



NATIONAL CAREER READINESS CERTIFICATE REVIEW

The National Career Readiness Certificate (NCRC) is a valuable tool available to students that can be used when applying for jobs, scholarships, and post-secondary education. There are many ways the assessment can be used, but it can be difficult to verbalize the results of the exam without a little practice. This activity will encourage students to work in pairs to find information on the WorkKeys website and find ways to explain their test results to potential employers or other individuals.

LESSON PLAN INFORMATION

Grade Range: Students who have taken the NCRC assessments

Time Needed: 1 class period, possible homework assignment

Learning Objectives:

- Students will learn how to navigate the ACT WorkKeys career page
- Students will work on teamwork to answer questions related to the NCRC
- Students will create a brief explanation of their results and prepare to explain those results to potential future employers or school officials.

Supplies Needed:

- Computers with Internet Access.
 - Printed copies of the [NCRC Flier](#) for each student.
 - Writing Utensils.
 - Printed copies of the **NCRC Profiles**. Each profile worksheet is two pages. There are 10 NCRC Profiles, so if the class is larger repeat scenarios or have the students create larger groups.
 - Printed copies of **Your NCRC Results** for each student.
1. Give each student a copy of the NCRC flier, which explains the NCRC.
 2. Separate students into pairs or small groups. Each pair will need access to the internet.
 3. Give each group or pair a **NCRC Profile**. Each profile will have a name and desired Career Cluster. As they work through the worksheet, they will find their individual profile's scores and search for additional information using the ACT Occupational Database: profiles.keytrain.com/profile_search
 4. After each pair has filled out the questions on their sheet they will be asked to create a short explanation about the reasons an employer should consider hiring their assigned profile based upon their NCRC results.
 5. Each group will then present their explanation to the class.
 6. On the next page of this packet there is an additional worksheet title "**Your NCRC Results**" for each student to complete using their own individual results.

YOUR NCRC RESULTS

The National Career Readiness Certificate (NCRC) offers individuals, employers, and educators an easily understood and nationally-valued credential certifying essential workplace skills. The NCRC proves jobseekers and employees have the workplace skills needed to be successful on the job.

NCRC Certificate (*circle the level you earned*): Platinum Gold Silver Bronze

This is your overall certificate score, but this only tells part of the story. The individual assessment scores show the areas in which you may excel.

NCRC Individual Results: Circle your individual results

| | | | | |
|-----------------------------|-------------------|----------|------------|------------|
| Applied Math: | Platinum (6 or 7) | Gold (5) | Silver (4) | Bronze (3) |
| Workplace Documents: | Platinum (6 or 7) | Gold (5) | Silver (4) | Bronze (3) |
| Graphic Literacy: | Platinum (6 or 7) | Gold (5) | Silver (4) | Bronze (3) |

Be sure to add your NCRC certificate score to your resume, job applications, and scholarship applications.

Explore Careers:

1. Go to profiles.keytrain.com and explore careers by inputting your individual skill levels.
2. Choose at least three careers that match your skill levels you would like to learn more about.
3. Fill out the chart below with the information you find.

| <i>Career</i> | <i>Career Cluster</i> | <i>Description</i> |
|---------------|-----------------------|--------------------|
| | | |
| | | |
| | | |
| | | |

For additional questions regarding the NCRC, please contact your local Department of Labor and Regulation employment specialist or career advisor. You may also go to https://dlr.sd.gov/workforce_services/ncrc.

NCRC PROFILE 1

You have each been given a partial profile of an individual that has earned a National Career Readiness Certificate. Your job will be to find additional information about various careers within your individual's desired career field. At the end, you will find what their individual scores were and determine how your individual can "sell" their skills to potential employers while focusing on their NCRC results.

Individual Profile:

Name: Tyler Wickens

Desired Career Cluster: Agriculture, Food and Natural Resources

Using the Job Skills Search at http://profiles.keytrain.com/profile_search/, choose your individual's desired career field and click "Search." Choose one of the careers from the list that populates and fill in the below information

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now, Narrow the search down a little by selecting jobs within your Career Cluster that have a Bright Outlook (select the box that says Show Only Bright Outlook): Choose a different job title from the one listed above:

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now narrow the field further, by using the career cluster, and searching by skill levels. Tyler scored a 5 in Applied Math, 6 in Workplace documents, and 6 in Graphic Literacy. Choose a different Career from those above.

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Using your Job title from your last search, create a talking point as to why a future potential employer should hire Tyler based on their NCRC results. Be prepared to share the information about your individual and why the employer should hire them with the rest of the class.

