

The background features a white page with a large, faint dashed blue circle. Various solid-colored circles in teal, lime green, orange, and pink are scattered around the page. A thick red brushstroke is positioned below the main title.

# ACT<sup>®</sup>

## WorkKeys<sup>®</sup>

*September 2016: ACP Advisory Lesson*

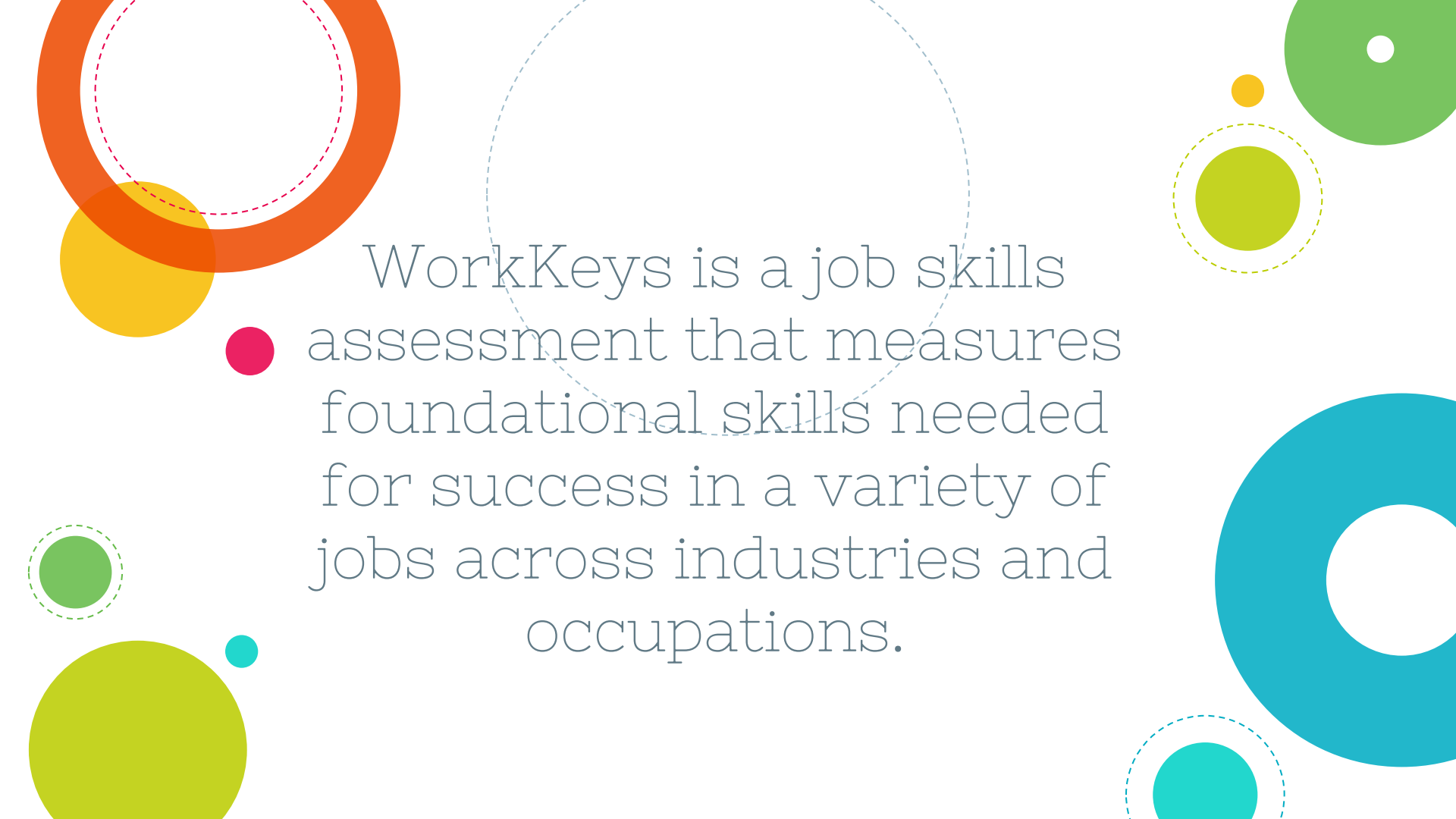
The logo for 'Expect Excellence' features a stylized figure with arms raised, topped with three stars, and a blue swoosh element.

