



ACT[®] WorkKeys[®]

ACT[®]

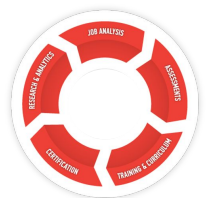
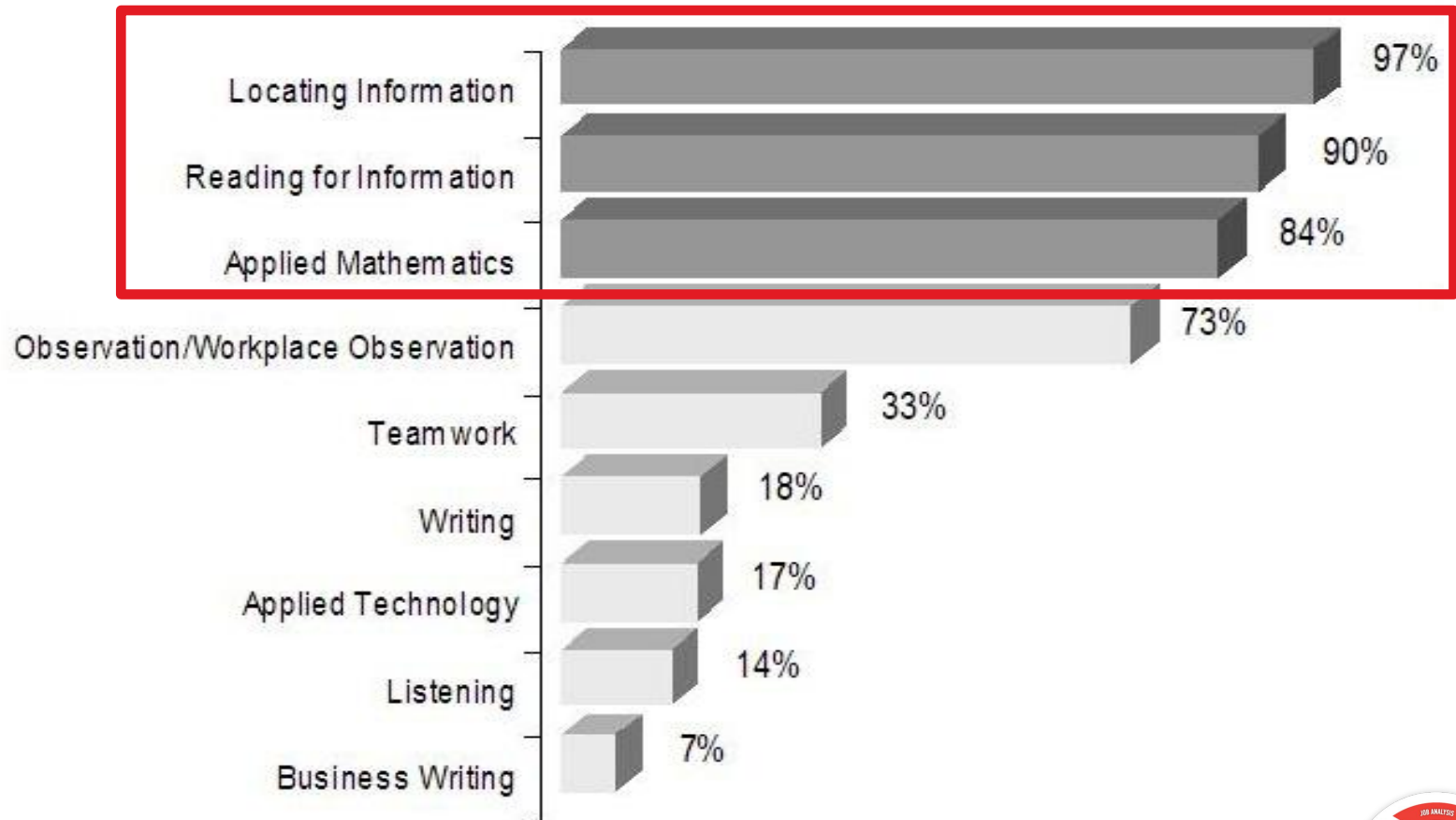


What is WorkKeys?

