



# Alaska Career Ready

January 2008



# What is Alaska Career Ready?

- Partnership -- Labor and Education
- Provides to students and adults:
  - career information--what foundational academic skills are required for various careers
  - assessments to measure their skill levels
  - instruction to enhance those skills
  - opportunity to document those skills by earning a “Career Readiness Certificate”

# Education Regulations

**Effective School Year 2009-2010**

## 1. 6<sup>th</sup> & 8<sup>th</sup> graders—3 Placement Tests

- Applied Math
- Reading for Information
- Locating Information



## 2. 11<sup>th</sup> graders—3 assessments

- Applied Math
- Reading for Information
- Locating Information



Between adoption date and effective date, EED will pilot the Career Ready program in several schools and districts.

**Alaska**

**Career**

**Ready**

Ready for  
next  
steps . . .



Ready  
to

**Earn!**

**Learn!**

Career  
Readiness  
Certificate



CRC:  
Bronze (3)  
Silver (4)  
Gold (5)

WorkKeys®



Assesses  
Career  
Readiness in  
AM, RI, LI.

WIN  
Courseware



Individualized  
instruction  
improves career  
readiness skills.

WIN Pre-  
Assessment



Places learner  
into appropriate  
level of  
courseware.

# Pilots

## Goals:

1. **Demonstrate viability of administering WIN at 6<sup>th</sup> & 8<sup>th</sup> and WorkKeys® at 11th grade, as required by regulation**
2. **Determine and resolve technical issues**
3. **Develop programmatic ideas/models for implementation into existing curriculum**

## Timeline:

1. **Pilots Identified — January**
2. **Pilot staff trained — February**
3. **Pilots administer WorkKeys® (11<sup>th</sup>) and/or WIN (6<sup>th</sup> & 8<sup>th</sup>) — March**

# Pilots

## **Pilot Responsibilities:**

- 1. Administer WIN and/or WorkKeys® (WIN 6<sup>th</sup> & 8<sup>th</sup>; WorkKeys® 11<sup>th</sup>)**
- 2. Provide feedback/evaluation/reports to EED**
- 3. Provide advice/ideas on integrating the program into the curriculum**

## **EED Responsibilities:**

- 1. Provide support and training**
- 2. Collect evaluation information and feedback**
- 3. Disseminate information about pilots.**

# WorkKeys® Skills and Levels

Required  
at 11<sup>th</sup>  
grade  
beginning  
2009-2010

|                         |   |   |    |    |    |    |    |   |   |
|-------------------------|---|---|----|----|----|----|----|---|---|
| APPLIED MATHEMATICS     | 1 | 2 | *3 | *4 | *5 | *6 | *7 | 8 | 9 |
| READING FOR INFORMATION | 1 | 2 | *3 | *4 | *5 | *6 | *7 | 8 | 9 |
| LOCATING INFORMATION    | 1 | 2 | *3 | *4 | *5 | *6 | 7  | 8 | 9 |
| APPLIED TECHNOLOGY      | 1 | 2 | 3  | 4  | 5  | 6  | 7  | 8 | 9 |
| TEAMWORK                | 1 | 2 | 3  | 4  | 5  | 6  | 7  | 8 | 9 |
| OBSERVATION             | 1 | 2 | 3  | 4  | 5  | 6  | 7  | 8 | 9 |
| LISTENING               | 1 | 2 | 3  | 4  | 5  | 6  | 7  | 8 | 9 |
| WRITING                 | 1 | 2 | 3  | 4  | 5  | 6  | 7  | 8 | 9 |
| BUSINESS WRITING        | 1 | 2 | 3  | 4  | 5  | 6  | 7  | 8 | 9 |

WorkKeys® 1 2 3 4 5 6 7 8 9



ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT



# ALASKA CAREER READY

The State of Alaska recognizes

## Jonnie Q. Public

for having demonstrated career readiness in  
Applied Mathematics, Locating Information and Reading for Information.

|                         |         |
|-------------------------|---------|
| Applied Mathematics     | LEVEL 7 |
| Reading for Information | LEVEL 7 |
| Locating Information    | LEVEL 6 |

November 12, 2007

ALASKA  
CAREER  READY

Sarah Palin, Governor  
State of Alaska



The following skills have been demonstrated by the holder of this certificate based on WorkKeys, a national workforce development system that provides a direct comparison of the skills an individual possesses with the skills needed to perform a job.

