Drawing

- Name
- Email
- Phone
- County
- School Name or Agency

FLORIDA
ready to work
powered by win
The Why, The What, The How
floridareadytowork.com

Why Florida Ready to Work?

FLORIDA ready to work

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The State has Invested in Florida Ready to Work!

Overview

- State-sponsored **career readiness training** and **credentialing solution**
- Research-based **soft skills, digital skills, and academic employability skills** that underpin all career pathways
- Delivered in partnership with high schools, adult education programs, technical schools, state colleges, apprenticeship programs, workforce boards, juvenile justice, corrections, employers, and other workforce education partners
- State funded – **FREE** for all implementation partners and students
- Administered by the Florida Department of Commerce (formerly DEO)
- Managed by WIN Learning, national career readiness solution company

THREE Stackable Credentials – Customizable Program

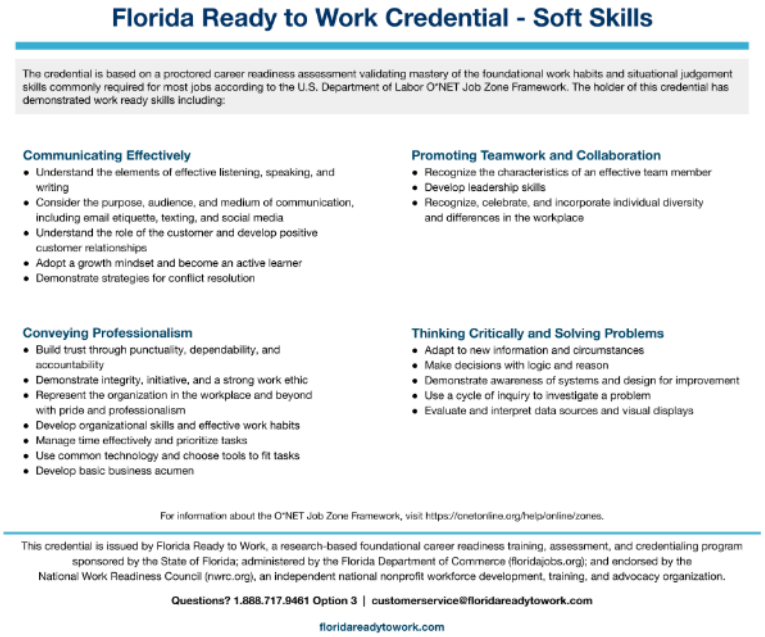
Work Ready Soft Skills

- **Communicating Effectively** – Verbal and nonverbal communication and listening; use of communication tools including email etiquette, cell phone, and social networking; resolving conflict through communication; and acknowledging criticism.
- **Conveying Professionalism** – Dependability, courtesy, attitude, motivation, personal accountability, and time management.
- **Promoting Teamwork and Collaboration** – Teamwork skills and interactions, collaboration with others regardless of personal feelings, benefits of diversity and sensitivity to differences, accepting responsibility, and leadership.
- **Thinking Critically and Solving Problems** – Innovation, creativity, flexibility, overcoming adversity, goal setting, and critical thinking strategies.

Soft Skills Credential

- Digital – may be downloaded, printed and emailed on demand

- State-sponsored, signed by Governor



Florida Ready to Work Credential - Soft Skills

The credential is based on a proctored career readiness assessment validating mastery of the foundational work habits and situational judgement skills commonly required for most jobs according to the U.S. Department of Labor O*NET Job Zone Framework. The holder of this credential has demonstrated work ready skills including:

Communicating Effectively
- Understand the elements of effective listening, speaking, and writing
- Consider the purpose, audience, and medium of communication, including email etiquette, texting, and social media
- Understand the role of the customer and develop positive customer relationships
- Adopt a growth mindset and become an active learner
- Demonstrate strategies for conflict resolution

Promoting Teamwork and Collaboration
- Recognize the characteristics of an effective team member
- Develop leadership skills
- Recognize, celebrate, and incorporate individual diversity and differences in the workplace

Conveying Professionalism
- Build trust through punctuality, dependability, and accountability
- Demonstrate integrity, initiative, and a strong work ethic
- Represent the organization in the workplace and beyond with pride and professionalism
- Develop organizational skills and effective work habits
- Manage time effectively and prioritize tasks
- Use common technology and choose tools to fit tasks
- Develop basic business acumen

Thinking Critically and Solving Problems
- Adapt to new information and circumstances
- Make decisions with logic and reason
- Demonstrate awareness of systems and design for improvement
- Use a cycle of inquiry to investigate a problem
- Evaluate and interpret data sources and visual displays

For information about the O*NET Job Zone Framework, visit https://onetonline.org/help/online/zones.

This credential is issued by Florida Ready to Work, a research-based foundational career readiness training, assessment, and credentialing program sponsored by the State of Florida; administered by the Florida Department of Commerce (floridajobs.org); and endorsed by the National Work Readiness Council (nwrc.org), an independent national nonprofit workforce development, training, and advocacy organization.

