



The ACT® WorkReady System

Job Analysis

ACT has one of the largest, most robust occupational profile databases. Extensive research has been conducted on more than 18,000 jobs — ranging from professional to technical — to identify the essential skills and skill levels required for these positions. This data can be used to help make decisions about employee selection, promotion, and training.

Assessments

WorkKeys® assessments measure workplace skills critical to job success. These skills are valuable for any occupation — skilled or professional — at any level of education, and in any industry. More than 10 million WorkKeys assessments have been administered.

Training & Curriculum

KeyTrain® is the complete interactive learning tool for career readiness skills. At its foundation is a curriculum designed to help individuals master the applied workplace skills measured by the WorkKeys® assessments.

Certification

The National Career Readiness Certificate is used across all sectors of the economy and measures the following skills:

- Problem solving, critical thinking, reading and using work-related text
- Applying information from workplace documents to solve problems
- Applying mathematical reasoning to work-related problems
- Setting up and performing work-related mathematical calculations
- Locating, synthesizing, and applying information that is presented graphically; comparing, summarizing, and analyzing information presented in multiple related graphics

Individuals can earn the NCRC Plus by also taking the WorkKeys Talent assessment. The NCRC Plus ranks individuals in the following soft skills categories:

- Work Discipline
- Teamwork
- Customer Service Orientation
- Managerial Potential

The foundational skills certified by the NCRC and the NCRC Plus are recognized by thousands of employers as essential for workplace success and career advancement.

Research & Analytics

As part of the ACT Certified Work Ready Communities initiative, ACT is publishing monthly NCRC data at the county level for the emerging, transitioning and current workforce demographics in participating states. Through the CWRC Academy, ACT is helping participating states share best practices, customize the national implementation framework for their own needs and build career pathways aligned to growth.

For more information, please visit: <http://www.workreadycommunities.org>