### APPLIED MATH LEVEL 7

- Solve problems that require a single type of mathematics operation (addition, subtraction, multiplication, and division) using whole numbers
- Add or subtract negative numbers
- Change numbers from one form to another using whole numbers, fractions, decimals, or percentages
- Convert simple money and time units (e.g., hours to minutes)
- Solve problems that require one or two operations
- Multiply negative numbers
- Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals
- Add commonly known fractions, decimals, or percentages (e.g., 1/2, 75, 25%)
- Add up to three fractions that share a common denominator
- Multiply a mixed number by a whole number or decimal
- Put the information in the right order before performing calculations
- Decide what information, calculations, or unit conversions to use to solve the problem
- Look up a formula and perform single-step conversions within or between systems of measurement
- Calculate using mixed units (e.g., 3.5 hours and 4 hours 30 minutes)
- Divide negative numbers
- Find the best deal using one- and two-step calculations and then comparing results
- Calculate perimeters and areas of basic shapes (rectangles and circles)
- Calculate percent discounts or markups
- Use fractions, negative numbers, ratios, percentages, or mixed numbers
- Rearrange a formula before solving a problem
- Use two formulas to change from one unit in one system of measurement to a unit in another system measurement
- Find mistakes in items that belong at Levels 3, 4, and 5
- Find the best deal and use the result for another calculation
- Find areas of basic shapes when it may be necessary to rearrange the formula, convert units of measurement in the calculations, or use the result in further calculations
- Find the volume of rectangular solids
- Calculate multiple rates
- Solve problems that include real-world fractions and/or that involve more than one unknown
- Find mistakes in Level 6 items
- Convert between systems of measurement that involve fractions, mixed numbers, decimals, and/or percentages
- Calculate multiple areas and volumes of spheres, cylinders, or cones
- Set up and manipulate complex ratios or proportions
- Find the best deal when there are several choices
- Apply basic statistical concepts

### READING FOR INFORMATION LEVEL 7

- Identify main ideas and clearly stated details
- Choose the correct meaning of a word that is clearly defined in the text
- Choose the correct meaning of common, everyday words
- Use the information to perform each step in a short series of steps
- Apply instructions to a situation that is the same as the one in the reading material
- Identify important details that may not be clearly stated
- Use the reading material to figure out the meaning of words that are not defined
- Apply instructions with accuracy to a situation that is the same as the one in the reading materials
- Choose what to do when changing conditions call for a different action (yellow diamonds that include "if-then" statements)
- 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 paraphrased definition of a technical term or 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 conditions to situations described in the materials
- Identify implied details
- Use technical terms and jargon in new situations
- Figure out the less common meaning of a word based on the context
- Apply complicated instructions to new situations
- Figure out the principles behind policies, rules, and procedures
- Apply general principles from the materials to similar and new situations
- Explain the rationale behind a procedure, policy, or communication
- Figure out the definitions of difficult, uncommon words based on how they are used
- Figure out the meaning of jargon or technical terms based on how they are used
- Figure out the general principles behind the policies and apply them to situations that are quite different from any described in the materials

### LOCATING INFORMATION LEVEL 6

- Find one or two pieces of information in a graphic
- Fill in one or two pieces of information that are missing from a graphic
- Find several pieces of information in one or two graphics
- Understand how graphics are related to each other
- Summarize information from one or two straightforward graphics
- Identify trends shown in one or two straightforward graphics
- Compare information and trends shown in one or two straightforward graphics
- Sort through distracting information
- Summarize information from one or more detailed graphics
- Identify trends shown in one or more detailed or complicated graphics
- Compare information and trends from one or more complicated graphics
- Draw conclusions based on one complicated graphic or several related graphics
- Apply information from one or more complicated graphics to specific situations
- Use the information to make decisions

For more information, please visit [www.alaskaready.gov](http://www.alaskaready.gov)



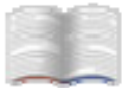
# WIN Instructional Courseware

All courseware available to all schools and Job Centers.