Expect Excellence  
School District of New Berlin

The background is white and decorated with various colorful circles and dashed lines. In the top left, there is a large orange circle with a dashed red outline, overlapping a yellow circle. Below the yellow circle is a small pink circle. In the top right, there is a green circle with a white center, a small orange circle, and a yellow circle with a dashed green outline. In the bottom left, there is a green circle with a dashed green outline, a large yellow circle, and a small cyan circle. In the bottom right, there is a large cyan circle with a white center, a small cyan circle with a dashed blue outline, and a small cyan circle. A large, faint dashed blue circle is centered in the background.

# 1

What is the WorkKeys  
Assessment I took last  
March?



WorkKeys is a job skills  
● assessment that measures  
foundational skills needed  
for success in a variety of  
jobs across industries and  
occupations.



# Why does this help me?

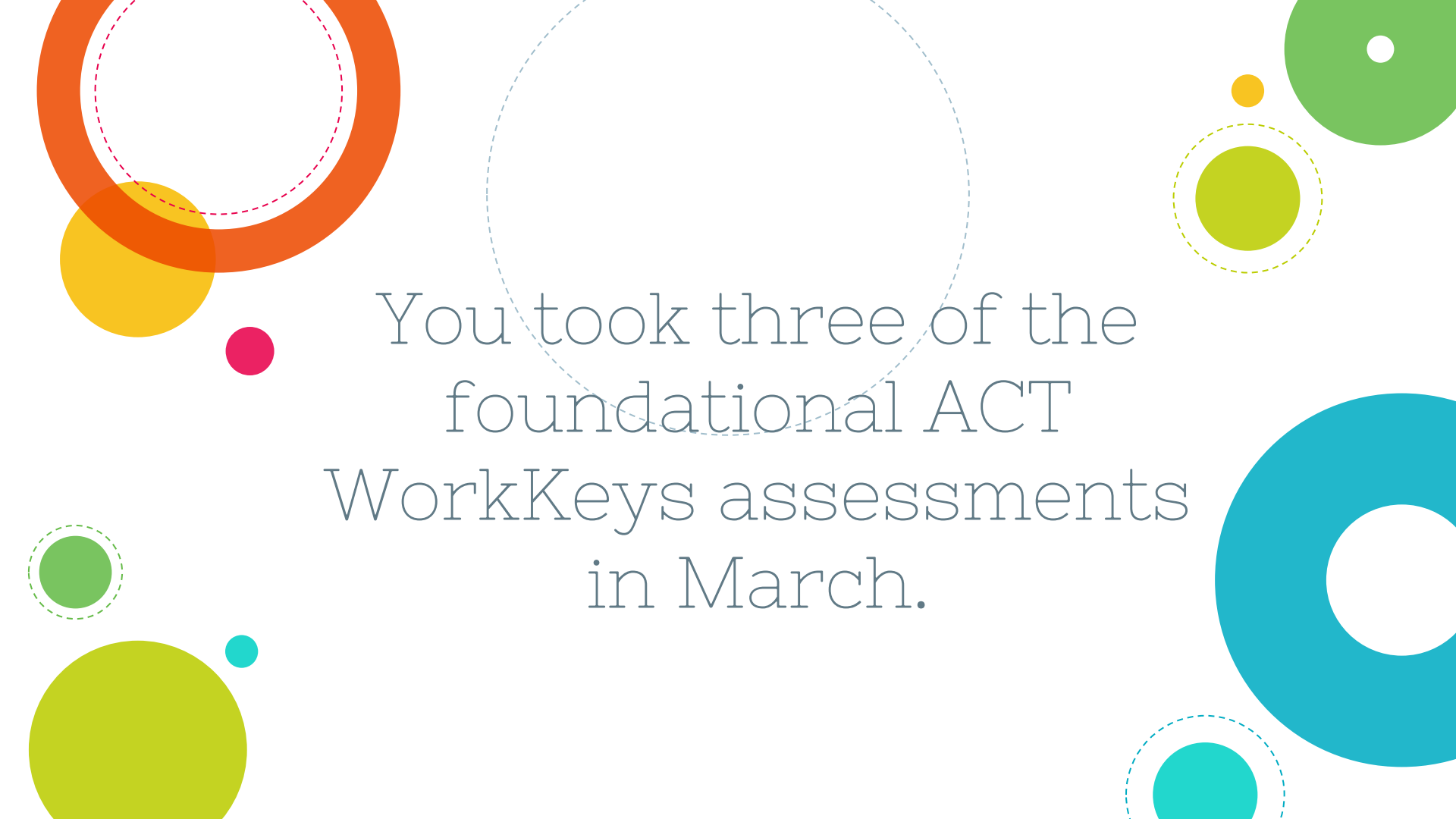
In comparison to ACT which measures **content knowledge**, ACT WorkKeys measures your ability to apply what you have learned on a variety of **real world** scenarios.

