



NATIONAL CAREER READINESS CERTIFICATE®

The National Career Readiness Certificate is based on the well-established WorkKeys® assessment system that is documented as making a difference for employers. WorkKeys assessments have been in use for nearly two decades and are already widely accepted by thousands of companies all over the world. Career readiness certificates have been used for more than four years at the state and communitywide level.

NCRC benefits to an employer

- Reduce hiring time and costs.
- Match employee skills with job requirements
- Identify key skill requirements of job
- Target training needs
- Improve employee retention and performance
- Increase employee productivity

How employers use the National Career Readiness Certificate

Employers use the Certificate, along with other educational and background information, to make employment and training decisions. The NCRC is often considered a “plus” when presented to an employer during the hiring process because it shows the individual has attained specific workforce competency levels. ACT has profiled more than 16,000 individual jobs across the country to determine the skills and skill levels needed to succeed in them. According to findings, three skills are highly important to most jobs.

- **Workplace Documents**— comprehending work-related reading materials, from memos and bulletins to policy manuals and governmental regulations.
- **Applied Math**— applying mathematical reasoning to work-related problems.
- **Graphic Literacy**— using information from such materials as diagrams, floor plans, tables, forms, graphs, and charts. Information retrieval and problem-solving skills— what the Locating Information test measures— are highly relevant in our information-based business culture.

ACT Workforce Research Snapshot: Foundational Skills for Manufacturing Careers

Industries and business do not have to have their jobs profiled to be able to access the ACT job profile database of over 16,000 job analyses for occupations across a diverse array of industries that have already been profiled like these listed below.

O*Net-Code	Occupation	Graphic Literacy (Range 3-6)	Workplace Documents (Range 3-7)	Applied Math (Range 3-7)
51-9198.00	Helpers--Production Workers	4	3	3
51-4041.00	Machinists	4	4	4
51-4121.06	Welders, Cutters, & Welder Fitters	4	3	3
51-9111.00	Packaging & Filling Machine Operators & Tenders	4	3	3
51-4012.00	Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic	5	5	5

Additional data for skill levels for other WorkKeys cognitive assessments can be found at:

http://profiles.keytrain.com/profile_search/

For more information, contact the Henderson County Chamber of Commerce at 731-968-2126.



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