



Cumberland County Schools

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We are excited to offer the **WorkKeys®** assessment again this year. **WorkKeys®** is administered in response to North Carolina's accountability model in alignment with the Common Core Standards in all North Carolina public schools. All seniors who are Career & Technical Education (CTE) Concentrators are required to take the **WorkKeys®** assessment. CTE Concentrators have taken at least four CTE courses within a career cluster, with one being a Level II course.

Many adults in our current workforce are required to take the **WorkKeys®** assessment in order to qualify for employment. In addition, they are required to pay for the test out of their own pocket. Since North Carolina recognizes the value of **WorkKeys®**, there is **no cost to the student** for the administration of this assessment.

What is **WorkKeys®**?

WorkKeys® is a basic skills assessment system designed by ACT, Inc. The purpose of the **WorkKeys®** assessment is to evaluate a student's job skills so that future employers can select, hire, train, develop and retain a high-performance workforce. Students are tested in three different areas: Reading for Information, Applied Mathematics, and Locating Information. Employers in all 50 states are using the results to make the most effective decisions in hiring new employees and promoting existing employees based on their ability to learn new job tasks. In today's economy, job seeking is fiercely competitive. **WorkKeys®** is an industry-recognized certification that demonstrates students' work-ready skills, making them more attractive to future employers in addition to any additional education and training.

What will students receive after the test?

If a student scores at least a 3 on each part of the test, he/she will earn a **North Carolina Career Readiness Certificate (NCCRC)**. The NCCRC is aligned with ACT's National Career Readiness Certificate. The CRC documents will show a detailed score report explaining what score he/she received in each section that was completed. The score report shows the student's achievement in Reading for Information, Locating Information, and Applied Math at these levels: Platinum (Level 6), Gold (Level 5), Silver (Level 4) and Bronze (Level 3). The different levels signify increasing levels of difficulty in each area. The three areas that students are tested in are the target skills for certification, because they are skills required in 86% of all jobs today.

Where can **WorkKeys®** be used?

WorkKeys® can be used across the globe. The score report that students receive goes into detail about the specific skills he/she possesses. It is an excellent tool for students to use to demonstrate their ability to succeed in any workplace. When applying for employment or college, students should include a copy of their **WorkKeys®** scores with their resume or application. This will be impressive to the employer and or college admissions office.

Students should give themselves the best opportunity to earn a level Silver, Gold or Platinum Certificate by preparing for the assessment! Before the **WorkKeys®** test date, students are encouraged to go to the ACT **WorkKeys®** site and review the sample questions: <http://www.act.org/workkeys/assess/sample.html>. If you or your students have any questions, please contact the CTE Facilitator at your high school, or the CTE Office at 678-2442.

Dr. Frank Till
Superintendent
Cumberland County Schools

Fully Accredited School System