



Career Readiness  
Courseware &  
Credentials

# Ready to Work Courseware

**Career-Focused Knowledge and Skills  
to Help Learners Succeed in Life**

**WIN provides the foundational workplace and academic skills for any career path**

The Ready to Work Courseware is ideal for measuring competency in foundational skills that focus on the core communication, reasoning, and problem-solving skills required for 21st century opportunities, from entry-level to professional.

The program starts with an initial placement test to identify a learner's training and education needs. Performance on the placement test determines the appropriate starting level in each module. Learners enter the courseware at the appropriate level for their ability and then progress at their own pace through the course. Instructional content is presented along with exercises and checkpoints to measure and demonstrate learning gains, all within a career context. Learners always have the option to review previous levels and rework exercises for additional practice.

The posttests provide learners with a personalized profile of how prepared they are for a chosen career path and help clarify their needs for further training and education. At the end of the posttests, the learner can see which questions were answered incorrectly, helping the learner to understand what sections they need to review before retaking the posttest. This allows learners to practice and engage in work they have not yet mastered.

**ready**<sub>to</sub>**work**  
courseware

Certificates of Completion are awarded to the learner after successfully passing the posttest in all three core modules, indicating that the learner is proficient in the skills.

Administrative and progress monitoring reports are available in the WIN Career Readiness System. Instructors and administrators can download and print reports on a learner's activity, eBadges, and certificates.

Ready to Work Courseware includes three core academic modules:



**Applied Mathematics**



**Reading for Information**



**Locating Information**

## Personalized, career-focused modules ensure all learners are ready for the workplace

Addressing relevance in education, the Ready to Work Courseware is aligned to skill levels based on the realities of the current job market and can be accessed at up to seven different skill levels for nine unique topics. The courseware can be self-paced or delivered by an instructor, and all content addresses core skills required for entry into all 16 national career clusters.

## Preparing all learners to be ready to work in a career

By focusing on building the foundational skills needed to be successful with an emphasis on workplace based scenarios, The Ready to Work Courseware helps learners understand the value of these important skills. Bundle the aligned Ready to Work Assessments with the courseware to measure learners' mastery of the foundational skills and enable them to earn the Credential.



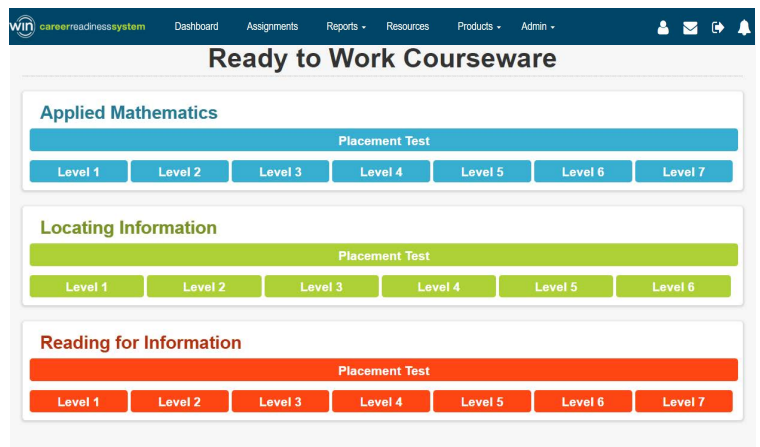
### About WIN Learning

Since 1996, WIN's integrated approach to career readiness has given more than 10 million learners worldwide the tools, confidence, and skills necessary to excel. Our e-learning solutions include academic and employability skills courseware, assessments, and credentials as an important foundation for creating a more effective and efficient system to prepare learners and job seekers for career and life success.

## Let's WIN Together. Contact Us!

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## Skills Taught in the Ready to Work Modules:

**Applied Mathematics** builds workplace mathematical reasoning and problem-solving skills, from basic addition, subtraction, multiplication, and division, to multiple math functions like calculating percentage discounts and markups.

**Reading for Information** builds reading comprehension and reasoning skills when using written text on the job, including memos, letters, directions, signs, notices, bulletins, policies, and regulations.

**Locating Information** builds comprehension and application of workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps, and instrument gauges.

### Did you know...

WIN Learning also provides a valid assessment that results in the Ready to Work Credential. The Ready to Work assessment is aligned to the academic and workplace skills presented in the Ready to Work Courseware. Contact WIN Learning today and ask about bundling the Ready to Work Credential and the Ready to Work Courseware to give your learners and job seekers the right tools for success.

