

State of Tennessee



# Career Readiness Certificate

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Numerous surveys have demonstrated a gap between the current 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 a Career Readiness Certificate (CRC)?

A CRC is a credential based upon the WorkKeys® assessments that substantiate to employers that an individual possesses the basic workplace skills required for 21<sup>st</sup> century jobs.

Getting a CRC will allow an individual to show prospective employers that he or she possesses the basic skills they are seeking.

Even if an individual has a high school diploma (or GED) or a post secondary degree, the CRC further verifies that he or she can handle tasks that are common and vital in today's workplaces -such as finding information, reading instructions and directions, and working with figures.

## What are the target areas and levels of a Career Readiness Certificate?

The CRC focuses on three targeted skills:

- Reading for Information
- Applied Mathematics
- Locating Information

**Reading for Information**—comprehending work-related reading materials, from memos and bulletins to policy manuals and governmental regulations.

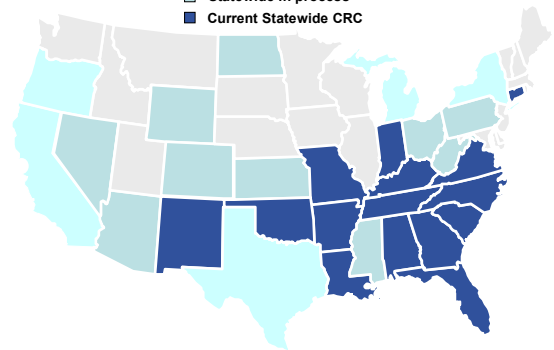
**Applied Mathematics**—applying mathematical reasoning to work-related problems.

**Locating Information**—using information from such materials as diagrams, floor plans, tables, forms, graphs, and charts.



## Statewide CRC Efforts

- Regional CRC usage
- Statewide in process
- Current Statewide CRC



*Career Readiness Certificates (CRC) are becoming widely accepted as a standard for documenting essential skill sets of the 21st Century workforce.*

# Career Readiness Certificate

## Bronze Level

An individual achieving this level possesses core employability skills for approximately 30% of the profiled jobs.

## Silver Level

An individual achieving this level possesses core employability skills for approximately 65% of the profiled jobs.

## Gold Level

An individual achieving this level possesses core employability skills for approximately 90% of the profiled jobs.

Skill Area	Bronze	Silver	Gold
Reading for Information	3	4	5
Applied Mathematics	3	4	5
Locating Information	3	4	5

## What are the benefits to job seekers for obtaining a Career Readiness Certificate?

- Valid proof of an individual's basic job skills
- Better job opportunities
- Could lead to a potential for higher wages
- Job seeker obtains a nationally recognized certificate

## What systems are used to help potential employees qualify for the Career Readiness Certificate?

For individuals who do not initially achieve the CRC, assessment results will indicate the targeted training needed to achieve the skill levels necessary to obtain a certificate. The Tennessee Career Centers, some community colleges, and all Tennessee Technology Centers will assist those individuals with increasing their skill levels through the use of KeyTrain<sup>®</sup> software, the curriculum for WorkKeys. You can get started on your certification by visiting one of the participating sites throughout the state.

## What is WorkKeys?

The WorkKeys Job Skills assessment system is a product of ACT, Inc., the developer of the ACT Assessment that is commonly used for college entrance testing. The WorkKeys Employment System is a comprehensive procedure for measuring, communicating and improving the common skills required for success in the workplace.

## WHAT IS KEYTRAIN?

A product of Thinking Media, KeyTrain is a targeted curriculum written specifically to help people master the applied workplace skills as defined by WorkKeys<sup>®</sup>. As an ACT Level 1 publisher, KeyTrain provides curriculum that is based on the WorkKeys targets for instruction and meets ACT's quality standards.

KeyTrain is available for individuals who wish to upgrade their skills or "practice" prior to taking the WorkKeys assessment. Individuals who have taken the WorkKeys assessment and wish to improve their CRC level may also use KeyTrain prior to retaking the WorkKeys assessment. Individuals may access KeyTrain during open lab times at the Tennessee Career Center or from a home computer through an established account. Check with the Tennessee Career Center at 1610 University Avenue to set up a KeyTrain account.



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**Knoxville, TN 37921**  
**865-594-5500**

**Workforce Connections**  
**2247 Western Avenue**  
**Knoxville, TN 37921**  
**865-544-5200**



The Tennessee Career Center System is an equal opportunity employer/program; auxiliary aids and services are available upon request to individuals with disabilities. This project is funded under an agreement with the Tennessee Department of Labor and Workforce Development and Workforce Connections.