



National Career Readiness Certificate Platinum

Platinum National Career Readiness Certificate (NCRC) earners have scored a minimum level score of six on the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents assessments. An earner may have scored higher than Level 6 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 Platinum 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 6

Characteristics of Items

- May require considerable translation from verbal form to mathematical expression
- Generally require considerable setup and involve multiple-step calculations

Skills

- Use fractions with unlike denominators and calculate reverse percentages.

- Convert units within or between systems of measurement (e.g., time, measurement, and quantity) where multiple-step conversions are required and the formulas are provided such as converting from kilometers to meters to feet.
- Identify why a mistake occurred in a solution.
- Find the best deal from a group of solutions and then use the result for another calculation.
- Find the area of basic shapes when it may be necessary to rearrange a formula, convert units of measurement in the calculations, or use the result in further calculations.
- Calculate the volume of rectangular solids (e.g., cubes).
- Calculate rates, production rates, rate by time (such as, production rate is 59 cups produced per hour, how many will be produced in an 8 hour shift).
- Identify the correct equation for solving a problem.

[View Sample Item](#)

Graphic Literacy Level 6

At Level 6, workplace graphics may be less common with less familiar content, and of high moderate or difficult complexity.

High moderate graphics may be less common with less familiar content and have the following characteristics:

- A moderate amount of data
- More than one level of data; nesting allowed
- Many variables (such as types of wood, drill speeds, hole diameter, and type of bit)
- If there are axes, there will be one or two (such as an x and/or y axis)
- If a low moderate graphic and a simple graphic or another low moderate graphic are required to solve a problem, the combination should be considered a high moderate graphic.

At level 6, employees have demonstrated all of the skills defined at Levels 3, 4 and 5, and they can use a high moderate graphic to perform the following tasks:

- Compare two or more trends/patterns/relationships
- Interpret a trend/pattern/relationship
- Make a reasonable inference or decision based on one graphic after finding information in another graphic
- Justify an inference or decision based on information
- Identify and/or justify the most effective graphic for a task

Difficult graphics are likely to be less common or a composite of graphics with less familiar content, and have the following characteristics:

- Data presented is dense.
- More than one level of data; nesting likely
- Many variables (such as types of wood, drill speeds, hole diameter, and type of bit)
- If there are axes, there may be two or more
- If a high moderate graphic is used with either a simple, a low moderate, or a high moderate graphic to solve a problem, the combination of graphics should be considered a difficult graphic

At Level 6, employees have demonstrated all of the skills defined at Levels 3, 4 and 5, and they can use one difficult graphic to perform the following tasks:

- Locate information in a graphic using information found in another graphic
- Compare two or more pieces of information
- Identify a trend/pattern/relationship
- Make an inference or decision
- Identify the graphic that accurately represents the data

[View Sample Item](#)

Workplace Documents Level 6

At Level 6, workplace documents include policies, informational, instructional (procedures), legal, and multiple related documents with the following characteristics:

- They use mostly complicated sentences.
- Documents may be long and/or complex and/or contain conditional situations.
- There are implied and/or extraneous details with difficult words, jargon, and technical terms.
- Most of the information is not clearly stated.
- Meanings may need to be determined from context.

When employees use Level 6 skills on the job, in addition to using the skills at Levels 3, 4, and 5, they can:

- Infer implied details.
- Infer the meaning of an acronym, jargon, or technical term from context.

- Apply information/instructions to a situation not directly described or to a completely new situation.
- Apply principles inferred in a passage to a situation not directly described or to a completely new situation.
- Identify the rationale behind a procedure, policy, or communication.

[View Level 6 Sample Item](#)