



**A Report to the
Alaska Workforce Investment Board
October 28, 2008**

Alaska Career Ready Program Goals

Provide to students and adults:

- 1. Career information--foundational skills required for various careers**
- 2. Assessments to measure their skill levels**
- 3. Instruction to enhance those skills**
- 4. Opportunity to document their skills by earning a “Career Readiness Certificate”**



The

WorkKeys®

System



Department of Education Regulations

Effective School Year 2009-2010

1. 6th & 8th graders—3 placement tests

- Applied Math
- Reading for Information
- Locating Information
- Quick, informal, need not be proctored



2. 11th graders—3 assessments

- Applied Math
- Reading for Information
- Locating Information
- Proctored, secure, nationally standardized tests





Teaching & Career Guidance Resources

- [WorkKeys® Targets for Instruction](#)
- [ACT's WorkKeys® Website Resources](#)
- [Alaska Career Ready Website](#)
- [WIN Courseware](#) lessons for all WorkKeys skills + Work Habits + Contextual Modules
- WorkKeys Occupational Profiles

Job Title	Applied Mathematics	Locating Information	Reading for Information
Accountants	6	5	5

- Alaska Career Information System
<http://www.akcis.org>

Pilot Districts

2008-2009

1. Fairbanks
2. Galena
3. Juneau
4. Kodiak
5. Mat-Su
6. Valdez

2007-2008

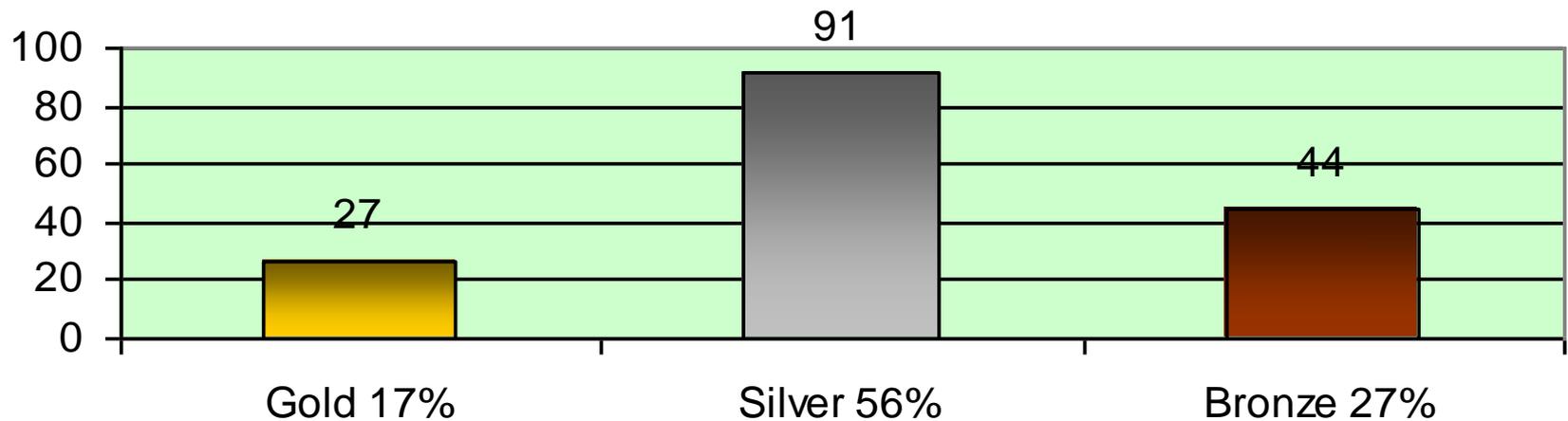
1. Kenai
2. Mt. Edgecumbe
3. Sitka
4. Anchorage
5. Lower Kuskokwim
6. Delta-Greely

Number of Pilot Participants Spring 2008

- Staff trained – 100
- 6th and 8th Grade Participants – 575
- 11th Grade Participants – 273
- CRCs Earned – 162
 - 27 Gold
 - 91 Silver
 - 44 Bronze

CRCs Earned in Pilot Districts Spring 2008

**Career Readiness Certificates Earned
by Alaska High School Juniors**



February 1, 2008 through June 30, 2008

The Alaska NCRC – Powered by WorkKeys®



NATIONAL CAREER READINESS CERTIFICATE™

The State of **Alaska** awards a

GOLD

National Career Readiness Certificate to

Joseph P. Sample

In recognition of verified skills in Applied Mathematics,
Locating Information, and Reading for Information

ALASKA
CAREER  READY

Certificate #J102E3SAMPLE
Issue Date 6/30/08

ACT®

ALASKA
CAREER  READY

WorkKeys® Skills for the NCRC



NATIONAL CAREER READINESS CERTIFICATE™

The WorkKeys® system permits a direct comparison of the level of skills needed to perform a job with the level of skills an individual currently demonstrates. The WorkKeys-powered Career Readiness Certificate shows that an individual has achieved a level of performance across a range of skills which, in combination, establish the person's readiness to enter a percentage of the jobs available as documented by the thousands of jobs in the ACT occupational profile database. The individual named on the face of this certificate has demonstrated the following proficiencies.

