

ACT's Work Readiness System



- **Job Analysis**
 - Identify target scores, for a position, a curriculum, a sector, or a community
- **Assessments**
 - Gauge individual and/or community readiness
- **Training & Curriculum**
 - Fill gaps identified by the job analysis and assessments
- **Certification**
 - Document readiness through the National Career Readiness Certificate
- **Research & Analytic**
 - Create evidence-based workforce solutions

In 2013-2014, six states have contracts with ACT to deliver ACT WorkKeys assessments to 11th or 12th graders:
Alaska, Illinois, Michigan, North Carolina, North Dakota, and Wyoming.

EXHIBIT I - COMM COLLEGES ACADWORK
Document consists of 2 pages.
Entire exhibit provided.
Meeting Date: 04-24-14

Job Analysis

ACT has one of the largest, most robust occupational profiles databases available.

- More than 20,000 job titles, ranging from white-collar professional to blue-collar technical positions, have been profiled by ACT-authorized job profilers.
- Extensive research has been done on these jobs to identify the essential skills and skill levels for employee selection, hiring, and training.
- <http://www.act.org/workkeys/analysis/occup.html>



Assessments

The twelve ACT WorkKeys assessments measure “real world” skills critical to job success.

- ACT WorkKeys has helped millions of people in high schools, colleges, professional associations, businesses, and government agencies build their skills to increase global competitiveness and develop successful career pathways.
- <http://www.act.org/products/workforce-act-workkeys/>



Research & Analytics

For more than 50 years, ACT has created research-based solutions to complex issues in education and workforce development.

- ACT's Workforce Development Division has done extensive research to create solutions for skilling up America's workforce including ACT WorkKeys since 1992.
- <https://www.act.org/workforce/research.html>



NCRC Certificate Levels

Bronze - scores at least a level 3 in each of the three core areas and has the necessary foundational skills for 16 percent of the jobs in the WorkKeys database

Silver - scores at least a level 4 in each of the three core areas and has the necessary foundational skills for 67 percent of the jobs in the WorkKeys database

Gold - scores at least a level 5 in each of the three core areas and has the necessary foundational skills for 93 percent of the jobs in the WorkKeys database

Platinum - scores at least a level 6 in each of the three core areas and has the necessary foundational skills for 99 percent of the jobs in the WorkKeys database



Training & Curriculum Development

KeyTrain® is the complete interactive training system for the WorkKeys basic workplace skills.

- KeyTrain provides a comprehensive learning system for common skills required by all jobs, based on ACT's WorkKeys assessment system.
- <http://www.keytrain.com/index.asp>



National Career Readiness Certification

The National Career Readiness Certificate (NCRC) is an industry-recognized, portable, evidence-based credential that certifies essential skills needed for workplace success. Individuals can earn the NCRC by taking three of the twelve WorkKeys® assessment. The American Council of Education has recommended postsecondary institutions award three credits hours in applied critical thinking to individuals who earn a Gold or above NCRC.

- Reading for Information—comprehending work-related reading materials, from memos and bulletins to policy manuals and governmental regulations.
- Applied Mathematics—applying mathematical reasoning to work-related problems.
- Locating Information—using information from such materials as diagrams, floor plans, tables, forms, graphs, and charts.

<http://www.act.org/certificate/>