Your scores tell you how your **current skills** align to a **potential career** of interest. It serves to inform your post-secondary Academic and Career Plan.

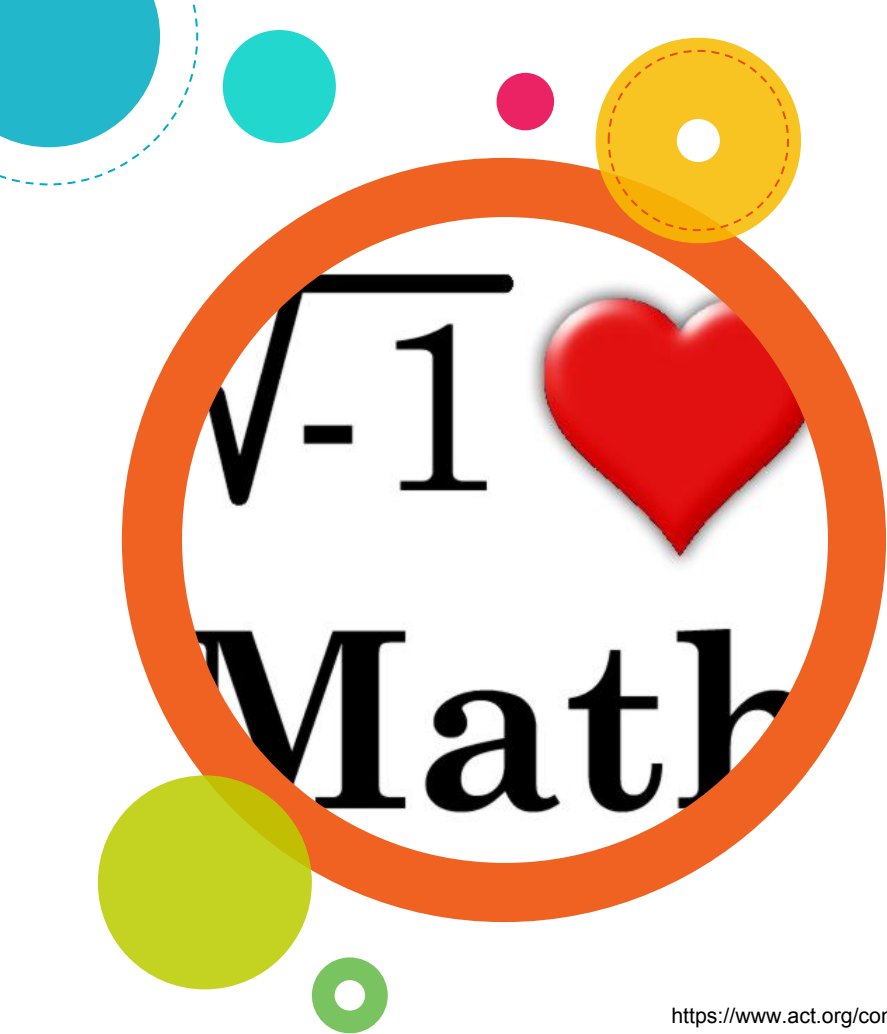
The background is white and decorated with various colorful circles and dashed lines. In the top left, there is a large orange circle with a dashed red outline, overlapping a yellow circle. Below the yellow circle is a small pink circle. In the top right, there is a green circle with a white dot in the center, a small orange circle, and a lime green circle with a dashed yellow outline. In the bottom left, there is a large lime green circle, a small cyan circle, and a green circle with a dashed green outline. In the bottom right, there is a large cyan circle with a white dot in the center, and a cyan circle with a dashed blue outline. A large, faint dashed blue circle is centered in the background, containing the number 2.

