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 35 min.
- **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.
- **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

Resources

- Awarding College Credit through NCRC: [http://www.act.org/content/dam/act/unsecured/documents/WK-Brief-NCRC-for-Credit.pdf](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