Making WorkKeys Count for Students

Session Presenters

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Objectives

Participants will:

- Learn how to make WorkKeys more meaningful to students and leave with ideas on how to do this.

- Explore the Occupational Profile Search website.

- Explore WorkKeys Skills-Based Career Navigation Toolkit.

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Agenda

- A look at WorkKeys– assessment, scoring and skills
- Making WorkKeys matter to Students
- Occupational Profile Search Database exploration
- WorkKeys Navigation Toolkit exploration

WorkKeys is not just an **ASSESSMENT,** it's a whole system

Across the nation, the ACT® Work Ready Communities® (WRC) initiative, is helping counties, states, and regions build a more productive workforce and encourage economic growth. The ACT work readiness system provides the following comprehensive, evidence-based solutions:

- **ACT® WorkKeys® Job Profiling** helps employers define their workforce and pinpoint the skills they need.

- **ACT® WorkKeys® Assessments** provide workforce professionals with trusted measures of work readiness skills.

- **ACT® WorkKeys® National Career Readiness Certificate®** gives economic developers evidence of a skilled workforce to help attract business and industry.

- **ACT® WorkKeys® Curriculum**, which includes the ACT® Career Ready 101® modules helps educators ensure students have the essential work skills employers need.

- **ACT research** into college and career readiness helps leadership better understand their workforce.

A Look at WorkKeys: Assessment
What is WorkKeys?

- Just as the ACT assess college readiness by testing knowledge, WorkKeys assess career readiness by testing practical skills.

- WorkKeys is a standardized test developed by the same company as ACT used to measure the ability to solve actual workplace problems.

- WorkKeys measures a range of skills relevant to any job, at any level, and across many industries.

- WorkKeys helps individuals earn, verify, certify and share the essential foundational skills for workplace success.

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A look at WorkKeys: Assessment
What is WorkKeys?

WorkKeys is an evidence-based credential earned by completing and ranking scores in the three areas that make up the National Career Readiness Certificate:

Applied Math-Measures critical thinking, math reasoning, and problem-solving techniques for situations that occur in the workplace.   55min/34 items

Graphic Literacy-Find, analyze, and apply information presented in workplace graphics. 55min/38 items

Workplace Documents-Read, understand, and apply written information. 55 min/35 items

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A look at WorkKeys: Scoring
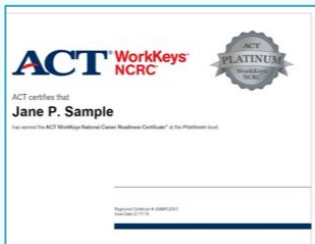
Platinum
6 or above on
all three tests

Gold
5 or above on
all three tests

Silver
5 or above on
all three tests

Bronze
5 or above on
all three tests

A look at WorkKeys: Skills

Level 4	Level 5
✓ Locate information in a graphic using information found in a second graphic ✓ Compare two or more pieces of information ✓ Identify a trend/pattern/relationship ✓ Make an inference or decision ✓ Identify the graphic that accurately represents the data	✓ Locate information in a graphic using information found in another graphic ✓ Interpret trends/patterns/relationships ✓ Make a reasonable inference or decision based on one graphic after finding information in another graphic ✓ Identify the graphic that accurately represents the data ✓ Identify and justify the most effective graphic given a defined purpose

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A look at WorkKeys: Skills

Level 3	Level 5
✓ Solve problems requiring one type of mathematical operation ✓ Convert fractions, decimals, and percentages ✓ Convert familiar units of money and time ✓ Add prices of several products together and calculate correct change	✓ Decide what information, calculations, or unit conversions to use to find the answer to a problem ✓ Add and subtract fractions with unlike denominators ✓ Convert units within or between systems of measurement (e.g., time, measurement, quantity) where the conversion factor is provided ✓ Identify where a mistake occurred in a calculation

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A look at WorkKeys: Skills

==Workplace Documents==

Level 4	Level 7
✓ Identify main idea and specific details ✓ Use the information in the document to figure out the meanings of words or phrases that are not defined for them ✓ Choose when to perform a step in a series of steps ✓ Apply information/instructions to a situation that is the same as the situation described in the document ✓ Choose what to do when changing conditions call for a different action	✓ Infer implied details ✓ Infer meaning of an acronym, jargon, or technical term from context ✓ Apply principles inferred in a passage to a situation not directly described in the document or to a completely new situation ✓ Identify the rationale behind an entire document or a section of a document

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Which WorkKeys level do you think this question is from?