# 2

What do my scores  
mean?

The background is white and features several decorative elements: a large orange circle with a dashed red outline in the top left; a large yellow circle below it; a small pink circle to the right of the yellow one; a large green circle with a dashed green outline in the top right; a small orange circle above it; a large blue circle with a dashed blue outline in the bottom right; a large green circle with a dashed green outline in the bottom left; a small cyan circle above it; and a large cyan circle with a dashed cyan outline in the bottom right. A large, faint dashed blue circle is centered behind the text.

You took three of the  
foundational ACT  
WorkKeys assessments  
in March.



# Applied Math Assessment

This assessment measures **critical thinking, mathematical reasoning, and problem solving techniques** for situations that occur in today's workplace.



# Locating Information

From charts to graphs, diagrams to floor plans, identifying what information is being presented and understanding how to use it are critical to success.

The Locating Information assessment **measures the skill needed to locate, synthesize, and use information from workplace graphics.**



# Reading for Information

Employees need to be able to understand written text to do a job.

The Reading for Information assessment **measures the skill people use when they read and use written text such as memos, letters, directions, signs, notices, bulletins, policies, and regulations on the job.**



# Foundational Assessments

## Applied Mathematics

Score of 3-7 possible

33 items

## Locating Information

Score of 3-6 possible

38 items

## Reading for Information

Score of 3-7 possible

33 items



The background is white and decorated with various colorful circles and dashed lines. In the top left, there is a large orange circle with a dashed red outline, partially overlapping a yellow circle. Below the yellow circle is a small pink circle. In the top right, there is a green circle with a white center, a small yellow circle, and a lime green circle with a dashed yellow outline. In the bottom left, there is a green circle with a dashed green outline, a small cyan circle, and a large lime green circle. In the bottom right, there is a large cyan circle with a white center, a small cyan circle with a dashed cyan outline, and a small yellow circle. The text is centered in the middle of the page.

Your “Official Skill  
Report” was sent home  
last May.

*Note: Some links in that information  
may no longer work due to the  
redesign of ACT WorkKeys website.*

**ACT WorkKeys<sup>®</sup>**  
**Memo to Examinee**

Report for:  
Test Site:

Test Date: 03/2016  
Report Date: 04/06/2016

Your WorkKeys skill report can help you understand how you did on the test(s), and how you can do better. This report tells you about your skills and gives information on how you can further develop them.

**Applied Mathematics** (Levels range from 3 to 7) Level: 7 Scale Score: 87

You scored at Level 7. People achieving this level can set up and solve complex problems requiring extensive calculations and several conversions between systems of measurement. They can calculate percent change, set up and manipulate complex ratios and proportions, determine multiple areas or volumes of two- and three-dimensional shapes, determine the most cost effective (best economic value) of several alternatives, and locate errors in multiple-step calculations.

Your Applied Mathematics skills are at least as high as this test measures. Congratulations on your fine performance! We encourage you to use and expand upon your considerable skills in this area by learning additional mathematical procedures and by seeking out and solving a variety of challenging mathematical problems.

**Locating Information** (Levels range from 3 to 6) Level: 5 Scale Score: 80

You scored at Level 5. People achieving this level can use one or more complicated workplace graphics, such as complex forms and tables, multivariable graphs, maps, and diagrams to compare trends and main points, and/or summarize information. To improve your skills:

- read a variety of complex workplace graphics such as very complicated tables and forms, and very detailed maps, blueprints, and diagrams, as well as charts and graphs that are difficult to understand and unfamiliar to you.
- make decisions, draw conclusions, and apply information to new situations using several related graphics.

