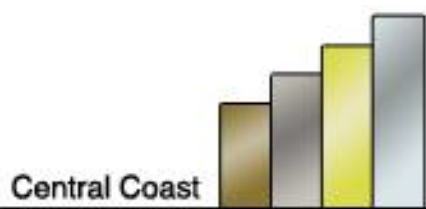
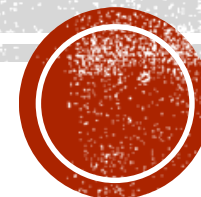


National Career Readiness Certificate

Career Ready 101



Career Readiness

Consortium



ACT[®]

WorkKeys[®]



NATIONAL
CAREER READINESS
CERTIFICATE[®]

What is WorkKeys?

ACT, Inc. is an independent non-profit organization that provides a broad array of assessment, research, information, and program management solutions in the areas of education and workforce development.

WorkKeys[®] is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce.

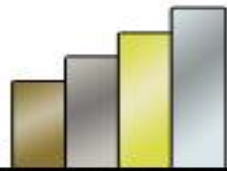
Today, over three million certificates have been issued and more than 40 states have statewide or regional certificate programs.



Central Coast

Career Readiness

Consortium



NCRC



NATIONAL CAREER READINESS CERTIFICATE®

The Central Coast Career Readiness Consortium awards a Silver National Career Readiness Certificate to

JANE P. SAMPLE

In recognition of verified skills essential to workplace success and career advancement.



Registered Certificate # JSAMPLE001
Issue Date: July 26, 2012

Mary Ann Zeffel
Mary Ann Zeffel, President, Monterey County Business Council

NCRC® PLUS
★★★★ Work Discipline
★★★ Teamwork
★★★ Customer Service Orientation
★ Managerial Potential



Official National Career Readiness Certificate. Registered by ACT.



NATIONAL CAREER READINESS CERTIFICATE

NATIONAL CAREER READINESS CERTIFICATE

Congratulations on earning a Silver National Career Readiness Certificate (NCRC®). The NCRC is a portable, evidence-based credential that certifies essential workplace skills that are important for workplace success. This credential is based on ACT's world-renowned WorkKeys® assessments—which measure job skills associated with workplace success. Knowledge and skills related to job tasks are strong predictors of work performance. By earning the NCRC, you have demonstrated the following skills at the Silver level:

- ★ 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

This credential is registered with ACT and may be verified by employers at NationalCareerReadiness.org.

NCRC PLUS

Congratulations on earning an NCRC Plus. When measures of cognitive skills are combined with measures of personality traits, or soft skills, an individual's success in a job or job training can be predicted with even greater accuracy than when only one type of measure is used. In addition to the cognitive skills listed above, your test results indicate that you possess soft skills ranked as follows (1–4 stars):

- ★★★★ Work Discipline: productivity and dependability
- ★★★★ Teamwork: tolerance, communication, and attitude
- ★★★★ Customer Service Orientation: interpersonal skills and perseverance
- ★ Managerial Potential: persuasion, enthusiasm, and problem solving

These cognitive and soft skills measured by the NCRC and NCRC Plus are among those recognized by business and industry as essential for workplace success and career advancement. Learn more at NationalCareerReadiness.org.

CREATE YOUR ONLINE ACCOUNT

ACT is registered with ACT. In order to enable employers to verify your Certificate, you must activate your account at NationalCareerReadiness.org. Once you activate your account, you must follow the steps to give your information.

User ID: JSampleP
Temporary Password: 123ISP

For account security, change your password when first signing in. Verification instructions are available at act.org/certificate/access_account.html.

ACT, ACT logo, and WorkKeys are registered trademarks of ACT, Inc. in the U.S.A. and other countries. The National Career Readiness Certificate is a registered trademark of ACT, Inc. NCRC® and the NCRC Plus logo are trademarks of ACT, Inc. All other trademarks are the property of their respective owners.



