

# Career Readiness Certification



# KeyTrain™

Isothermal Community College and the Employment Security Commission offer training for ACT WorkKeys assessments through KeyTrain. KeyTrain is a direct complement to the WorkKeys assessments.

Operating on the campus of Isothermal Community College, KeyTrain offers a self-paced, open computer environment to begin the development of WorkKeys skills. The software program provides pre- and post-testing to assure a student is ready for WorkKeys assessments. Instructors are on-site to assist students.

Isothermal can partner with business and industry to provide on-site KeyTrain laboratories that operate through an Internet server. This allows employees to work with KeyTrain wherever there is an Internet connection available, as well as in their normal work environment.

To learn more about how KeyTrain and WorkKeys can benefit your organization, please contact us.

We look forward to speaking with you!

## KeyTrain

Tuesday-Wednesday-Thursday

9 a.m. to noon

Lewis Lifelong Learning

Center, Rm. 208

# Contact

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For additional information about the North Carolina Career Readiness Certification Program and the benefits your organization may experience, visit [www.crcnc.org](http://www.crcnc.org).

**WorkKeys**™



**ISOTHERMAL**  
COMMUNITY COLLEGE

[www.isothermal.edu](http://www.isothermal.edu)

# North Carolina Career Readiness Certification

The Career Readiness Certification is a new statewide system of defining an individual's workplace readiness skills. Using ACT Inc.'s WorkKeys® assessment system, a business or industry can readily see a job seeker's skills as they relate to specific positions within the company.

The Career Readiness Certificate is an additional credential that can be placed on a resume to show training beyond a high school diploma or post-secondary education. It defines portable skills and shows when an individual has the entry-level skills necessary to be trained in specific positions. WorkKeys can be taken at:

Isothermal Community College  
286 ICC Loop Rd.  
Lewis Lifelong Learning Center, Room 206  
Spindale, NC 28160  
828-286-3636, ext. 346

NC Employment Security Commission  
JobLink Career Center  
139 E. Trade St.  
Forest City, NC 28043  
828-245-9841



## Assessments

In order to qualify for the Career Readiness Certificates, assessments must be taken in:

- Reading for Information
- Applied Mathematics
- Locating Information

Certificates will be awarded after assessments are completed and goal levels in all three subject areas have been reached.

### Career Readiness Certification Levels

**Gold**  
Level 5

Matches 85% of ACT Inc.  
Job Profile Requirements

**Silver**  
Level 4

Matches 65% of ACT Inc.  
Job Profile Requirements

**Bronze**  
Level 3

Matches 30% of ACT Inc.  
Job Profile Requirements

## Business/Industry

ACT Inc. job profiling provides a legally defensible mechanism to define what skills are necessary to be successful in a company's specific job position. Job profiling involves using current employees to determine what skills are used in the job on a daily basis.

Business and industry can also use the WorkKeys assessment system and the Career Readiness Certification for training and development for current employees. Employers using the system have stated that employees who have basic workplace skills are more efficient on the job and more satisfied with their work.

The system has the ability to create:

- Reduced turnover
- Increased production
- Defined labor skills
- A well-trained workforce

