

TO: Workforce Investment Board

DATE: 11/08/07

FROM: Executive Committee

For Action

For Information

For Discussion

SUBJECT: Work Readiness Certificate

PROPOSED MOTION(S): That the signature element for the Central California Work Readiness Certificate reflect the Workforce Investment Board (WIB) Chair.

DISCUSSION: On October 1, 2007, the Executive Committee recommended that the Chairman of the WIB sign the Work Readiness Certificate. Each Local Workforce Investment Area in the Central California Workforce Collaborative will establish the signature element on their certificate. WorkKeys is a job skill assessment system that measures real world skills. WorkKeys assesses each individual in Reading for Information, Applied Mathematics, and Locating Information. The assessment provides the individual a score indicating their aptitude for work. The process of the assessments culminates with a certificate of achievement. Applicants must score 3 or higher in each area to receive a certificate.

Below are examples of scores used in WorkKeys.

<u>Job Title</u>	<u>Applied Mathematics</u>	<u>Locating Information</u>	<u>Reading for Information</u>
Cashiers	3	4	3
Construction Carpenters	4	4	4
Registered Nurses	5	4	5
Tractor-Trailer Truck Drivers	4	5	4
Welding Machine Operators and Tenders	5	4	4

**ATTACHMENTS:
Work Readiness Certificate**



CENTRAL CALIFORNIA WORK READINESS CERTIFICATE

CERTIFIES THAT:
SAMPLE

HAS COMPLETED THE WORKKEYS® ASSESSMENTS WITH THE FOLLOWING SCORES:

**APPLIED
MATHEMATICS**

**LOCATING
INFORMATION**

**READING FOR
INFORMATION**



California Partnership for the
San Joaquin Valley



DATE

APPLIED MATHEMATICS	READING FOR INFORMATION	LOCATING INFORMATION
<p>Level 3</p> <ul style="list-style-type: none"> Solve problems that require a single type of mathematical operation (addition, subtraction, multiplication, and division) using whole numbers Add or subtract negative numbers Change numbers from one form to another using whole numbers, fractions, decimals, or percentages Convert simple money and time units (e.g., hours to minutes) 	<p>Level 3</p> <ul style="list-style-type: none"> Identify main ideas and clearly stated details Choose the correct meaning of a word that is clearly defined in the reading Choose the correct meaning of common, everyday, and workplace words Choose when to perform each step in a short series of steps Apply instructions to a situation that is the same as the one in the reading materials 	<p>Level 3</p> <ul style="list-style-type: none"> Find one or two pieces of information in a graphic Fill in one or two pieces of information that are missing from a graphic
<p>Level 4</p> <ul style="list-style-type: none"> Solve problems that require one or two operations Multiply negative numbers Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals Add commonly known fractions, decimals, or percentages (e.g., $\frac{1}{2}$, .75, 25%) Add three fractions that share a common denominator Multiply a mixed number by a whole number or decimal Put information in the right order before performing calculations 	<p>Level 4</p> <ul style="list-style-type: none"> Identify important details that may not be clearly stated Use the reading material to figure out the meaning of words that are not defined Apply instructions with several steps to a situation that is the same as the situation in the reading materials Choose what to do when changing conditions call for a different action (follow directions that include "if-then" statements) 	<p>Level 4</p> <ul style="list-style-type: none"> Find several pieces of information in one or more graphics Understand how graphics are related to each other Summarize information from one or more straightforward graphics Identify trends shown in one or more straightforward graphics Compare information and trends shown in one or more straightforward graphics
<p>Level 5</p> <ul style="list-style-type: none"> Decide what information, calculations, or unit conversions to use to solve the problem Look up a formula and perform single-step conversions within or between systems of measurement Calculate using mixed units (e.g., 3.5 hours and 4 hours 30 minutes) Divide negative numbers Find the best deal using one- and two-step calculations and then comparing results Calculate perimeters and areas of basic shapes (rectangles and circles) Calculate percentage discounts or markups 	<p>Level 5</p> <ul style="list-style-type: none"> Figure out the correct meaning of a word based on how the word is used Identify the correct meaning of an acronym that is defined in the document Identify the paraphrased definition of a technical term or jargon that is defined in the document Apply technical terms and jargon and relate them to stated situations Apply straightforward instructions to a new situation that is similar to the one described in the material Apply complex instructions that include conditionals to situations described in the materials 	<p>Level 5</p> <ul style="list-style-type: none"> Sort through distracting information Summarize information from one or more detailed graphics Identify trends shown in one or more detailed or complicated graphics Compare information and trends from one or more complicated graphics
<p>Level 6</p> <ul style="list-style-type: none"> Use fractions, negative numbers, ratios, percentages, or mixed numbers Rearrange a formula before solving a problem Use two formulas to change from one unit to another within the same system of measurement and different systems of measurement Find mistakes in items that belong at Levels 3, 4, and 5 Find the best deal and use the result for another calculation Find areas of basic shapes when it may be necessary to rearrange the formula, convert units of measurement in the calculations, or use the result in further calculations Find the volume of rectangular solids Calculate multiple rates 	<p>Level 6</p> <ul style="list-style-type: none"> Identify implied details Use technical terms and jargon in new situations Figure out the less common meaning of a word based on the context Apply complicated instructions to new situations Figure out the principles behind policies, rules, and procedures Apply general principles from the materials to similar and new situations Explain the rationale behind a procedure, policy, or communication 	<p>Level 6</p> <ul style="list-style-type: none"> Draw conclusions based on one complicated graphic or several related graphics Apply information from one or more complicated graphics to specific situations Use the information to make decisions
<p>Level 7</p> <ul style="list-style-type: none"> Solve problems that include nonlinear functions and/or that involve more than one unknown Find mistakes in Level 6 items Convert between systems of measurement that involve fractions, mixed numbers, decimals, and/or percentages Calculate multiple areas and volumes of spheres, cylinders, or cones Set up and manipulate complex ratios or proportions Find the best deal when there are several choices Apply basic statistical concepts 	<p>Level 7</p> <ul style="list-style-type: none"> Figure out the definitions of difficult, uncommon words based on how they are used Figure out the meaning of jargon or technical terms based on how they are used Figure out the general principles behind the policies and apply them to situations that are quite different from any described in the materials 	<p>Level 7</p> <ul style="list-style-type: none"> Find several pieces of information in one or more complex graphics Understand how complex graphics are related to each other Summarize information from one or more complex graphics Identify trends shown in one or more complex graphics Compare information and trends shown in one or more complex graphics