Page 1

17A30





Level 3 Workplace Documents

ATTENTION CASHIERS:

All store employees will now get 20% off the price of clothes they buy here. Please follow the new directions listed below.

Selling clothes to employees

- Ask to see the employee's store identification card.
- Enter the employee's department code number into the cash register.
- Use the cash register to take 20% off the price. Then push the sales tax button.
- Write your initials on the sales receipt.
- Sell clothes to employees during store hours only.

Accepting clothing returns from employees

- Employees receive a store credit certificate for clothes they return to the store.
- Store credit certificates are next to the gift certificates.
- Employees may not get a cash refund for clothes they return to the store.





Level 3 Workplace Documents

You are a cashier. According to the notice shown, what should you write on the employee's receipt?

- A. The employee's identification number
- B. The employee's department number
- C. The amount of sales tax
- D. The 20% discount price
- E. Your initials





Level 3 Graphic Literacy

Request for Information (RFI) Log

RFI #	Request date	Title	Status	Response date
RFI-0393	02/06	Mechanical Room Duct Sleeve	Canceled	
RFI-0392	02/05	Bathroom Ceilings	In Review	02/06
RFI-0391	02/04	AHU Alarm Monitoring Clarification	New Item	
RFI-0890	02/03	Union Station Ceiling Conflict	Closed	02/03
RFI-0389	02/02	AHU Smoke Damper Control	Canceled	
RFI-0388	02/02	URGENT: Terminal Unit Accessories	Canceled	
RFI-0387	01/30	Base in Vestibule	Closed	01/30
RFI-0386	01/29	Hardware for Existing Door	Pending	01/30
RFI-0385	01/28	Door	Pending	01/29
RFI-0384	01/28	Union Station Hood Fire Protection	Closed	01/29

On which date was RFI-0386 requested?

- A. 01/28
- B. 01/29
- C. 01/30
- D. 02/02





Level 3 Applied Math

In your job as a cashier, a customer gives you a \$20 bill to pay for a can of coffee that costs \$3.84.

How much change should you give back?

