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# WorkKeys NCRC



**WORKFORCE CENTERS**

of South Central Kansas

**KANSASWORKS.COM**

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# What is WorkKeys NCRC

Unlike many inventories that measure your interests, WorkKeys assessments measure **Foundational SKILLS** required for success in the workplace.

## WorkKeys are:

**RELEVANT:** Developed to solve actual workplace problems relevant to any occupation, at any level, and across industries

**RECOGNIZED:** If you score a 3 or higher on each assessment you can earn an ACT National Career Readiness Certificate (NCRC) -- a credential that verifies the skills found to be most essential across industries and occupations

# Assessments

**Applied Math:** measures critical thinking, mathematical reasoning, and problem-solving techniques

**Graphic Literacy:** measures the skills needed to locate, synthesize, and use information from workplace graphics such as charts, graphs, diagrams, and floor plans

**Workplace Documents:** measures the skills used to read and use written text such as memos, letters, directions, signs, notices, bulletins, policies and regulations on the job

# Version 1.0 vs. Version 2.0 Assessments

- Version 1.0
  - Applied Mathematics
  - Locating Information
  - Reading for Information
- Version 2.0
  - Applied Math
  - Graphic Literacy
  - Workplace Documents
- Version 1.0 is no longer being administered
- ***Versions do not blend***
- ***Certificates do not expire***
  - It is up to the employer if they will accept the older version
- ***Tests are timed & proctored***

# NCRC Levels

To earn a Certificate, a score is required on all 3 assessments:

The Certificate/Level given is based on the lowest score earned:

3: Bronze

4: Silver

5: Gold

6/7: Platinum

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**ACT WorkKeys** Skill Report *Platinum Certificate*

Examinee: [REDACTED]      Examinee ID\*: [REDACTED]  
 Realm: Wichita WFC      Report Date: Mar 9, 2021

Manifest Name	Test Date	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	03/06/2021	7	<3 - 7	88	85 - 90
WorkKeys Workplace Documents	03/05/2021	6	<3 - 7	84	85 - 90
WorkKeys Graphic Literacy	03/06/2021	7	<3 - 7	87	85 - 90

**WHAT YOUR SCORES MEAN**

**WorkKeys Applied Math:**  
 You scored at Level 7. People who score at Level 7 have demonstrated all of the Levels 3, 4, 5, and 6 skills. They also have demonstrated the following skills:

- Solve problems that include ratios, rates, or proportions where at least one of the quantities is a fraction.
- Identify the reason for a mistake.
- Convert between units of measurement using fractions, mixed numbers, decimals, and percentages.
- Calculate volumes of spheres, cylinders, or cones.
- Calculate the volume when it may be necessary to rearrange the formula, convert units of measurement in calculations, or use the result in further calculations.
- Set up and manipulate ratios, rates, or proportions where at least one of the quantities is a fraction.
- Determine the better economic value of several alternatives by using graphics, or determining the percentage difference, or by determining unit cost.
- Apply basic statistical concepts; for example, calculate the weighted mean, interpret measures of central tendency, or interpret measure of spread and tolerance.

**WorkKeys Workplace Documents:**  
 You scored at Level 6. People who score at Level 6 have demonstrated all of the Levels 3, 4, and 5 skills. They also have the skill to read and comprehend longer workplace documents written in lengthy, complex sentences that use advanced vocabulary including unfamiliar words, jargon, and acronyms where the meaning is often implied. In reading these documents, they are able to:

- Infer implied details
- Infer the meaning of an acronym, jargon, or technical term from context
- Apply information/instructions to a situation not directly described in the document or to a completely new situation
- 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

**WorkKeys Graphic Literacy:**  
 You scored at Level 7. People who score at Level 7 have demonstrated all of the Levels 3, 4, 5, and 6 skills. They also have demonstrated, using graphics designed at the highly complex level, the following skills:

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# Summary Skill Report

- Customer's Name as it will appear on Certificate
- Examinee ID (KW PID)
  - This is NOT the Certificate ID
- Columns
  - Possible Range of Scale Score
  - Scale Score
  - Possible Range of Level Score
  - Level Score
  - Test Date
- Paragraphs explain what the Level Scores indicate about the knowledge exhibited on each assessment

# MyWorkKeys.com

## CONGRATULATIONS!

— You've completed your WorkKeys assessment! —

TO PRINT YOUR CERTIFICATE

To print your certificate, you will use your MyWorkKeys.com account.

10-12 days after completing your assessment, you will receive an email from [workkeys@act.org](mailto:workkeys@act.org). Once you log in and set up an account in MyWorkKeys.com, you can view and print your certificate and share your ACT WorkKeys NCRC® with potential employers. If you would like an employer to be able to verify your certificate online, you must choose "share with the public."

If you are unable to access your account, contact ACT Customer Care at (800) 967-5539. Step by step guides for accessing your account are also available at MyWorkKeys.com.

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- Customer receives the Summary Skill Report at the time of testing
- Proctor writes Certificate Level on the Summary
- In 10-14 Business Days the Customer gets an email with Temporary Password
- Log into account
- Verifies Identity based on Personal Information given at the time of testing
- Can view/print Certificate from any computer with access to the Internet & a printer
- **TO CALL A.C.T. 1-800-967-5539**

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ACT certifies that  
**Suzi Sunshine**

has earned the ACT WorkKeys National Career Readiness Certificate™ at the **Gold** level.



