

About ACT WorkKeys Assessments

ACT[®] WorkKeys[®] Assessments are the cornerstone of the ACT workforce solutions. WorkKeys Assessments have been used for more than two decades to measure essential workplace skills and help people build career pathways.

Supported by data from more than 21,000 job skills profiles (87% of all U.S. job titles projected by 2018) and rooted in decades of workplace research, WorkKeys Assessments are based on situations in the everyday working world.

Intended Users

- Employers
- Individuals
- Educators
- Workforce Developers
- Industry Associations
- Advocacy Organizations

Overview of WorkKeys Assessments

- Skills assessment system that helps employers select, hire, train, develop, and retain a quality workforce.
- Measure foundational and soft skills.
- Can be used to learn more about strengths and weaknesses and gain a valid way to demonstrate abilities to employers.
- Can be used to help take the guesswork out of determining student, applicant, and employee qualifications.
- Can be taken online or on paper.
- Successful completion of WorkKeys Assessments can result in the ACT[®] WorkKeys[®] National Career Readiness Certificate[®] (NCRC[®]).
- The WorkKeys NCRC is issued at four levels—Platinum, Gold, Silver and Bronze—and measures and certifies the essential work skills needed for success in jobs across industries and occupations.

What's Tested

- Three assessments required to earn the WorkKeys NCRC:
 - ACT[®] WorkKeys[®] Applied Math
 - ACT[®] WorkKeys[®] Workplace Documents
 - ACT[®] WorkKeys[®] Graphic Literacy
- Other, non-certificate assessments in the WorkKeys suite include:
 - ACT[®] WorkKeys[®] Fit
 - ACT[®] WorkKeys[®] Talent
 - ACT[®] WorkKeys[®] Readiness Indicator
- Each WorkKeys Assessment offers varying levels of difficulty. The levels build on each other, incorporating the skills assessed at the previous levels.
- The complexity can also increase as the quantity and/or density of the information increases.

ACT WorkKeys National Career Readiness Certificate

Successful completion of three WorkKeys Assessments—WorkKeys Applied Math, WorkKeys Workplace Documents, and WorkKeys Graphic Literacy—can help an individual earn an ACT WorkKeys National Career Readiness Certificate (NCRC), a portable credential that documents essential work skills. [More than 3.7 million WorkKeys NCRCs](#) have been issued across the United States.

ACT Work Ready Communities

ACT offers a community-based framework that:

- Links workforce development to education
- Aligns with the economic development needs of communities, regions, and states
- Matches individuals to jobs based on skill levels

ACT[®] Work Ready Community (WRC) designation is based at the state or county level—across the current, transitioning and emerging workforce—on individuals earning and employers recognizing the WorkKeys NCRC.

There are two paths to participate in the ACT Work Ready Communities initiative - state or county approaches. In both approaches, states or counties complete an application to engage in Work Ready Communities through the ACT Work Ready Communities Academy. Participation in the Work Ready Communities academies includes attending four academies over a one-year period.

ACT WorkKeys Curriculum

ACT[®] WorkKeys[®] Curriculum is a comprehensive learning system focused on the knowledge and abilities important for success in the workplace. WorkKeys Curriculum fosters individual and organizational success through skills development.

WorkKeys Curriculum includes KeyTrain[®], the Soft Skills Suite, and Career Ready 101[®].

Volume/Users

- 24 states in the U.S. are actively pursuing the ACT Work Ready Community certification; 18 of those states have earned at least one Work Ready Community designation
- [More than 16,000 employers nationwide](#) accept the WorkKeys NCRC as a reliable way to verify individuals' work readiness
- [More than 3.8 million WorkKeys NCRCs](#) have been issued across the U.S.
- 30 states issue the WorkKeys NCRC in statewide or regional programs

Recent Updates

In the summer of 2017, ACT will launch new updated versions of the ACT WorkKeys National Career Readiness Certificate (NCRC) Assessments and credential, as well as the aligned curriculum, test prep and job profiling products and services.

Specific enhancements, in direct response to customer feedback, include:

- New and updated skills and item content to better reflect today's jobs
- New and improved assessment delivery platform to be more stable, and faster
- New Locating Information scale scores and improved item presentation
- Improved holistic approach to calculating certificate levels
- Fully aligned curriculum to better support skill development and test prep

The updated assessments will continue to measure the same core set of broadly relevant career readiness skills that have historically been measured by the WorkKeys NCRC Assessments. The updated credential will continue to be a reliable signal of career readiness, trusted by job seekers, employers, and educators domestically as well as internationally.

Links

- [ACT WorkKeys](#)
- [Criteria for ACT Work Ready Communities Certification](#)