**Placement tests required at 6<sup>th</sup> & 8<sup>th</sup> beginning 2009-2010**



Applied Mathematics  
(Levels 1-7)



Reading for Information  
(Levels 1-7)



Locating Information  
(Levels 1-6)



Applied Technology  
(Levels 1-6)



Observation  
(Levels 1-6)



Writing and Business Writing  
(Levels 1-5)



Teamwork  
(Levels 1-6)



Listening  
(Levels 1-5)



Work Habits (not assessed by WorkKeys®)

- interpersonal interaction
- listening and speaking
- cooperation and respect
- self management
- resource management
- time management
- quality management
- problem solving

# Sample WorkKeys® Occupational Profiles\*



Occupational Profiles



|   |         |         |        |         |         |         |         |        |
|---|---------|---------|--------|---------|---------|---------|---------|--------|
| Accountants<br>13-2011.01                   | AM<br>6 | AT      | L<br>4 | LI<br>5 | OB<br>4 | RI<br>5 | TW<br>4 | W<br>4 |
| Accounting Clerks<br>43-3031.00             | AM<br>4 | AT<br>3 | L<br>3 | LI<br>4 | OB<br>4 | RI<br>4 | TW<br>4 | W<br>3 |
| Architectural Drafters<br>17-3011.01        | AM<br>4 | AT<br>4 | L      | LI<br>4 | OB<br>5 | RI<br>5 | TW<br>4 | W      |
| Bill and Account Collectors<br>43-3011.00   | AM<br>4 | AT      | L<br>3 | LI<br>4 | OB<br>4 | RI<br>3 | TW<br>3 | W<br>3 |
| Cashiers<br>41-2011.00                      | AM<br>3 | AT      | L<br>4 | LI<br>4 | OB<br>4 | RI<br>3 | TW<br>3 | W<br>1 |
| Civil Engineering Technicians<br>17-3022.00 | AM<br>5 | AT      | L      | LI<br>5 | OB      | RI<br>6 | TW<br>4 | W      |

# Earnings = Learner Motivation

| ONET Code  | ONET Title                                 | AM | LI | RI | US Median | AK Median |
|------------|--|----|----|----|-----------|-----------|
| 37-2012.00 | Maids & Housekeeping Cleaners              | 3  | 3  | 3  | \$17,600  | \$21,300  |
| 53-7051.00 | Industrial Truck & Tractor Operators       | 3  | 3  | 3  | \$27,300  | \$33,900  |
| 43-5041.00 | Meter Readers, Utilities                   | 3  | 4  | 3  | \$30,300  | \$37,700  |
| 51-5023.09 | Printing Press Machine Operators & Tenders | 3  | 4  | 4  | \$31,000  | \$41,300  |
| 33-3012.00 | Correctional Officers & Jailers            | 3  | 4  | 4  | \$35,800  | \$45,300  |
| 49-9021.02 | Refrigeration Mechanics                    | 4  | 4  | 4  | \$37,700  | \$54,700  |
| 33-2011.01 | Municipal Fire Fighters                    | 4  | 4  | 4  | \$41,200  | \$29,500  |
| 23-2011.00 | Paralegals & Legal Assistants              | 4  | 4  | 5  | \$43,000  | \$44,400  |
| 33-3051.01 | Police Patrol Officers                     | 4  | 4  | 5  | \$47,500  | \$56,100  |
| 25-4021.00 | Librarians                                 | 5  | 4  | 5  | \$49,100  | \$54,000  |
| 11-9151.00 | Social & Community Service Managers        | 5  | 4  | 5  | \$52,100  | \$45,300  |
| 17-3023.01 | Electronic Engineering Technicians         | 5  | 5  | 5  | \$50,600  | \$63,700  |
| 47-1011.01 | First-Line Supervisors—Construction Trades | 5  | 5  | 5  | \$53,900  | \$72,800  |
| 13-2011.01 | Accountants                                | 6  | 5  | 5  | \$54,600  | \$54,100  |
| 11-9021.00 | Construction Managers                      | 6  | 5  | 5  | \$73,700  | \$79,900  |

# Other Career Information Opportunities

- Alaska Career Information System:

<http://www.akcis.org>



- Free to all schools!
- Includes WorkKeys® scores

- ALEXsys: <http://alexsys.labor.state.ak.us>

- free site for job-seekers (AKDOLWD)



# Valdez High School

- <http://www.valdezcityschools.org/reese/careerap/carapps.htm>
- Career and Technical Student Organizations:  
<http://www.ctsoalaska.org>

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<http://www.eed.state.ak.us/tls/cte/workready.html>

