



# WorkKeys

*Assessments for a better prepared workforce*

**Amber Mitchell**  
**Counselor**  
**Ritenour High School**

## What is WorkKeys



- A System of assessments that build and measure essential workplace skills that can affect student job performance and increase opportunities for career changes and advancement.

## Benefits of WorkKeys



WorkKeys consists of:

- **Assessments:** Measure a range of hard and soft skills relevant to any occupation, at any level, across industries.
- **National Career Readiness Certificate (NCRC):** Helps students prove they possess the skills employees deem essential.
- **Curriculum:** Support skills development needed to obtain an ACT NCRC.
- **Job Profiles:** Links job tasks with WorkKeys scores so students can highlight benchmarks they have achieved for hiring, advancement, and training.

## WorkKeys Assessments



- **Applied Math:** Measures critical thinking, mathematical reasoning, and problem solving techniques for situations that actually occur in today's workplace.
- **Graphic Literacy:** Measures skills that individuals use when they read and comprehend graphical materials to solve work-related problems. (Charts, diagrams, floorplans, etc.)
- **Workplace Documents:** Measures skills that individuals use when they read real workplace documents and use that information to make job-related decisions and solve problems. (Emails, letters, policies, regulations, contracts, etc.)
- **Fit:** Measures the interests and values associated with particular career pathways.
- **Talent:** Measures the attitudes and behaviors particularly relevant to success in the workplace.

## WorkKeys Assessments



- **Test Length:** Applied Math, Workplace Documents and Graphic Literacy test are 55 minutes each. Fit is 20 min. Talent is 35min.
- **Format:** Computer-Based or Pencil/Paper
- **Cost:** Applied Math, Graphic Literacy, Workplace Documents-\$9.00 each test/per student. Fit and Talent-\$12.00 each test/per student.
- **Scoring:** No Penalty for guessing. Shows the lowest and highest possible level, and gives you information about the skills demonstrated on the assessment.
- **Report:** The score reports documents your skill level for each assessment taken and describes the tasks associated with each skill level. Reports are available immediately after testing.
- **Test Center:** Students can test at school or testing center nearby.

## WorkKeys National Career Readiness Certificate (NCRC): Benefits



- The NCRC indicates that students have the foundational workplace skills needed to succeed. Helps students compare their skills to the skills real jobs require.
- Employers look for the NCRC from job candidates come directly from high school, work-based learning programs, or through postsecondary paths, because it is a valid predictor of job performance. It is the most widely used employability credential in the U.S.
- Can be used to assign college credit for students scoring in Silver, Gold, or Platinum level.
- Can be used to assign MSIP 5 Points using the CCR Assessment Scores Matrix

## WorkKeys National Career Readiness Certificate (NCRC):



- **Core Tests:** Applied Math, Graphic Literacy, Workplace Documents.
- **Score Report:** Provides descriptions of the skills that the examinee has demonstrated. It also provides a list of skills that he or she needs to improve upon to raise the level score.
- For all three assessments, examinees achieve a level score of examinees achieve a level score of <3, 3, 4, 5, 6, 7.
- **Credential Requirement:** To achieve an NCRC, an examinee must score a minimum of Level 3 on all three assessments.
- **Credential Levels:**
  - Bronze Level: Student scored at least a 3 on each of the three assessments.
  - Silver Level: Student scored at least a 4 on each of the three assessments.
  - Gold Level: Student scored at least a 5 on each of the three assessments.
  - Platinum Level: Student scored at least a 6 on each of the three assessments.

## WorkKeys Curriculum



- Helps students build the essential career-relevant skills needed for learning, personal development and effective job performance.
- Personalize learning
- Mobile friendly
- Pre-course placement screener
- End of Level quizzes to check for content mastery
- Interactive learning and study tools
- Simulation of real testing environment

## WorkKeys Job Profiles Benefits



- Students can compare their skill levels to those needed for jobs
- Search for jobs by skills using an occupational profiling database
- [http://profiles.keytrain.com/profile\\_search/?\\_ga=2.180598884.271719414.1574365344-26122515.1568895710](http://profiles.keytrain.com/profile_search/?_ga=2.180598884.271719414.1574365344-26122515.1568895710)

## Resources



- Information for Educators: <https://www.act.org/content/act/en/products-and-services/workkeys-for-educators.html>
- Link for Profile Database: [http://profiles.keytrain.com/profile\\_search/search.asp](http://profiles.keytrain.com/profile_search/search.asp)
- Free WorkKeys Prep: <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html>
- Dese Assessment Scores Matrix (Appendix A): [https://dese.mo.gov/sites/default/files/MSIP5\\_2019\\_Comprehensive\\_Guide%2011-15-2019.pdf](https://dese.mo.gov/sites/default/files/MSIP5_2019_Comprehensive_Guide%2011-15-2019.pdf)
- Awarding College Credit through NCRC: <http://www.act.org/content/dam/act/unsecured/documents/WK-Brief-NCRC-for-Credit.pdf>

# Questions

Amber Mitchell  
School Counselor  
Ritenour High School  
Phone: 314-493-6142  
Email: [mitchella@ritenourschools.org](mailto:mitchella@ritenourschools.org)