

# ACT® Work Ready Communities

## Benefits to Employers

**The ACT Work  
Readiness  
System is  
designed to  
help  
employers:**

- Make a better-quality hire
- Reduce turnover
- Reduce time to hire
- Shorten training periods
- Increase performance ratings for skilled workers
- Improve employee morale
- Decrease operator error
- Improve promotional procedures
- Provide equitable, objective measurements that meet EEOC requirements

# ACT's Mission



**Dedicated to helping people achieve education and workplace success**

# The ACT Work Readiness System

## Employers

Define the workforce by pinpointing the skills workers need.

## Workforce Professionals

Get trusted predictors of work readiness skills.

## Educators

Ensure students have foundational skills needed for success in the workplace.

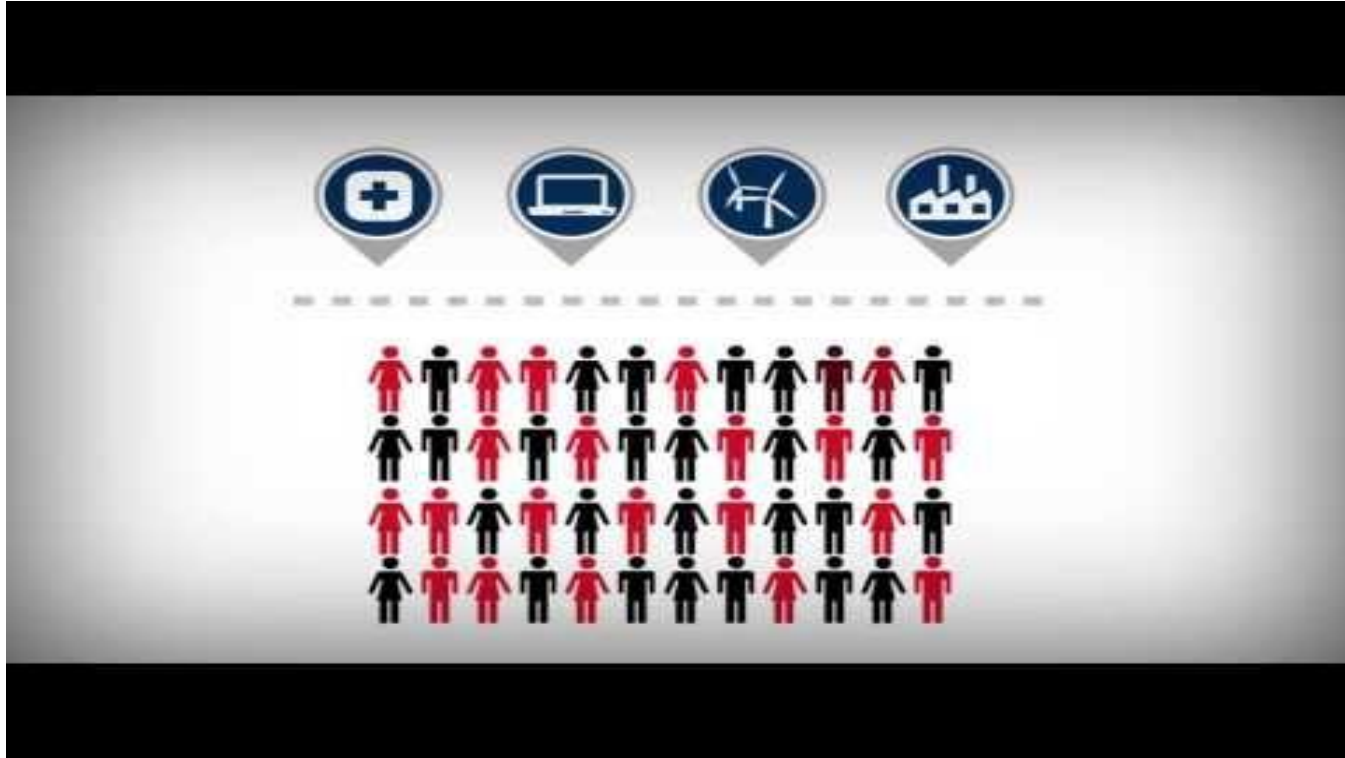
## Economic Developers

Provide evidence of a skilled workforce to help attract business and industry.