- A. \$15.26
- B. \$16.16
- C. \$16.26
- D. \$16.84
- E. \$17.16





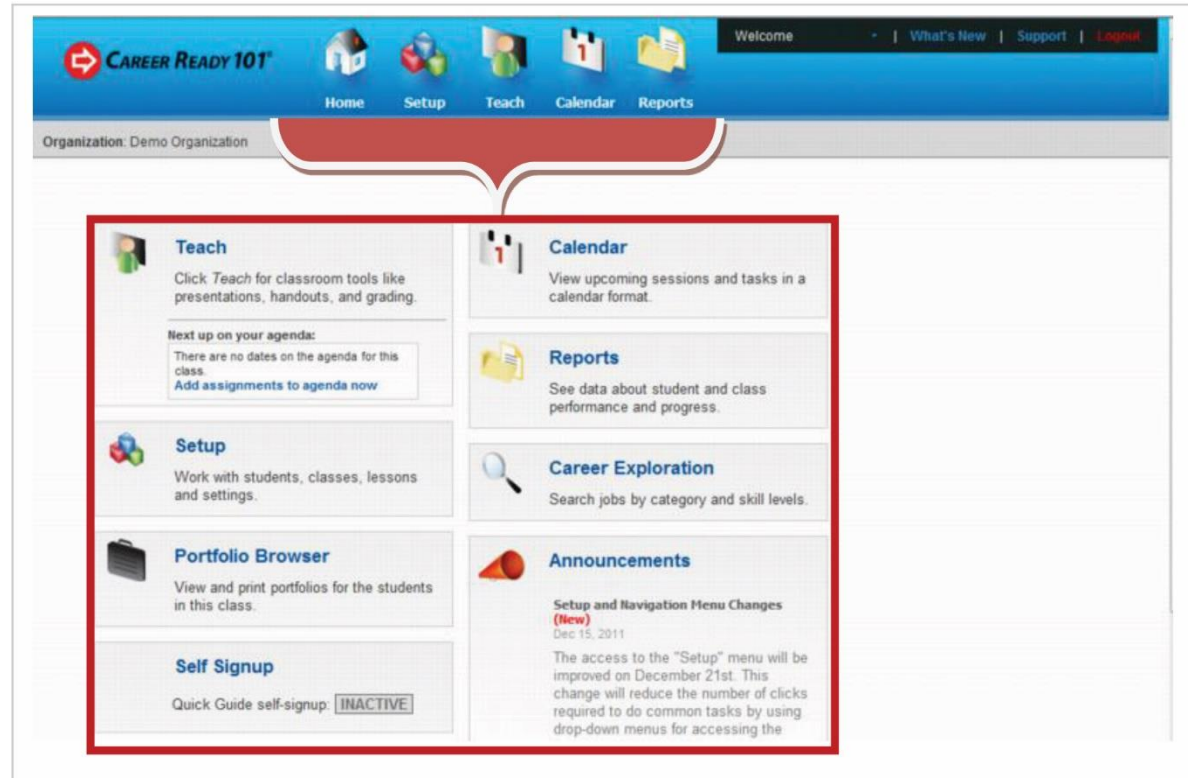
Career Ready 101



- Aligned with ACT's WorkKeys® Assessments
- Provides placement tests, instruction, & post-tests
- More than 1,200 hours and 22,000 pages of electronic instruction
- Includes soft skill training component - Work Habits
- Lessons presented in work scenarios, applied context
- 3 Core Test available in Spanish



Career Ready 101



CAREER READY 101

Welcome | What's New | Support | Logout

Home Setup Teach Calendar Reports

Organization: Demo Organization

Teach

Click *Teach* for classroom tools like presentations, handouts, and grading.

Next up on your agenda:

There are no dates on the agenda for this class.

[Add assignments to agenda now](#)

Setup

Work with students, classes, lessons and settings.

Portfolio Browser

View and print portfolios for the students in this class.

Self Signup

Quick Guide self-signup: INACTIVE

Calendar

View upcoming sessions and tasks in a calendar format.

Reports

See data about student and class performance and progress.

Career Exploration

Search jobs by category and skill levels.

Announcements

Setup and Navigation Menu Changes (New)
Dec 15, 2011

The access to the "Setup" menu will be improved on December 21st. This change will reduce the number of clicks required to do common tasks by using drop-down menus for accessing the



