



National Career Readiness Certificate Bronze

Bronze National Career Readiness Certificate (NCRC) earners have scored a minimum level score of three on the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents assessments. An earner may have scored higher than Level 3 on one or two of the assessments, but the NCRC level is determined by the lowest score achieved on the three assessments. [ACT's Occupational Profile](#) website can be used to identify the WorkKeys skills needed for every O*NET occupation.

By earning the Bronze NCRC, the individual has demonstrated at a minimum the following skills:

The **Applied Math** assessment measures critical thinking, mathematical reasoning, and problem-solving techniques for situations that occur in today's workplace. While individuals may use calculators and conversion tables to help with the problems on the assessment, math skills are still needed to think them through.

Applied Math Level 3

Characteristics of Items

- Translate easily from a word problem to a math equation
- All needed information is presented in logical order
- No extra information

Skills

- Solve problems that require one type of mathematical operation. They add or subtract either positive or negative numbers (such as 10 or -2). They multiply or divide using only positive numbers (such as 10).
- Convert a familiar fraction (such as $\frac{1}{2}$ or $\frac{1}{4}$ to a decimal) and convert from a decimal to a common fraction; OR convert between decimals to percentages (such as 0.75 to 75%).
- Convert between familiar units of money and time (such as one hour equals 60 minutes or $\frac{1}{2}$ of a dollar equals \$0.50).
- Add the prices of several products together to find the total, and calculate the correct change for a customer.

[View Sample Item](#)

Graphic Literacy Level 3

At Level 3, workplace graphics are common with familiar content, and are of simple or low moderate difficulty.

Characteristics of simple graphics include:

- A limited amount of data (i.e., usually no more than twenty data points/fields)
- One level of data (such as number of items in inventory)
- One or two variables (such as day of the week and number of items in inventory)
- If there are axes, there will be one or two (such as an x and/or y axis)

Characteristics of low moderate graphics include:

- A moderate amount of data
- Usually more than one level of data; nesting unlikely
- Several variables
- If there are axes, there will be one or two (such as an x and/or y axis)
- If two simple graphics are required to solve a problem, they should be considered a low moderate graphic.

At Level 3, employees use one simple or low moderate graphic at a time to perform the following tasks:

- Locate information
- Identify the next or missing step in a process

The **Workplace Documents** assessment measures skills that individuals use when they read real workplace documents and use that information to make job-related decisions and solve problems. The documents include messages, emails, letters, directions, signs, bulletins, policies, websites, contracts, and regulations.

WorkKeys Workplace Documents

Employees must be able to understand written text to do a job. The Workplace Documents assessment measures skills that individuals use when they read real workplace documents and use that information to make job-related decisions and solve problems. The documents include messages, emails, letters, directions, signs, bulletins, policies, websites, contracts, and regulations.

Level 3

Characteristics of Items

- Reading materials include basic company policies, procedures, and announcements

- Reading materials are short and simple, with no extra information
- Reading materials tell readers what they should do
- All needed information is stated clearly and directly
- Items focus on the main points of the passages
- Wording of the questions and answers is similar or identical to the wording used in the reading materials

Skills

- Identify the main idea
- Identify specific details
- Choose when to perform a step in a series of short steps
- Apply information/instructions to a situation that is the same as the situation described in the document

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