Career Cluster: _____

Job Title: _____

NCRC Scores: Applied Math-5, Workplace Documents-6, Graphic Literacy-6

Why should the employer hire Tyler based upon their NCRC results?

NCRC PROFILE 2

You have each been given a partial profile of an individual that has earned a National Career Readiness Certificate. Your job will be to find additional information about various careers within your individual's desired career field. At the end, you will find what their individual scores were and determine how your individual can "sell" their skills to potential employers while focusing on their NCRC results.

Individual Profile:

Name: Elisha Logan

Desired Career Cluster: Arts, A/V Technology and Communication

Using the Job Skills Search at http://profiles.keytrain.com/profile_search/, choose your individual's desired career field and click "Search." Choose one of the careers from the list that populates and fill in the below information

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now, Narrow the search down a little by selecting jobs within your Career Cluster that have a Bright Outlook (select the box that says Show Only Bright Outlook): Choose a different job title from the one listed above:

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now narrow the field further, by using the career cluster, and searching by skill levels. Elisha scored a 5 in Applied Math, 4 in Workplace documents, and 6 in Graphic Literacy. Choose a different Career from those above.

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Using your Job title from your last search, create a talking point as to why a future potential employer should hire Elisha based on their NCRC results. Be prepared to share the information about your individual and why the employer should hire them with the rest of the class.

Career Cluster: _____

Job Title: _____

NCRC Scores: Applied Math-5, Workplace Documents-4, Graphic Literacy-6

Why should the employer hire Elisha based upon her NCRC results?

NCRC PROFILE 3

You have each been given a partial profile of an individual that has earned a National Career Readiness Certificate. Your job will be to find additional information about various careers within your individual's desired career field. At the end, you will find what their individual scores were and determine how your individual can "sell" their skills to potential employers while focusing on their NCRC results.

Individual Profile:

Name: Marcus Riley

Desired Career Cluster: Education and Training

Using the Job Skills Search at http://profiles.keytrain.com/profile_search/, choose your individual's desired career field and click "Search." Choose one of the careers from the list that populates and fill in the below information

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now, Narrow the search down a little by selecting jobs within your Career Cluster that have a Bright Outlook (select the box that says Show Only Bright Outlook): Choose a different job title from the one listed above:

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now narrow the field further, by using the career cluster, and searching by skill levels. Marcus scored a 4 in Applied Math, 5 in Workplace documents, and 5 in Graphic Literacy. Choose a different Career from those above.

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Using your Job title from your last search, create a talking point as to why a future potential employer should hire Marcus based on their NCRC results. Be prepared to share the information about your individual and why the employer should hire them with the rest of the class.

Career Cluster: _____

Job Title: _____

NCRC Scores: Applied Math-4, Workplace Documents-5, Graphic Literacy-5

Why should the employer hire Marcus based upon their NCRC results?

NCRC PROFILE 4

You have each been given a partial profile of an individual that has earned a National Career Readiness Certificate. Your job will be to find additional information about various careers within your individual's desired career field. At the end, you will find what their individual scores were and determine how your individual can "sell" their skills to potential employers while focusing on their NCRC results.

Individual Profile:

Name: Edgar Burke

Desired Career Cluster: Health Science

Using the Job Skills Search at http://profiles.keytrain.com/profile_search/, choose your individual's desired career field and click "Search." Choose one of the careers from the list that populates and fill in the below information

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now, Narrow the search down a little by selecting jobs within your Career Cluster that have a Bright Outlook (select the box that says Show Only Bright Outlook): Choose a different job title from the one listed above:

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now narrow the field further, by using the career cluster, and searching by skill levels. Edgar scored a 6 in Applied Math, 5 in Workplace documents, and 5 in Graphic Literacy. Choose a different Career from those above.

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Using your Job title from your last search, create a talking point as to why a future potential employer should hire Edgar based on their NCRC results. Be prepared to share the information about your individual and why the employer should hire them with the rest of the class.

Career Cluster: _____

Job Title: _____

NCRC Scores: Applied Math-6, Workplace Documents-5, Graphic Literacy-5

Why should the employer hire Edgar based upon their NCRC results?

NCRC PROFILE 5

You have each been given a partial profile of an individual that has earned a National Career Readiness Certificate. Your job will be to find additional information about various careers within your individual's desired career field. At the end, you will find what their individual scores were and determine how your individual can "sell" their skills to potential employers while focusing on their NCRC results.