## Leadership

Get the research insights you need to understand your workforce.





# ACT Work Readiness System Video

# Comprehensive, Evidence-based Workforce Solutions

## Employers

**ACT<sup>®</sup> job profiling** helps you define your workforce and pinpoint the skills they need.



## Workforce Professionals

**ACT<sup>®</sup> WorkKeys<sup>®</sup>** assessments provide trusted predictors of work readiness skills.



## Educators

**ACT<sup>®</sup> WorkKeys<sup>®</sup> Curriculum**, which includes the ACT Career Ready 101 and ACT KeyTrain<sup>®</sup> training programs, helps you ensure students have the foundational work skills employers need.



## Economic Developers

The **ACT<sup>®</sup> WorkKeys<sup>®</sup> National Career Readiness Certificate<sup>®</sup>** provides evidence of a skilled workforce to attract business and industry.



## Leadership

**ACT research** into college and career readiness helps you better understand your workforce.



# Job Analysis Define Your Workforce

- Access one of the largest, most robust occupational-profile databases in existence.
- Identify essential skills and skill levels for selection, hiring, and training.



# Cognitive Skills

- \***Applied Math**—Using math to solve work problems
- \***Workplace Documents**—Understanding work-related text
- \***Graphic Literacy**—Finding/applying graphical information
- \***Applied Technology**—Solving problems with machines
- \***Workplace Observation**—Understanding and evaluating work processes
- \***Business Writing**—Using words to respond to work situations
- \***Teamwork**—Maintaining relationships and meeting team goals





 **ACT**<sup>®</sup> WorkKeys<sup>®</sup> Curriculum  
 **ACT**<sup>®</sup> WorkKeys<sup>®</sup> Job Profiles

 **ACT**<sup>®</sup> WorkKeys<sup>®</sup> Assessments  
 (INDIVIDUAL RESULTS)

**By comparing the job profile and the individual assessment result, skill gaps can be identified.**

The **ACT® WorkKeys® National Career Readiness Certificate® (ACT® WorkKeys® NCRC®)** is earned by individuals who achieve a Level 3 or higher on *Applied Math, Workplace Documents, and Graphic Literacy* ACT® WorkKeys® assessments.

The **ACT National Career Readiness Certificate™ (ACT NCRC™)** is an assessment-based credential powered by ACT WorkKeys®. Issued at four levels, the ACT NCRC certifies the foundational work skills needed for success in jobs across industries and occupations.

The certificate holder has earned a **Platinum ACT NCRC**. A **Platinum** certificate indicates achievement of a Level 8 or above on each of the ACT WorkKeys assessments that comprise the ACT NCRC.

The certificate holder's Level Score on each individual assessment is provided below. The types of skills measured by each assessment are described at right.

<b>Jane P. Sample</b>	
<b>ACT WorkKeys Applied Mathematics</b>	<b>7</b>
<b>ACT WorkKeys Locating Information</b>	<b>8</b>
<b>ACT WorkKeys Reading for Information</b>	<b>7</b>

The **ACT WorkKeys Applied Mathematics** assessment measures the ability to apply mathematical principles to math-related problems encountered in the workplace. The assessment measures five skill levels, and each level builds on the skills measured in the previous levels.

**Level 7** earners can translate complex textual information into more advanced numeric expressions and perform calculations based on multiple separate mathematical operations. Information provided in Level 7 test questions may be incomplete.

**Level 6** earners can translate complex textual information into numeric expressions and perform calculations based on multiple separate mathematical operations.

