

**Slide 1**

Today we're going to talk about your NCRC certificate level and scores on the individual assessments, and what you can/should do with those scores.

**Slide 2**

You remember from the introductory PowerPoint that to earn a certificate, you had to have scored at least a 3 on each one of the three assessments.

Take a minute to look at your certificate.

On the front you'll notice

- Your name (check spelling)
- Your level
- Your individual certificate number and date it was issued
- The Cabinet secretary's signature
- State seal

On the back you'll see

- Specific level of skills you can share with employers
- Directions on how to access your account

**Certificate level**

Skill Area	Bronze	Silver	Gold	Platinum
Workplace Documents	3	4	5	6-7
Applied Math	3	4	5	6-7
Graphic Literacy	3	4	5	6-7

**Slide 3**

Your certificate level (bronze, silver, gold, or platinum) is based on the LOWEST score you earned.

So, if someone earned scores of 7/7/5, what would their certificate level be? (gold)

If someone earned 4/5/3, what would their level be? (bronze)

People are often disappointed their certificate level isn't an average of their

three scores, but a high score in math doesn't compensate for a lower score in reading. That's why it's very important you are able to talk about your individual scores.

Let's practice this now. I want you to pretend you're in a job interview with the person next to you, and share with them your INDIVIDUAL assessment levels, and some of the skills that proves you have.

For instance, I might say, "You can see I have a gold certificate, but I scored at the platinum level in both math and reading. That proves I have skills in critical thinking; and comparing, summarizing, and applying information presented graphically."

(Give students time to practice.)

One neat thing about this is that in being able to talk about it, you'll probably be put in the best place in that job. If math is a weakness for you but graphic literacy is a strength, you're going to be better suited for one position than another. Having you and your employer recognize your strengths from the beginning will be better for both of you.

Now that you have your scores, what should you do with them?

### Slide 4

The first thing you should do once you have your certificate is update your account. You will find the login information in the cover letter of your results packet.

**(Note: If you can, give the students time to do this.)**

- Go to MyWorkKeys.com
- Log in using User ID and Temporary Password found in the letter

## You have your scores. Now what?

### 1. Update your WorkKeys account

Congratulations, *First Name* *Last Name*!

You have earned a **«Certificate\_Level»** National Career Readiness Certificate.

Now that you have earned your Certificate, we encourage you to access your account to activate and share your Certificate with employers, and view your WorkKeys assessment score estimate.

You have your WorkKeys scores. Now what?

- 1. Access your account**
  - Log in to your account at <https://myworkkeys.com>, using the username and password listed below, or call 1-800-967-5558. **Be sure to change your password!**
  - **User ID:** *«User ID»*, **Login Name:** *«First Name»*, **Password:** *«Temporary Password»*
- 2. Update your account by supplying required demographic information.**
- 3. Share your certificate.**
  - **NOTE:** **NOT** share the relevant information until you have authorized it.
  - Click on **Certificate Management** on the left side of the screen. Your certificate details will be displayed under "Current Certificates".
  - Click on **Share** to make your certificate public for releasing information to employers.
  - Click the **Agree** under Terms and Conditions.
  - You will receive **Share** link (change to Stop Public Sharing and a Public Share URL) has been created.
  - Employers will not be able to verify your certificate details until you have shared it.
  - When you provide employers with your Certificate ID, they will be able to verify your certificate by accessing <https://myworkkeys.com/verify> (user assistance)
  - You can also send employers the Public Share URL generated in the system.
  - If you choose to discontinue sharing your certificate information, you can click on **Stop Public Sharing**.
- 4. Add your certificate level and individual assessment score information to your resume and an application.**

Congratulations again on earning your National Career Readiness Certificate!

- First time in will have to answer a couple of demographics questions (anything with a \* is required)
- Using the navigation on the left side, click on Certificate Management
- Click Share
- Click Agree
- Click Submit
- A link will appear, which is what you will use to give to a potential employer or to add to your résumé

Sharing it doesn't mean everyone will be able to access the information. The only people who will be able to see it are those you've given the link to.

