



# REINVENT YOUR WORKFORCE

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## JOB ANALYSIS

**DEFINE** YOUR WORKFORCE

ACT has one of the largest, most robust occupational profiles databases in existence. More than 18,000 jobs, ranging from white-collar professional to blue-collar technical positions, have been analyzed by ACT-authorized job profilers. Extensive research has been conducted on these jobs to identify the essential skills and skill levels required to perform them. These data can be used to help make decisions about employee selection, promotion, and training.

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## ASSESSMENTS

**ASSESS** YOUR WORKFORCE

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.



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## TRAINING & CURRICULUM

**DEVELOP** YOUR WORKFORCE

KeyTrain® is the complete interactive learning tool for career readiness skills. At its foundation is a curriculum designed to help people master the applied workplace skills measured by the WorkKeys® assessments. This core curriculum is complemented by diagnostic tools, soft skills training, and powerful reporting capabilities to form a robust career readiness learning system.



Career Ready 101® is a comprehensive career training course that helps users design a program based on their resources. It is an integrated approach to exploring careers and their skill requirements, building workplace skills by using KeyTrain remediation, and creating life literacy with such skills as financial awareness and job searching. With its flexible online or instructor-led options, Career Ready 101 is a proven way to set up learners for success in all areas of career readiness.



## CERTIFICATION

**CERTIFY** YOUR WORKFORCE

The National Career Readiness Certificate®, issued by ACT, is a portable, evidence-based credential that certifies essential skills needed for workplace success. This credential 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

ACT® Pro—ACT Professional Credentialing Services—offers more than 35 years of experience in providing clients with a full range of customized testing services. ACT's knowledgeable, experienced staff establishes working relationships with credentialing organizations to identify and fulfill their needs. ACT maintains the highest standards of quality and performance for examination programs. As an industry leader in psychometric research, ACT focuses on validity, reliability, and standard setting.



NATIONAL  
CAREER READINESS  
CERTIFICATE®



## RESEARCH & ANALYTICS

**UNDERSTAND** YOUR WORKFORCE

For more than 50 years, ACT has designed and conducted research programs to address complex issues in education and workforce development. The results of this extensive research form the foundation for the solutions ACT has developed for advancing America's workforce.

## SCHOLARSHIP & RECOGNITION SERVICES

**RECOGNIZING** EXCELLENCE. **PROMOTING** OPPORTUNITY.

ACT is a nonprofit organization with one guiding purpose: helping people achieve education and workplace success. Scholarship programs support this mission. ACT's Scholarship and Recognition Services offer a full spectrum of consulting and program management services to organizations that provide scholarships for education and career development.

**Scholarship  
and Recognition  
Services**

