

# MoCRC

## Defining

## A

## Skilled

## Workforce

The **MISSOURI CAREER READINESS CERTIFICATE** represents a standardized and reliable indicator of workplace skill levels that can be used in businesses throughout the region. It provides a means of using WorkKeys results as a “bridge” between job applicants, incumbent workers, educators, training organizations, and a wide range of the region’s businesses.

*WorkKeys* – created by those behind the ACT college-entrance exam –is used by businesses to identify qualified employees and to target training needs. If the tests reveal that training is needed, companies save money because the specific training is identified to boost an employee or applicant’s skills. Individuals who use WorkKeys can find out if they have the skills needed for specific jobs wanted.

The **MISSOURI CAREER READINESS CERTIFICATE** defines a qualified workforce. The three-level certificate is a portable credential that signifies to a potential employer that an individual has achieved an acceptable learning-level of the foundation skills necessary for success in the workplace.

# ***GOLD CERTIFICATE***

***Demonstrated mastery of a Level 5 or above on the following ACT WorkKeys assessments***

## **Applied Math**

- Perform basic mathematical operations (addition, subtraction, multiplication, and division) using whole numbers and decimals.
- Convert a number from one form to another using whole numbers, fractions, decimals, or percentages.
- Solve problems that are straightforward, involving a single type of mathematical operation.
- Translate easily from a verbal setup to a mathematical equation when all information needed to solve the problem is provided in logical order and no unrelated information is included.
- Perform one or two mathematical operations (addition, subtraction, multiplication, or division) using several positive or negative numbers.
- Add commonly known fractions, decimals, or percentages, or add three fractions that share a common denominator.
- Calculate averages, simple ratios, proportions, and rates, using whole numbers and decimals.
- Reorder verbal information before performing calculations.
- Determine which operation(s) to perform and in what order.
- Read a simple chart or graph to obtain the information needed to solve the problem.
- Look up and calculate single-step conversions within English or non-English systems of measurement or between systems of measurement.
- Calculate using mixed units and several steps of logic.
- Calculate perimeters and areas of basic shapes.
- Calculate percentage discounts and markups.
- Determine what information, calculations, and unit conversions are needed to find a solution.

## **Reading for Information**

In addition to the skills at the previous levels, workplace documents at the silver Level are more detailed, more complicated, and cover broader topics. Words and phrases may be specialized (e.g., jargon and technical terms), and some words may have multiple meanings. Questions at this level typically call for applying information given in the document to a situation that is not specifically described in the document.

- Identify uncomplicated key concepts and simple details.
- Recognize the proper placement of a step in a sequence of events, or the proper time to perform a task.

- Identify the meaning of a word that is defined within the document.
- Identify the meaning of a simple word that is not defined within the document.
- Recognize the application of instructions given in the document to situations that are also described in the document.
- Identify important details that are less obvious than those in Level 3.
- Recognize the application of more complex instructions, some of which involve several steps, to described situations.
- Recognize cause-effect relationships.
- Determine the meaning of words that are not defined in the document.
- Identify the paraphrased definition of a technical term or jargon that is defined in the document.
- Recognize the application of technical terms or jargon to stated situations.
- Recognize the definition of an acronym that is defined in the document.
- Identify the appropriate definition of a word with multiple meanings.
- Recognize the application of instructions from the document to new situations that are similar to those described in the document.
- Recognize the application of more complex instructions to described situations, including conditionals and procedures with multiple steps.

## **Locating information**

In addition to the skills at the previous levels, questions at Level 5 are based on complicated workplace graphics, such as detailed forms, tables, graphs, maps, instrument gauges, and diagrams.

persons with Level 5 skills can:

- Summarize and/or compare information and trends in a single graphic.
- Sort through distracting information to summarize and/or compare information and trends presented in more than one workplace graphic.
- Find one or two pieces of information in a graphic.
- Fill in one or two pieces of information that are missing from a graphic.
- Find several pieces of information in graphics.
- Summarize and/or compare information and trends in a single graphic.
- Summarize and/or compare information and trends among more than one graphic by determining relationships.