# 3

How can my score help me in my Academic and Career Planning?



# Compare your Scores to a Career of Interest

[http://profiles.keytrain.com/profile\\_search/](http://profiles.keytrain.com/profile_search/)

Link also available through SDNB in career cruising

## Key Questions:

- How do my scores compare to those needed to demonstrate the 'foundational workplace' skills for a career of interest?
- If I have not yet demonstrated those skills, what learning experiences in my secondary and/or post-secondary ACP will help me develop them?
- Should I update my current plan to include those learning experiences?

Example: Lexi wants to be a Physical Therapist

She received a: 3 for applied math, 6 for Reading for Information, 5 for Locating Information

On the Jobs by Skills link, here are the suggested skill requirement scores for a Physical Therapist.

What may Lexi want to continue to study to prepare her for that career?



## ACT WorkKeys Skill Profile





Skill Area	Median Skill Level	Minimum Skill Level	Maximum Skill Level
Applied Mathematics	4	3	5
Reading for Information	4	3	5
Locating Information	4	3	5

The background is white and decorated with various colored circles and dashed lines. In the top left, there is a large orange circle with a dashed red outline, overlapping a yellow circle. Below the yellow circle is a small pink circle. In the top right, there is a green circle with a white dot in the center, a small orange circle, and a yellow circle with a dashed green outline. In the bottom left, there is a green circle with a dashed green outline, a large yellow circle, and a small cyan circle. In the bottom right, there is a large cyan circle with a white dot in the center, and a cyan circle with a dashed blue outline. A large, faint dashed blue circle is centered behind the number 4.

4

Do my current ACT  
WorkKeys Scores  
Qualify for an NCRC?



<b>Certificates</b>	 <p><b>Level 3</b> score on all assessments earns Bronze certificate</p>	 <p><b>Level 4</b> score on all assessments earns Silver certificate</p>	 <p><b>Level 5</b> score on all assessments earns Gold Certificate</p>	 <p><b>Level 6</b> score on all assessments earns Platinum certificate</p>
<b>Skill levels</b> show ability	For <b>35%</b> of jobs*	For <b>65%</b> of jobs*	For <b>90%</b> of jobs*	For <b>99%</b> of jobs*
<b>Sample occupation</b> correlations	Auto Body Repair Veterinary Assistant Janitorial Supervisor Drywall Installer Pharmacy Aid	Administrative Manager Head Cook Medical Assistant Engineering Tech Machinist	School Counselor Pharmacy Tech Semi-Conductor Processor Business Executive Electrician	Accountant Technical Writer Sales Manager Registered Nurse Manager Elevator Installer

*\*Approximate percentage based on jobs in the Workkeys® occupational profile database.*

# Higher Skills = Higher Pay

## National Career Readiness Certificate Levels and Sample Median Annual Salaries (U.S.)

	Gold Occupations	Silver Occupations	Bronze Occupations
Healthcare:	Registered Nurse \$54,670	Dental Assistant \$29,520	Home Health Aide \$18,800
Manufacturing:	Mech. Engineer \$67,590	Machinist \$34,350	Production Worker \$23,630
Information Technology:	Software Engineer \$77,090	Computer Operator \$32,070	Data Entry Keyer \$24,690
Hospitality:	Lodging Manager \$40,610	Chef / Head Cook \$34,370	Waiter / Waitress \$14,850

Sources: Bureau of Labor Statistics ACT data



Indicates a value for WorkKeys to potential employers and applicants.

<http://www.wisconsinjobcenter.org/ncrc/employer/>

Certain postings will indicate that the NCRC will be used as part of their hiring decision.

