

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 21st 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

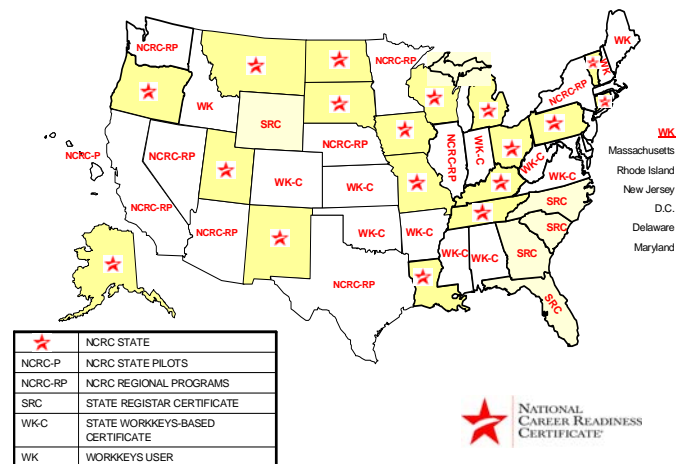
Reading for Information—comprehending work-related reading materials, from memos and bulletins to policy manuals and governmental regulations.

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.



Workforce Readiness-Status of the Nation Utilizing the National Career Readiness Certificate



The National Career Readiness Certificate (NCRC) is becoming widely accepted as the national standard for documenting essential skill sets of the 21st Century workforce.

National Career Readiness Certificate

Bronze Level

An individual achieving this level possesses core employability skills for approximately 16% of the profiled jobs.

Silver Level

An individual achieving this level possesses core employability skills for approximately 67% of the profiled jobs.

Gold Level

An individual achieving this level possesses core employability skills for approximately 93% of the profiled jobs.

Platinum Level

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

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. The South Dakota Department of Labor and Regulation has a statewide network of providers to give the WorkKeys assessments and provide KeyTrain for skills training. You can get started on your certification by contacting one of the participating organizations 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 ACT WorkReady System is a comprehensive procedure for measuring, communicating and improving the common skills required for success in the workplace.

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 is KeyTrain?

KeyTrain is a targeted curriculum written specifically to help people master the applied workplace skills as defined by WorkKeys®. KeyTrain provides curriculum that is based on the WorkKeys targets for instruction and meets ACT's quality standards.

KeyTrain includes instruction for all levels of WorkKeys and pre-WorkKeys skills. It is available via Internet, CD, or print versions. The Internet and CD versions include a powerful management and student tracking system that allows for easy administration and detailed reporting of students' progress in the program.

The KeyTrain program incorporates a full natural voice soundtrack for improved focus and concentration, online access to the WorkKeys Occupational Profile Database, quick-assignment features based on Career Readiness Certificates or job profiles, pre- and post-quizzes, and many other useful features.



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.

For more information, contact your local DLR office.
A directory is available at www.sdjobs.org