**WORKKEYS NATIONAL CAREER READINESS CERTIFICATION COMPLETION ASSIGNMENT**

ACT Career Readiness WorkKeys assessments measure real-world skills that employers believe are critical to job success. To find out more about specific careers and their skills requirements, check out the ACT Job Profiles Database at <http://jobprofiles.act.org/>.

After selecting a career from the ACT job profiles dataset, complete the following information. You may select information from the ACT job profiles website and “copy” the information and then “paste without formatting” into the appropriate areas below.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name: |  | Date: |  |
| NWTC Program: |  |
| Desired Career: |  |
| Career Cluster: |  |
| Career Description: |  |
| Career Tasks: (include all) |  |

WorkKeys Scores:

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill Area** | **Career Minimum Skill Level** | **Student Score** | **Student Meets Minimum Skill Level (Yes or No)** |
| Applied Math |  |  |  |
| Workplace Documents |  |  |  |
| Graphic Literacy |  |  |  |

|  |  |
| --- | --- |
| National Career Readiness Certification Level: |  |

(Determined by the lowest score: 3=Bronze, 4=Silver, 5=Gold, 6 or 7=Platinum)

Please describe below your next steps in career preparation and planning. If you did not meet the minimum skill level for your career, be sure to include ideas as how you will raise your skills to the minimum level. Also include the details of any additional education and/or career training (additional CareerTech programs, higher education options, industry certifications, etc.)

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| --- | --- |
| Next Steps: |  |