



Career Readiness  
Courseware &  
Credentials

# Ready to Work Credential

**Validate the academic skills that matter  
to employers**

**In study after study, employers identified a lack of skilled workers as their biggest challenge.**

The Ready to Work Credential is a workforce education and development tool comprised of three proctored assessments: Applied Mathematics, Reading for Information, and Locating Information. It brings employers, learners and job seekers, and education and workforce partners together in building a skilled workforce while keeping and attracting businesses with high-wage jobs.

## **Why were these assessments selected?**

Research shows that these three fundamental skills are necessary for more than 85% of all jobs today. These core skills are the basis for most other career readiness programs across the country, providing national portability.



**ready**to**work**  
credential 

## **What skills do the assessments measure?**

**Applied Mathematics** measures 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** measures reading comprehension and reasoning skills when using written text on the job, including memos, letters, directions, signs, notices, bulletins, policies, and regulations.

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

## How does the credential align to the workforce?

The Ready to Work Credential provides a customized credential that learners and job seekers can add to their portfolio to show that they have mastered foundational academic skills and are ready to work.

The assessments are generally scored on a scale from 3 to 7. The higher the learner or job seeker scores, the greater his or her ability to perform more complex tasks and qualify for a broader range of jobs.

There are four credential levels: Bronze, Silver, Gold, and Platinum. To earn a Bronze credential, a minimum score of 3 on all assessments (Applied Mathematics, Reading for Information, and Locating Information) is required. For Silver, a minimum of 4 is required; for Gold, a minimum of 5 is required; and for a Platinum credential, a minimum of 6 is required.

The credential level is determined by the lowest score across all three tests. For example, a learner or job seeker who scores a 4 in Applied Mathematics, a 4 in Reading for Information, and a 3 in Locating Information will earn a Bronze credential because the lowest of the three scores is 3.



### PLATINUM: Level 6

Successfully pass a minimum of Level 6 in all assessments to be ready for 99% of jobs in the workforce. Occupations include: architect, chemist, geographer, anesthesiologist, and agricultural engineer.



### GOLD: Level 5

Successfully pass a minimum of Level 5 in all assessments to be ready for 90% of jobs in the workforce. Occupations include: credit analyst, aircraft mechanic, medical transcriptionist, acute care nurse, and social worker.



### SILVER: Level 4

Successfully pass a minimum of Level 4 in all assessments to be ready for 65% of jobs in the workforce. Occupations include: insulation installer, roofer, chef, pipe layer, flight attendant, and machinist.



### BRONZE: Level 3

Successfully pass a minimum of Level 3 in all assessments to be ready for 35% of jobs in the workforce. Occupations include: construction laborer, electrician assistant, cement mason, and dental hygienist.

## Did you know...

WIN Learning also provides online, self-paced courseware to help learners and job seekers prepare for the assessments and earn the Ready to Work Credential.

The Ready to Work Courseware aligns to the Ready to Work assessments, making it a great resource for preparation or remediation. Contact WIN Learning to learn more.

## 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!

888.717.9461 (Toll Free)  
865.717.3333  
info@winlearning.com



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