Questions? 1.888.717.9461 Option 3 | customerservice@floridareadytowork.com

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Soft Skills Assessment

- One proctored assessment required to earn the Florida Ready to Work Soft Skills Credential
- 39 questions, combination of multiple choice and ‘best / worst’ scenarios
- 60 minutes, proctor option to extend testing time up to 2.59 hours
- Online assessment, scored in real time
- Pass / fail – passing scale score range of 203 - 260
- May be retaken

Soft Skills Training

- 4 online modules – 2+ hours each
- Each lesson per module corresponds to a learning objective
- Pretest benchmarks skills
- Embedded learner interactions including video-based ‘best and worse’ scenarios and ‘check your knowledge’ activities
- Post test indicates readiness for proctored assessment required to earn the credential
- Optional classroom-based extension activities to reinforce concept mastery with step-by-step facilitator guide and capstone projects

It may seem surprising that in this day and age some workers have few or no digital skills. It is important to note that many of these workers may have fragmented knowledge: That is, they may be comfortable using a mobile phone to text a photo, but not be familiar with how to operate a mouse or upload a job application.

National Skills Coalition,
The New Landscape of Digital Literacy, 2020

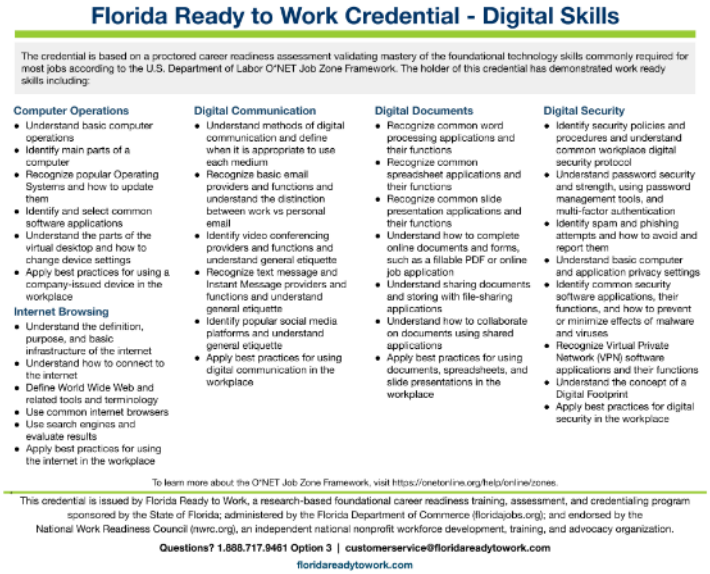
NEW! Work Ready Digital Skills

- **Computer Operations** – Identify and understand device types, parts of a computer, operating systems, common software applications, basic computer operations, and professional use of devices.
- **Internet Browsing**– Identify and understand the world wide web and internet, how to connect to the internet, browser basics and how to search the web, and professional use of the internet.
- **Digital Communication**– Identify and understand methods of digital communication including email, video conferencing, instant messaging and text messaging, social media etiquette, and professional use of digital communication tools.
- **Digital Documents** – Identify and understand different types of digital workplace documents including word processing spreadsheets, slide presentations, and online forms; document sharing and collaboration tools; and professional use of digital documents.
- **Digital Security**– Identify and understand security policies and procedures, password security, privacy settings, security software, spam and phishing, and virtual private network (VPN).

NEW! Digital Skills Credential

- Digital – may be downloaded, printed and emailed on demand

- State-sponsored, signed by Governor



Florida Ready to Work Credential - Digital Skills

The credential is based on a proctored career readiness assessment validating mastery of the foundational technology skills commonly required for most jobs according to the U.S. Department of Labor O*NET Job Zone Framework. The holder of this credential has demonstrated work ready skills including:

Computer Operations
- Understand basic computer operations
- Identify main parts of a computer
- Recognize popular Operating Systems and how to update them
- Identify and select common software applications
- Understand the parts of the virtual desktop and how to change device settings
- Apply best practices for using a company-issued device in the workplace

Internet Browsing
- Understand the definition, purpose, and basic infrastructure of the internet
- Understand how to connect to the internet
- Define World Wide Web and related tools and terminology
- Use common internet browsers
- Use search engines and evaluate results
- Apply best practices for using the internet in the workplace

Digital Communication
- Understand methods of digital communication and define when it is appropriate to use each medium
- Recognize basic email providers and functions and understand the distinction between work vs personal email
- Identify video conferencing providers and functions and understand general etiquette
- Recognize text message and Instant Message providers and functions and understand general etiquette
- Identify popular social media platforms and understand general etiquette
- Apply best practices for using digital communication in the workplace

Digital Documents
- Recognize common word processing applications and their functions
- Recognize common spreadsheet applications and their functions
- Recognize common slide presentation applications and their functions
- Understand how to complete online documents and forms, such as a fillable PDF or online job application
- Understand sharing documents and storing with file-sharing applications
- Understand how to collaborate on documents using shared applications
- Apply best practices for using documents, spreadsheets, and slide presentations in the workplace

Digital Security
- Identify security policies and procedures and understand common workplace digital security protocol
- Understand password security and strength, using password management tools, and multi-factor authentication
- Identify spam and phishing attempts and how to avoid and report them
- Understand basic computer and application privacy settings
- Identify common security software applications, their functions, and how to prevent or minimize effects of malware and viruses
- Recognize Virtual Private Network (VPN) software applications and their functions
- Understand the concept of a Digital Footprint
- Apply best practices for digital security in the workplace

To learn more about the O*NET Job Zone Framework, visit https://onetonline.org/help/online/zones.

