

ACT WorkKeys Curriculum, Assessment, and National Career Readiness Certificate®



National Career Readiness Certificate Available for Arkansas Students

With the support from the 93rd General Assembly and the State Board of Education, high school students have the opportunity to earn a nationally-recognized work readiness certificate before they graduate. The passage of Senate Bill 31, which became Act 319 of 2021, prompted the State Board of Education to approve the ACT WorkKeys assessment for this purpose on May 13, 2021.

The WorkKeys assessment measures the essential work skills needed for success in jobs across industries and occupations and represents work readiness through the National Career Readiness Certificate (NCRC®). The primary purpose of the NCRC is to provide students with a workplace certification that represents their knowledge and skills in Applied Math, Graphic Literacy, and Workplace Documents.

Expectations of Every District

- A public school district and open-enrollment public charter school that serves students in grades 10-12 shall administer college and career readiness assessments including a career readiness assessment that leads to a nationally-recognized work readiness certificate.
- Students in public school districts and open-enrollment public charter schools in grades 10-12 will be given the opportunity to have a single administration of the WorkKeys assessment (Applied Math, Graphic Literacy, and Workplace Documents) under the state contract.
- Districts and schools have the flexibility to determine the grade in which students assess in order to provide students the greatest likelihood of success.
- The goal is for every student to take both the grade 11 ACT and WorkKeys assessments through the state's comprehensive assessment system.

Benefits of WorkKeys and the NCRC for Students

- The WorkKeys curriculum develops proficiency in skills that employers seek; this is communicated by the NCRC.
- Students can be job ready upon graduation from high school.
- The NCRC is a portable credential with no expiration date; it verifies to employers that a student possesses the workplace skills needed to be successful.
 - Bronze - indicates the skills required for 17% of ACT-profiled jobs
 - Silver - indicates the skills required for 69% of ACT-profiled jobs
 - Gold - indicates the skills required for 93% of ACT-profiled jobs
 - Platinum - indicates the skills required for 99% of ACT-profiled jobs
- All students, college or career bound, benefit from the WorkKeys curriculum and outcomes, including the connection to the ACT exam.
- Many employers across Arkansas are using the nationally-recognized credential as a pre-employment requirement for the application process.
- Students obtain employment after high school graduation and are offered higher paying positions because they have earned the NCRC.
- WorkKeys becomes a critical component of every student's success plan.

Benefits of the NCRC for a Community

- There are [28 Arkansas counties](#) (as of 4/30/21) that are participating in the Work Ready Communities program; 16 of these counties have achieved certified Work Ready Community status. The NCRC is a vital part of the process.
- Work Ready Communities are those in which economic developers, employers, and educational institutions partner to determine skill gaps and use the WorkKeys assessment to help close the gaps.
- Almost 700 Arkansas employers support their local Work Ready Community effort.
- Partnership is strengthened between school districts and industries.

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Preparing Students for the Assessment

- ACT WorkKeys provides an online curriculum designed to prepare students for the assessment in the following areas:
 - Applied Math
 - Graphic Literacy
 - Workplace Documents
- Districts may create an intentional alignment of WorkKeys essential skills to existing course offerings.

Possible Delivery Options of ACT WorkKeys Curriculum and Assessment in Schools

Applied Math	Graphic Literacy	Workplace Documents
All CTE Courses	All CTE Courses	All CTE Courses
<i>College and Career Readiness</i> 493880 (.5 credit)	<i>College and Career Readiness</i> 493880 (.5 credit)	<i>College and Career Readiness</i> 493880 (.5 credit)
<i>Work Ready</i> 493910 (.5 credit)	<i>Work Ready</i> 493910 (.5 credit)	<i>Work Ready</i> 493910 (.5 credit)
<i>JAG Program</i>	<i>JAG Program</i>	<i>JAG Program</i>
<i>Advisory Period (full class period)</i>	<i>Advisory Period (full class period)</i>	<i>Advisory Period (full class period)</i>
<i>Student Enrichment</i>	<i>Student Enrichment</i>	<i>Student Enrichment</i>
<i>Technical Math for College and Career</i> 439130 (1 credit)	<i>Technical Math for College and Career</i> 439130 (1 credit)	<i>Critical Reading I</i> 419110 (1 credit)
	EAST I-V 560010, 560020, 560030, 560040, 560110	<i>Critical Reading II</i> 419120 (1 credit)
		<i>Reading and Writing for Business Professions</i> 418110 (.5 credit)
		<i>Reading and Writing for Trade and Industry Professions</i> 418220 (.5 credit)
		<i>Reading and Writing for STEM Professions</i> 418200 (.5 credit)

Testing Window

Districts must provide an assessment and may locally designate the testing schedules within the timeframes below:

- Fall - 9/13/21 to 12/15/21
- Spring - 2/14/22 to 5/20/22

District Point of Contact

The District Test Coordinator is the primary point of contact who collaborates with test administrators/teachers of courses in which the curriculum is addressed and/or assessment is administered. The district may appoint someone to assist the DTC as the primary person responsible for the administration of the WorkKeys assessment.

District Support and Training for Test Coordinators

- ADE, Division of Elementary and Secondary Education
- ADE, Division of Career and Technical Education

- WorkKeys: 1-800-967-5539

ACT Customer Care Phone Numbers for Assistance

- Curriculum: 1-877-842-6205