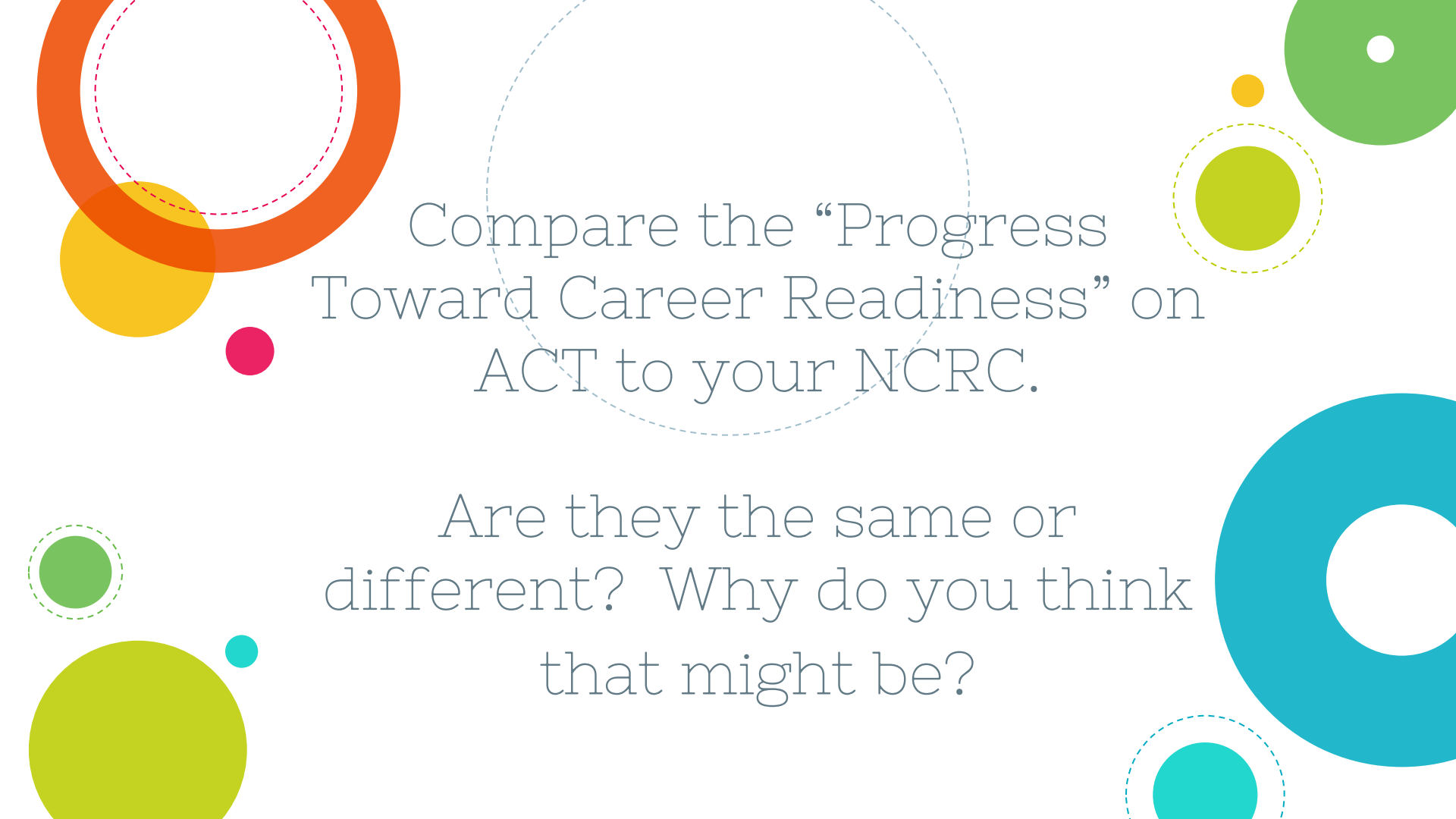


Jobs listed by employers who support the WorkKeys Assessment System and the National Career Readiness Certificate.