### Slide 5

You see in your packet you have a summary report for the assessments. This report will match the transcript you can print free from your account as often as you want.

**(Note: Again, if you have time, have the students print a transcript)**

Go to MyWorkKeys.com

Log in using User ID and Temporary Password found on cover letter

If it's their first time in, they will have to answer a couple of demographics questions (anything with a \* is required) Click Test Management on the left-hand side of the screen

Click Share beside **each** assessment

Click on the URL that appears above the assessments

Print

Let's see how you can use your individual scores to explore different occupations.

## You have your scores. Now what?

### 2. Print your transcript

MyWorkKeys Home		Test(s) Details	
The test score information below has been made available by the test taker as indicated. This information has been retrieved from our systems and may be used to verify the information that the individual has shared with you.			
Test(s) Information			
Test Type	Applied Math		
Test Date/Load Date			
Score Type	Level		6
Test Type	Graphic Literacy		
Test Date/Load Date			
Score Type	Level		6
Test Type	Workplace Discoveries		
Test Date/Load Date			
Score Type	Level		7
Test Taker Information			
First Name	Isaiah		
Last Name	Nelson		
Middle Name			

## ACT Job Profiles

3. Match your current skill levels to those needed for your career interests



### Slide 6

You might remember from the introductory PowerPoint that ACT has studied and profiled over 20,000 jobs.

They worked with people who are actually performing the jobs to determine what skills they are using, and at what level they are using them.

Then they assigned the WorkKeys skill level (bronze, silver, gold, or platinum) to each.

Let's spend some time exploring the site where ACT has collected all of this information.

(\*Note: Both the heading and the picture are linked to the Job Profiles site. The link is <http://profiles.keytrain.com/>)

\*Note: due to the name change, the current assessment titles might be listed as Locating Information rather than Graphic Literacy and Reading for Information rather than Workplace Documents.

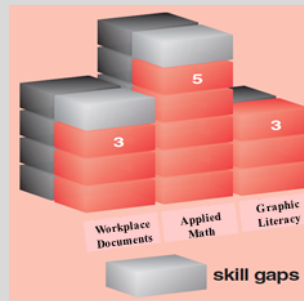
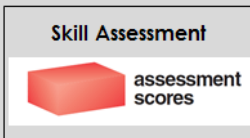
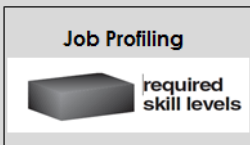
**Hand out the *Occupation Investigation* worksheet. Complete the worksheet as it works best for you—as a class or individually.**

When the students have finished:

I heard a couple of you mention your current skills aren't what they need to be for a job you're interested in—that is question 2a.

Let's talk about what this might look like.

## Current skills/required skills



## Slide 7

Remember: most of you have scores higher than your certificate level, so you will want to emphasize the score you earned on each assessment more than your overall certificate level.

The black boxes in this graphic show a potential job *suggests*  
Level 4 in workplace documents  
Level 6 in applied math  
Level 3 in graphic literacy

The red boxes show the person who took the assessments *scored*  
Level 3 in workplace documents  
Level 5 in applied math  
Level 3 in graphic literacy

Does the person have the skills necessary to perform the tasks for this job?

- Yes in graphic literacy
- No in workplace documents and math—needs to move up a level in each

