

 Lifelong Learning Programme
lit.voc

JOB PROFILE

(including literacy demands on the job)

Worker in woodprocessing industry

EXAMPLE BULGARIA

Literacy and vocation

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PART I

WORKER IN WOODPROCESSING INDUSTRY

REVIEW OF MAIN JOB ACTIVITIES

The worker in wood processing industry can work in companies in wood processing or furniture production in which materials or products of wood are produced – shaping wood, glued or layer glued wood, elements for flooring, elements for wall lining, wood planks, furniture, doors and windows, carpentry, wood art articles, musical wood instruments, children wood toys, knitted articles of wood, wood barrels, wrapping, package or pallet wood and other specific wood articles

The worker distinguishes and uses – in terms of quantity and quality- the necessary raw materials, basic and supplementary materials for the production of wood articles. The worker processes wood with hand tools and grinds manually, arranges wood in figures, executes various process operations in sequential order.

The worker in wood processing industry applies the rules for occupational safety and health.

They can work in: processing premises with wood machines ; at workplaces for manual and supplementary operations; in storehouses for materials and ready production; premises for drying. They are responsible for the quality of their work and their production.

In professional environment the worker has to be resourceful, responsible and skilled to react adequately in emergency. They have to communicate effectively with colleagues, the company management and they should have skills for team work also.

MAIN JOB ACTIVITIES

Organization of the work place and OSH

Production of windows

Production of furniture

I Organization of the work place and HSWC

I a

Apply the main rules for healthy and safe work at the workplace

- Respect and apply the rules and instructions for safe operation;
- Know the possible harmful effects in the working environment and use protective clothing and PPE;
- Do not pollute their work environment;
- Fulfill requirements for disposal and storage of hazardous waste to the environment;
- Respect and apply the rules and instructions for fire safety in the workplace;
- Take action to extinguish fire

I b

Effectively communicate in the performance of his duties in a working team

- Participate in the allocation of tasks, cooperate and seek assistance from team members;
- Keep oral or written instructions
- Make report on the work;

II Production of doors and windows

II a Operations on identification, selection and arrangement of wood

- Recognize and select the wood;
- Recognize and sort lumber for drying;
- Choose supplementary materials and supplies

II b Perform primary processing of wood and materials (by hand)

- Handle wood with hand tools (cut with a hand saw, hammering, drilling holes with a brace);
- Perform manual sanding;
- Apply hand adhesives and protective and decorative coatings

II c Basic technological operations and processes for the production of doors and windows

- Perform auxiliaries activities in pressing;
- Transport processed materials to the machines, equipment and workplaces at jobs flow of the process;
- Perform pre-assembly of components;
- Hand for processing, take and do the arranging of processed parts and ready aggregates and components thereof;
- Perform manual handling of surface of assemblies and articles

II d Perform packaging operations, loading, consolidation, transportation and handling of processed products

- Perform packing of finished goods;
- Perform loading and unloading of finished goods;
- Support the installation of the devices at the premises

III Production of furniture

III a Operations for identification, processing with hand tools and model cutting of wood trim and wood material

- Arrange wood trim pieces for artificial drying chambers;
- Recognize and use solid wood, wood and trimmings;
- Assist or perform initial model cutting of wood and tiles;
- Handle wood with hand tools and do manually grinding;

III b Assembly operations and collection of simple furniture sets made of solid wood

- Identify and know the main processes in the production of furniture and other wood products;
- Perform support activities with woodworking machines, mechanized and hand tools;
- Perform auxiliary activities for cladding panels with veneer or foil;
- Submit for processing, take, arrange and rank processed parts from solid wood and tiles;
- Transport processed materials to the machines, equipment and workplaces at job flow of the process;
- Perform assembly of simple units;
- Perform fitting of lining;

III c Perform inspection of processed elements and units and assemble and pack them

- Perform measurement and dimensional inspection of processed parts and assemblies;
- Assist or perform independently pre-assembly and disassemble of the finished product;

III d Cleaning of surfaces

- dusting

III e Operations for packaging, loading, consolidation, transportation and handling of processed products

- Package parts, assemblies and finished products;
- Assist the handling of finished goods;
- Strengthen loads on the vehicle

PART II

Profile

WORKER IN WOODPROCESSING INDUSTRY

The present description of the vocational profile is developed on the grounds of a project of the Ministry of Education, Youth and Science in Bulgaria for State Education Requirements for acquiring a qualification on the job 'worker in wood processing industry', specialty 'production of doors and windows' and 'production of furniture', first degree of professional qualification.

