



***ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT***

Alaska's Work Ready/College Ready Program

WorkKeys® . . .

1

Job Profiling

**Determines the
level of skill
necessary to
succeed in a job**

2

Skill Assessment

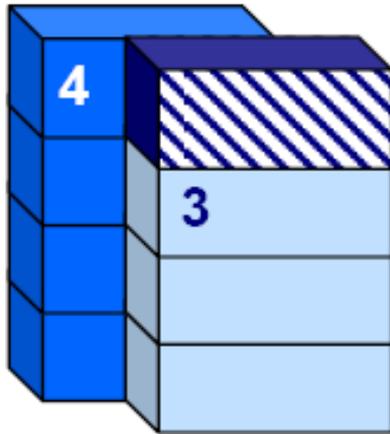
**Measures an
individual's
skill level**

3

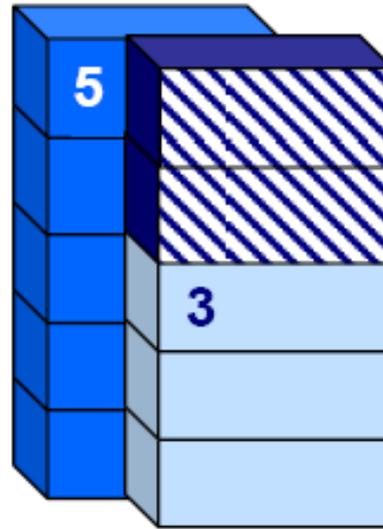
Gap Analysis

**Skills needed
compared to current
skills.**

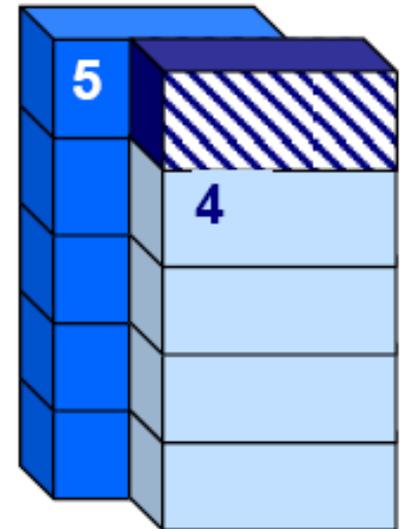
Job Profiling, Skill Assessment, and Gap Analysis



