“Work Ready Communities (WRC) is a national effort, led by ACT™, to provide a framework for states, regions and communities to build an economic development, community based approach grounded in certifying counties as Work Ready. ACT™ awards this certification when counties achieve goals (based on common criteria) of individuals in the workforce earning an ACT™ WorkKeys® National Career Readiness Certificate and businesses recognizing or recommending the ACT™ WorkKeys® NCRC®.”

Work Ready Oswego NY is a county-level team of over 22 strategic partners that “uses the ACT™ approach to solve local workforce issues through attaining and maintaining a certified ACT™ Work Ready Communities status”.

Introduction
Overall Goals for Oswego County, NY

Economic Mobility and Poverty Reduction Through:

- Skills improvement and verification
- Nationally recognized credentials
- Educational opportunities
- Job preparation
- Career ladders
Meet goals set by ACT™ Work Ready Communities:

- Award 512 National Career Readiness Certificates (NCRC®’s) in Oswego County in the following categories:
  - Emerging Workforce – High School, College and Career Training: 251
  - Current Workforce – Gainfully Employed Full-time: 34
  - Transitional Workforce – Unemployed, Underemployed and Veterans: 227
- Recruit and educate a minimum of 53 county employers to officially sign-on to support this initiative by agreeing to give preference to candidates who earn an NCRC® when applying for a position.
Strategic Partnerships

- Oswego County Opportunities
- Oswego County Department of Social Services
- Oswego County Employment & Training
- Oswego County BOCES (CiTi)
- City of Oswego
- Oswego County Workforce Development Board
- Employers
- School Districts
Building the Foundation and Working Together

1. Common Challenges & Goals
2. Collaboration & Cooperation
3. Communication – Internal & External
4. Commitment of Partners
Online self paced curriculum
At each of the sites
Pre-assess and remediate
Improve individual’s skills

NCRC® testing sites (5-7)
Cayuga CC-Fulton; 4-6 satellites
Assesses: Applied Math, Graphic Literacy and Workplace Document Skills
National credential

Job skills alignment
Analyze competencies of real job openings - locally & nationwide

ACT™ WorkKeys® Curriculum and Essential Skills
National Career Readiness Certificate
Job Match
CAPACITY BUILDING

**Slide Format Courtesy of: Massachusetts Career Readiness Initiative**
WorkKeys® NCRC® Assessments identify and assess an individual’s levels in:
- Applied Math
- Graphic Literacy
- Workplace Documents

Results scored in levels 3-7

NCRC® designation awarded based on results of WorkKeys® assessments:
- Bronze (score of 3 on one or more)
- Silver (score of 4 on one or more)
- Gold (score of 5 on one or more)
- Platinum (score of 6 on one or more)
Current Status – Cayuga CC Site

Who are we testing at our primary site?

- Full-time and part-time non-credit career training programs: Health Career Programs – Practical Nursing, Nurse Assistant, Medical Assisting and Dental Assisting; Auto-Tech; Welding
- CiTi BOCES High School P-TECH Programs (Early College H.S.)
- Oswego County Summer Youth Employment Program

Additional programs in process:
Local H.S. programs, CiTi BOCES New Vision Programs, Cayuga CC Oswego County Literacy Programs, Incarcerated Youth Programs and Cayuga CC Workstudy Program (credit)
ACT™ WorkKeys® NCRC® Designation

Setup 5-7 WorkKeys® Satellite Sites throughout Oswego County:

- 1 ACT™ WorkKeys® Primary Center (Cayuga CC – Fulton Campus)
- 4-6 WorkKeys® Satellite Sites
  - Oswego County Opportunities (OCO) – Oswego (Mid-Town Plaza)
  - City of Oswego – Rental Assistance Program (Inspire Center)
  - Oswego County Workforce NY – Fulton & Mexico
  - CiTi BOCES – Mexico
  - Mobile Lab (October 2019)
- 1-2 more sites planned to be added Fall 2019 (2 HS in process)
Attaining Our Goals

- Engagement and Commitment of ALL Partners:
  - Specific partners agreeing to become sites
  - Employer WRC signed agreements to recognize NCRC® designation

- Replication across all sites:
  - A streamlined process in place
  - Training documents developed
  - Training provided at Primary Site – Cayuga CC Computer Labs
Site Set-up Checklist