- **Applied Math:** "If you need to buy 4 boxes of screws, and each box contains 25 screws, how many screws do you need in total?"

- **Workplace Documents:** "According to this company policy, what are the hours for employee lunch breaks?"

- **Graphic Literacy:** "Based on this bar graph, which product sold the most units last month?"

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Which WorkKeys level do you think this question is from?

Applied Math:

"A delivery driver needs to deliver 12 packages to 3 different locations. How many packages should they deliver to each location to distribute them evenly?" 🔗

Workplace Documents:

"Read this memo about a new company policy and summarize the key changes in your own words." 🔗

Graphic Literacy:

"Analyze this line graph and explain the overall trend in sales over the past quarter." 🔗

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Which WorkKeys level do you think this question is from?

Applied Math:

"A construction crew needs to calculate the total cost of materials for a project. If the lumber costs $250 per unit, concrete costs $100 per cubic yard, and nails cost $10 per box, what is the total cost for 5 units of lumber, 2 cubic yards of concrete, and 10 boxes of nails?"

Workplace Documents:

"Read this complex legal document and identify the key clauses regarding employee benefits."

Graphic Literacy:

"Compare the data presented in this pie chart and the bar graph to explain the market share of different brands in the same category."

Achievement Level and Potential Career Options

NCRC award levels	BRONZE	SILVER	GOLD	PLATINUM
Foundational Skills needed	for **17%** of Jobs ACT JobPro Database	for **69%** of Jobs ACT JobPro Database	For **93%** of Jobs ACT JobPro Database	for **99%** of jobs ACT JobPro Database
Sample Occupation Correlation	• Veterinary Assistant • Welder • Pharmacy Aid • EMT • Construction Equipment Operator	• Human Resource Manager • Head Cook • Medical Assistant • Kindergarten Teacher • Aircraft Mechanic • Radiologist Technician	• Pharmacy Technician • Speech Language Pathologist • Accountant • Ship Captain • Climate Change Analyst • School Counselor	• Airline Pilot • Fuel Cell Engineer • Mechanical Engineers • Physicists

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A Deeper LOOK
WorkKeys Report

1 **TEST** is the name of the ACT WorkKeys test you took.

2 **LEVEL SCORE** is the score you earned on this test.

3 **POSSIBLE RANGE** shows the lowest and highest possible Level Score and Scale Score for an assessment, so you can see how well you did compared to the minimum and maximum possible scores on this test. In this example, the range is from Level 3 through Level 7 and 65 through 90.

4 **SCALE SCORE** is used primarily for training purposes to track growth. Scale scores are not used in hiring or advancement decisions.

5 **WHAT YOUR SCORES MEAN** gives you information about the skills you demonstrated on this test.

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WorkKeys Score Reports for Students

Individual Summary Score Report 📄 is mailed to the test coordinator and accessible to the test coordinator in the Online Reports Portal, to give to the examinee (one for each subject test completed by the examinee). This report includes scores for the tests the examinee took and explanations of what the scores mean.

ACT WorkKeys National Career Readiness Certificates (NCRC) are earned by examinees who achieve a minimum score of 3 or higher on each subject test. NCRCs are accessible to district staff in the DPI Secure Access File Exchange (SAFE) to distribute to examinees.

ACT WorkKeys scores are viewable to examinees online by logging into myworkkeys.com. Student usernames and passwords are included in the school data files accessible to district staff in the DPI Secure Access File Exchange (SAFE). Districts are to distribute the usernames and passwords to examinees.

Making WorkKeys Count for Students

- Add information about the ACT WorkKeys NCRC or ACT WorkKeys scores to resumes or applications.

- Take an ACT WorkKeys score report or ACT WorkKeys NCRC to a job interview to show the employer they have the skills needed for the job.

- Include ACT WorkKeys scores in application materials for a community or technical college.