# SILVER CERTIFICATE

***Demonstrated mastery of a Level 4 on the following ACT WorkKeys assessments***

## **Applied Math**

- Perform basic mathematical operations (addition, subtraction, multiplication, and division) using whole numbers and decimals.
- Convert a number from one form to another using whole numbers, fractions, decimals, or percentages.
- Solve problems that are straightforward, involving a single type of mathematical operation.
- Translate easily from a verbal setup to a mathematical equation when all the information needed to solve the problem is provided in logical order and no unrelated information is included.
- Perform one or two mathematical operations (addition, subtraction, multiplication, or division) using several positive or negative numbers.
- Add commonly known fractions, decimals, or percentages, or add three fractions that share a common denominator.
- Calculate averages, simple ratios, proportions, and rates, using whole numbers and decimals.
- Reorder verbal information before performing calculations.
- Determine which operation(s) to perform and in what order.
- Read a simple chart or graph to obtain the information needed to solve the problem.

## **Reading for Information**

Additionally, the workplace documents are slightly more complex than those at the bronze level. They contain more detail and describe procedures which involve a greater number of steps. Some documents describe policies and procedures with a variety of factors which must be considered in order to decide on appropriate behavior. The vocabulary, while elementary, includes words that are more difficult than those at Level 3. For example, the word “immediately” may be used at this level, whereas at Level 3 the phrase “right away” would be used. At this level, the questions and answers are paraphrased from the document.

- Identify uncomplicated key concepts and simple details.

- Recognize the proper placement of a step in a sequence of events, or the proper time to perform a task.
- Identify the meaning of a word that is defined within the document.
- Identify the meaning of a simple word that is not defined within the document.
- Recognize the application of instructions given in the document to situations that are also described in the document.
- Identify important details that are less obvious than those in Level 3.
- Recognize the application of more complex instructions, some of which involve several steps, to described situations.
- Recognize cause-effect relationships.
- Determine the meaning of words that are not defined in the document.

## **Locating information**

In addition to the skills at the bronze Level, questions are based on straightforward workplace graphics such as basic order forms, line graphs, tables, instrument gauges, maps, flowcharts, and diagrams.

- Find one or two pieces of information in a graphic.
- Fill in one or two pieces of information that are missing from a graphic.
- Find several pieces of information in graphics. Summarize and/or compare information and trends in a single graphic.
- Summarize and/or compare information and trends among more than one graphic by determining the relationships among the graphics.

# Bronze Certificate

*Demonstrated mastery of a Level 3 on the following ACT WorkKeys assessments*

## Applied Math

- Perform basic mathematical operations (addition, subtraction, multiplication, and division) using whole numbers and decimals.
- Convert a number from one form to another using whole numbers, fractions, decimals, or percentages.
- Solve problems that are straightforward, involving a single type of mathematical operation.
- Translate easily from a verbal setup to a mathematical equation when all the information needed to solve the problem is provided in logical order and no unrelated information is included.

## Reading for Information

Questions measure the examinee's skill in reading short, uncomplicated workplace documents which use elementary vocabulary. The documents include basic company policies, procedures, and announcements. All of the information needed to answer the questions is stated clearly in the documents, and the questions focus on the main points of the documents. At this level, the wording of the questions and answers is similar or identical to the wording used in the documents.

- Identify uncomplicated key concepts and simple details.
- Recognize the proper placement of a step in a sequence of events, or the proper time to perform a task.
- Identify the meaning of a word that is defined within the document.
- Identify the meaning of a simple word that is not defined within the document.
- Recognize the application of instructions given in the document to situations that are also described in the document.

## Locating information

Questions are based on elementary workplace graphics such as simple order forms, bar graphs, tables, flowcharts, and floor plans.

Persons with Level 3 skills can:

- Find one or two pieces of information in a graphic.
- Fill in one or two pieces of information that are missing from a graphic

## **A COLLABORATION OF:**

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