LET THE WHEEL
REINVENT YOUR WORKFORCE

WORKREADY

SEE HOW IT WORKS AT ACT.ORG/WORKFORCE
Work Readiness System

Comprehensive, evidence-based solutions.

With ACT’s Work Readiness System, we haven’t reinvented the wheel: we’ve set a new wheel in motion to help you reinvent your workforce.
**Work Readiness System**
Comprehensive, evidence-based solutions.

- **Job Analysis**
  Define Your Workforce

- **Assessments**
  Assess Your Workforce

- **Training & Curriculum**
  Develop Your Workforce

- **Certification**
  Certify Your Workforce

- **Research & Analytics**
  Understand Your Workforce

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[WORKREADY]

Reinvent Your Workforce. [SEE HOW IT WORKS AT ACT.ORG/WORKFORCE]
Job Analysis
Define Your Workforce

ACT has one of the largest, most robust occupational profile databases, with more than 18,000 job profiles.
ACT’s occupational database – which continues to grow – currently includes skill data for:

- **87%** of all U.S. jobs as of 2008 – *about 132 million jobs*
- **87%** of all projected U.S. jobs by 2018 – *about 144.5 million jobs*
- **86%** of all projected U.S. job openings by 2018 – *about 44 million jobs*
Computer Software Engineers, Systems Software

**O*Net Code:** (Click to open wages and additional information in a new window)
- 15-1032.00

**Clusters:** (Click one to search all jobs in cluster)
- Architecture & Construction
- Information Technology

**Description:**
Research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications. Set operational specifications and formulate and analyze software requirements. Apply principles and techniques of computer science, engineering, and mathematical analysis.

<table>
<thead>
<tr>
<th>Skill Area</th>
<th>Median Skill Level</th>
<th>Minimum Skill Level</th>
<th>Maximum Skill Level</th>
<th>Number of Profiles</th>
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<tbody>
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<td>Locating Information</td>
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<tr>
<td>Listening</td>
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</tr>
</tbody>
</table>

**green** Bright Outlook
Assessments
Assess Your Workforce

WorkKeys assessments measure “real world” workplace skills critical to job success. These skills are valuable for any occupation—skilled or professional—at any level of education, and in any industry.

More than 10 million WorkKeys assessments have been administered.
Assessments
Assess Your Workforce

Communication Skills
- Business Writing
- Listening for Understanding
- Reading for Information

Problem Solving Skills
- Applied Mathematics
- Applied Technology
- Locating Information
- Workplace Observation

Interpersonal Skills
- Teamwork

Soft Skills
- Performance
- Talent
- Fit
Assessments
Assess Your Workforce

WorkKeys® Solutions Providers

ACT licenses organizations to provide local access to the WorkKeys system
Assessments
Assess Your Workforce

• **Internet Version:** A quick and convenient way to deliver assessments

• **Paper-and-Pencil Assessments:** Can be used in settings where access to a computer is not available
The Work Readiness System offers a common language to identify skills gaps and provide training to improve scores.
KeyTrain® is an interactive learning tool for developing and improving the applied workplace skills defined by the WorkKeys system. The core curriculum is complemented by reporting capabilities, diagnostic tools, and soft skills curriculum.
Training & Curriculum
Develop Your Workforce

By comparing the job profile and individual assessment results, skills gaps can be identified.
KeyTrain provides a self-paced curriculum to help individuals fill their skills gap.
Training & Curriculum

Develop Your Workforce

Career Ready 101™ is an integrated approach to exploring careers and their skill requirements, building workplace skills using the KeyTrain skills curriculum, and creating life literacy with such skills as financial awareness and job searching.

Career Ready 101 is available in both online and instructor-led formats.

Reinvent Your Workforce. SEE HOW IT WORKS AT ACT.ORG/WORKFORCE
Training & Curriculum

Develop Your Workforce

KeyTrain Foundational Skills
Trainability
Transferable skills

Career and Life Skills
Soft skills for the workplace and life
Financial Literacy

Job Search Skills
Resumes, Job Search, Job Applications, Interviewing

Career Exploration
Search careers by WorkKeys skills and interest areas

Reinvent Your Workforce. SEE HOW IT WORKS AT ACT.ORG/WORKFORCE
The National Career Readiness Certificate, issued by ACT, is a portable, evidence-based credential that certifies essential workplace skills and is a reliable predictor of workplace success.
Certification
Certify Your Workforce

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, Platinum
Benefits of the NCRC:

• Contextualized for the workplace
• Predicts job performance and training success
• User-friendly
• Recognized and accepted nationwide
Certification
Certify Your Workforce

The NCRC is a credential that is used across all sectors of the economy and certifies the following skills:

- Problem solving
- Critical thinking
- Reading and using work-related text
- Applying information from workplace documents to solve problems
- Applying mathematical reasoning to work-related problems
- Setting up and performing work-related mathematical calculations
- Locating, synthesizing, and applying information that is presented graphically
- Comparing, summarizing, and analyzing information presented in multiple, related graphics
Certification
Certify Your Workforce

WorkKeys Skills for Jobs Profiled

- Locating Information: 97%
- Reading for Information: 90%
- Applied Mathematics: 84%
- Observation/Workplace Observation: 73%
- Teamwork: 33%
- Writing: 18%
- Applied Technology: 17%
- Listening: 14%
- Business Writing: 7%

National Career Readiness Certificate

*Numbers are based on analysis of 5,618 jobs profiled from 2006 to 2010 in the ACT JobPro database.

WorkREADY Reinvent Your Workforce. SEE HOW IT WORKS AT ACT.ORG/WORKFORCE
Certification
Certify Your Workforce

Locating Information
Reading for Information
Applied Mathematics

77% of profiled jobs utilize all of these skills*

*Numbers are based on analysis of 5,618 jobs profiled from 2006 to 2010 in the ACT JobPro database.
Certification
Certify Your Workforce

Percentage of U.S. Examinees Earning The Certificate

1%  18%  47%  21%

Source: ACT JobPro Data 2006-2010
Certification
Certify Your Workforce

Job Qualification of Certificate Holders (Essential Foundational Skills)

- Platinum: 99%
- Gold: 93%
- Silver: 67%
- Bronze: 16%

Source: ACT JobPro Data 2006-2010
Certification
Certify Your Workforce

Total NCRC Qualifiers by Year


Notes: NCRC Qualifiers include examinees that took the RI, AM, and LI WorkKeys assessments and qualified for an NCRC.
Certification
Certify Your Workforce

Total NCRC Qualifiers by Year and Level


Notes: NCRC Qualifiers include examinees that took the RI, AM, and LI WorkKeys assessments and qualified for an NCRC.
**Certification**
*Certify Your Workforce*

**Employer Success**

Learn more at act.org/workforce/case/

- Osborne Wood Products, Inc., Toccoa, Georgia
- Flexsteel Industries, Dublin, Georgia
- Eastman Kodak Company, Columbus, Georgia
- Solo Cup Company, Conyers and Social Circle, Georgia
- Energizer, Asheboro, North Carolina
- Shands Jacksonville Medical Center, Jacksonville, Florida
- Wolverine Coil Spring, Grand Rapids, Michigan
- NW Natural, Portland, Oregon
- Green Mountain Coffee Roasters, Inc., Waterbury, Vermont
- Hoffer Plastics Corporation, South Elgin, Illinois

“As a result of worker certification, our community has shown promise for future industry in our area. We have become a community where qualified people can find good jobs using fair and objective hiring practices. As for Osborne Wood Products, we have found an effective tool to locate the best applicants and bring them into full employment seamlessly.”

- Leon Osborne, chief executive officer, Osborne Wood Products

[WORKREADY]

Reinvent Your Workforce. [SEE HOW IT WORKS AT ACT.ORG/WORKFORCE]
WorkKeys job skill comparison charts compare the skill levels required by jobs in ACT's job profile database and the skill levels possessed by individuals who have taken the WorkKeys assessments.
Research & Analytics
Understand Your Workforce

Applied Mathematics

Job Profiles
September 2005-August 2010

Level

U.S. Examinees
September 2009-August 2010

7  6  5  4  3  <3

1%  3%  13%  36%  46%  0%

6%  18%  30%  22%  16%  7%

4,298  N  798,589

Reinvent Your Workforce. SEE HOW IT WORKS AT ACT.ORG/WORKFORCE
Research & Analytics
Understand Your Workforce

Reading for Information

<table>
<thead>
<tr>
<th>Job Profiles</th>
<th>Level</th>
<th>U.S. Examinees</th>
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<tr>
<td>September 2005-August 2010</td>
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<td>September 2009-August 2010</td>
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</tr>
<tr>
<td></td>
<td>3</td>
<td>6%</td>
</tr>
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</tbody>
</table>

4,561 N 795,497

Reinvent Your Workforce. SEE HOW IT WORKS AT ACT.ORG/WORKFORCE
Benefits
A Key to Upskilling America

- **Industry Leaders**: ACT’s workforce solutions support skill building and portable credentials for career pathways using industry competency models.

- **Workforce Leaders**: Flexible, multi-dimensional system can be rapidly deployed to improve the overall quality and readiness of the American workforce.

- **Employers**: Hire employees with the right interests and skills.

- **Educators & Career Coaches**: Ensure that an individual is ready for work—and for life.

- **Career Seekers & Students**: Achieve education and workplace success.

**WORKREADY**

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