



Career Readiness
Courseware &
Credentials

Parent Guide

Preparing World Class Learners for a Ready to Work South Carolina

Whether their path leads to the workplace, college, trade school, or military, WIN provides your child with the tools to prepare them for the road ahead.

In spring 2018, the South Carolina Department of Education announced a partnership with WIN Learning to prepare South Carolina public high school students with the "knowledge, skills, and opportunity to be college ready, career ready, and life ready for success." (South Carolina Code of Laws, Title 59, Chapter 18)

By partnering with WIN, the South Carolina Department of Education has implemented the instructional courseware for students to determine achievement in foundational readiness and essential life and career skills including creativity and innovation, critical thinking and problem solving, and collaboration and teamwork, which are part of the "Profile of a South Carolina Graduate" framework. By focusing on building the foundational skills and work habits or employability skills needed to be successful, your child will understand the need for these important skills in the workplace.

The South Carolina Ready to Work Credentials have been administered statewide, online and in paper form, to approximately 70,000 students and adults annually since the spring of 2018. Learn about the Ready to Work and Essential Soft Skills resources at <https://tinyurl.com/sc-courseware>.

ready to work
credential 

essential
softskills
credential 

Ready to Work and Essential Soft Skills Assessments

The South Carolina Ready to Work Credentials includes a combination of four valid and reliable assessments that are aligned to state/national standards for career and college readiness and workforce development system objectives.

WIN Ready to Work Applied Mathematics

Assessment measures foundational workplace mathematical reasoning and problem-solving skills.

WIN Ready to Work Locating Information

Assessment measures comprehension and application of workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, maps, and instrument gauges.

WIN Ready to Work Reading for Information

Assessment measures comprehension and critical thinking using written text including emails, websites, letters, contracts, signs, notices, policies, and regulations.

WIN Essential Soft Skills Assessment

measures foundational work habits and employability skills that employers nationwide commonly define as essential to gain and maintain employment, including cooperating with others, resolving conflicts and negotiating, observing critically, and taking responsibility for learning.

Research shows that the foundational academic and employability skills taught and assessed by the Ready to Work Credentials are necessary for more than 85% of all jobs today. These skills are the basis for most career readiness jobs across the country providing national portability.

The Ready to Work and Essential Soft Skills Credentials are state certificates signed by the governor that your child can add to their portfolio. The credentials show that the learner has successfully mastered the foundational skills and that they are ready to work.

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

There are four Ready to Work skill levels:



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 hygienist.

Your child will receive an individual score report with their results on each of the assessments and a Ready to Work Credential certificate.

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South Carolina Ready to Work Assessments Results

ASSESSMENT	YOUR LEVEL SCORE	POTENTIAL RANGE	YOUR SCALE SCORE	POTENTIAL RANGE
Applied Mathematics	5	Levels <3-7	257	200-270
Reading for Information	5	Levels <3-7	255	200-270
Locating Information	4	Levels <3-6	237	200-240

CREDENTIAL STATUS Based on your scores, you earned a SILVER South Carolina Ready to Work Credential. **Date Credential Awarded** 04/30/2018

UNDERSTANDING THE ASSESSMENTS, SCORES, AND CREDENTIAL

Applied Mathematics Assessment: Measures analytical and critical thinking and problem-solving skills, including reading, mathematics, and logic to include both traditional and non-traditional methods.

Reading for Information Assessment: Measures reading comprehension and ability to identify and understand key information, including analysis, synthesis, and evaluation skills.

Locating Information Assessment: Measures the ability to identify and locate information in various formats, including print, digital, and multimedia.

Credential Status: The South Carolina Ready to Work Credential is earned by passing a level 3 or higher on all four assessments. The Credential level is determined by the lowest of your four assessment scores. Refer to the description of your Credential for a summary of the career readiness skills that you have demonstrated based on your level score. There are four Credential levels:

- Platinum:** Score of 250 or higher on all four assessments.
- Gold:** Score of 230 or higher on all four assessments.
- Silver:** Score of 210 or higher on all four assessments.
- Bronze:** Score of 190 or higher on all four assessments.

Questions? Contact your school testing coordinator.

The South Carolina Ready to Work Assessments are commissioned and administered by the South Carolina Department of Education. The South Carolina Ready to Work Credential is a state-sponsored credential. © 2015 WIN LEARNING



We must look to develop a skilled workforce that has both the hard and soft skills necessary to succeed in today's global economy.

Essential Soft Skills is a proctored assessment composed of questions measuring entry-level work tasks and behaviors including cooperating with others, resolving conflicts and negotiating. The questions in this subject area present situations that the learner might encounter at work and possible actions that could be used to deal with the situation. Students must earn a scale score of 70 to pass. Your child will receive an a score report and the Essential Soft Skills Credential certificate.

South Carolina Career Readiness Test | Individual Score Report

STUDENT: SCHOOL DISTRICT: Berkeley HIGH SCHOOL: Philip Simmons High

South Carolina students typically take the South Carolina Career Readiness Test in their third year of high school. Aligned to the Profile of a South Carolina Graduate, the test measures student mastery of foundational employability skills. The test has four component assessments. Based on the resulting score on each component assessment, the student may earn the state-sponsored South Carolina Essential Soft Skills Credential and/or the state-sponsored South Carolina Ready to Work Credential. Combined scores for all students are also used as an accountability measure of school district and individual school effectiveness in preparing students for high school graduation, college, and careers.

South Carolina Essential Soft Skills Assessment Results

ASSESSMENT	YOUR SCORE	POTENTIAL RANGE	YOUR SCALE SCORE	POTENTIAL RANGE
Essential Soft Skills	PASSED	PASSED / NOT PASSED	63	0-100

CREDENTIAL STATUS Based on your score, you earned a South Carolina Essential Soft Skills Credential. **Date Credential Awarded** 04/30/2018

UNDERSTANDING THE ASSESSMENT, SCORES, AND CREDENTIAL

Essential Soft Skills Assessment: Measures foundational and employability skills that employers commonly require in essential to employment and job retention including cooperating with others, resolving conflicts and negotiating, solving problems and making decisions, being responsible, and working well independently.

Your Score: Passed or Not Passed based on the total questions answered correctly and the number of correct answers.

Credential Status: The South Carolina Essential Soft Skills Credential is earned by achieving a Scale Score of 70 or greater on this assessment. Refer to the report card for your Credential for a summary of the career readiness skills.

Your Scale Score: The score is determined by the number of questions answered correctly and the total number of questions on the assessment. The score is based on a 100-point scale.

Passing / Not Passing: Labeled as Passed, Scale Score and Scale Score for each assessment.

For more information about the credentials or courseware, visit www.winlearning.com/sc-courseware.