- What ACT is to the college community, Act's WorkKeys is to the Business community.
- Standard system used in the business community created by ACT.
- Allows business to have a common language regarding workplace skills through job profiling, skills assessment, and instructional support.
- Compares the skills of workers with the skills required by the job.
- ACT's Occupational Profile Database
 - <http://www.act.org/workkeys/profiles/occup.html>

- Job Seekers, Employees, and Students
 - Improve career and economic outcomes
- Educators
 - Test students' ability to apply knowledge/experience to workplace situations
 - Prepare students for success in a variety of career pathways and demonstrate instructional impact
- Employers
 - Better understand the level of skills their jobs require
 - Make better decisions about who to hire, train, and promote

Assessments



Reading for Information

- Measures a person's skill in reading and using work-related information including:
 - Instructions
 - Policies
 - Memos
 - Bulletins
 - Manuals
 - Governmental Regulations

Applied Mathematics

- Measures a person's skill in using mathematical reasoning to solve work-related problems:
 - Calculating percentages, discounts and mark-ups
 - Performing multiple mathematical operations
 - Calculate perimeters and areas of basic shapes

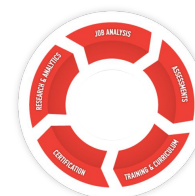
Locating Information

- Measures a person's skill in using workplace graphics such as:
 - Diagrams
 - Floor plans
 - Tables
 - Charts
 - Graphs
 - Forms

Training and Curriculum

Level Scores for Foundational Skills Assessments

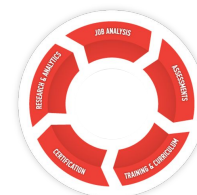
<i>Applied Mathematics</i>	<3	3	4	5	6	7
<i>Locating Information</i>	<3	3	4	5	6	
<i>Reading for Information</i>	<3	3	4	5	6	7



Training and Curriculum

Level Scores for Foundational Skills Assessments

<i>Applied Mathematics</i>	<3	3	4	5	6	7
<i>Locating Information</i>	<3	3	4	5	6	
<i>Reading for Information</i>	<3	3	4	5	6	7



Test Schedule

30 minutes

Pre-test Activities = ●

ACT WorkKeys Test	Time Limit
<i>Applied Mathematics</i>	55 minutes
<i>Locating Information</i>	55 minutes
<i>Reading for Information</i>	55 minutes

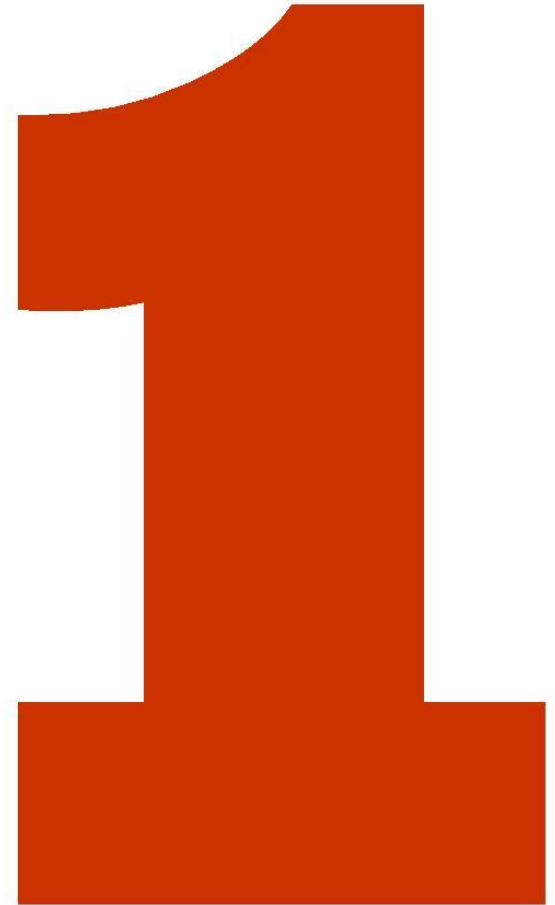
Earning The Certificate

Take Three WorkKeys® Assessments

- Applied Mathematics
- Locating Information
- Reading for Information

WorkKeys assessments measure “real world” workplace skills critical to job success.

