



## The Official Curriculum for WorkKeys and the NCRC

### Curriculum and Learning Tools for WorkKeys® and the National Career Readiness Certificate (NCRC/CRC)



The *Career Ready 101™ Program* has KeyTrain at its core, but adds modules and functionality to **provide all aspects of career readiness training in one system:**

- Foundational WorkKeys skills from KeyTrain
- Vital life-skills such as financial literacy, career exploration, resume writing and interviewing skills
- Soft skills such as customer service and work habits
- Instructor-led options, including class documents and exercises
- One central system for tracking data from **computer-based lessons AND instructor-led lessons**



**KeyTrain** is the complete interactive learning tool for career readiness skills. At its foundation is a targeted curriculum written specifically to help people master the applied workplace skills as defined by the WorkKeys® system. This core curriculum is complemented by diagnostic tools, soft skills curriculum, and a powerful reporting system to form a robust career readiness learning system.

KeyTrain includes:

- Instruction for all levels of WorkKeys and Pre-WorkKeys skills in all WorkKeys skill areas
- 200 lessons in soft skills, or employability skills, such as customer service and work habits skills
- Pre- and post-tests for measuring subject mastery
- Powerful reporting capabilities – standard and custom reports
- Components contextualized in the 16 DOL Career Clusters
- Administrator, instructor, and student views

And much more!

### RESULTS!

*KeyTrain and Career Ready 101 are producing results on WorkKeys and other standardized tests across the country. Find out about results in high schools, special populations, career and technical education, WIA programs, adult education, GED programs, corrections, apprenticeship programs, and more...*

#### KEYTRAIN Curriculum for WorkKeys - all levels

- Applied Mathematics
- Reading for Information
- Locating Information
- Applied Technology
- Workplace Observation
- Teamwork
- Writing
- Business Writing
- Pre-WorkKeys

#### CAREER READY 101

- Financial Literacy
- Career Exploration
- Resume Writing
- Interest Inventories
- Course Calendars
- Job Portfolios
- Instructor-led documents and class exercises

#### Soft Skills/ Employability Skills

- Work Habits
- Communication Skills
- Workplace Effectiveness
- Business Etiquette
- The Job Search

#### IMPROVED RESULTS ON:

GED – 100% passing rate upon achieving Level 5 of AM and RI.

COMPASS – Correlation on increasing scores based on increasing WorkKeys Levels.

ACCUPLACER – 35% better scores with KeyTrain

AYP – KeyTrain has assisted schools in meeting AYP.

Georgia High School Graduation Test – Up to 300% better passing rate with KeyTrain

RETENTION – 30% increase in retention of students engaged in KeyTrain.

**REDUCE REMEDIATION NEEDS!!**

Contact us at 877-842-6205