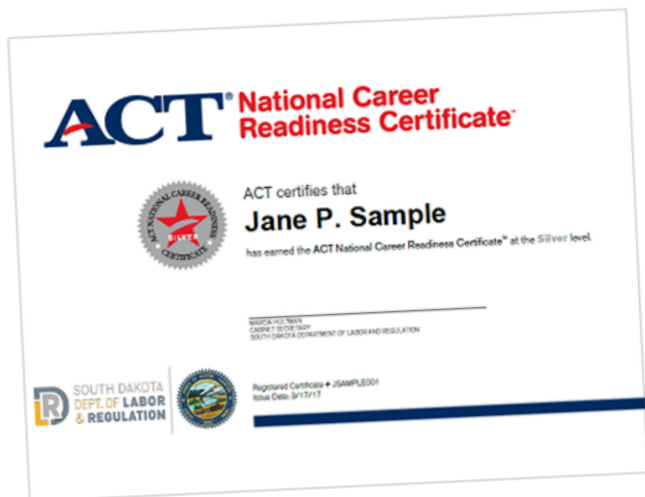


NATIONAL CAREER READINESS CERTIFICATE

Research has shown a clear gap between skills of our nation's workforce and the basic skills needs of employers. To reduce the cost of remedial training and lost efficiency, more employers are implementing pre-employment assessments to identify these skills prior to hiring.



What is the NCRC?

The National Career Readiness Certificate (NCRC) is a credential based upon the WorkKeys® assessments that demonstrates to employers that an individual possesses the basic workplace skills required for 21st century jobs.

Earning an NCRC allows individuals to show prospective employers they possess the basic skills employers seek.

Even if individuals have a high school diploma (or GED® credential) or a post-secondary degree, the NCRC further verifies they can handle tasks that are common and vital in today's workplaces, including finding information, reading instructions and directions, and working with figures.

SKILL FOCUSED

WORKPLACE DOCUMENTS

Comprehending work-related reading materials, from memos and bulletins to policy manuals and governmental regulations.

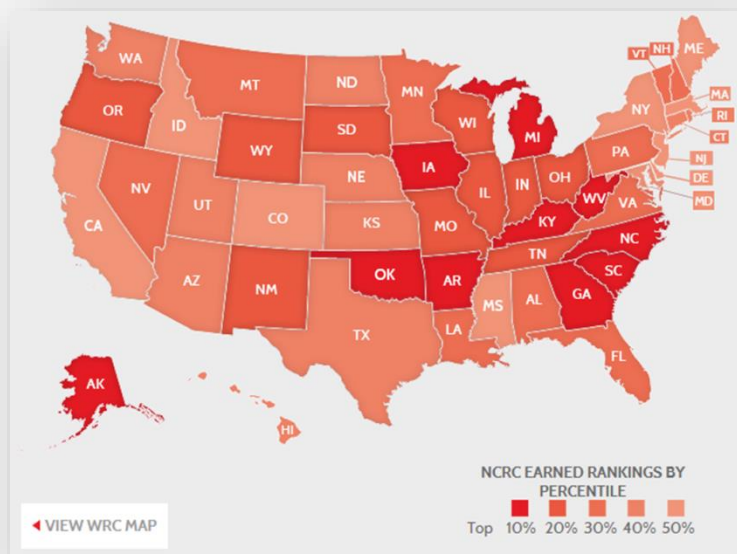
APPLIED MATH

Applying mathematical reasoning to work-related problems.

GRAPHIC LITERACY

Using information from materials such as diagrams, floor plans, tables, forms, graphs, and charts.

NATIONWIDE STANDARD



The National Career Readiness Certificate is widely accepted as the national standard for documenting essential skill sets of the 21st Century workforce.

NATIONAL CAREER READINESS CERTIFICATE

ACHIEVEMENT LEVELS

Bronze Level

An individual achieving this level possesses core employability skills for approximately 16% of the profiled jobs.

Silver Level

An individual achieving this level possesses core employability skills for approximately 67% of the profiled jobs.

Gold Level

An individual achieving this level possesses core employability skills for approximately 93% of the profiled jobs.

Platinum Level

An individual achieving this level possesses core employability skills for approximately 99% of the profiled jobs.

| SKILL AREA | BRONZE | SILVER | GOLD | PLATINUM |
|---------------------|--------|--------|------|----------|
| Workplace Documents | 3 | 4 | 5 | 6 - 7 |
| Applied Math | 3 | 4 | 5 | 6 - 7 |
| Graphic Literacy | 3 | 4 | 5 | 6 - 7 |

BENEFITS TO THE JOB SEEKER

- ✓ Identify workplace skills that can be improved
- ✓ Find a job that matches current skill set
- ✓ Verify work readiness skills to employers
- ✓ Stand out from other applicant

The South Dakota Department of Labor and Regulation (DLR) has a statewide network to provide WorkKeys Curriculum for skills training and administer the WorkKeys assessments. You can get started on your certification by contacting one of the participating organizations throughout the state.

Three major components make up the system:

1. **Job Profiling Database**—Identifies the skill levels suggested to effectively perform a job.
2. **Skill Assessment**—Measures the current skill level of individuals.
3. **Instructional Support**—Provides tools educators and trainers need to help individuals improve their skill level.

For more information, contact your local DLR Job Service office or visit sdjobs.org.



WorkKeys is a system of assessments, curriculum, and skill profiles that build and measure essential workplace skills that can affect job performance and increase opportunities for career changes and advancement.

ACT[®] WorkKeys[®] Curriculum

ACT[®] WorkKeys[®] Curriculum helps individuals build the essential career-relevant skills needed for learning, personal development and effective job performance. The curriculum aligns with the WorkKeys National Career Readiness Certificate[®] assessments.

The courses are delivered via a personalized, mobile-based learning management system that provides users with a customized study schedule and detailed instructional content for Applied Math, Graphic Literacy, and Workplace Documents.

WorkKeys Curriculum is a proven tool for helping individuals acquire skills critical to workplace success.