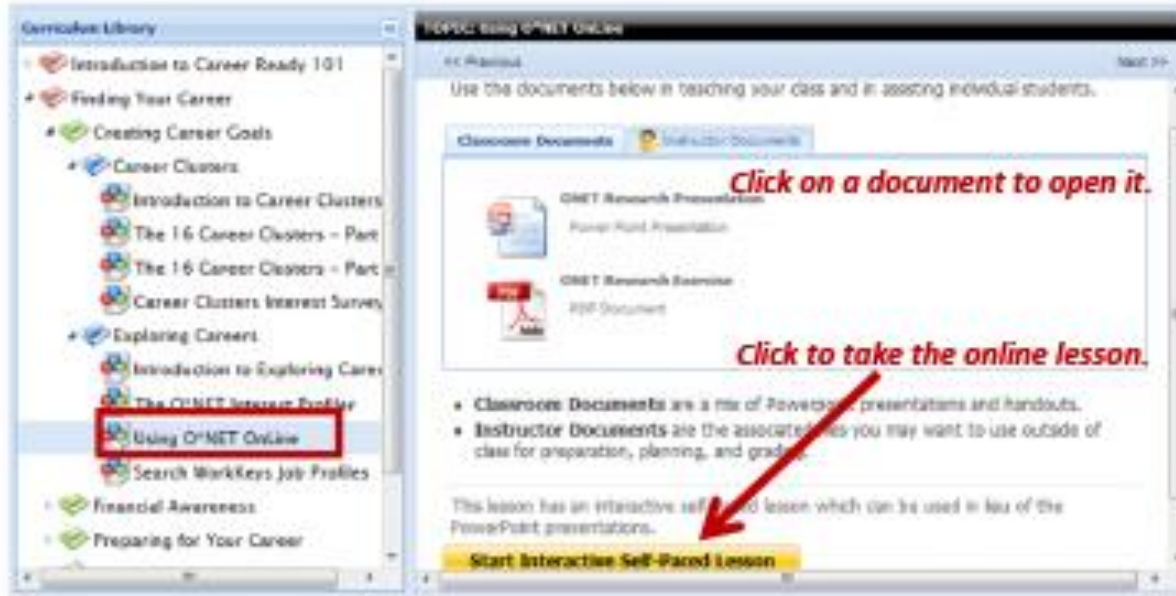
Career Ready 101

The screenshot displays the 'Career Library' on the left and the 'LESSON: Exploring Careers' content on the right. The navigation menu includes sections like 'Introduction to Career Ready 101', 'Finding Your Career', 'Creating Career Goals', 'Exploring Careers', 'Financial Awareness', and 'Preparing for Your Career'. The 'Exploring Careers' section is expanded, showing sub-items: 'Introduction to Exploring Careers', 'The O*NET Interest Profiler', 'Using O*NET OnLine', and 'Search WorkKeys Job Profiles'. The main content area for the lesson includes a list of links: 'Introduction to Exploring Careers', 'The O*NET Interest Profiler', 'Using O*NET OnLine', and 'Search WorkKeys Job Profiles'. A yellow button labeled 'Start Interactive Self-Paced Lesson' is also visible. Red callout boxes with arrows provide instructions: one points to the lesson title links, stating 'To view documents for teaching a topic in class, click on the title.', and another points to the yellow button, stating 'Click here to take the internet-based lesson.'

Content is divided into Units, Subjects & Lessons



Career Ready 101



The screenshot shows a web interface for the Career Ready 101 curriculum. On the left is a 'Curriculum Library' sidebar with a tree view. The 'Using O*NET Online' item is highlighted with a red box. The main content area is titled 'Using O*NET Online' and contains instructions for using documents. It lists 'Classroom Documents' (PowerPoint presentations and handouts) and 'Instructor Documents' (associated files for preparation). A red arrow points to a yellow button labeled 'Start Interactive Self-Paced Lesson'.

Curriculum Library

- Introduction to Career Ready 101
- Finding Your Career
- Creating Career Goals
- Career Clusters
 - Introduction to Career Clusters
 - The 16 Career Clusters – Part 1
 - The 16 Career Clusters – Part 2
 - Career Clusters Interest Survey
- Exploring Careers
 - Introduction to Exploring Careers
 - The O*NET Interest Profile
 - Using O*NET Online
 - Search WorkKeys Job Profiles
- Financial Awareness
- Preparing for Your Career

Using O*NET Online

Use the documents below in teaching your class and in assisting individual students.

Classroom Documents | Instructor Documents

Click on a document to open it.

- O*NET Research Presentation
PowerPoint Presentation
- O*NET Research Exercise
PDF Document

Click to take the online lesson.

- Classroom Documents are a file of PowerPoint presentations and handouts.
- Instructor Documents are the associated files you may want to use outside of class for preparation, planning, and grading.

This lesson has an interactive self-paced lesson which can be used in lieu of the PowerPoint presentations.

Start Interactive Self-Paced Lesson

Lessons contain downloadable resources that allow the instructor to hand teach, use the computer based instruction or a combination of both techniques.





Career Ready 101

Instructor resources include PowerPoints for presentations and *.pdf files for handouts.