**Level 5** earners can set up and solve mathematical problems that require multistep calculations based on several separate mathematical operations.

**Level 4** earners can set up and solve mathematical problems that require several separate mathematical operations. Level 4 test questions may include extraneous information.

**Level 3** earners can set up and solve mathematical problems commonly encountered in the workplace that require one-step mathematical operations.

The **ACT WorkKeys Locating Information** assessment measures the ability to find, analyze, and apply information presented in workplace graphics. The assessment measures four skill levels, and each level builds on the skills measured in the previous levels.

**Level 8** earners can draw conclusions based on information found in one or more specialized or technical workplace graphics, including the ability to make predictions based on observed patterns.

**Level 5** earners can draw conclusions based on information found in one or more complex workplace graphics, including the ability to apply information to situations not described in the scenario presented.

**Level 4** earners can compare and summarize information found in one or more common workplace graphics.

**Level 3** earners can find information presented in common workplace graphics and fill in information required by work-related forms.

The **ACT WorkKeys Reading for Information** assessment measures the ability to understand and apply information presented in workplace documents. The assessment measures five skill levels, and each level builds on the skills measured in the previous levels.

**Level 7** earners can synthesize and apply information presented in one or more complex workplace documents. These documents are dense and include difficult concepts or descriptions of complicated procedures.

**Level 6** earners can analyze and synthesize information presented in one or more complex workplace documents and requires inferences about the definition of specialized technical terms.

**Level 5** earners can apply information presented in one or more complex workplace documents to situations not described in the test question and may require inferences about the definition of uncommon terms.


**Level 4** earners can apply information presented in common workplace documents to situations not described in the test question.

**Level 3** earners can understand terms, apply instructions, and identify the main ideas presented in common workplace documents.

**Share Your ACT NCRC with Employers**

Each ACT NCRC credential is registered in the ACT National Career Readiness Certificate database. If you take action to share your certificate (go to [www.act.org/certificate/issue.html](http://www.act.org/certificate/issue.html) for more information), it may be verified at [www.act.org/certificate/verify.html](http://www.act.org/certificate/verify.html). Include information about your achievement on the ACT NCRC on your resume or job applications and invite prospective employers to verify its authenticity.

*ACT NCRC Level: [enter the level you have earned]  
Registered Certificate #: [enter the ID found on the front of your certificate]  
Issue Date: [enter the date on which you earned the certificate]*

ACT certifies that  
**Jane P. Sample**  
 has earned the ACT® WorkKeys® National Career Readiness Certificate™ at the **Platinum** level.

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NAME  
TITLE

Registered Certificate # JSAMPLE001  
Issue Date: 2/17/18

# ACT WorkKeys NCRC Value Proposition

**A national survey\* of businesses using the ACT WorkKeys NCRC revealed that:**

Reported benefits:

- 77% would recommend the ACT WorkKeys NCRC to other businesses
- 56% reported that they recognize the certificate in their hiring process
- 87% report the usefulness of the ACT WorkKeys NCRC when looking for skilled employees

*\*Source: 2017 ACT® Work Ready Communities survey*

# Compete Stronger with WRC



## Site Selection Magazine uses ACT WorkKeys NCRC data in rankings of most competitive states

<http://siteselection.com/issues/2018/jan/cover.cfmA>



Rank in the Tax Foundation's 2018 State Business Tax Climate Index (Oct. 2017)



Rank in 2017 State New Economy Index ranking (*Information Technology & Innovation Foundation*)



Rank in 2016 Higher Education R&D Expenditure



Rank by Lowest Industrial Electric Power Cost ( $\text{\$/kWh}$ , EIA)



Rank in total ACT NCRCs earned per capita among working adults (Dec. 2017)



Rank in Fiscal Condition Index (Mercatus Center at George Mason University, July 2017)

# How Do You Build The Workforce Development Ecosystem?



# What is ACT® Work Ready Communities?

An **ecosystem** for community-based economic development that enables:

- **Business and industry** to hire workers with the foundational skills needed for a productive workforce
- **Individuals** to understand what skills are required by employers—and how to prepare themselves for success
- **Policymakers**, community leaders, and educators to measure and close skill gaps and build career pathways that help both individuals and industry thrive
- **Economic developers** to use an on-demand reporting tool that quantifies the skill level of their workforce

Based on the ACT WorkKeys National Career Readiness Certificate, a portable, industry-recognized, evidence-based workforce skill credential.