The law for vocational education and training in Bulgaria puts requirements for input minimum education level for students, as well for adults, who are 16 or over. To acquire a first degree of professional qualification on the job 'worker in wood processing industry' the input minimum education level for people, aged 16, is to have graduated primary stage of basic education or to have completed successfully a course for literacy rate according to the Law for employment encouragement.

PART III

WORKER IN WOOD INDUSTRY Overview Literacy on the job



Размери м.	бр.	Площ м ²	Разход на денило кг./м ²	Тегло на денило кг.
2x0,9	80	1,44	0,2	28,8

Определете обема и теглото на един пакет от 30 бр. фризове от смърч с размери 6000 x 85 x 85 мм. и плътност 450 кг/м³?

$6.0 \times 0.085 = 0,51 \text{ м}^2$
 $0,51 \times 30 = 15,3 \text{ м}^2$
 $15,3 \times 450 = 6885 \text{ кг}$
 $1,3005 = 595,225$

Размери м.	бр.	Обем м ³	Плътност кг./м ³	Тегло кг.
6x0,085x0,085	30	1,458	450	656,1



Literate at the workplace: READING

VERY OFTEN	OFTEN	OCCASIONALLY
<p>Signs and warning signs in the workplace</p> <p>technological cards</p> <p>Material sheet (specification)</p> <p>Schemes for model cutting</p> <p>Instructions of the manufacturer for the use of adhesives, paints, dyes, etc.</p>	<p>drawings</p> <p>Legal requirements for OSH</p>	<p>Contract</p> <p>Job Description</p> <p>Payment slip</p> <p>Training materials for participation in training for qualification</p> <p>General instructions on labor safety in the company</p>

Literate at the workplace : WRITING

VERY OFTEN	OFTEN	OCCASIONALLY
<p>Record size and number</p> <p>Report of work done</p> <p>Names of materials, parts and products</p> <p>Auxiliary sketches to implement the tas</p>		<p>Brief notes on training</p> <p>Short report eg. incident</p>

Literate at the workplace : SPEAKING AND LISTENING

VERY OFTEN	OFTEN	OCCASIONALLY
<p>Make an oral report on the work</p> <p>Talk with colleagues to coordinate tasks with them</p> <p>Understand oral instructions of the foreman and give appropriate answers</p> <p>Ask questions to make sure the information is properly understood</p>	<p>Participate in the meetings of the brigade</p> <p>Report to the Head of factors affecting the fulfillment of the task</p> <p>Seek help from colleagues</p> <p>Relay information to colleagues</p>	<p>Talk with members of other professions in relation to coordinate of the execution of work</p> <p>Discuss with the foreman issues related to the implementation of the work</p> <p>Ask questions during live training</p> <p>Understand presentations / explanations of trainers</p>

Literate at the workplace : MATHEMATICAL SKILLS

VERY OFTEN	OFTEN	OCCASIONALLY
<p>Measurement and dimensional inspection of processed parts and assemblies</p> <p>Set the machine to size to process the detail</p> <p>Switch from meter /centimeter / millimeters</p> <p>Use the calculator</p> <p>Cut the material in the most economical way</p> <p>Check the moisture of the material</p>	<p>Read drawings and schemes</p> <p>Have an idea and understanding of volume and size</p>	<p>Calculate size and volume</p>

Literate at the workplace : CRITICAL THINKING

VERY OFTEN	OFTEN	OCCASIONALLY
<p>The best and most economical way to accomplish the task</p> <p>Choose the right method and tools for the task</p> <p>Assess whether to do the work themselves or need help</p> <p>Compare the accomplished work with the standards</p>	<p>Respond appropriately to changes in the work plan</p> <p>Discuss and agree with the changes in the work plan</p>	<p>Respond appropriately to unexpected and emergency situations</p> <p>Respond appropriately when there are problems with tools or equipment</p> <p>Identify any potential problems and propose solutions</p>

Literate at the workplace : INFORMATION AND COMMUNICATION TECHNOLOGIES

VERY OFTEN	OFTEN	OCCASIONALLY
<p>--</p>	<p>Use electric hygrometer</p>	<p>Electronic Measuring Instruments</p> <p>Use the Internet as a source of information</p>

IMPRINT

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Further information:

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