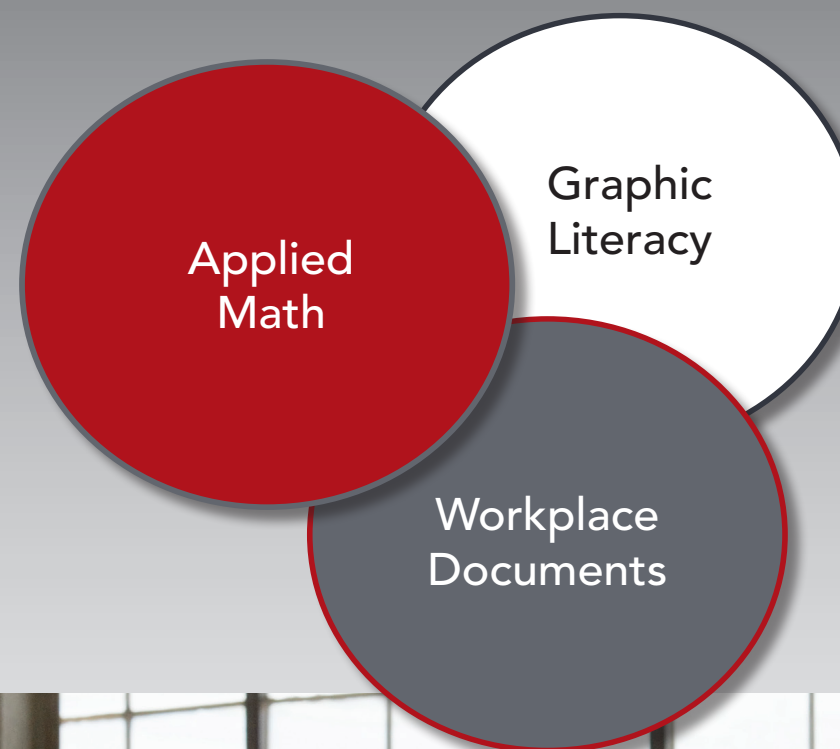


A Partnership for WorkKeys Curriculum® and WorkKeys Assessments®

As part of the Governor's Workforce Cabinet, the following agencies and institutions implement the WorkKeys Curriculum®, WorkKeys® assessments and the Arkansas National Career Readiness Certificate Program:



An Employer's Guide to Building a Quality Workforce



Building Arkansas' Workforce One Worker At A Time!

The best part, it's **FREE** to you!

Employers wanting to use the NCRC as part of their pre-employment process should contact:

Arkansas Division of Workforce Services
P. O. Box 2981
Little Rock, AR 72203
1-866-757-2999
TTD/TTY Voice 1-800-285-1121
TDD 1-800-285-1131
crc@arkansas.gov
www.dws.arkansas.gov

"Equal Opportunity Employer/Program"

"Auxiliary aids and service are available upon request to individuals with disabilities."

ARKANSAS NATIONAL
CAREER READINESS CERTIFICATION

ARKANSAS NATIONAL CAREER READINESS CERTIFICATE

Wanted: Applicants with documented workplace skills

Employers across the country are overwhelmed by stacks of applications for only a handful of open positions. Sifting through these applications is time consuming and inefficient. You need a way to quickly pinpoint individuals with essential, verifiable workplace skills. Your solution: the Arkansas National Career Readiness Certificate.



One Building Arkansas' Workforce
ne Worker AT A Time!

Time is money.

Save both with the Arkansas National Career Readiness Certificate!

What are the benefits of the Arkansas National Career Readiness Certificate?

Employers

- ◆ Reduces turnover, overtime, and waste while improving morale
- ◆ Takes the guesswork out of selection decisions
- ◆ Improves the effectiveness of training dollars
- ◆ Streamlines hiring by including a preferred certificate level in job postings
- ◆ Meets EEOC requirements

Job Seekers

- ◆ Builds confidence that skills meet the needs of local employers
- ◆ Gives advantage over other job applicants who have not demonstrated needed skills
- ◆ Determines skill improvement and training needs
- ◆ Possesses a portable skills credential that enhances employability and sets the stage for possible career advancement and lifelong learning

Educators

- ◆ Increases chances that graduates will be hired
- ◆ Enables students to see a reason to take coursework seriously
- ◆ Improves students success in entry-level and subsequent jobs
- ◆ Aligns curricula to meet the job skills employers need
- ◆ Provides a workforce development tool that ensures no worker is left behind

Community

- ◆ Keeps employers from moving entry-level jobs to other cities, states, or countries
- ◆ Decreases unemployment rates
- ◆ Creates a work-ready community to improve the quality of life for residents
- ◆ Increases the tax base through more profitable business partners
- ◆ Attracts new employers to the state, resulting in economic development



Earning an Arkansas National Career Readiness Certificate

To earn an Arkansas National Career Readiness Certificate, individuals must successfully complete the WorkKeys Curriculum® instruction and achieve the appropriate skill levels on the following three (3) WorkKeys® employability assessments: 1) Applied Math, 2) Graphic Literacy, and 3) Workplace Documents. As a result of the assessments scores, a successful individual can earn a Platinum (Levels 6 & 7), Gold, Silver and or Bronze certificate or if unsuccessful, the individual may receive further instruction in the area(s) identified as needing improvement.

National Career Readiness Certificate Skill Levels

Platinum Level 7: The certificate is only awarded to individuals who meet the minimum performance criteria for Level 7 across the three skills areas.

Platinum Level 6: The certificate is only awarded to individuals who meet the minimum performance criteria for Level Score 6 across the three skills areas.

