

HELP BUTLER COUNTY BECOME A CERTIFIED ACT WORK READY COMMUNITY

ACT[®]
**Work Ready
Communities**

A NATIONAL FRAMEWORK TO BUILD
COMMUNITY-BASED ECO-SYSTEMS TO LINK,
ALIGN, AND MATCH AMERICA'S WORKFORCE

THE BENEFITS OF THE ACT WORKKEYS NATIONAL CAREER READINESS CERTIFICATE (NCRC)

EDUCATORS

Prepare students for Workplace Success
Close Skills Gaps
Certify Essential Skills
Unique Assessment to Match Skills to Jobs
Stackable Industry Recognized Credentials

EMPLOYERS

Reduce Hiring Costs
Lower Employee Turnover
Increase Hiring Effectiveness
Find Better Applicants
Community Collaboration
Economic Development

BUTLER COUNTY GOALS

**COMPLETED IN
2 YEARS**

654

**EMERGING
WORKFORCE**

880

**TRANSITIONING
WORKFORCE**

697

**CURRENT
WORKFORCE**

67

**EMPLOYERS
SUPPORTING**

FOR MORE INFO:

WORKREADYCOMMUNITIES.ORG
ACT.ORG/WORKKEYSFORWORKFORCE

QUESTIONS:

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WORKFORCE CENTERS
KANSASWORKS.COM



Butler
Community College



El Dorado
CHAMBER
Bridging the Community



FOUNDATIONAL WORK SKILLS

Students, job seekers, and currently employed workers should focus on building these essential job skills— **the skills that form the foundation of training and job performance and those most sought by employers**, according to ACT research.

HARD SKILLS

These are the skills that employers say are critical for career success and on-the-job training:



APPLIED MATH

Critical thinking, mathematical reasoning, and problem-solving techniques in workplace situations. High levels of this skill include:

IDENTIFYING
errors in calculation

CONVERTING
systems of measurement

CALCULATING
areas and volumes



GRAPHIC LITERACY

Reading and comprehending graphical materials to solve work-related problems. High levels of this skill include:

INTERPRETING
trends, relationships, and patterns

COMPARING
information and trends among data sets

USING DATA
to make decisions



WORKPLACE DOCUMENTS

Reading and comprehending written information to make decisions and solve problems. High levels of this skill include:

INFERRING
meanings of words and phrases from contexts

DECIPHERING
the meaning of acronyms, jargon, or technical content

APPLYING
information and instructions to a new situation

SOFT SKILLS

These skills are not typically taught in schools or colleges, but they're vital to virtually every job:

CAREFULNESS

Thinking before acting

COOPERATION

Likability and cordialness

CREATIVITY

Imaginative thinking

DISCIPLINE

Responsibility, dependability, follow-through without distraction

GOODWILL

Forgiveness and positivity

INFLUENCE

Impactful leadership

OPTIMISM

Positive outlook and confidence in success

ORDER

Neatness, organization

SAVVY

Understanding office politics

SOCIABILITY

Enjoyment in others

STABILITY

Composure and rationality

STRIVING

High aspirations

Why combine “hard” and “soft” skill assessments?

Together, ACT® WorkKeys® cognitive (hard) and non-cognitive (soft) skill assessments give a more complete picture of an individual's work-related competencies than either can provide alone. This “big picture” approach to testing benefits examinees by identifying their strengths, as well as skills they might wish to improve. This helps employers make more accurate predictions about an individual's job performance.

Build these skills with ACT® WorkKeys® Curriculum and ACT® Career Ready 101®.
Measure and certify with ACT WorkKeys Assessments.

Learn more at act.org/workkeysforworkforce



HOW CAREER READINESS CREDENTIALS HELP PEOPLE, BUSINESSES, & COMMUNITIES

Educators and workforce developers are increasingly turning to **career readiness credentials** to help educate and prepare individuals for higher-paying jobs. These credentials are awarded to students and job seekers after they've demonstrated work-ready skills.

Career readiness credentials are:

- Applicable to any job or industry
- Portable across the country, among states and regions
- Tied to the foundational skills needed in virtually any job

... and they can help:

- **People** (students and adults) looking to prove their skills
- **Businesses** looking to hire skilled employees
- **Communities** looking to employ residents and attract businesses

The **ACT® WORKKEYS® NATIONAL CAREER READINESS CERTIFICATE® (NCRC®)**

The WorkKeys NCRC is an example of a career readiness credential that ties all three groups together:



PEOPLE

who earn a certificate (more than 4 million nationwide) are earning a credential that proves their skills and employability, which helps while hunting for jobs



BUSINESSES

(more than 18,000 nationwide) gain a way to recognize job applicants who have the work-ready skills needed to perform and train on the job



COMMUNITIES

(nearly 200 counties nationwide) get a way to showcase residents' skills to convince businesses to invest in and bring jobs to the region

EXAMPLES: How it works

HELPING PEOPLE FIND EMPLOYMENT

Aiken County, SC

In 2015-16, the Aiken County Adult Education Department offered skill testing and opportunities to earn a WorkKeys NCRC to adults who didn't possess a high school diploma.