Applied Mathematics

Solve straightforward, basic problems requiring math operations; describe situations that require interchange of fractions, decimals, and percents to make sense; and manipulate simple money and time units to provide services or information.

Put information in the right order to solve problems requiring one- or two-step math operations; and use averages, ratios, proportions, rates, and fractions to describe situations and report information.

Perform several steps of logic and calculations; decide how to solve a problem; look up and use the correct formula; identify a best deal; calculate percent discounts and markups; and solve two-dimensional geometric problems to describe and analyze work situations.

Locating Information

Find or fill in basic information in a simple bar graph, table, or pie chart to comprehend work-related issues and problems.

Find several pieces of information in straightforward charts, tables, and diagrams; summarize information; and identify trends in order to comprehend and analyze work-related issues and problems.

Sort through distracting information to identify and compare trends in detailed tables, maps, instrument gauges, graphs, and blueprints in order to analyze and interpret work situations.

Reading for Information

Read and understand concise work-related documents, such as memos and announcements, in order to follow instructions and apply basic rules and information to workplace situations.

Read and understand work-related documents, such as procedures, policies, and notices, in order to follow instructions and apply important details and conditional information to workplace situations.

Read and understand work-related documents, such as technical manuals, in order to use the context to comprehend unfamiliar terms and jargon and to apply complex instructions to new workplace situations.

This credential is registered with ACT in the National Career Readiness database and may be verified at www.MyWorkKeys.com.

If you have questions, call 1-800-WORKKEY.

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12009



Career Readiness Certificates Nationwide



Certificate	WorkKeys Scores
Gold	5s and above
Silver	4s and above
Bronze	3s and above

*Over 355,000 CRCs issued.
(as of August 29, 2008)*

- Alabama
- Alaska
- Colorado
- Florida
- Georgia
- Iowa
- Indiana
- Kentucky
- Louisiana
- Michigan
- Mississippi
- Missouri
- New Mexico
- New York
- North Carolina
- Ohio
- Oklahoma
- Pennsylvania
- South Carolina
- Tennessee
- Utah
- Virginia
- Washington
- West Virginia
- Wyoming

Common Language

Business

*Students & Job
Seekers*

Education



**WorkKeys® and the Career Readiness Certificate:
the common language between business and education.**



Alaska Career Ready Program

**Key Train® and the Profiling System
Presentation of the AWIB**

October 28, 2008

Fairbanks, Alaska



KEY TRAIN COURSES

[Reading for Information](#) - The ability to understand information in common workplace documents such as letters, memos, procedures and instructions.

[Applied Mathematics](#) - The ability to use mathematics in solving common workplace situations.

[Locating Information](#) - The ability to understand and extract information from graphics such as charts and tables.

[Applied Technology](#) - Problem-solving skills associated with different types of modern equipment.

[Writing](#) - The ability to write in proper, concise and appropriate form.

[Business Writing](#) - The ability to write a clear and concise original persuasive document.

[Listening](#) - The ability to accurately capture factual information from audio passages.

[Observation](#) - The ability to see, comprehend, remember, and utilize information and procedures.

[Teamwork](#) - The ability to identify responses to group situations which support business and team goals.

[Beginning Skills](#) - A series of courses covering lower-level skills below the WorkKeys skill levels.