- Give employers the ACT WorkKeys NCRC number or unique web address to verify a certificate.

- Check scores with our occupational skills profiles to compare them to the average scores needed for more than 22,000 jobs: Occupational Profile Search.

- Review Using WorkKeys Scores (PDF) for additional information.

What are Digital Badges?

Sharing Digital Badges

Can a student earn College Credit with their WorkKeys score?

- The WorkKeys National Career Readiness Certificate (three assessments) results are excellent for measuring students' readiness for the workforce as well as their ability to succeed in post-secondary learning institutions.

- Moreover, the assessments gauge the skill gaps between students' ability and workforce expectations.

- The credentialing levels are rigorous, compared to national norms.

- Effective August 1, 2022 - July 31, 2025.

WorkKeys NCRC Earning	Institution Level	Subjects Credits Apply to	Recommended Credits
Platinum	Lower-Division Baccalaureate	• Technical Mathematics • Introduction to Information Literacy	Up to 6 Credits/ semester hours (3 credits/semester hours for each subject)
Gold	Lower-Division Baccalaureate	• Technical Mathematics • Introduction to Information Literacy	Up to 4 Credits/ semester hours (2 Credits/ semester hours for each subject)
Silver	Lower-Division Baccalaureate	• Technical Mathematics • Introduction to Information Literacy	Up to 2 Credits/ semester hours (1 Credits/ semester hours for each subject)

Unofficial list of colleges WE ARE AWARE of who are awarding credit for skills demonstrated on the NCRC

- Clackamas Community College (OR)
- Blue Mountain Community College (OR)
- Northwest Christian University (OR)
- Pacific Bible College (OR)
- University of Phoenix (on-line)
- Cleveland Community College (NC)
- Chippewa Valley Technical College (WI)
- Mo Southern State University (MO)
- Northeast State Community College (TN)
- Bible Baptist College (Guam)
- Louisiana Delta Community College (LA)
- McDowell Technical Community College (NC)

- University of West Alabama (AL)
- Shelton State Community College (AL)
- Horry Georgetown Technical College (SC)
- Cloud County Community College (KS)
- Butler Community College (KS)
- Metropolitan Community College (NE)
- Metropolitan Community College (MO)

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Where Can I Use My TOPS TECH AWARD?
(As of 8/15/2024)

- **Baton Rouge Community College** - Baton Rouge, Jackson, New Roads, Port Allen
- **Bossier Parish Community College** - Bossier City
- **Central Louisiana Technical Community College** - Alexandria, Cottonport, Ferriday, Jena, Leesville, Winnfield
- **Delgado Community College** - New Orleans, Harvey, Metairie, Slidell
- **L.E. Fletcher Technical Community College** - Houma, Thibodaux
- **Louisiana Delta Community College** - Monroe, Bastrop, Farmerville, Lake Providence, Ruston, Tallulah, West Monroe, Winnsboro
- **Louisiana State University** - Eunice
- **Northshore Technical Community College** - Bogalusa, Greensburg, Hammond
- **Northwest Louisiana Technical College** - Minden, Mansfield, Many, Natchitoches, Shreveport
- **Nunez Community College** - Chalmette
- **River Parishes Community College** - Gonzales, Plaquemine, Reserve, Sorrento
- **Southern University** - Shreveport
- **Southern Louisiana Community College** - Lafayette, Abbeville, Crowley, Cut Off, Franklin, Morgan City, New Iberia, Opelousas, St. Martinville, Ville Platte
- **SOWELA Technical Community College** - Lake Charles, Jennings, Oakdale

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Approved Academic Programs*

- **Louisiana Tech University:** Nursing (ASN)
- **Louisiana State University - Alexandria:** Nursing (ASN), Medical Laboratory Science (AS), Radiologic Technology (AS)
- **Louisiana State University - Eunice:** Care & Development of Young Children (AS), Criminal Justice (ASCJ), Nursing (ASN), Radiologic Technology (AS), Respiratory Care (AS)
- **LSUHSC - New Orleans:** Dental Laboratory Technology (AS)
- **Nicholls State University:** Care & Dvlpt of Young Children (AS), Culinary Arts (AS), Petroleum Services (AS), and Safety Technology (AS)
- **Northwestern State University:** Engineering Technology (AS), Nursing (ASN), and Veterinary Technology (AD)
- **McNeese State University:** Paralegal Studies (AA)
- **Southeastern University - Hammond:** Industrial Technology (AAS)
- **Southern University - New Orleans:** Addictive Behaviors Counseling & Prevention (AA)
- **Southern University - Shreveport:** Accounting (AS), Business Management (AS), Computer Science (AS), Human Services (AS), Nursing (ASN)

