



# National Career Readiness Certificate

Research has shown a clear gap between skills of our nation's workforce and the basic skills needs of employers. To reduce the cost of remedial training and lost efficiency, more employers are implementing pre-employment assessments to identify these skills prior to hiring.

## What is the National Career Readiness Certificate (NCRC)?

The NCRC is a credential based upon the WorkKeys® assessments that substantiate to employers that an individual possesses the basic workplace skills required for 21<sup>st</sup> century jobs.

Getting a NCRC will allow an individual to show prospective employers that he or she possesses the basic skills they are seeking.

Even if an individual has a high school diploma (or GED) or a post secondary degree, the NCRC further verifies that he or she can handle tasks that are common and vital in today's workplaces -such as finding information, reading instructions and directions, and working with figures.

## What are the target areas and levels of the National Career Readiness Certificate?

The NCRC focuses on three targeted skills:

- Reading for Information
- Applied Mathematics
- Locating Information

**Reading for Information**—comprehending work-related reading materials, from memos and bulletins to policy manuals and governmental regulations.

**Applied Mathematics**—applying mathematical reasoning to work-related problems.

**Locating Information**—using information from such materials as diagrams, floor plans, tables, forms, graphs, and charts.



*The National Career Readiness Certificate (NCRC) and Career Readiness Certificates (CRC) are becoming widely accepted as a standard for documenting essential skill sets of the 21st Century workforce.*

# Career Readiness Certificate

**Bronze Level:** An individual achieving this level possesses core employability skills for approximately 30% of the profiled jobs.

**Silver Level:** An individual achieving this level possesses core employability skills for approximately 65% of the profiled jobs.

**Gold Level:** An individual achieving this level possesses core employability skills for approximately 90% of the profiled jobs.

**Platinum Level:** An individual achieving this level possesses core employability skills for approximately 99% of the profiled jobs.

Skill Area	Bronze	Silver	Gold	Platinum
Reading for Information	3	4	5	6
Applied Mathematics	3	4	5	6
Locating Information	3	4	5	6

## What are the benefits to job seekers for obtaining a National Career Readiness Certificate?

- Valid proof of an individual's basic job skills
- Better job opportunities
- Could lead to a potential for higher wages
- Job seeker obtains a nationally recognized certificate

## What systems are used to help potential employees qualify for the National Career Readiness Certificate?

For individuals who do not initially achieve the NCRC, assessment results will indicate the targeted training needed to achieve the skill levels necessary to obtain a certificate. Alaska Job Centers will assist those individuals with increasing their skill levels through the use of Career Ready 101 and KeyTrain® software, the curriculum for WorkKeys. The high schools in Alaska can also work with students to earn an NCRC. You can get started on your certification by visiting one of the participating sites throughout the state.

## What is WorkKeys?

The WorkKeys Job Skills assessment system is a product of ACT, Inc., the developer of the ACT Assessment that is commonly used for college entrance testing. The WorkKeys Employment System is a comprehensive procedure for measuring, communicating and improving the common skills required for success in the workplace.

## About KeyTrain and Career Ready 101

The KeyTrain® skills-gap training courseware was specifically created for the purpose of improving skills assessed by the WorkKeys® job skills assessment system, the basis for the National Career Readiness Certificate (NCRC) and related state Career Readiness Certificate (CRC) programs. The system provides for all areas and all levels assessed for the NCRC: Reading for Information, Applied Mathematics, and Locating Information. In addition, KeyTrain provides curriculum for all other WorkKeys skills and levels including Pre-WorkKeys levels.

**Career Ready 101®** is a comprehensive career training course that helps you design programs based on your resources. It is an integrated approach to exploring careers and their skill requirements, building workplace skills using KeyTrain®, and creating life-literacy with such skills as financial literacy and job searching.

It includes: KeyTrain curriculum and tools for WorkKeys and the NCRC, Financial Literacy, Soft Skills, Career Exploration, Resume Writing, Interest Surveys, and more!



Three Major components make up the system:

**Job Profiling** – Identifies the skill levels required to effectively perform the job.

**Skill Assessment** – Measures the current skill level of individuals

**Instructional Support** – provides tools educators and trainers need to help individuals in improving their skill level.

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