# Common Thread?

# Common Criteria



- Criteria percentages based on county population
- Goals established for emerging, transitioning, and current workforce earning ACT WorkKeys NCRC
- Goals established for businesses supporting the ACT WorkKeys NCRC
- Goals to be accomplished within two years of actively participating

## Common Criteria



# Key Partnerships at all levels

## ACT Work Ready Communities drive innovation at all levels

PARTNERS	CAPABILITIES
ACT - the non profit organization with a track record of producing assessments and credentials	Delivers the process for involving states and counties; the assessment and certification tools; and rich, county specific workforce skill data updated each month
State ACT Work Ready Communities team	A public-private team of chambers of commerce, business leaders, and education leaders whose purpose is to build a service delivery infrastructure and engage business leaders statewide while implementing processes at the county level
Local ACT Work Ready Communities team	A county-level or regional team that mirrors the state team in composition. This team uses the ACT approach to solve local workforce issues through attaining and maintaining a certified ACT Work Ready Communities status

# COLE COUNTY

United States > Missouri > Cole >  
[change](#) [change](#)

Cole County is a **certified** Work Ready Community that is actively engaged in **maintaining** their status.

Showing: Jan 1, 2012 to Mar 31, 2018  
 Goals updated only for participating counties



## Maintaining Goals ⓘ

Workforce	Goals	Actual NCRC
Emerging	518	450
Current ✓	158	486
Transitioning ✓	486	933
Workforce category not identified		6

	Goals	Actual
Job Profile	3	0

## Employer Supporting Goals

Employers supporting	119
ⓘ New and reaffirming employers support goal	117
ⓘ New and reaffirming employers support actual	14

# What Are The Expected Results?

# County Level Data

## COLE COUNTY

### ACT WORKKEYS NATIONAL CAREER READINESS CERTIFICATE [NCRC]

WORKFORCE		TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NCRC PLUS
Emerging	High School	392	104	240	48	0	0
	College	58	+	33	22	0	7
Current	Private	328	57	186	82	+	14
	Public	158	33	99	26	0	6
Transitioning	Adult Education	12	5	6	+	0	0
	Unemployed	919	181	559	177	+	9
	Recent Veteran	+	0	+	0	0	+
	Workforce category not identified	6	0	4	+	0	0
Totals		1875	383	1129	358	5	37

The table above is a detailed breakdown of the same ACT WorkKeys NCRC data presented in the upper right box on this page and represents ACT WorkKeys NCRCs earned or improved throughout the community. All ACT WorkKeys NCRC data is updated monthly.

+ Value less than 4

**119**

EMPLOYERS IN COLE COUNTY RECOGNIZE OR RECOMMEND THE ACT WORKKEYS NCRC 

JEFFERSON CITY MO JOB CENTER  
573-526-8115

STATE TECHNICAL COLLEGE OF MO  
573-897-5130

PARTICIPATING HIGH SCHOOLS

JEFFERSON CITY PUBLIC SCHOOLS-  
NICHOLS CC

[Show All High Schools](#)

If you are an employer and want more information on how to access services, please contact:

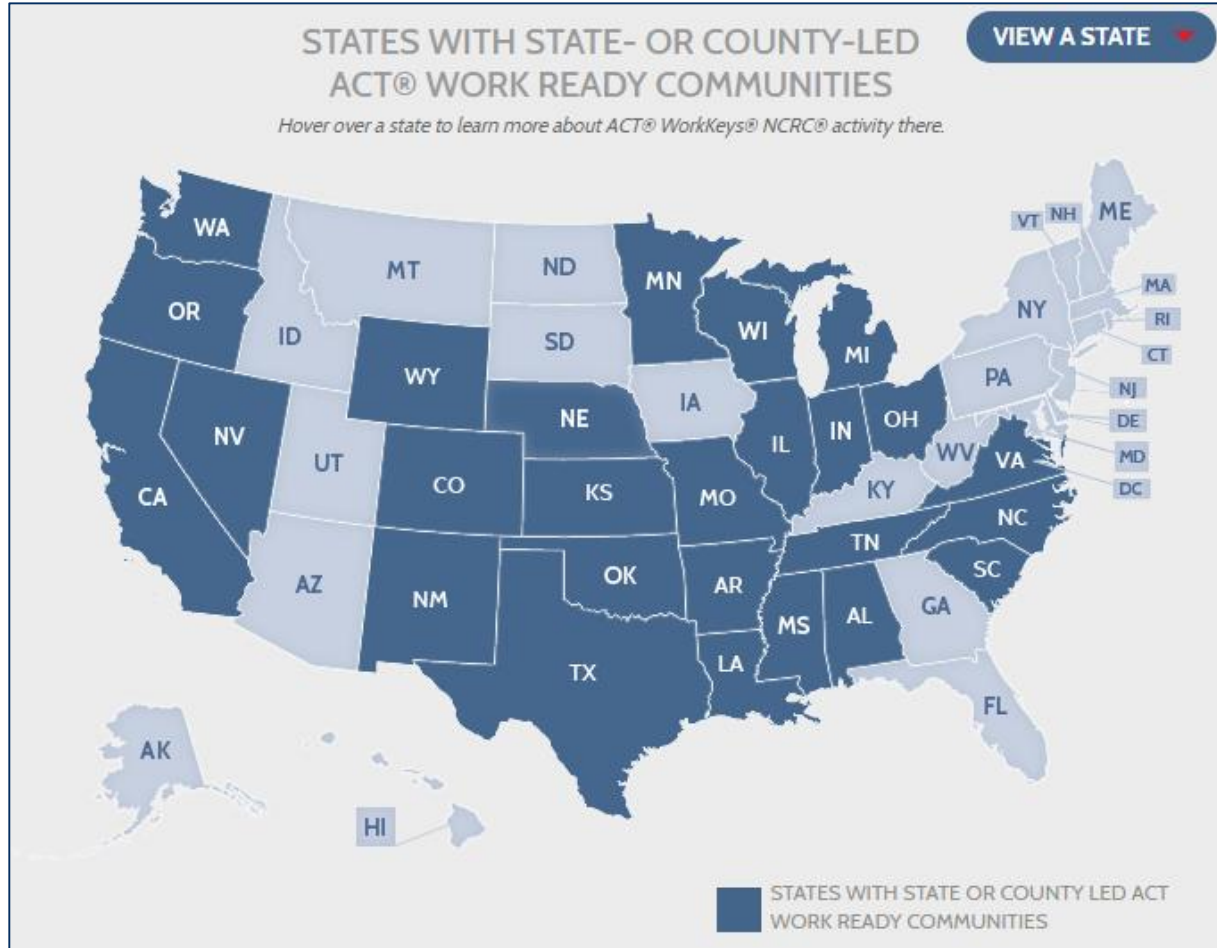
State Technical College of MO  
573-897-5238



### IMPROVED ACT NCRC

TO/FROM	BRONZE	SILVER	GOLD	PLATINUM
Not Earned	17	4	0	0
Bronze		9	0	0
Silver			5	0
Gold				0

**Thank you!**



[www.workreadycommunities.org](http://www.workreadycommunities.org)