The following approved programs may be taken at Baton Rouge Community College, Bossier Parish Community College, Central LA Technical Community College, Delgado, Community College, L.E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, North LA Technical Community College, Nunez Community College, River Parishes Community College, South LA Community College, or SOWELA Technical Community College.

- American Sign Language Interpreting (AA)
- Business (AS)
- Cardiopulmonary Care Science (AS)
- Computer Science (AS)
- Electrical - Elect. Engineer Tech (AS)
- Healthcare Management (AS)
- Industrial Technology (AS)
- Nursing (ASN)

- Paralegal Studies (AS)
- Pre-Engineering (AS)
- Surgical Technology (AS)
- Visual & Performing Arts (AA)

Proprietary and Cosmetology Schools

Academy of Interactive Entertainment – Lafayette
Aveda Institute – Baton Rouge, Covington, Hammond, Lafayette, New Orleans/Metairie
Avery James School of Cosmetology
Ayers Career College – Shreveport
Bastrop Beauty School, Inc. – Bastrop
Belbo Beauty Institute – Shreveport
Blue Cliff College – Alexandria, Lafayette, Metairie
Celebrity Stylist Beauty School – Monroe
Cloyd's Beauty School – West Monroe
Cloyd's Beauty School – Monroe
Compass Career College – Hammond
Cosmetology Training Center – Lafayette
Delta College, Inc. – Covington, Slidell
Delta College of Arts and Technology – Baton Rouge, Lafayette
Denham Springs Beauty College – Denham Springs
Diesel Driving Academy – Baton Rouge, Shreveport
Digital Media Institute at InterTech - Shreveport
Fortis College – Baton Rouge
ITI Technical College
Infinity College - Lafayette
John Jay Kenner Academy – Kenner
Louisiana Academy of Beauty – Eunice
Louisiana Culinary Institute, LLC – Baton Rouge

McCann School of Business & Tech - Monroe
Medical Training College – Baton Rouge
Omega Institute of Cosmetology – Houma
Opelousas School of Cosmetology – Opelousas
Paul Mitchell the School – Baton Rouge, Metairie
Petra College, Inc. - Hammond
Pineville Beauty School – Pineville
Remington College – Baton Rouge, Lafayette, Shreveport
Stage One-The Hair School – Lake Charles
Unitech Training Academy – Baton Rouge,
Lafayette, Alexandria, Houma, West Monroe, New Orleans

Other Schools May Become Eligible
To check your School, e-mail custserv@osfa.la.gov
* Academic courses of study may change periodically. If one of these programs is removed from the list of approved programs **while you are enrolled**, you will be permitted to finish the program of study. You will not be permitted to begin a program after it has been removed from the list unless it becomes eligible again later and you are still eligible to receive the award.

Increasing Student Success using WorkKeys Curriculum

WorkKeys NCRC Aligned

- Applied Math
- Graphic Literacy
- Workplace Documents

WorkKeys Aligned

- Applied Technology
- Business Writing
- Workplace Observation

Essential Skills

- Working in Teams
- Interpersonal & Business Communication
- Work Discipline
- Customer Service
- Problem Solving and Critical Thinking
- Financial Awareness

How do we fill skill gaps?

