

NATIONAL CAREER READINESS CERTIFICATE PREP

This activity will help students to understand the importance and relevance of the NCRC. Students will learn how taking the NCRC can help them identify areas for growth, identify careers that require similar strengths as their own, and give them an edge over other applicants for a job or scholarship. This quick activity will help you start off the conversation to promote this credential they can earn for free while they are in high school.

LESSON PLAN INFORMATION

Grade Range: Students who will be taking the NCRC assessments, juniors and seniors.

Time Needed: 20 minutes

Learning Objectives:

- Students will understand and be able to explain the benefits of taking the NCRC
- Students will learn how to identify areas for growth
- Students will learn how to identify careers that require a similar skill set to their own
- Students will understand how the NCRC will give them an advantage over other applicants

Supplies Needed:

- Instructor will need a computer with internet access and projector
- Each student will need a phone, tablet or computer with internet access
- Kahoot link: <https://create.kahoot.it/share/ncrc-pre-assessment/d0906ec9-6702-46a0-b06f-10d07deccd6a>

1. Create your own Kahoot! login.
2. Click on Kahoot! link above. Click on the three vertical dots next to the star icon and select *Duplicate*. The Kahoot! game will be found under *My Kahoots*. You are now able to make any edits or change settings as needed.
3. When you are ready to play, choose the *Classic* version so each student is able to answer the questions using their own device. Project your screen for students to read the instructions and questions.
4. Students can join at www.kahoot.it or with the Kahoot! App. They will need to enter the Game Pin number displayed on your screen to join.
5. When all students have entered their name and joined, click *Start* in the upper right corner and the questions will begin.
6. After everyone has answered the question, a bar graph will show how many students chose each answer. You will have to click *Next* to move on to see what the individual scores are and move on to the next question.
7. Follow up each question with additional information (next page).

1. *What does NCRC stand for?*

A: National Career Readiness Certificate

2. *What are the three different skill areas the NCRC tests over?*

A: Workplace Documents, Applied Math, and Graphic Literacy

3. *Who is the NCRC created by?*

A: ACT

Most of you have probably heard of the ACT. The ACT is a test students take to identify how prepared they are to go on to a postsecondary institution. The NCRC, on the other hand, measures how prepared students are to go into the workforce.

4. *Where is the NCRC recognized?*

A: Nationally

As the name implies, this is a national credential so whether or not you think you will stay in South Dakota, this certificate can go with you anywhere. Even if the company hasn't heard of the certificate before, you will look knowledgeable explaining the certificate and how your score sets you up for success.

5. *What is a credential and why is it important?*

A: It is an achievement or qualification and is important because it indicates a person is suitable for something.

- It is recognized in a lot of places
- It sets you apart from other applicants

You can never have too many credentials or experiences on your resume. In some search processes, the employer may have applicants with very similar educational backgrounds so one more credential may be the deciding factor if you are offered the position.

6. *What is the benefit of having the NCRC?*

A: Verify work readiness skills to employers

- Identify workplaces skills that can be improved
- Stand out from other applicants
- Find a job that matches your current skillset

I'm sure a lot of you have heard that oftentimes when people start looking for their first job, many positions require experience but how can you get experience if so many jobs require experience for the position? If you score well on this test, you can leverage your scores to show what you are capable of doing without having worked in a similar position. It is also helpful to see what careers utilize areas you are strong in and may be a good career option for you to pursue.

7. *How is my certificate scored?*

A: Lowest level scored in one area

This test is different in that your certificate is based on the area you scored lowest in rather than an average overall score. This is because your strong reading skills does not necessarily compensate for your lower score in math. Therefore, even if you don't think you are going to use math in your future career, it is important to try your best in each category.

8. *I should only take the NCRC if I'm not going to continue my education after high school.*

A: False – Even if individuals have a high school diploma, GED or 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. Also, many of you will probably work while you are pursuing your postsecondary education to help pay for it! Regardless of what you do after high school, you will all have a career at some point and you will need these vital skills.

9. *Earning a NCRC allows individuals to show prospective employers that they possess the basic skills employers seek.*

A: True

10. *You should include the NCRC on your resume, job application and talk about it during interviews.*

A: True – The NCRC is a nationally recognized credential. Including your overall score as well as each individual score for the three sections (applied math, workplace documents and graphic literacy) on your resume and being able to explain what they mean to a potential employer demonstrates that you possess the basic workplace skills and are willing to go above and beyond as this credential is not required. If you are applying for a Build Dakota Scholarship, you should also list this credential on that application as well. Be familiar with each level you achieve and what it means

Bronze Level: Possess the core employability skills for approximately 16% of the profiled jobs.

Silver Level: Possess the core employability skills for approximately 67% of the profiled jobs.

Gold Level: Possess the core employability skills for approximately 93% of the profiled jobs.

Platinum Level: Possess the core employability skills for approximately 99% of the profiled jobs.

11. *How many companies in South Dakota recognize the NCRC during the hiring process?*

A: 1,000+

Since the NCRC is nationally recognized, it should be recognized by all companies however over 1,000 companies in South Dakota have officially signed paperwork saying that they recognize the NCRC and agreed to be listed as a company that does so. Make sure you're able to explain what it is and what your results mean in case the company you're interviewing with is not familiar with it. After you receive your certificate, it will have information on the back about your skills specifically and how to interpret them.

12. *If you scored a Bronze on Applied Math and a Gold in both Workplace Documents and Graphic Literacy, what would your certificate level be?*

A: Bronze. – Scoring for the NCRC is based on the lowest level you receive in any one skill area. From highest to lowest, the levels are platinum, gold, silver, and bronze.

13. *How much does it cost to take the NCRC?*

A: \$0

Being a Brookings High School student, the school covers the cost for you to take the NCRC so take advantage of it while you can!

14. *If you score lower compared to people in the career you want, you should look at choosing an alternative career option.*

A: False – The certificate may also be used to identify areas where skill development is needed. Scoring lower in an area does not indicate that an individual is not fit for a job but rather what can be improved upon to *become* a good fit and improve the quality of the workforce.