- Determine Site Admin/key contacts
- Send intro email and schedule initial overview meeting
- Complete in-person overview
- Complete paperwork for site license and assign key personnel
- Schedule WorkKeys® training and email training plan and documents
- Site receives URL realms
- Provide all documents or links to documents to site personnel
- Complete WorkKeys® training; “Staff Verification Form”
- Schedule and complete ACT™ WorkKeys® Curriculum training
- Site registers first test group with assistance from Primary Site
- Site administers first assessment
Test Preparation

- **WorkKeys® Curriculum**
  - Register examinees and instructors (as needed) in the WorkKeys® Curriculum
  - Administer the placement quizzes for the 3 “Core” WorkKeys® Assessments
  - Based on placement results, schedule the assessments or set up a self-study and/or Hybrid lesson plan in the WorkKeys® Curriculum

- Provide instructions to access the WorkKeys® practice assessments

- Schedule assessments as examinees are ‘ready’ to take them
WorkKeys® Assessments

- Assessment(s) may be taken on the same day or on separate days
- Examinee completes assessments:
  - Applied Math
  - Graphic Literacy
  - Workplace Documents
- Initial scores may be provided to examinees within 48 hours
Final Certificates – Celebration!

- WorkKeys® NCRC® Assessment scores are stored online in a system called RegiSTAR™:
  - Only the Primary site (Cayuga Community College) can access RegiSTAR™ since sites are linked to Cayuga
  - Final Certificates can be generated weekly in RegiSTAR™ (by request)
  - The Primary site can print and distribute final certificates AND/OR
  - Examinees can access their final certificate with their created online WorkKeys® account 24-48 hours after completing their assessments
Celebrations

CiTi BOCES High School P-TECH

Oswego Summer Youth Program
## Where Are We Now?

<table>
<thead>
<tr>
<th>Workforce Category</th>
<th>Goal</th>
<th>10/31/19</th>
<th>12/31/19</th>
<th>6/30/19</th>
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<tr>
<td>Emerging</td>
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<tr>
<td>Current</td>
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<tr>
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<tr>
<td><strong>Totals</strong></td>
<td>512</td>
<td>174</td>
<td>285</td>
<td>512</td>
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**Employer Sign-on/Support:**  
Goal: 53  
Currently: 20
### Oswego County

#### ACT WorkKeys National Career Readiness Certificate (NCRC)

<table>
<thead>
<tr>
<th>Workforce</th>
<th>Total NCRC</th>
<th>Bronze NCRC</th>
<th>Silver NCRC</th>
<th>Gold NCRC</th>
<th>Platinum NCRC</th>
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<td>4</td>
<td>17</td>
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<td>17</td>
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<td>23</td>
<td>9</td>
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<td>25</td>
<td>75</td>
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</table>

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.

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### Employers in Oswego County Recognize or Recommend the ACT WorkKeys NCRC

- Novelis Corporation
- Plumbers & Pipefitters Local 73
- Pathfinder Bank
- Davis-Standard LLC
- EJ USA INC
- Huhtamaki

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### Improved ACT NCRC

<table>
<thead>
<tr>
<th>Tier</th>
<th>Bronze</th>
<th>Silver</th>
<th>Gold</th>
<th>Platinum</th>
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<tbody>
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<td>0</td>
<td>0</td>
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<tr>
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<td>0</td>
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</tr>
<tr>
<td>Bronze</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Silver</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gold</td>
<td>0</td>
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### About ACT

Founded in 1959, ACT is a not-for-profit organization headquartered in Iowa City, Iowa, and dedicated to helping people achieve education and workplace success. ACT provides a broad array of assessment, research, and information and program management solutions in the areas of education and workforce development.

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Implementation Timeline

March 2018
ACT™ WorkKeys Pilot

December 2018
WRC ‘Go Live’

Feb & April 2019
ACT™ WRC Boot Camps

April – Oct 2019
Development/ Site Set-up
Related Links

- Work Ready Oswego New York: https://www.workreadycommunities.org/NY/075
- Job Analysis Profile: http://profiles.keytrain.com/profile_search/
- Assessment Details and Sample Questions: https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments.html
- Practice Exams: https://testregistration.org/rsp/Login.do?event=go&realm=20770563
For more information on our county-wide initiative, please contact:

Paula Hayes
Liaison, Workforce Initiatives & Corporate Programs

Main Number: 315-593-9471
Email: phayes@cayuga-cc.edu