



*TBAISD Career-Tech Center  
Recognizes that  
Isaac Russel*

*has qualified for the*

*Silver*

*National Career Readiness Certificate<sup>®</sup>*

*Based on verified skills on ACT WorkKeys tests of Applied Mathematics,  
Locating Information, and Reading for Information*

*Patrick G. Lamb*

*Patrick G. Lamb, Principal*

# Level 4

WorkKeys® is a national workforce development system that permits a direct comparison of the skills and levels of skills needed to perform a job with the skills and levels of skills an individual currently possesses. The National Career Readiness Certificate® reports an individual's Applied Mathematics, Locating Information, and Reading for Information skill levels in relation to the level of these skills needed in 65 percent of the jobs and occupations contained in ACT's WorkKeys database. The ACT job profile database now contains thousands of job profiles. The National Career Readiness Certificate® is only awarded to individuals who meet the performance criteria for at least a Level 4 across all three skill areas. Individuals who perform at a Level 4 have the following job proficiencies:

## APPLIED MATHEMATICS

### Skills for Level 4

- 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.,  $\frac{1}{2}$ , .75, and 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

## LOCATING INFORMATION

### Skills for Level 4

- 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

## READING FOR INFORMATION

### Skills for Level 4

- Identify main ideas and clearly stated details
- Choose the correct meaning of a word that is clearly defined in the reading
- Choose the correct meaning of common, everyday workplace words
- Choose when 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 materials

An individual who would like to obtain the actual National Career Readiness Certificate® can do so by accessing [www.myworkkeys.com](http://www.myworkkeys.com) and creating an account. Once this account has been created, an individual can apply for this certificate. Cost for the actual certificate is \$15.