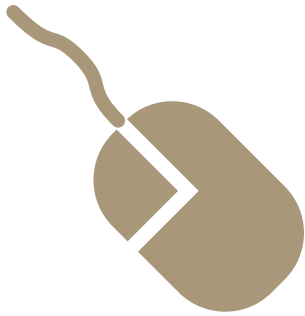
- Work frequently in pairs.
- Lead construction teams while working with other tradespersons, forepersons, suppliers and engineers.
- Work as a team to promote safety.

Thinking



- Adapt routine tasks when working in a confined space.
- Consult other carpenters to share knowledge and experience.
- Refer to blueprints and specifications to obtain detailed project information.
- Analyze blueprints and actual measurements to identify errors.
- Make decisions to use materials efficiently.
- Make decisions about constructing and building structures, such as decks, stairs and platforms.

Computer Use



- Use computer-controlled equipment, such as total stations, smart levels and workplace alarm systems.

Continuous Learning



- Keep up-to-date with codes, regulations, standards and materials.
- Keep up-to-date with emerging skills and methods from technological advancements.

**For more information on Essential Skills
and related resources, visit**

hrsdc.gc.ca/essentialskills

**For more information on the Interprovincial
Standards Red Seal Program, visit**

www.red-seal.ca

You can order this publication by contacting:

Publications Services
Human Resources and Skills Development Canada
140 Promenade du Portage
Phase IV, 12th Floor
Gatineau, Quebec
K1A 0J9

Fax: 819-953-7260
Online: <http://www.hrsdc.gc.ca/publications>

This document is available on demand in alternative formats (Large Print, Braille, Audio Cassette, Audio CD, e-Text Diskette, e-Text CD, or DAISY), by contacting 1 800 O Canada (1 800 622 6232). If you have a hearing or speech impairment and use a teletypewriter (TTY), call 1 800 926 9105.

© Her Majesty the Queen in Right of Canada, 2009

Paper
Cat. No.: HS18-10/3-2009E
ISBN: 978-1-100-13817-6

PDF
Cat. No.: HS18-10/3-2009E-PDF
ISBN: 978-1-100-13836-7