Results:

70

adults earned a career readiness certificate to prove their skills to employers

\$

Participants transitioned from low-income to higher-salary jobs

A study showed an estimated
\$7,476

increase in potential earnings among
ACT NCRC recipients



The South Carolina Department of Education recognized the program for its successes

HELPING BUSINESSES FIND SKILLED WORKERS

Berner Foods (Dakota, IL)

This label supplier of food and beverage products accepts the **ACT NCRC** for hiring and promotion.

Results:

90%

reduction in workers' compensation expense

90%

reduction in turnover

A study showed that businesses that accept the ACT NCRC saw a
23%

increase in worker productivity



The best safety run in the company's 70-year history

HELPING COMMUNITIES EMPLOY RESIDENTS AND ATTRACT BUSINESSES

Omaha, NE

The City of Omaha funded an initiative to award **ACT NCRCs** to citizens, including many low-income residents, to help them boost employability.

Results:

More than
2,000

residents have received certificates as of April 2018

97

Nebraska businesses recognize the certificate when hiring

"This worthwhile program deserves support. It's good for our area's economy and, above all, good for the individuals who find gainful employment."

Omaha World Herald
March 8, 2017

First Data, a payments processing company, has hired dozens of ACT NCRC holders

Sources:

<http://www.act.org/content/dam/act/unsecured/documents/WK-Brief-NCRC-Validity-Research.pdf>

http://www.omaha.com/opinion/editorial-national-career-readiness-certificate-will-get-more-people-working/article_4e7d26b4-2154-5102-9e55-6e0e803be54a.html

Learn more about ACT WorkKeys National Career Readiness Certificate and how it can help you build a better workforce.
act.org/workkeysforworkforce



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HELP YOUR STUDENTS PREPARE FOR WORKFORCE SUCCESS

ACT® WorkKeys® Curriculum

ACT® WorkKeys® Curriculum helps students build the essential career-relevant skills needed for learning, personal development and effective job performance. It is the only curriculum built from the ground up to align with the ACT® WorkKeys® Assessments.



Personalized: Each course has a pre-course placement screener to suggest an appropriate starting point for each learner to begin working within the lessons.

Intuitive: Each course has distinct, but linked modules for skills in Levels 1-7.

Effective: Each course offers end-of-level quizzes to check for mastery of content at each level within the course.

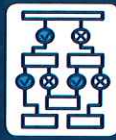
Interactive: Each level module contains multiple topics, and most include opportunities for learners to practice skills via embedded, interactive components.





APPLIED MATH

builds the ability to apply mathematic principles to problems encountered in the workplace



GRAPHIC LITERACY

builds the ability to find, analyze and apply information presented in workplace graphics



WORKPLACE DOCUMENTS

builds the ability to understand and apply written information presented in the workplace



The Platform: The courses are delivered via a personalized, mobile-based learning management system. The platform delivers a meaningful learning experience and provides users with a customized study schedule and detailed instructional content

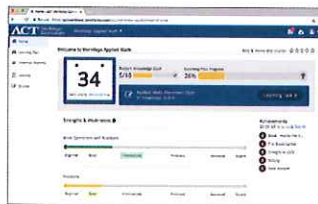


Customizable, automatically adjusting study schedule providing users with a daily goal to keep on track.

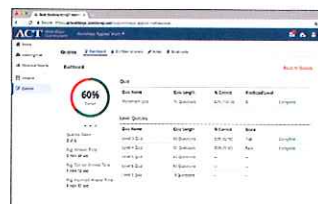


Quizzes section is designed to simulate the real testing environment.

- Interactive study tools
- Embedded interactives
- Modern user interface



Dynamic dashboards featuring Student Status charts and Strengths & Weaknesses gauges. Confidence-based self-evaluation give students ownership over their learning experience.



Advanced, actionable data about their performance on practice questions and practice test questions over time.

OTHER CURRICULUM OPTION

Career Ready 101®

Additional modules and an integrated approach to exploring careers and their skill requirements. Through Career Ready 101, learners will build workplace and life literacy skills such as financial awareness, career exploration, interpersonal communication, and problem-solving.



LEARN MORE ABOUT WORKKEYS CURRICULUM AT act.org/workkeysforworkforce