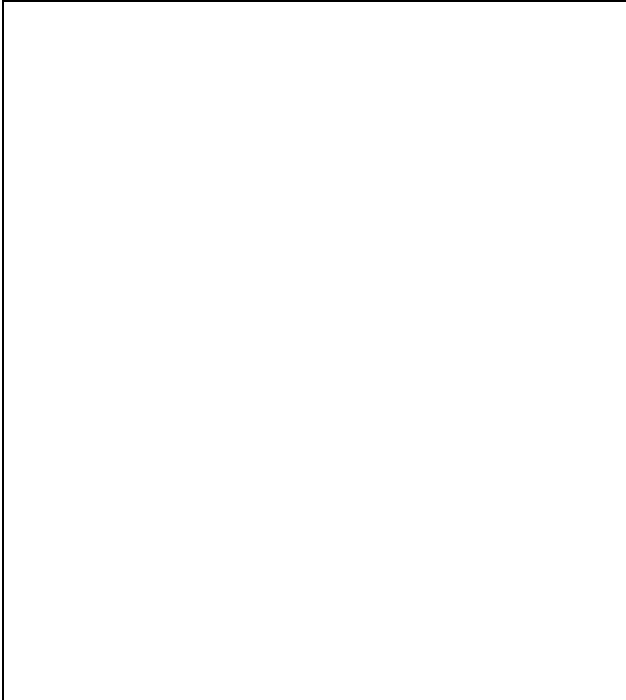
Now, we hope that through the rest of this school year and, as you move into the world of post-secondary or work, that gap will close.

What if it doesn't, or what if you don't want to wait?

One thing you can do is ask me to request a WorkKeys Curriculum account for you.

WorkKeys Curriculum is an online curriculum that matches the WorkKeys assessments. It has pre- and post-tests and lessons for each level.

The Department of Labor recommends people who use WorkKeys Curriculum work



at least through the level they want to earn, if not one level higher.

That way, you can be pretty sure you should be able to earn the level you're shooting for when you go back to test.

You can re-test in just the area you want to raise your score—you don't have to re-test in all three.

If you raise your score and earn a higher certificate, it will automatically come to you. You don't have to order or pay for it.

Let me know if any of you are interested in a WorkKeys Curriculum account, and I'll get one set up for you.

**You have your scores. Now what?**

**4. Add your certificate information to scholarship applications, job applications, and your résumé.**

**Slide 8**

The last thing I strongly recommend is that you add your NCRC information to scholarship applications, job applications, and your résumé.

It's just like any other certificate you earn—you want to brag about it.

And even if the employer doesn't know what it is, it still might be something that makes you stand apart from other applicants who otherwise are just as qualified as you are for the job.

**South Dakota Employer Support**

**National Career Readiness Certificate**

**Charles Mix County**  
Andes Central School District  
Blue Room  
Boom's Drive-In Inc.  
Cahoy's General Store  
Commercial State Bank

**Codington County**  
Codington County  
ESCO Manufacturing

**Hughes County**  
American Legion Post 8  
Anderson Clothing  
Beck Motor Company  
Capital Journal  
City of Pierre  
CommTech, Inc.

**Yankton County**  
Applied Engineering, Inc.  
Gayville-Volin School District  
Kolberg-Pioneer, Inc.

**Slide 9**

**Note: \*\*Both headings will take you to the site:**

[http://www.dlr.sd.gov/workforce\\_services/nrc/nrc\\_benefits\\_for\\_employers.aspx](http://www.dlr.sd.gov/workforce_services/nrc/nrc_benefits_for_employers.aspx)

The Department of Labor is encouraging employers to use the NCRC as a way to get the best employee in the best position,

	<p>as we talked before, so the push isn't just on using it as a hiring tool. The Department is receiving more recognition forms from employers every week.</p> <p>This slide shows you just a few of the employers who recognize the NCRC. I can take you to the site if you want to see more.</p> <p><b>(**The list is about two thirds of the way down the page and has the heading <i>Employer Support</i>)</b></p>
<p style="text-align: center;"><b>Four action steps</b></p> <ul style="list-style-type: none"><li>✓ 1. Update your account</li><li>✓ 2. Print your transcript</li><li>✓ 3. Match your current skills to those needed for your career interests</li><li>✓ 4. Add your certificate information to scholarship applications, job applications, and your résumé</li></ul>	<p><b>Slide 10</b></p> <p>Let's review the four things you should do with your scores (go through each again).</p> <p>Reflect:</p> <ul style="list-style-type: none"><li>• How might earning the NCRC benefit you?</li><li>• How might it benefit employers?</li></ul> <p>Any other questions or thoughts?</p>