Individual Profile:

Name: Lochlan Calhoun

Desired Career Cluster: Hospitality and Tourism

Using the Job Skills Search at http://profiles.keytrain.com/profile_search/, choose your individual's desired career field and click "Search." Choose one of the careers from the list that populates and fill in the below information

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now, Narrow the search down a little by selecting jobs within your Career Cluster that have a Bright Outlook (select the box that says Show Only Bright Outlook): Choose a different job title from the one listed above:

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now narrow the field further, by using the career cluster, and searching by skill levels. Lochlan scored a 6 in Applied Math, 5 in Workplace documents, and 5 in Graphic Literacy. Choose a different Career from those above.

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Using your Job title from your last search, create a talking point as to why a future potential employer should hire Lochlan. Be prepared to share the information about your individual and why the employer should hire them with the rest of the class.

Career Cluster: _____

Job Title: _____

NCRC Scores: Applied Math-6, Workplace Documents-5, Graphic Literacy-5

Why should the employer hire Lochlan based upon their NCRC results?

NCRC PROFILE 6

You have each been given a partial profile of an individual that has earned a National Career Readiness Certificate. Your job will be to find additional information about various careers within your individual's desired career field. At the end, you will find what their individual scores were and determine how your individual can "sell" their skills to potential employers while focusing on their NCRC results.

Individual Profile:

Name: Sofie Farrow

Desired Career Cluster: Business, Management & Administration

Using the Job Skills Search at http://profiles.keytrain.com/profile_search/, choose your individual's desired career field and click "Search." Choose one of the careers from the list that populates and fill in the below information

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now, Narrow the search down a little by selecting jobs within your Career Cluster that have a Bright Outlook (select the box that says Show Only Bright Outlook): Choose a different job title from the one listed above:

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now narrow the field further, by using the career cluster, and searching by skill levels. Sofie scored a 5 in Applied Math, 5 in Workplace documents, and 5 in Graphic Literacy. Choose a different Career from those above.

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Using your Job title from your last search, create a talking point as to why a future potential employer should hire Sofie based on their NCRC results. Be prepared to share the information about your individual and why the employer should hire them with the rest of the class.

Career Cluster: _____

Job Title: _____

NCRC Scores: Applied Math-5, Workplace Documents-5, Graphic Literacy-5

Why should the employer hire Sofie based upon her NCRC results?

NCRC PROFILE 7

You have each been given a partial profile of an individual that has earned a National Career Readiness Certificate. Your job will be to find additional information about various careers within your individual's desired career field. At the end, you will find what their individual scores were and determine how your individual can "sell" their skills to potential employers while focusing on their NCRC results.

Individual Profile:

Name: Rosalie Haney

Desired Career Cluster: Information Technology

Using the Job Skills Search at http://profiles.keytrain.com/profile_search/, choose your individual's desired career field and click "Search." Choose one of the careers from the list that populates and fill in the below information

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now, Narrow the search down a little by selecting jobs within your Career Cluster that have a Bright Outlook (select the box that says Show Only Bright Outlook): Choose a different job title from the one listed above:

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now narrow the field further, by using the career cluster, and searching by skill levels. Rosalie scored a 4 in Applied Math, 5 in Workplace documents, and 4 in Graphic Literacy. Choose a different Career from those above.

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Using your Job title from your last search, create a talking point as to why a future potential employer should hire Rosalie based on their NCRC results. Be prepared to share the information about your individual and why the employer should hire them with the rest of the class.

Career Cluster: _____

Job Title: _____

NCRC Scores: Applied Math-4, Workplace Documents-5, Graphic Literacy-4

Why should the employer hire Rosalie based upon her NCRC results?

NCRC PROFILE 8

You have each been given a partial profile of an individual that has earned a National Career Readiness Certificate. Your job will be to find additional information about various careers within your individual's desired career field. At the end, you will find what their individual scores were and determine how your individual can "sell" their skills to potential employers while focusing on their NCRC results.

Individual Profile:

Name: Rhonda Cousins

Desired Career Cluster: Manufacturing

Using the Job Skills Search at http://profiles.keytrain.com/profile_search/, choose your individual's desired career field and click "Search." Choose one of the careers from the list that populates and fill in the below information

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now, Narrow the search down a little by selecting jobs within your Career Cluster that have a Bright Outlook (select the box that says Show Only Bright Outlook): Choose a different job title from the one listed above:

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now narrow the field further, by using the career cluster, and searching by skill levels. Rhonda scored a 5 in Applied Math, 5 in Workplace documents, and 6 in Graphic Literacy. Choose a different Career from those above.