O*NET Research Presentation.ppt [Fast-Only][Compatibility Mode] - Microsoft PowerPoint

CAREER READY 101™

**CREATING YOUR CAREER GOALS
RESEARCH JOBS WITH O*NET™
ONLINE**

o-net
Instructor PowerPoint

O*NET™ is a trademark of the US Department of Labor, Employment and Training Administration.
Copyright ©2007, Career Ready, a division of the Consortium for Occupational Skills Development and Training. All rights reserved. All trademarks are the property of their respective owners.

EXERCISE: RESEARCH JOBS USING O*NET™ OnLine

In this activity, you will use O*NET OnLine to find information about your top three career choices. This information will help you identify your career interests and support.

O*NET OnLine was developed for this US Department of Labor by the National Center for O*NET Development. O*NET OnLine is a quick way to find up-to-date information on occupations and careers. The system offers several paths for searching for job descriptions, employment trends, wage information, education requirements, O*NET codes and much more information on occupations. The system allows you to search by keyword, netcode, Keyword or O*NET-SOC Code, High Demand Industry, Job Zone, Job Family or O*NET Grouping.

Instructions

For this exercise, you will search O*NET OnLine by the O*NET-DOC code for your top three career choices. You can find the O*NET-DOC code for occupations that are located on page 6 of your Internet Profile Career Report. You may want to explore the other methods of searching for job information on your own at a later time. Note: You must have access to a computer that is connected to the Internet and a printer for this activity.

Step 1 Log into a computer and type the following address into your Internet browser: <http://www.onetonline.org/>. This will bring you to the O*NET OnLine site for finding occupations.

Step 2 Type the O*NET-DOC number for one of your top three career choices into the field under Keyword or O*NET-DOC Code and click Go. If you do not have the O*NET code for the occupation, type in the name of the occupation.

Step 3 If you typed the O*NET-DOC code correctly, the name of the occupation will appear. Click on the job title to go to the Summary Report for that career. Note: If the job is related to a High Demand Industry, an H-D Demand icon will be displayed by the job title.

If you typed in a job name or keyword, a list of jobs will both keyword and keyword will appear. The occupation is listed in descending order with your relevant jobs at the top of the list and more relevant at the bottom. Place the job title next to Keyword and click on the job title. The Summary Report for that job will be displayed.