ACT® WorkKeys® Curriculum

- Customizable Study Schedule
- Confidence-Based Self-Evaluation
- Quizzes Mirror Format and Rigor of Tests
- Interactive Study Tools
- Embedded Interactives
- Actionable Performance Date

Modern User Interface
+
Dynamic Dashboards

- Online/web-based and Individualized by student
- Available in English and Spanish (NCRC only)
- WorkKeys Curriculum is a site license per school with UNLIMITED STUDENT USE
- Demo Access available
- Download: ACT WorkKeys Curriculum Course Outline

Connecting the Workforce Ecosystem
ACT Work Ready Communities
A framework for building a more productive workforce

States with State- or County-Led ACT® Work Ready Communities
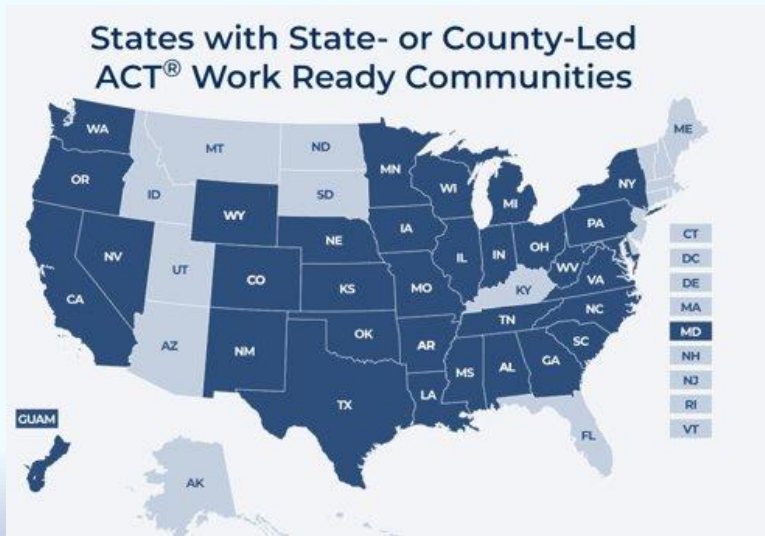
ACT® Work Ready Communities
ECONOMIC DEVELOPMENT SOLUTIONS
HOW WORK READY COMMUNITIES ARE WINNING THE GROWTH GAME

Benefits for Employers

- Confirms an individual's competence in specific workforce skills
- Complements traditional credentials such as HS diplomas, technical degrees
- Better quality hire – hire right the 1st time
- Reduced turnover, reduce screening & hiring time
- Shortened training periods-WorkKeys shows the individual is trainable
- Increased performance ratings for skilled workers
- Improving promotional procedures
- Provide objective measurements that meet EEOC requirements, when jobs are profiled
- Overall improves return on investment for the employer

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Powerful Results for Students and Educators

Completion of Associates Degree

75.6%

71.1%

66%

% NCRC Holders Earning Associates Degree
Positive Relationship with NCRC Levels
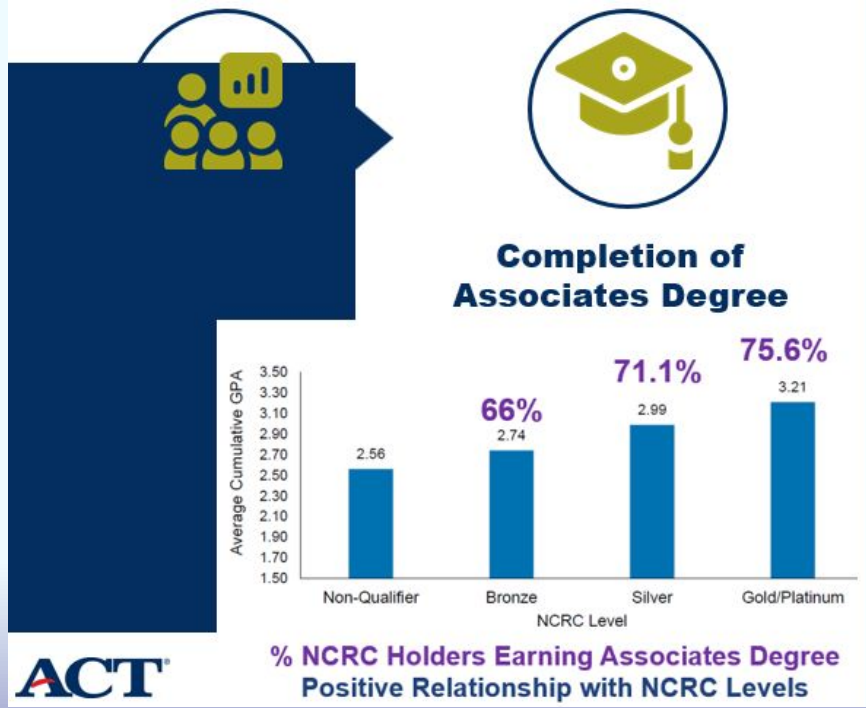
Workkeys has Powerful Results for Students & Educators