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Using your Job title from your last search, create a talking point as to why a future potential employer should hire Rhonda. Be prepared to share the information about your individual and why the employer should hire them with the rest of the class.

Career Cluster: _____

Job Title: _____

NCRC Scores: Applied Math-5, Workplace Documents-5, Graphic Literacy-6

Why should the employer hire Rhonda based upon her NCRC results?

NCRC PROFILE 9

You have each been given a partial profile of an individual that has earned a National Career Readiness Certificate. Your job will be to find additional information about various careers within your individual's desired career field. At the end, you will find what their individual scores were and determine how your individual can "sell" their skills to potential employers while focusing on their NCRC results.

Individual Profile:

Name: Odin Hanson

Desired Career Cluster: Marketing, Sales & Service

Using the Job Skills Search at http://profiles.keytrain.com/profile_search/, choose your individual's desired career field and click "Search." Choose one of the careers from the list that populates and fill in the below information

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now, Narrow the search down a little by selecting jobs within your Career Cluster that have a Bright Outlook (select the box that says Show Only Bright Outlook): Choose a different job title from the one listed above:

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now narrow the field further, by using the career cluster, and searching by skill levels. Odin scored a 4 in Applied Math, 4 in Workplace documents, and 4 in Graphic Literacy. Choose a different Career from those above.

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Using your Job title from your last search, create a talking point as to why a future potential employer should hire Odin. Be prepared to share the information about your individual and why the employer should hire them with the rest of the class.

Career Cluster: _____

Job Title: _____

NCRC Scores: Applied Math-4, Workplace Documents-4, Graphic Literacy-4

Why should the employer hire Odin based upon their NCRC results?

NCRC PROFILE 10

You have each been given a partial profile of an individual that has earned a National Career Readiness Certificate. Your job will be to find additional information about various careers within your individual's desired career field. At the end, you will find what their individual scores were and determine how your individual can "sell" their skills to potential employers while focusing on their NCRC results.

Individual Profile:

Name: Kodi Cassidy

Desired Career Cluster: Science, Technology, Engineering and Mathematics

Using the Job Skills Search at http://profiles.keytrain.com/profile_search/, choose your individual's desired career field and click "Search." Choose one of the careers from the list that populates and fill in the below information

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now, Narrow the search down a little by selecting jobs within your Career Cluster that have a Bright Outlook (select the box that says Show Only Bright Outlook): Choose a different job title from the one listed above:

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Now narrow the field further, by using the career cluster, and searching by skill levels. Tyler scored a 5 in Applied Math, 6 in Workplace documents, and 6 in Graphic Literacy. Choose a different Career from those above.

Job Title: _____

Job Description:

Median Skill Level:

Applied Math: _____ Workplace Documents: _____ Graphic Literacy: _____

O*Net Wages & Employment Trends:

Median Wages: _____ Projected Growth: _____ Projected Job Openings: _____

Using your Job title from your last search, create a talking point as to why a future potential employer should hire Tyler based on their NCRC results. Be prepared to share the information about your individual and why the employer should hire them with the rest of the class.

Career Cluster: _____

Job Title: _____

NCRC Scores: Applied Math-5, Workplace Documents-6, Graphic Literacy-6

Why should the employer hire Kodi based upon their NCRC results?

YOUR NCRC RESULTS

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NCRC Certificate (*circle the level you earned*): Platinum Gold Silver Bronze

This is your overall certificate score, but this only tells part of the story. The individual assessment scores show the areas in which you may excel.

NCRC Individual Results: Circle your individual results

Applied Math: Platinum: (6 or 7) Gold (5) Silver (4) Bronze (3)

Workplace Documents: Platinum (6 or 7) Gold (5) Silver (4) Bronze (3)

Graphic Literacy: Platinum (6 or 7) Gold (5) Silver (4) Bronze (3)

Be sure to add your NCRC certificate score to your resume, job applications, and scholarship applications.

Explore Careers:

4. Go to profiles.keytrain.com and explore careers by inputting your individual skill levels.
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| <i>Career</i> | <i>Career Cluster</i> | <i>Description</i> |
|---------------|-----------------------|--------------------|
| | | |
| | | |
| | | |
| | | |

For additional questions regarding the NCRC, please contact your local Department of Labor and Regulation employment specialist or career advisor. You may also go to https://dlr.sd.gov/workforce_services/ncrc.