

North Central Workforce Development Area

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LOCAL DIRECTIVE

Directive #: <u>18-166</u>	Date: <u>July 1, 2018</u>
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TO: SkillSource Staff and Service Providers

FROM: Dave Petersen, Executive Director

SUBJECT: Work Keys Skills Certification

Effective Date: July 1, 2018

WorkKeys skills certification may be earned by customers demonstrating competencies in Applied Math, Graphic Literacy and Workplace Documents. Gold Level Skills Certification is earned by meeting or exceeding standards on each of the above assessments at a level five (5) and a Blue Level Certification is earned by meeting or exceeding standards at a level four (4). Certificates are signed by the Executive Director.

BLUE LEVEL

SKILLS CERTIFICATE

Is hereby granted to:

*For meeting or exceeding standards
on the following
WorkKeys® Assessments:*

*Applied Math
Graphic Literacy
Workplace Documents*



*Dave Petersen
(date)*

~ *BLUE Skills Certificate* ~

This person has demonstrated the foundational skills required by **69 percent** of all jobs profiled nationally through the WorkKeys system.

Examples of jobs requiring skills at this level: Education Administrator, Food Service Manager, Industrial Engineer Technician, Floral Designer, Librarian, Police Detective, Pharmacy Technician, Nursing Assistant, Child Care Worker, Bookkeeping-Accounting, Stone Mason, Carpenter, Biological Technician, Animal Trainer-Breeder, Media-Communications, Insurance Adjustor, Dental Hygienist, Social & Human Services Assistant.

The holder of this certificate can do the following:

APPLIED MATH

- Solve problems that require one or two mathematical operations
- Change numbers from one form to another, i.e. whole numbers to fractions, decimals or percentages
- Convert money and time units
- Figure out averages, simple ratios, simple proportions or rates
- Add commonly known fractions, decimals or percentages (ie $1/2$, $.75$, or 25%)
- Add three fractions that share a common denominator, i.e. $1/8 + 3/8 + 7/8$
- Multiply a mixed number ($12 \frac{1}{8}$) by a whole number or decimal
- Put the information in the right order before performing calculations.

GRAPHIC LITERACY

- Find several pieces of information in one or more graphics
- Fill in one or two pieces of information missing from a graphic
- Understand how graphics are related to each other, (i.e., using a parts table and shipping ticket)
- Summarize information from one or more straightforward graphics (i.e. find how many oak trees in an inventory table are taller than 4')
- Identify trends shown in one or more straightforward graphics (might use line graph to find how sales of a product change from one month to another.)
- Compare information and trends shown in one or more straightforward graphics.

WORKPLACE DOCUMENTS

- Identify the main idea
- Choose correct meaning of a word when word is clearly defined
- Choose when to perform each step in a short series
- Apply instructions to a situation that is the same as the one they are reading about
- Identify important details that may not be clearly stated.
- Use the reading material to figure out the meaning of words that are not defined for them.
- Apply instructions with several steps to a situation that is the same as the situation in the reading materials.
- Choose what to do when changing conditions call for a different action.

GOLD LEVEL SKILLS CERTIFICATE

Is hereby granted to:



*For meeting or exceeding standards
on the following
WorkKeys® Assessments:*

*Applied Math
Graphic Literacy
Workplace Documents*

*Dave Petersen
(date)*

~GOLD Skills Certificate~

This person has demonstrated the foundational skills required by **93 percent** of all jobs profiled nationally through the WorkKeys system.

Examples of jobs requiring skills at this level: General & Operations Manager, Financial Managers, Hydroelectric Production, Education Administrators, Nursery-Greenhouse Managers, Surveyor, Video Game Designer, Social Worker, Engineering Technician, Fire Inspection & Investigation, Food Service Technician, Social Worker, Librarian, Travel Agent, Human Resources, Carpenter, Cost Estimator, Hospitality & Tourism Manager, Court Reporter, Nurse, Machinist, Graphic Designer, Data Warehouse Specialist, Court Reporter, Plumber.

The holder of this certificate can do the following:

APPLIED MATH

- Decide what information, calculations or unit conversions to use to solve a problem.
- Look up a formula and change from one unit to another in a single step within a system of measurement (example converting from ounces to pounds)
- Look up a formula and change from one unit to another in a single step between systems of measurement (example converting from centimeters to inches).
- Calculate using mixed units, such as adding 3.50 hours and 4 hours 30 minutes.
- Divide negative numbers (such as -10)
- Identify the best deal by doing one- and two-step calculations, and then comparing the results to determine the solution that meets the stated conditions.
- Calculate perimeters and areas of basic shapes like rectangles and circles.
- Calculate percent discounts or markups.

GRAPHIC LITERACY

- Sort through distracting information (that is, information in a graphic that may not be useful for the current task).
- Summarize information from one or more detailed graphics (example, find maple trees in an inventory table that are taller than 4 ft. are less than \$50 and are in the sales region).
- Identify trends shown in one or more detailed or complicated graphics (example, might use a detailed line graph to find how sales of five separate products changed from March to July).
- Compare information and trends from one or more complicated graphics.

WORKPLACE DOCUMENTS

- Figure out the correct meaning of a word based on how the word is used.
- Identify the correct meaning of an acronym that is defined in the document.
- Identify the meaning of a technical term or of jargon that is defined in the document.
- Apply technical terms and jargon and relate them to stated situations.
- Apply straightforward instructions to a new situation that is similar to the one described in the material.
- Apply complex instructions that include conditionals to situations described in the materials.