

GEORGIA WORK READY CERTIFICATE PROGRAM

What is the Georgia Work Ready Certificate?

The **Georgia Work Ready Certificate** is a portable credential easily and universally understood and valued by employers, educators, and recipients. The certificate shows that an individual has certain fundamental skills needed in the workplace. The WorkKeys assessment system is used to determine those skill levels.

What is WorkKeys?

Designed by ACT, the company that developed the ACT college entrance exam, WorkKeys measures workplace literacy. With a database of more than 14,000 job profiles, WorkKeys identifies skills needed on the job, assesses an individual's skill level, and helps identify training needed to close any gaps.

What is the WorkKeys assessment system?

WorkKeys **is the assessment tool used by the Georgia Work Ready program** to determine skill levels. Depending on their scores, potential or incumbent employees receive one of the following certificates:

- **Platinum**—awarded to those who score at or above a **level 6** in each of the core areas
- **Gold**—awarded to those who score at or above a **level 5**
- **Silver**—awarded to those who score at or above a **level 4**
- **Bronze**—awarded to those who score at or above a **level 3**

What are the core areas or skills being assessed, and why those particular skills?

The skills listed below have been found in about 85 % of the jobs that have been profiled using the WorkKeys system. Therefore, these three core areas are assessed in order to earn the **Georgia Work Ready Certificate!**

- **Reading for Information** — measures the skills used when people read and use written text to do a job. Texts include memos, letters, directions, signs, notices, bulletins, policies, and regulations.
 - *The test consists of multiple-choice questions based on reading passages that reflect actual reading demands of the workplace.*
 - *The reading materials at level 3 are short and direct. The material becomes longer, denser and more difficult as readers move toward level 5.*
- **Locating Information** — measures the skills people use when they work with workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps, and instrument gauges.
 - *At level 3, the graphics are simple, and you will be asked to fill in missing information. At level 5, you will use the information in one or more complex graphics to draw conclusions and make decisions.*
- **Applied Mathematics** — measures skills used when applying mathematical reasoning and problem-solving techniques to work-related problems.
 - *The formula sheet that includes all formulas required for the assessment is provided and you can use a calculator.*

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Why is a Georgia Work Ready Certificate needed?

In the private sector, there is great concern about the skills gap that exists between those skills required on the job and those exhibited by potential and incumbent workers. Employers experience great difficulty in hiring people who have basic employability skills and who are therefore trainable for specific jobs. The Georgia Work Ready Certificate is a portable skills credential, ensuring employers of a job seeker's skills.

Where are the assessments administered?

*Appalachian Technical College is the lead entity in Cherokee County. They offer this assessment at their main campus in Jasper, but also at the Cherokee Learning Center in Canton. **However, Cherokee County Schools has collaborated with Appalachian Technical College and will be offering the assessment to a targeted student population during the month of October.***

How long does the assessment process take?

Each assessment takes about 45 to 55 minutes. If the assessment is performed on a computer, scores are available immediately. Turnaround time for paper-and-pencil assessments is 10 days.

What should I bring to the assessment?

Please bring a calculator with you when taking the mathematics assessment.

How can I prepare for this assessment?

ACT makes the practice tests available for a nominal fee. You can take a full-length WorkKeys practice test online, which will assess the three core areas of Applied Mathematics, Locating Information and Reading for Information, each at \$4.50. The practice tests will be timed, and you will receive an estimate of the score level you achieved at the end of each test. These materials are available at the WorkKeys® Practice Tests Prep Package.

You can also view sample questions through the following links for each of the three core areas.

- Reading for Information - <http://www.act.org/workkeys/assess/reading/levels.html>
- Locating Information - <http://www.act.org/workkeys/assess/locate/index.html>
- Applied Mathematics - <http://www.act.org/workkeys/assess/math/levels.html>

How many times can I take the assessment for free?

Candidates may take the Work Ready assessment up to three times as long as they have successfully completed the gap skills training prior to retaking the assessment each time.

How can I receive a free profile?

Job profiles may be free of charge if a company meets the following hiring criteria: 15 net new jobs in the same job classification for manufacturing and warehouse and distribution sectors and 25 net new jobs in the same job classification in the service sector.

Whom should I contact if I have earned a Georgia Work Ready Certificate but have not received the certificate?

If you have yet to receive your certificate, and it has been more than six weeks since your test date, please e-mail Work Ready Customer Service at help@gaworkready.org with your correct address, and we will mail your certificate promptly.

For more information, please visit: www.gaworkready.org