Computer Delivered (WKIV) or
Pencil/Paper



Earning The Certificate

Score the following levels or higher
on all assessments:

- **6** and above – Platinum
- **5** and above – Gold
- **4** and above – Silver
- **3** and above – Bronze

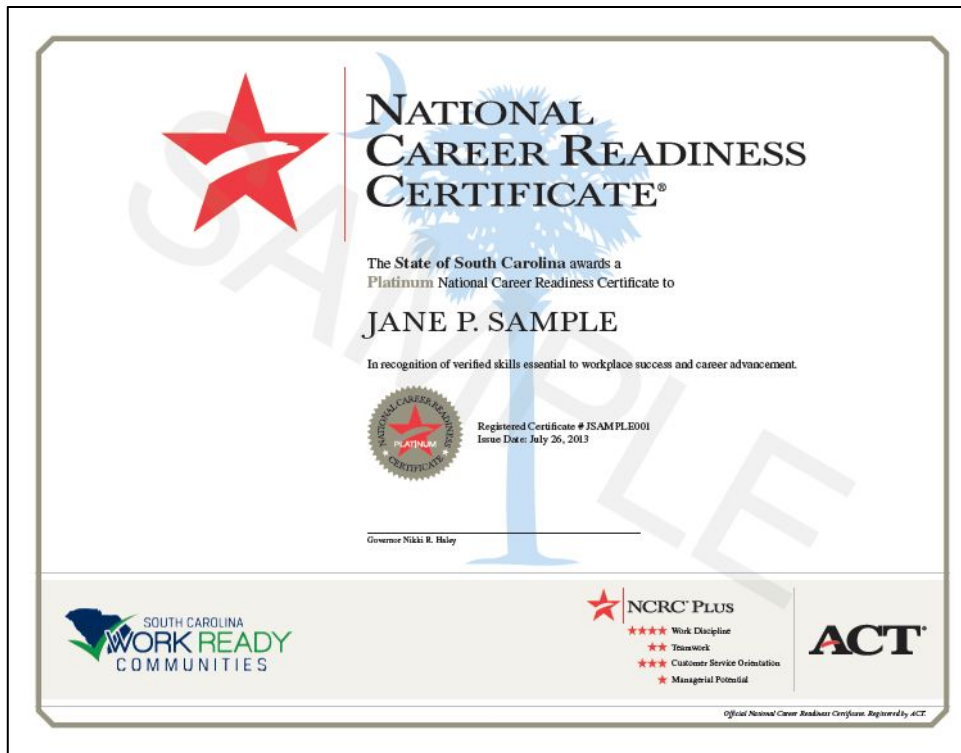


National Career Readiness Certificate (NCRC)

3

The NCRC™ is a credential that is:

- Evidence-based
- Industry-recognized
- Portable
- Used to document essential skills linked to workplace success
- Awarded at four levels: Bronze, Silver, Gold, and Platinum



Certification



Minimum Score of 6 on each of three tests



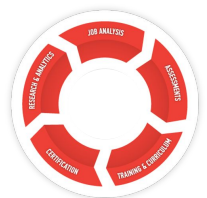
Minimum Score of 5 on each of three tests



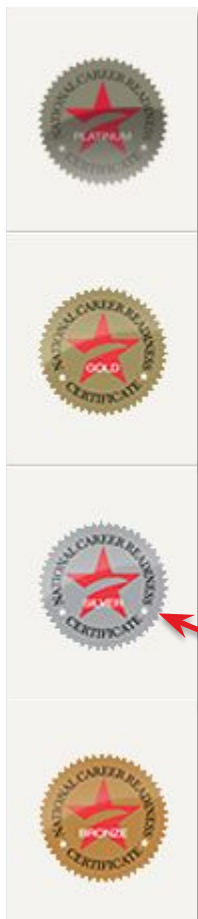
Minimum Score of 4 on each of three tests



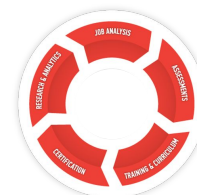
Minimum Score of 3 on each of three tests



Certification



Assessment	SCORE
<i>Applied Mathematics</i>	6
<i>Locating Information</i>	5
<i>Reading for Information</i>	4



When is the test?

- Monday Dec 5th and Tuesday Dec 6th
- Where?
 - Media center labs
 - D7,8,9
 - E3,9
 - B9

-
- T-Time Tutorials:
 - Fridays during T-Time in auditorium
 - October 28th, November 4th, 18th,
December 6th
 - Incentive program

Incentives

- Silver Certificate:
- 1 off-campus lunch pass
- Entered into drawing for 1 prom ticket
- Concession stand pass (food, drink, candy)

Incentives

- Gold Certificate:
- 2 off-campus lunch passes
- Entered into drawing for 2 prom tickets
- Entered into drawing for yearbook
- 2 concession stand passes

Incentives

- Platinum Certificate:
- 3 off-campus lunch passes
- Entered into drawing for 2 prom tickets
- Entered into drawing for yearbook
- 3 concession stand passes