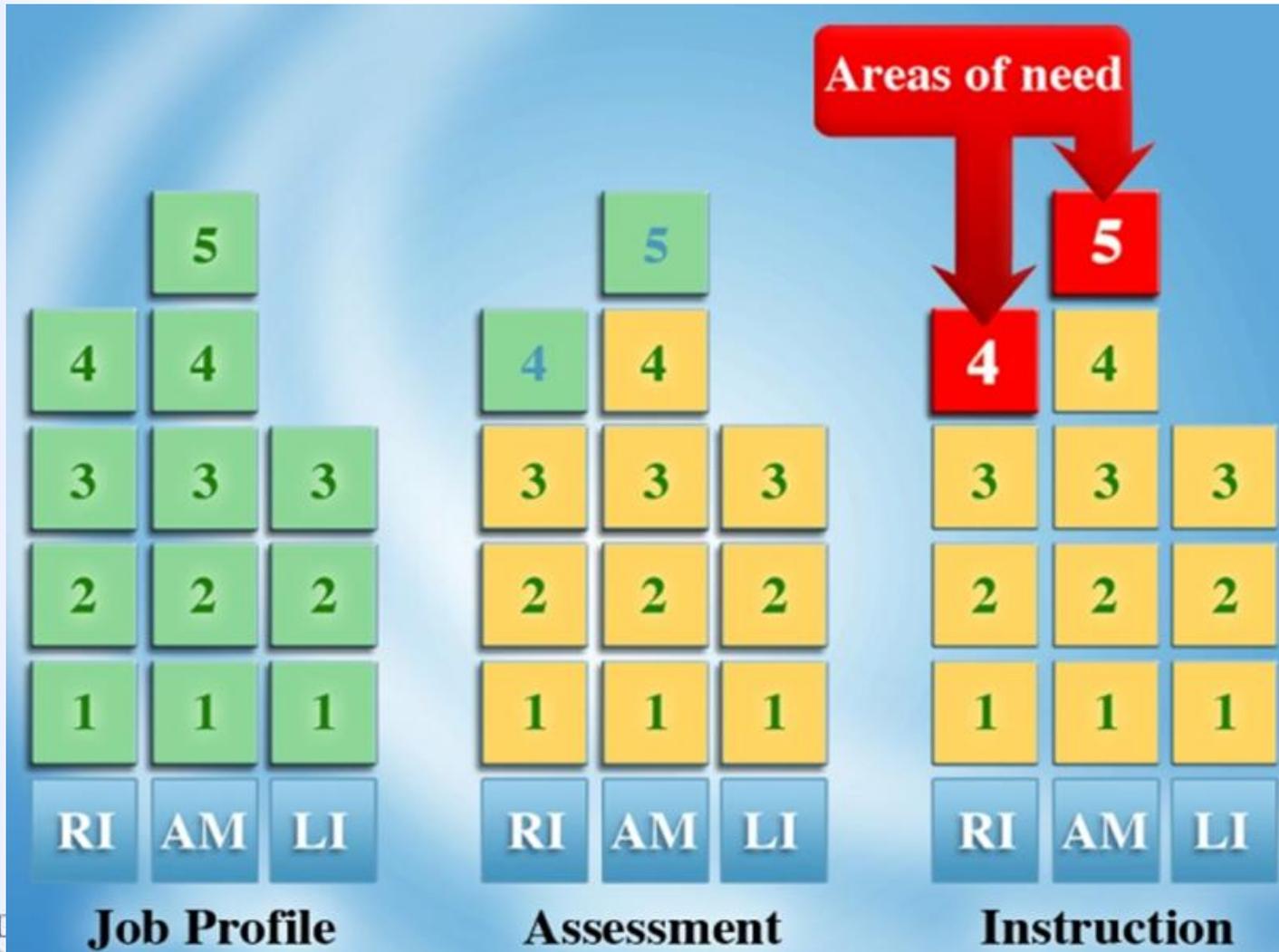
KeyTrain Unique Features

- **Instructional Design**
 - Natural Voice Sound Track
 - Contextualized Feedback
- **Staff Experience**
 - More than 120 years combined WorkKeys experience
 - Previous ACT executives, some of the earliest pioneers
- **Easy to use**
 - User friendly yet powerful management system
 - Consistent, easy navigation: focus on learning, not software
 - Quick Guide available
- **RESULTS**
 - Our success = our clients' success
 - Features and processes that focus on learning
- **Customer Service**
 - 24/7 for the last 11 years
 - Our philosophy

Job Profiling and the WorkKeys® System



Job Profiling, Skill Assessment, and Gap Analysis for Instruction



WorkKeys® Job Profiling Benefits...

- Supports hiring, promotion and training decisions
 - Finding and keeping the right workers
 - Pinpointing employee skills
 - Helping individuals achieve career goals
 - Building community partnerships
- Uses focus groups and ACT trained facilitator
- Offers proven methodology and reliable results
- Uses ACT's SkillPro software
- Meets requirements adopted by the EEOC

ACT's WorkKeys® Job Profiling Process

Step 1: Create Initial Task List

Step 2: Task Analysis

Step 3: Skill Analysis

Step 4: Documentation

Step 1: Create an Initial Task List:

- Profiler obtains background information about the job and tours job site with company contact person.
- Using SkillPro software profiler develops initial list of tasks most relevant to the job.

Step 2: Task Analysis

- Meet with Subject Matter Experts (SMEs), incumbent workers or supervisors who review and revise lists of tasks. To make sure the list accurately represents the job.
- SMEs rate each task by importance and relative time spent.
- Profiler uses this data to produce a criticality rating for each task, and a list of tasks most critical to performing the job.

Step 3 Skill Analysis

Profilers present detailed descriptions of each WorkKeys skill and skill levels to the SMEs.

Includes examples of problems or situations employees must deal with at each level.

SMEs decide as a group which WorkKeys skills are relevant to the job and skill levels necessary for job entry and effective performance.

Step 4: Documentation

Customized Job Profile Report listing tasks most critical to performance of job and information on WorkKeys skills and skill levels required for job entry and effective performance. Establishes link between tasks of the job and WorkKeys skills.

The employer can match the skills and skill level information with individual scores on WorkKeys assessments.

For additional Key Train information contact:

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For additional information regarding the ACT Profiling System contact:

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Thank you!





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New website coming soon --

www.careerready.alaska.gov