**Applied
Math**



**Reading for
Information**



**Locating
Information**

**Assess job requirements – Assess individual skills -
Train to fill the gaps**

 = required skill levels

 = current skill levels

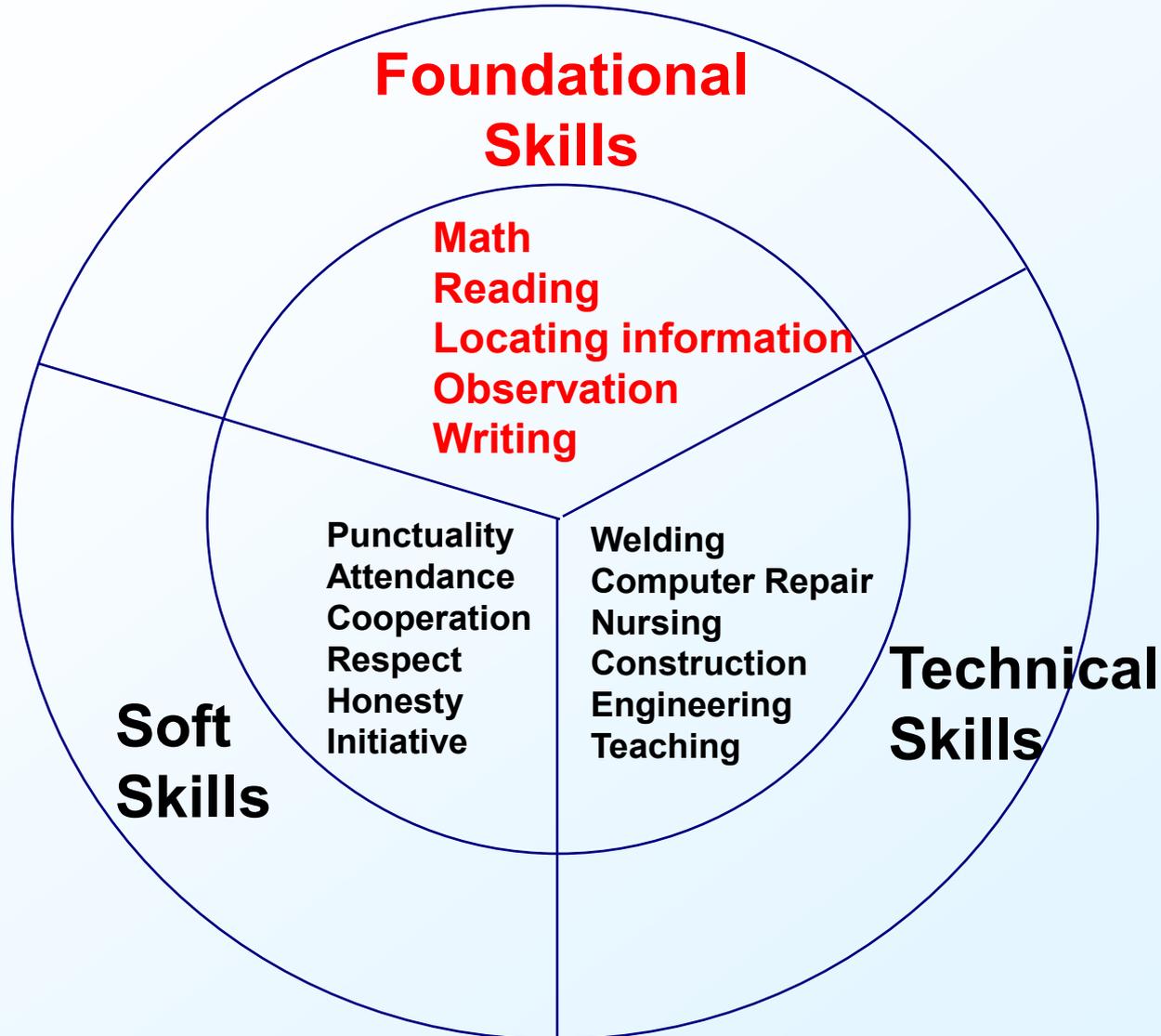
 = skill gaps 3

Work Ready and College Ready: The Same or Different?

- WorkKeys® scores at Level 5 correspond to ACT Benchmark scores from 20-23 in both reading and mathematics
- college readiness expectations and workforce training readiness expectations are comparable

WorkKeys Test	WorkKeys Readiness Level	Comparable ACT Score Range and College Readiness Benchmarks
Reading for Information	5	19-23 Benchmark = 21
Applied Mathematics	5	18-21 Benchmark = 22

Work Ready/College Ready Skills



How Did it Start in Alaska?

- Former EED Commissioner Roger Sampson—education & business should speak same language
- DOLWD Commissioner Bishop—good for workforce development
- Both Commissioners agreed:
 - useful for students and adults
 - need buy-in from education, business, and training providers, including post-secondary, apprenticeship, etc.
 - should be “incentivized”



WIN for WorkKeys®

- Designed specifically to match ACT WorkKeys® “Targets for Instruction”; approved by ACT
 - Web-based, CD, or hard copy
 - Managed electronically
 - Individualized, self-paced
 - Provides pre-tests, instruction, & post-tests
 - Covers all WorkKeys® areas and levels
 - Includes soft skill training component
 - Lessons presented in work-related, applied context
 - Management system for teachers or administrators
- * ***WIN = Worldwide Interactive Network (www.w-win.com)***

Career Readiness Certificate (CRC)

- Portable credential based on WorkKeys® system
- Clearly indicates work skill levels needed for majority of jobs
- Documents that an individual has basic workplace skills
- Based on objective, certifiable, valid, & reliable assessment results in three skill areas: 1) Applied Mathematics 2) Reading for Information and 3) Locating Information
- Meaningful to employers, job seekers, students, schools
- Statewide and national portability

ALASKA WorkReady!

Gold Certificate

This certifies that on the 30th day of September, 2006

John Q. Public

was awarded this certificate for meeting or exceeding level five of the WorkKeys® Assessment skill levels and possesses core skills for approximately 90 percent of the jobs profiled by WorkKeys®.

PARTICIPANT SKILL LEVEL

Applied Mathematics
Level 5

Reading for Information
Level 5

Locating Information
Level 6

**Alaska
State
Seal**



National
Career Readiness
Certificate™

Sarah Palin, Governor

Certificate #0106-1234

**Bronze Level Certificate
Level 3**

Bronze level recipients possess core skills for approximately 30 percent of the jobs profiled by WorkKeys® and should be able to perform the skills listed below.

