



ACT[®] WorkKeys[®]

Build A Better Workforce



Individuals are entering the workforce without the skills employers need. The ACT[®] WorkKeys[®] suite is a first step toward closing skills gaps and improving workforce quality.

What is the ACT WorkKeys suite?

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

- **Individuals**—from career seekers to longtime employees—measure their skills and advance their career goals
- **Educators** from high school through college ensure their students are ready for career success
- **Employers** find, hire, and develop quality talent
- **Workforce and economic developers** prepare their workforce to attract and maintain business and industry
- **Industry associations and advocacy organizations** develop valuable skills credentialing systems for a more productive, reliable and profitable workforce

WorkKeys consists of:



Assessments

Unlike other assessments, ACT[®] WorkKeys[®] Assessments don't simply give an indication of reading and writing competency. Instead they measure a range of hard and soft skills relevant to any occupation, at any level, across industries.



National Career Readiness Certificate

Powered by three WorkKeys Assessments, the ACT[®] WorkKeys[®] National Career Readiness Certificate[®] (NCRC[®]) helps individuals prove they possess the skills employers deem essential. It's a portable credential that helps job seekers and current employees improve their career outcome and succeed in a variety of career pathways.



Curriculum

ACT[®] WorkKeys[®] Curriculum are the only courses linked to current occupational information and WorkKeys Assessment skills areas. The courses supporting the skills development needed to obtain a WorkKeys NCRC are available for mobile delivery.



Job Profiles

By linking job tasks with WorkKeys Assessments, employers can pinpoint benchmarks for hiring, recruiting, advancement, and training.

A focus-group approach is used to gather input from employees to ensure customized job analysis.

South Carolina uses ACT WorkKeys to develop a pipeline of quality workers.

To maintain its manufacturing job growth, the Tri-County region of South Carolina uses ACT WorkKeys to ensure that potential employees have the skills their employers need.

Educators, employers, workforce development, and other agencies came together to implement ACT WorkKeys curriculum, assessments, and the WorkKeys NCRC to certify over 13,000 workers and high school students to support the 265 employers and bring new jobs to the region.

Read more success stories at www.act.org/workforcesuccess