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- ★ What is it?
- A credential based upon the WorkKeys® assessments that notifies employers that an individual possesses the basic workplace skills required for 21st century jobs.
 - A credential that allows an individual to show prospective employers that he/she has the skills that they are looking for.
 - A credential that further verifies that he/she can handle tasks that are common and vital in today's workplace environments - such as finding information, reading instructions and directions, and working with figures.

★ What are the target areas?

Reading for Information	Applied Mathematics	Locating Information
Comprehending work-related reading materials, from memos and bulletins to policy manuals and governmental regulations.	Applying mathematical reasoning to work-related problems.	Using information from such materials as diagrams, floor plans, tables, forms, graphs, and charts.

★ What are the levels?

Certificate	WorkKeys® Scores
GOLD: An individual achieving this level possesses core employability skills for approximately 90% of the profiled jobs.	5s and above
SILVER: An individual achieving this level possesses core employability skills for approximately 65% of the profiled jobs.	4s and above
BRONZE: An individual achieving this level possesses core employability skills for approximately 30% of the profiled jobs.	3s and above



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★ What are the benefits to job seekers?

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



★ What systems are used to help potential employees qualify?

ECCC and the WIN Job Centers will assist individuals by increasing their skill levels through the use of KeyTrain® Software, the curriculum for WorkKeys®.

★ What is **WorkKeys**®? This 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. Three major components make up the system:

Job Profiling	Skill Assessment	Instructional Support
Identifies the skill levels required to effectively perform the job.	Measures the current skill level of individuals.	Provides tools educators and trainers need to help individuals in improving their skill level.

★ 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®. KeyTrain® includes instruction for all levels of WorkKeys® and pre-WorkKeys skills. It is available via Internet, CD, or print versions. The Internet and CD versions include a powerful management and student tracking system that allows for easy administration and detailed reporting of students' progress in the program. It also incorporates a full natural voice soundtrack for improved focus and concentration, online access to the WorkKeys® Occupational Profile Database, quick-assignment features based on Career Readiness Certificates of job profiles, pre- and post-quizzes, and many other useful features.