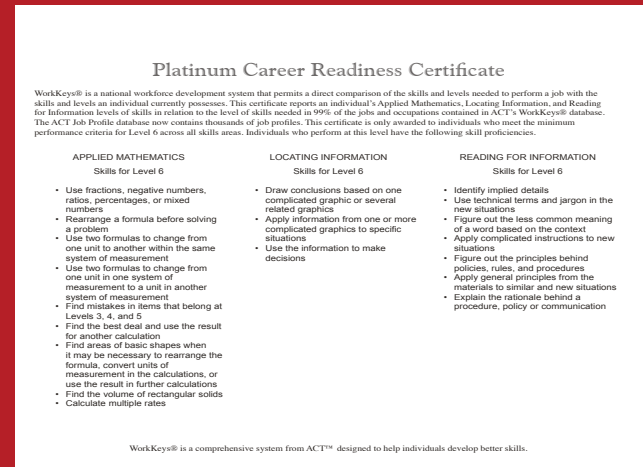
Gold Level 5: The certificate is only awarded to individuals who meet the minimum performance criteria for Level Score 5 across the three skills areas.

Silver Level 4: The certificate is only awarded to individuals who meet the minimum performance criteria for Level Score 4 across the three skills areas.

Bronze Level 3: The certificate is only awarded to individuals who meet the minimum performance criteria for Level Score 3 across the three skills areas.

The back of each certificate provides detailed information about the skills of the individual earning the certificate.

The Governor of Arkansas and the Director of the Division of Workforce Services signs each National Career Readiness Certificate to certify that each individual has successfully completed the WorkKeys® assessments.



What is a National Career Readiness Certificate?

The certificate is a nationally recognized portable credential based on the ACT WorkKeys® assessments that substantiate to employers that an individual possesses the basic workplace skills they are seeking. Individuals who earn an Arkansas National Career Readiness Certificate are automatically placed in the ACT National Career Readiness Certificate® (NCRC) database. Even if an individual has a high school diploma, GED or a post-secondary degree, the Career Readiness Certificate further verifies that he or she can handle tasks that are common and vital in today's workplace such as the ability to understand information in common workplace documents, the ability to use mathematical reasoning in solving workplace situations as well as the ability to understand and extract information from graphics such as diagrams, tables, forms, graphs and charts.

The Arkansas Division of Workforce Services purchased the ACT WorkKeys® Curriculum and the WorkKeys® employability assessments as part of an ongoing effort to respond to the needs of employers for a better trained and skilled workforce across the state.



For more information contact:
Arkansas Division of Workforce Services
1-866-757-2999
crc@arkansas.gov

Assessment and Training With WorkKeys Curriculum®

A potential employee's first step toward achieving an Arkansas National Career Readiness Certificate is to take the WorkKeys Curriculum to determine if he or she is ready to take the WorkKeys® assessments. If the individual does not score adequately on the WorkKeys Curriculum® this indicates a need for skill improvement in one or more of the assessment areas. The WorkKeys Curriculum can be used to improve a job seeker's skill level.

The WorkKeys Curriculum® includes targeted, self-paced instruction, pre-assessments, interactive study tools, discussion board feature, advanced actionable performance data, end-of-level quizzes to check for mastery of content and simulate real testing environment, and micro-learning modules built on proven instructional design principals and learning techniques. These components can be used to help individuals learn, practice and demonstrate the workplace skills they need to succeed in the jobs and careers they desire.

WorkKeys Curriculum® includes instruction for all levels of WorkKeys® and pre-WorkKeys® skills. It is available via the internet or print.



What is WorkKeys®?

WorkKeys® is a comprehensive employability skills assessment tool designed to help employers and individuals develop better workplace skills through its curriculum and skill assessments.

ACT WorkKeys® Curriculum helps individuals build the essential career-relevant skills needed for learning, personal development and effective job performance.

There are three (3) major components that make-up the WorkKeys® system:

- Skill Assessment – Measures the current skill level of individuals;
- Instructional Support – Provides tools educators and trainers need to help individuals in improving their skill need; and
- Job Profiling – Identifies the skill levels required to effectively perform the job.

Created by ACT®, Inc., the WorkKeys® assessments have been used for more than two decades by job seekers, employees, employers, students, educators, administrator and workforce and economic developers. Thousands of companies in the United States and internationally use WorkKeys® skill assessments, job profiles, training evaluations, research and reporting services to assess skill needs and measure progress.



ACT WorkKeys® assessments measure the cognitive (“hard”) and non-cognitive (“soft”) skills needed for success in the workplace.

ACT WorkKeys® “hard skill” assessments:

Applied Math – Measures critical thinking, mathematical reasoning, and problem solving techniques for situations that actually occur in today's workplace.

Business Writing – Measures the ability to apply conventions of standard business English to written communication required in the workplace.

Graphic Literacy – Measures skills that individuals use when they read and comprehend and extract information from graphics such as diagrams, tables, forms, and charts to solve work-related problems.

Applied Technology – Measures the ability to apply principles of electricity, mechanics, fluid dynamics, and thermodynamics to workplace technical problems.

Teamwork – Measures the ability to choose behaviors that both lead toward the accomplishment of work tasks and support the relationships between team members.

Workplace Documents – Measures the skills people use when they read and use written text such as memos, letters, directions, signs, notices, bulletins, policies and regulations on the job.

Workplace Observation – Measures the ability to understand and apply information acquired through observation.

Some employers may require additional assessments based on the job profile. Additional assessments may be purchased by contacting ACT WorkKeys® directly.