ACT Work Ready Communities

Work Ready Communities in Louisiana
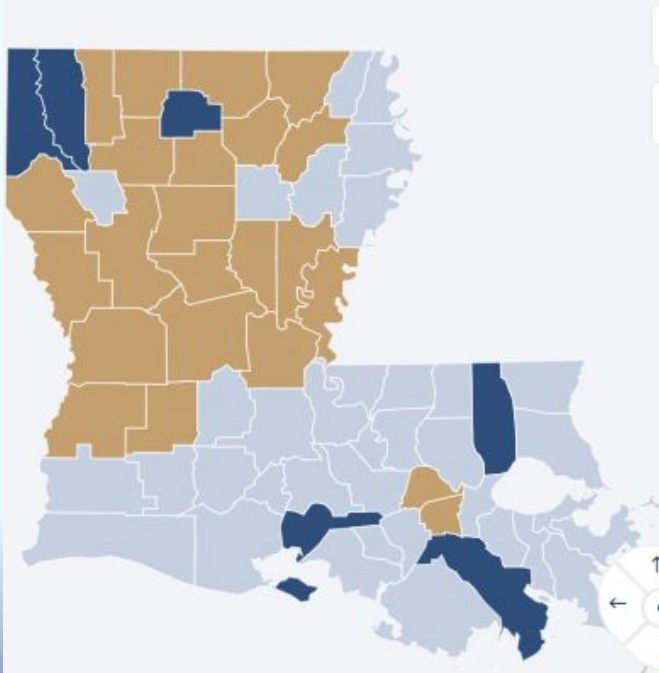
ACT National Career Readiness Certificate

ACT WorkKeys NCRC Levels

Platinum	11,745
Gold	38,183
Silver	126,142
Bronze	78,347
Total	254,417
Job Profiles Completed	48
Employers Supporting	1082

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Work Ready Communities
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Workreadycommunities.org

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Exploration Time

For the next 10 minutes, you will explore the Occupational Profile Search Database. We will then share ideas on where you see this resource being utilized on your campus and how we can get this resource into the hands of the students.

Occupational Profile Search

WorkKeys Student Goal Setting

Step One

SET A BASELINE

What are your previous scores? (Placement quizzes or score from last semester)

Test	Raw Score #	Level Score (circle/highlight one)	Score Type (circle/highlight one)
Applied Math		<3 Bronze Silver Gold Platinum	Placement Quiz Previous Test
Workplace Documents		<3 Bronze Silver Gold Platinum	Placement Quiz Previous Test
Graphic Literacy		<3 Bronze Silver Gold Platinum	Placement Quiz Previous Test

Step Two

RESEARCH YOUR JOB

Look at the ACT WorkKeys Skill Profile for your desired profession on the ACT Job Profile website
http://jobprofiles.act.org/

Job Title	O*Net Code	Career Cluster

Record the skill levels listed for this particular job. Fill in **all** of the boxes.

Skill Area	Median Skill Level	Minimum Skill Level
Applied Math		

Contact Information

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Resource Links for ACT WorkKeys

NCRC Assessment information page -
Applied Math
Graphic Literacy
Workplace Documents

NCRC Levels – Description of and skills associated with each level:
Platinum – Platinum Skills
Gold – Gold Skills
Silver – Silver Skills
Bronze - Bronze Skills

WorkKeys Scale Score Interpretation Guide

Available Score Reports in Online Reports Portal

WorkKeys Online Reports Portal User Guide

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More Resources

How WorkKeys Assessment Can Work For You

Tips for K-12 Practitioners

Career and Academic Planning Tools:
Using the Occupational Profile Database
ACT Job Profiles Database
O*Net Online
Occupational Profiles By Industry Sector:
16 Career Pathways