

Mass Workforce Issuance

100 DCS 14.131

☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Board Chairs
Workforce Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: May 3, 2016

Subject: **Career Ready 101 Training Sessions**

Purpose: To notify Local Workforce Boards, One-Stop Career Center Operators, and other Local Workforce and Economic Development partners of two trainings to be conducted on ACT Career Ready 101 (CR 101).

Background: ACT Career Ready 101 (CR 101) is an internet-based career training system that enables instructors and training programs to empower learners to design and travel self-paced pathways to career opportunities. This comprehensive learning system promotes sustained success by encouraging career exploration, positive work behaviors, and greater capacity to develop resumes, conduct job searches, and succeed in interviews and on-the-job skills. The system includes resources to help learners achieve the precise levels of the skills they need to succeed in the careers they choose.

Career Ready 101 (CR 101) is also an effective tool to assess and enhance job seekers' skill levels and workforce preparedness in order to make them more marketable to employers. The goal of the training is to prepare Career Center staff to introduce Career Ready 101 (CR 101) to customers as a resource they can use to explore career interests, learn job readiness and job search skills, identify the reading and math skills needed for a variety of occupations, and use the online learning lessons to improve their skills, as needed.

Participants will be able to:

- Describe the core content and distinctive features/benefits of CR 101
- Use the Instructor Dashboard to navigate CR 101
- Create student accounts
- Use 2 different tools/routes to get a customer started in CR 101
- Locate support materials to use for review and assistance following the training

Training Schedule:

Date and Time	Location	Max Number of Seats	Online Registration
Tuesday June 7, 2016 9:00am - 12:30pm	Boston Hurley Building* 5 th Floor Training Room A 19 Staniford St. Boston, MA	12	https://www.eventbrite.com/e/career-ready-101-june-7-2016-tickets-25138027517
Wednesday June 8, 2016 9:00am - 12:30pm	Boston Hurley Building* 5 th Floor Training Room A 19 Staniford St. Boston, MA	12	https://www.eventbrite.com/e/career-ready-101-june-8-2016-tickets-25167011208

Please register online for one of the session dates through the links listed above.

* Lobby Security requires photo identification.

Action

Required: Please disseminate this information and ensure that all appropriate staff registers for their choice of training. Seating for each session is limited.

Important

Note: Once registered, all participants will need to obtain an Instructor login from their Career Center managers. All participants **must** have a Career Ready 101 (CR 101) Instructor login upon arrival at a training session.

Inquiries: Questions regarding ACT Career Ready 101 and the upcoming training sessions should be directed to Erin Fallon at Erin.Fallon@MassMail.State.MA.US or 617-626-6105.