READING FOR INFORMATION

- Identify main ideas and clearly stated details
- Choose the correct meaning of a word that is clearly defined in the reading
- Choose the correct meaning of common, everyday workplace words
- Choose when to perform each step in a short series of steps
- Apply instructions to a situation that is the same as the one in the reading materials

APPLIED MATHEMATICS

- Solve problems that require a single type of mathematics operation (addition, subtraction, multiplication, and division) using whole numbers
- Add or subtract negative numbers
- Change numbers from one form to another using whole numbers, fractions, decimals, or percentages
- Convert simple money and time units (e.g., hours to minutes)

LOCATING INFORMATION

- Find one or two pieces of information in a graphic
- Fill in one or two pieces of information that are missing from a graphic

**Silver Level Certificate
Level 4**

Silver level recipients possess core skills for approximately 70 percent of the jobs profiled by WorkKeys® and should be able to perform the skills listed below as well as skills in the bronze level.

READING FOR INFORMATION

- Identify important details that may not be clearly stated
- Use the reading material to figure out the meaning of words that are not defined
- Apply instructions with several steps to a situation that is the same as the situation in the reading materials
- Choose what to do when changing conditions call for a different action (follow directions that include "if-then" statements)

APPLIED MATHEMATICS

- Solve problems that require one or two operations
- Multiply negative numbers
- Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals
- Add commonly known fractions, decimals, or percentages (e.g., 1/2, .75, 25%)
- Add up to three fractions that share a common denominator
- Multiply a mixed number by a whole number or decimal
- Put the information in the right order before performing calculations

LOCATING INFORMATION

- Find several pieces of information in one or two graphics
- Understand how graphics are related to each other
- Summarize information from one or two straightforward graphics
- Identify trends shown in one or two straightforward graphics
- Compare information and trends shown in one or two straightforward graphics

**Gold Level Certificate
Level 5**

Gold level recipients possess core skills for approximately 90 percent of the jobs profiled by WorkKeys® and should be able to perform the skills listed below as well as skills in the bronze and silver levels.

READING FOR INFORMATION

- Figure out the correct meaning of a word based on how the word is used
- Identify the correct meaning of an acronym that is defined in the document
- Identify the paraphrased definition of a technical term or jargon that is defined in the document
- Apply technical terms and jargon and relate them to stated situations
- Apply straightforward instructions to a new situation that is similar to the one described in the material
- Apply complex instructions that include conditionals to situations described in the materials

APPLIED MATHEMATICS

- Decide what information, calculations, or unit conversions to use to solve the problem
- Look up a formula and perform single-step conversions within or between systems of measurement
- Calculate using mixed units (e.g., 3.5 hours and 4 hours 30 minutes)
- Divide negative numbers
- Find the best deal using one- and two-step calculations and then comparing results
- Calculate perimeters and areas of basic shapes (rectangles and circles)
- Calculate percent discounts or markups

LOCATING INFORMATION

- Sort through distracting information
- Summarize information from one or more detailed graphics
- Identify trends shown in one or more detailed or complicated graphics
- Compare information and trends from one or more complicated graphics

TESTING SITE

Location Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

WorkKeys® is a reliable and nationally validated system evaluating and analyzing workplace skills. Thousands of jobs have been profiled to identify skill levels necessary to perform each job. Skills measured by WorkKeys® are transferable skills – skills necessary for most jobs.

Maximum scores of 6 for *Locating Information* and 7 for *Applied Mathematics* and *Reading for Information* are possible. While a Gold Certificate is the highest level recognized, individuals scoring above 5 may be qualified for an even higher percentage of jobs.

For more information about the Alaska WorkReady Certificate, please contact first.last@ak.gov or phone 907-465-0000.

Proposed Education Regulations

1. 6th and 8th grade - “benchmark” assessment

- pre-test, which is part of WIN
- quick, informal, computer adaptive

6th through 12th grade – instructional software available to improve work-ready/college-ready skills and gain career information and motivation

2. 11th grade - WorkKeys® assessments

- Applied Math, Reading for Information, Locating Information

Seniors – chance to leave high school with two credentials

- **High School Diploma or Certificate of Achievement**
- **Career Readiness Certificate**

Where are we?

- State has signed contract with WIN:
 - 5-year site licenses for all schools and selected DOL sites
 - Training for district and DOL staff
 - Marketing materials
 - Website portal
 - WIN Strategic Compass Labor Market Information Software
- All districts were invited to send 2 staff for training on WIN
- DOL staff invited to training on WIN
- Training dates set for October; participants will be notified of details
- Districts will be able to batch-upload student lists into WIN management system—details to follow
- When will WorkKeys® be available?
 - Later this school year
 - State working on contract with ACT
 - ACT will work with districts to set up test sites and train proctors
- What is the cost to districts or students?



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

Work Ready/College Ready

Questions?

Marcia Olson

marcia.olson@alaska.gov