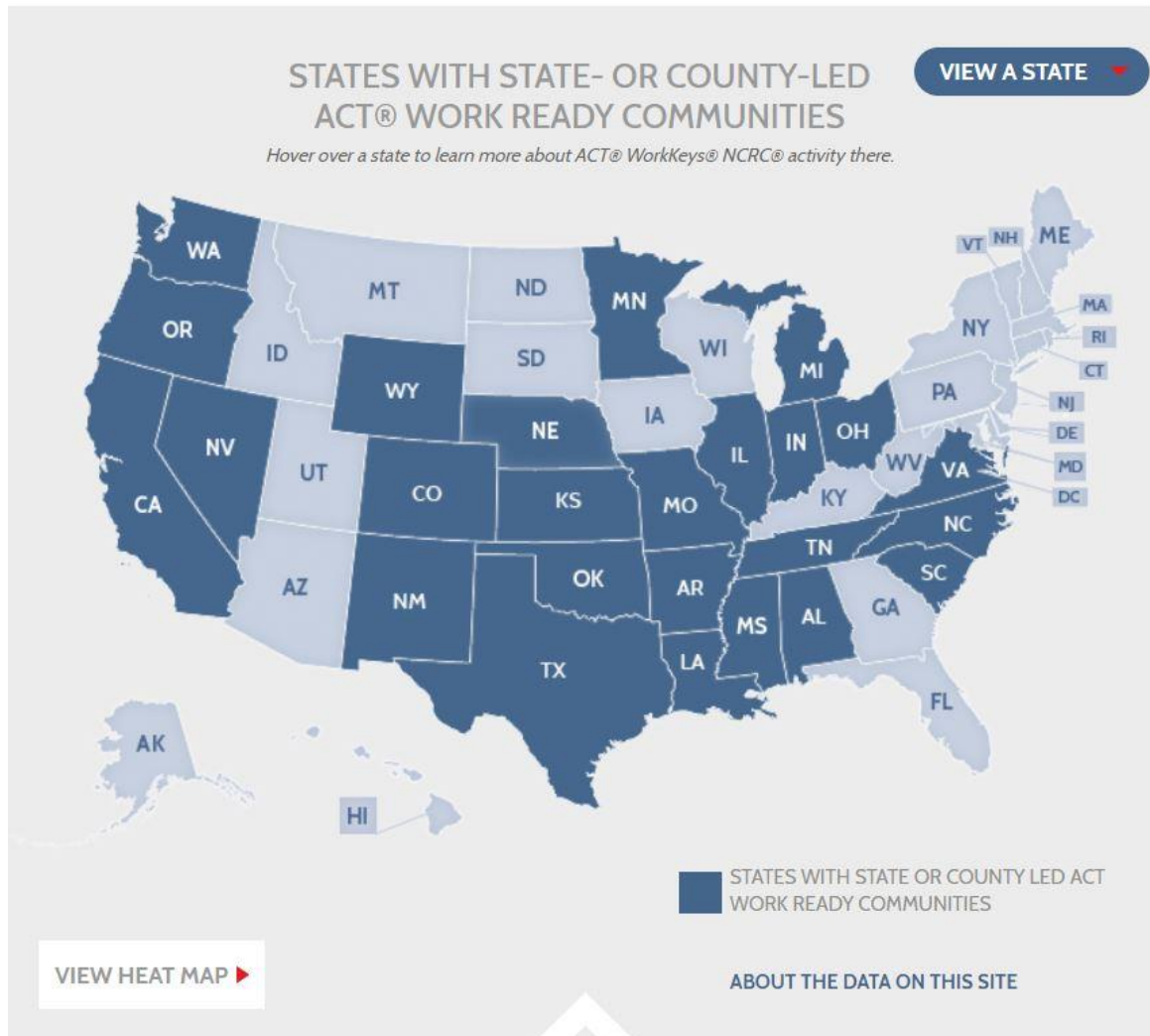
Step 4 The Summary Report includes several categories of information about the occupation.

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Work Ready Communities



What is an ACT® Work Ready Community?

ACT Work Ready Communities (WRC) empowers states, regions and counties with *data, processes and tools* that drive economic growth. Participants are leveraging the ACT® WorkKeys® National Career Readiness Certificate® (NCRC®) to measure and close the skills gap — and building common frameworks that link, align and match their workforce development efforts.



ACT® WORKKEYS® NATIONAL CAREER READINESS CERTIFICATE® TOTAL

4,174,225

ACT WORKKEYS NCRC LEVELS:

Platinum:	26,752
Gold:	859,418
Silver:	2,335,929
Bronze:	952,126

TOTAL CERTIFIED COUNTIES: 200

EMPLOYERS SUPPORTING: 19,543

JOBS PROFILED: 21,607





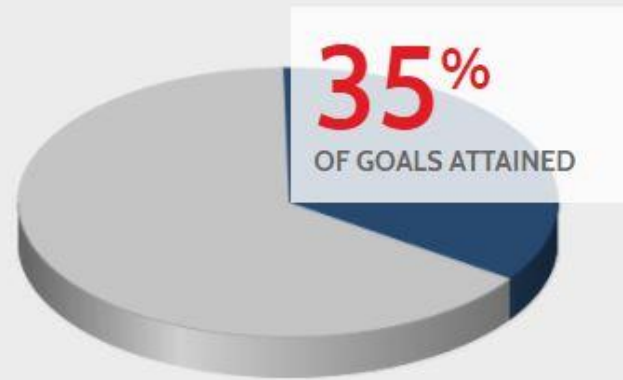
Work Ready Communities

MONTEREY COUNTY

United States > California > Monterey >
[change](#) [change](#)

Monterey County is a participating Work Ready Community that is actively engaged in earning their certified status.

