

What are the benefits of the Michigan Career Readiness Certificate?

Employers

Reduces turnover, overtime, and waste while increasing morale

Takes the guesswork out of selection decisions

Streamlines hiring by including a preferred certificate level in job postings

Meets EEOC requirements

Job Seekers/Individuals

Builds confidence that skills meet the needs of local employers

Gives advantage over other job applicants who have not demonstrated needed skills

Identifies skill improvement areas and training needs

Possesses a portable skills credential that enhances employability and sets the stage for possible career advancement and lifelong learning

Educators

Increases chances that graduates will be hired

Enables students to see a reason to take course-work seriously

Improves students' success in entry-level and subsequent jobs

Aligns curricula to meet the job skills employers need

Provides a workforce development tool that ensures there is "No Worker Left Behind"

Community

Helps keep employers from moving entry-level jobs to other cities, states or countries

Assists in keeping area unemployment rates lower

Creates a work ready community to improve the quality of life for residents

Increases the tax base through more profitable businesses

Attracts new employers to the state, resulting in economic development

Michigan Works! West Central

Our **Workforce Service Centers** are where job seekers come to find work and employers come to find workers. We are a partnership of several non-profit, governmental and educational agencies, so at our Centers you have access to many publicly-funded programs.

BALDWIN

LAKE COUNTY WORKFORCE SERVICE CENTER

5252 M-37

Baldwin, MI 49304

Phone: 231-745-2703 or 800 981-2623

BIG RAPIDS

MECOSTA COUNTY WORKFORCE SERVICE CENTER

826 North State Street, Suite B

Big Rapids, MI 49307

Phone: 231-796-0049 or 800 398-7992

FREMONT

NEWAYGO COUNTY WORKFORCE SERVICE CENTER

4747 West 48th Street, Suite 162

Fremont, MI 49412

Phone: 231-924-3230 or 800 981-2551

LUDINGTON

MASON COUNTY WORKFORCE SERVICE CENTER

5722 West US-10

Ludington, MI 49431

Phone: 231-843-2563 or 800 843-3073

REED CITY

OSCEOLA COUNTY WORKFORCE SERVICE CENTER

240 East Church Street

Reed City, MI 49677

Phone: 231-832-3131 or 800 981-2620

Michigan Works! Workforce Service Centers are funded by state and federal tax dollars. They are supported by Michigan Works! Agencies and governed by local Workforce Development Boards and Local Elected Officials. Michigan Works! West Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center: 800 649-3777 (Voice and TTY). Others can gain access to any of Michigan's other 100 Michigan Works! Workforce Service Centers by calling 800 285.WORKS (9675) from their residence. Auxiliary aids and services are available upon request to individuals with disabilities.

10/08



"YOUR
WORKFORCE CONNECTION"

NEW in 2009 !

Starting in March 2009, ALL Michigan high school juniors will be taking the three WorkKeys Career Readiness Certificate (CRC) assessments and in turn, can earn a Gold, Silver or Bronze Certificate before leaving high school. ADULTS make sure you remain competitive with high school graduates who will earn this certificate by taking the WorkKeys CRC assessments now.

WHAT CAN WORKKEYS DO FOR YOU?

WorkKeys®

Finding Skilled Employees

Employers are constantly seeking a competitive edge. They need employees who are workplace ready and have the foundational skills necessary for success.

A Michigan Career Readiness Certificate (CRC) ensures that a newly-hired employee has the skills required for 21st Century jobs.

Numerous surveys have identified a gap between the current workforce and the basic skills needed by employers. In order to reduce the cost of remedial training and lost efficiency, more companies are implementing pre-employment assessments to identify these skills before hiring. Michigan joins more than 20 other states that have implemented the Career Readiness Certificate based on the ACT WorkKeys® Assessment System as part of a national certificate or workforce readiness system.

The Michigan CRC certifies that a person has core employability skills required across multiple industries and occupations. The certificate will help distinguish job seekers from the competition and help them enhance their workplace skills.

Even if a job seeker has a GED, high school diploma or post secondary degree, the Michigan CRC further verifies that they can handle tasks such as finding information, reading instructions and directions, and working with figures – tasks common in today's workplace.

Earning a Michigan Career Readiness Certificate

The KeyTrain® instruction may be taken at any of the Michigan Works! Centers in Lake, Mason, Mecosta, Newaygo or Osceola counties. To earn a Michigan Career Readiness Certificate, individuals are assessed in Reading for Information, Applied Mathematics, and Locating Information through the WorkKeys® employability skills assessment system. As a result of the assessments, individuals earn a Career Readiness Certificate or identify areas in which they need further instruction.

Michigan Career Readiness Certificate Skills Levels

Gold - Scores a minimum of a Level 5 on all three WorkKeys® assessments and possesses core employability skills for approximately 90% of the 14,000 jobs profiled by WorkKeys®.

Silver - Scores a minimum of a Level 4 on all three WorkKeys® assessments and possesses core skills for approximately 65% of the jobs profiled by WorkKeys®.

Bronze - Scores a minimum of a Level 3 on all three WorkKeys® assessments and possesses core employability skills for approximately 30% of the jobs profiled by WorkKeys®.

Reading for Information - the ability to understand information in common workplace documents such as letters, memos, procedures and instructions.

Applied Mathematics - the ability to use mathematics in solving common workplace problems.

Locating Information - the ability to understand and extract information from graphs such as charts and tables.

An individual can qualify for and receive a Gold, Silver, or Bronze Michigan Career Readiness Certificate by assessing at appropriate skill levels on these three WorkKeys® assessments.

What is WorkKeys®?

WorkKeys® is a comprehensive employability skills assessment tool designed to help employers and individuals develop better workplace skills. Thousands of companies in the United States and internationally use WorkKeys® skills assessments, job profiles, training evaluations, research and reporting services to assess skill needs and measure progress.

Building Skills with KeyTrain®

The KeyTrain® system includes targeted, self-paced instruction, pre-assessments, a complete learning management system and an occupational job profiles database. These components can be used to help individuals learn, practice and demonstrate the skills they need to succeed in the jobs and careers they desire.

KeyTrain® includes instruction for all levels of ACT WorkKeys® system, and pre - WorkKeys® skills. It is available via high speed Internet.

KeyTrain® and WorkKeys® are workforce development tools to help ensure there is "No Worker Left Behind."

COST

Both WorkKeys and KeyTrain workforce development tools are available at **NO COST** at all five of the Michigan Works! West Central Workforce Service Centers.