## SDNB ACT WorkKeys Results Exceed National and State Benchmarks

NCRC Earned	SDNB 2016	SDNB 2015	SDNB 2014	Wisconsin Benchmark	National Benchmark*
Platinum	2%	2%	1%	0%	1%
Gold	48%	46%	25%	29%	20%
Silver	39%	46%	57%	49%	47%
Bronze	6%	4%	13%	14%	21%
None	5%	2%	4%	8%	11%

\* Source: ACT's Career Readiness in the United States Report, 2015 - pg. 8

The background is white and decorated with various colored circles and dashed lines. In the top left, there is a large orange circle with a dashed red outline, partially overlapping a yellow circle. Below the yellow circle is a small pink circle. In the top right, there is a green circle with a white dot in the center, a small orange circle, and a yellow circle with a dashed green outline. In the bottom left, there is a green circle with a dashed green outline, a small cyan circle, and a large yellow circle. In the bottom right, there is a large cyan circle with a white dot in the center, and a small cyan circle with a dashed blue outline. A large, faint dashed blue circle is centered behind the text.

Compare the “Progress  
Toward Career Readiness” on  
ACT to your NCRC.

Are they the same or  
different? Why do you think  
that might be?

The background is white and decorated with several colorful geometric shapes. In the top left, there is a large orange ring with a dashed red inner circle, overlapping a solid yellow circle. Below the yellow circle is a small solid pink circle. In the top right, there is a green circle with a white center, a small solid orange circle, and a yellow circle with a dashed green border. In the bottom left, there is a green circle with a dashed green border, a large solid yellow circle, and a small solid teal circle. In the bottom right, there is a large teal ring and a teal circle with a dashed teal border. A large, faint dashed blue circle is centered behind the text.

Assessments are a POINT IN TIME  
picture of your current skills.

ACT WorkKeys was originally designed for  
job seekers (not high school juniors).

You have the ability to CONTINUE to  
increase your skills in your senior year, and  
throughout your post-secondary learning  
experiences.

The background is white and decorated with various colorful circles and dashed lines. In the top left, there is a large orange circle with a dashed red outline, partially overlapping a yellow circle. In the top right, there is a green circle with a white center, a small orange circle, and a yellow circle with a dashed green outline. In the bottom left, there is a green circle with a dashed green outline, a large yellow circle, and a small cyan circle. In the bottom right, there is a large cyan circle with a white center, a small cyan circle with a dashed blue outline, and a small cyan circle. A large, faint dashed blue circle is centered behind the text.

# 5

● If I earned an NCRC,  
how can I share it with  
others?

# Sharing your achievement

1. **Include your NCRC achievement on your resume, college application, and/or future job application.**
2. **Share your certificate with others electronically upon request.**

Access the MyWorkKeys.com account that was created for you using the credentials on the letter that was provided to you today. <https://myworkkeys.act.org/mwk/login.do?event=go>

Refer to the online user guide for more information:

[http://www.act.org/content/dam/act/unsecured/documents/NCRC\\_PreCreatedAccount.pdf](http://www.act.org/content/dam/act/unsecured/documents/NCRC_PreCreatedAccount.pdf)



The background is white and decorated with various colorful circles and dashed lines. In the top left, there is a large orange circle with a dashed red outline, overlapping a yellow circle. Below the yellow circle is a small pink circle. In the bottom left, there is a large green circle with a dashed green outline, overlapping a yellow circle. In the top right, there is a green circle with a white dot in the center, overlapping a yellow circle. In the bottom right, there is a large blue circle with a white dot in the center, overlapping a yellow circle. A large, faint dashed blue circle is centered behind the text.

# 6

If I did not earn an  
NCRC or want to  
improve my score,  
what do I do next?

# How Can I Improve My Skills?

- Apply yourself in all learning experiences.
- Identify the areas you need to improve on and seek out learning experiences that will help you develop/practice desired skills.
- Leverage the resources on the WorkKeys site:  
<http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-workkeys/act-workkeys-individual.html>

# How can I retake the WorkKeys?

Some employers will administer the WorkKeys assessment for job seekers.

Otherwise, you can search the WorkKeys testing centers using this site:

<http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-workkeys/act-workkeys-test-sites.html>

# Reminder!



Keep your skill summary reports and  
certificates for future use

Thanks!



**Any questions?**  
**Contact your counselor!**



## Credits

Special thanks to all the people who made and released these awesome resources for free:

- © Presentation template by [SlidesCarnival](#)
- © Photographs by [Unsplash](#)