Showing: Jan 1, 2012 to Jan 31, 2018
Goals updated only for participating counties





Work Ready Communities

MONTEREY COUNTY

ACT WORKKEYS NATIONAL CAREER READINESS CERTIFICATE [NCRC]

WORKFORCE		TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NCRC PLUS
Emerging	High School	320	134	162	23	+	0
	College	13	+	7	+	0	0
Current	Private	180	60	105	14	+	0
	Public	48	13	32	+	+	0
Transitioning	Adult Education	12	5	7	0	0	0
	Unemployed	389	139	222	27	+	0
	Recent Veteran	0	0	0	0	0	0
	Workforce category not identified	0	0	0	0	0	0
	Totals	962	354	535	69	+	0

The table above is a detailed breakdown of the same ACT WorkKeys NCRC data presented in the upper right box on this page and represents ACT WorkKeys NCRCs earned or improved throughout the community. All ACT WorkKeys NCRC data is updated monthly.

+ Value less than 4





Work Ready Communities



[HOME](#)
[ABOUT WRC](#)
[FOR EMPLOYERS](#)
[NEWS](#)
[CONTACT US](#)

OREGON

Hover over the county name to view its location. Click to view full stats.

Select A County

- Baker
- Benton
- Clackamas
- Clatsop
- Columbia
- Coos
- Crook
- Curry
- Deschutes
- Douglas
- Gilliam
- Grant
- Harney
- Hood River
- Jackson
- Jefferson
- Josephine
- Klamath
- Lake
- Lane



◀ BACK TO US MAP



ACT WORKKEYS NCRC LEVELS

Platinum	638
Gold	19,478
Silver	36,072
Bronze	10,053

TOTAL 66,241

JOB PROFILES COMPLETED 92

EMPLOYERS SUPPORTING 2405

ACT WorkKeys NCRC Data: 01-01-2006 - 01-31-2018

Engaged January 2012





Work Ready Communities



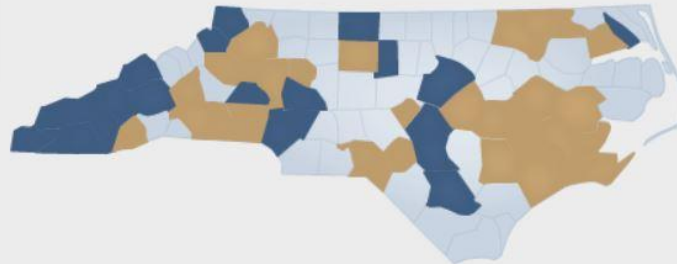
[HOME](#)
[ABOUT WRC](#)
[FOR EMPLOYERS](#)
[NEWS](#)
[CONTACT US](#)

NORTH CAROLINA

Hover over the county name to view its location. Click to view full stats.

Select A County

- Alamance
- Alexander
- Alleghany
- Anson
- Ashe
- Avery
- Beaufort
- Bertie
- Bladen
- Brunswick
- Buncombe
- Burke
- Cabarrus
- Caldwell
- Camden
- Carteret
- Caswell
- Catawba
- Chatham
- Cherokee



[◀ BACK TO US MAP](#)



ACT WORKKEYS NCRC LEVELS

Platinum	4,502
Gold	78,055
Silver	239,205
Bronze	95,017

TOTAL 416,779

JOB PROFILES COMPLETED 943

EMPLOYERS SUPPORTING 2764

ACT WorkKeys NCRC Data: 01-01-2006 - 01-31-2018

Engaged July 2013



QUESTIONS?

Melody Burgess
Projects Manager
mburgess@mcbc.biz
Office: 831.216-3000

www.mcbc.biz