*Laura Kelly*

Laura Kelly  
Governor, State of Kansas

Registered Certificate  
Issue Date: 3/13/19      555555555

The ACT WorkKeys National Career Readiness Certificate™ (ACT WorkKeys NCRC) is an assessment-based credential of widely applicable foundational employability skills. Individuals demonstrate skill mastery through their assessment scores. When individual skills are aligned to the skills needed for a job, workers tend to learn job-related tasks more quickly, benefit from on-the-job training, and obtain new knowledge and skills.

The certificate holder has earned a Gold ACT WorkKeys NCRC. The certificate holder's Level Score on each individual assessment is provided below. The type of skills measured by each assessment are described at right.

ACT WorkKeys Applied Math  
ACT WorkKeys Graphic Literacy  
ACT WorkKeys Workplace Documents



**ACT WorkKeys Applied Math**  
Level Score 6

You scored at Level 6. People who score at Level 6 have demonstrated all of the Levels 3, 4, and 5 skills. They also have demonstrated the following skills to:

- Use fractions with unlike denominators and calculate reverse percentages
- Convert units within or between systems of measurement (e.g., time, measurement, and quantity) where multiple-step conversions are required and the formulas are provided, such as converting from kilometers to meters to feet
- Identify why a mistake occurred in a solution
- Find the best deal from a group of solutions and then use the result for another calculation
- Find the area of basic shapes when it may be necessary to rearrange a formula, convert units of measurement in the calculations, or use the result in further calculations
- Calculate the volume of rectangular solids (e.g., cubes)
- Calculate rates, production rates, rate by time (such as, production rate is 50 cups produced per hour, how many will be produced in an 8-hour shift)
- Identify the correct equation for solving a problem

To find the Applied Math Levels 3, 4, and 5 skills, please refer to the ACT WorkKeys website at [www.act.org/workkeys](http://www.act.org/workkeys).

**ACT WorkKeys Graphic Literacy**  
Level Score 5

You scored at Level 5. People who score at Level 5 have demonstrated all of the Levels 3 and 4 skills. They also have demonstrated, using graphics designed at the high-moderate level, the skill to:

- Locate information in a graphic using information found in another 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

Additionally, using graphics designed at the low-moderate level, they have demonstrated the following skills:

- Compare two or more trends/patterns/relationships
- Interpret a trend/pattern/relationship
- Make a reasonable inference or decision based on one graphic finding information in another graphic
- Justify a decision or inference based on information
- Identify the most effective graphic given a defined purpose
- Justify the most effective graphic given a defined purpose

To find the Graphic Literacy Levels 3 and 4 skills, please refer to the ACT WorkKeys website at [www.act.org/workkeys](http://www.act.org/workkeys).

**ACT WorkKeys Workplace Documents**  
Level Score 6

You scored at Level 6. People who score at Level 6 have demonstrated all of the Levels 3, 4, and 5 skills. They also have the skill to read and comprehend longer workplace documents written in lengthy, complex sentences that use advanced vocabulary (including unfamiliar words, jargon, and acronyms where the meaning is often implied). In reading these documents, they are able to:

- Infer implied details
- Infer the meaning of an acronym, jargon, or technical term from context
- Apply information/instructions to a situation not directly described in the document or to a completely new situation
- 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

To find the Workplace Documents Levels 3, 4, and 5 skills, please refer to the ACT WorkKeys website at [www.act.org/workkeys](http://www.act.org/workkeys).

Share Your ACT WorkKeys NCRC with Employers  
Each certificate is registered in the ACT WorkKeys National Career Readiness Certificate database. To access your certificate, go to [www.myworkkeys.com](http://www.myworkkeys.com) and login to, or create a new MyWorkKeys account. If you take action to share your certificate it may be verified at [www.act.org/certificateverify.html](http://www.act.org/certificateverify.html). Include information about your achievement on the ACT WorkKeys NCRC on your resume or job applications and invite employers to verify its authenticity.

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

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# Benefits to Students/Job Seekers

- Prove their skills to employers
- Distinguish themselves from other job candidates
- Connect with jobs that fit their skills and interests
- Enhance their Diploma and Degree
- Determine skill gaps

# What Employers Want?

- Consistently identify the **right applicants** that can do the job!
- Increase **new-hire success** rate
- Shorten on-the-job **training time**
- Reduce employee **turnover**
- Decrease production **costs**

# Companies “in the network”

- Owens Corning
  - Clorox
  - KU Medical Center
  - KCP & L
  - Harley Davidson
  - Dow Chemical
  - Metal-Fab
  - Northrop Grumman
  - Cessna
  - Spirit AeroSystems
  - Crossland Construction
  - Pitt Plastics
  - Great Bend Industries
  - HollyFrontier
  - Johns Manville
  - Nex-Tech Aerospace
  - Berry Plastics
  - USD 259
  - Textron
- Some Registered Apprenticeships

# Who is responsible for costs?

## ➤ Workforce Center

- Job seekers *(16 or older)*
- Marketing and communication

## ➤ Educational Partners

- Administer tests to students
  - Depending on Institution, there may be a Student Cost Share

# WorkKeys Curriculum

- Workforce Center can get you enrolled in the Preparation Curriculum e-learning system.



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# Questions?

**suzi.lenker@ks.gov**

Equal Opportunity Employer/Program - Auxiliary aids and services are available upon request to individuals with disabilities. Any individual with a disability may request accommodations by contacting the Disability Resource Coordinator at the Workforce Centers, 316-771-6800, TDD: 711 or 1-800-766-3777, (admin@workforce-ks.com). Requests should be made at least five (5) working days in advance of the event.

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