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NEW! Digital Skills Assessment

- One proctored assessment required to earn the Florida Ready to Work Digital Skills Credential
- 50 questions, all multiple choice
- 60 minutes, proctor option to extend testing time up to 2.59 hours
- Online assessment, scored in real time
- Pass / fail – passing scale score range of 205-240
- May be retaken

NEW! Digital Skills Training

- 5 online modules
- Each lesson per module corresponds to a learning objective
- Pretest benchmarks skills
- Embedded learner interactions including video-based ‘best and worse’ scenarios and ‘check your knowledge’ activities
- Post test indicates readiness for proctored assessment required to earn the credential

Academic Employability Skills

- **Work Ready Math –** Mathematical reasoning and problem-solving skills to solve real-life workplace problems, such as calculating dimensions, costs, and percentages; reviewing transactions to ensure accuracy.

- **Work Ready Reading –** Reading comprehension and reasoning skills to use documents in the workplace such as memos, letters, directions, signs, notices, polices, and regulations.

- **Work Ready Data –** Analytical skills to interpret sources of data in the workplace, such as charts, graphs, tables, flowcharts, diagrams, and maps.

US DOL O*NET Job Zones

- **Level 1 | Job Zone 1 – Little or no preparation needed**
  May require a high school diploma or GED. Ex: Dishwasher, landscaper

- **Achievement Level 2 | Job Zone 2 – Some preparation needed**
  Usually require a high school diploma. Ex: Customer service, bank teller

- **Achievement Level 3 | Job Zone 3 – Medium preparation needed**
  Require training in vocational schools, related on-the-job experience, or an associate's degree. Ex: Electrician, medical assistant

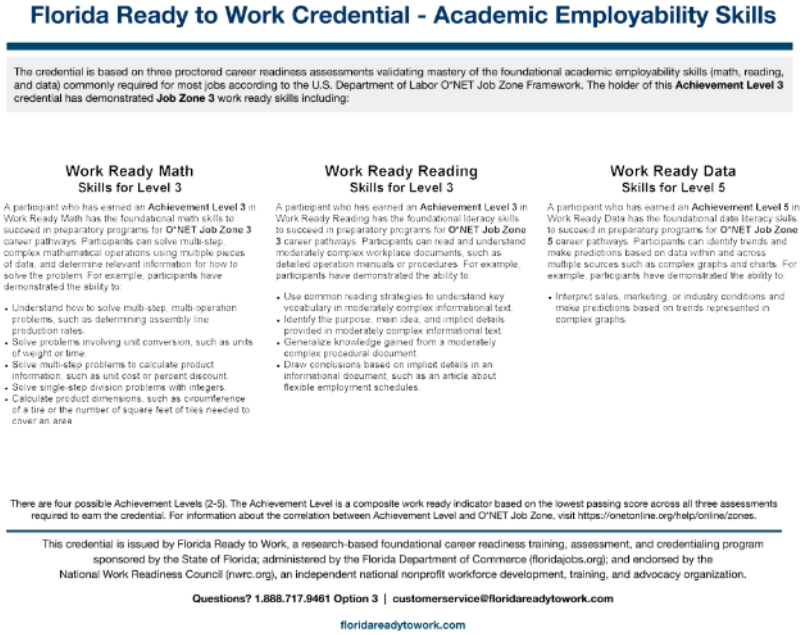
- **Achievement Level 4 | Job Zone 4 – Considerable preparation needed**
  Usually require a four-year bachelor's degree. Ex: Graphic designer, manager

- **Achievement Level 5 | Job Zone 5 – Extensive preparation needed**
  Require graduate school. Some may require a master's degree or advanced degree. Ex: Doctor, lawyer

Academic Employability Skills Credential

- Digital – may be downloaded, printed and emailed on demand

State-sponsored, signed by Governor



Florida Ready to Work Credential - Academic Employability Skills

The credential is based on three proctored career readiness assessments validating mastery of the foundational academic employability skills (math, reading, and data) commonly required for most jobs according to the U.S. Department of Labor O*NET Job Zone Framework. The holder of this **Achievement Level 3** credential has demonstrated **Job Zone 3** work ready skills including:

Work Ready Math
Skills for Level 3

A participant who has earned an **Achievement Level 3** in Work Ready Math has the foundational math skills to succeed in preparatory programs for **O*NET Job Zone 3** career pathways. Participants can solve multi-step, complex mathematical operations using multiple pieces of data, and determine relevant information for how to solve the problem. For example, participants have demonstrated the ability to:

- Understand how to solve multi-step, multi-operation problems, such as determining assembly line production rates.
- Solve problems involving unit conversion, such as units of weight or time.
- Solve multi-step problems to calculate product information, such as unit cost or percent discount.
- Solve single-step division problems with integers.
- Calculate product dimensions, such as circumference of a tire or the number of square feet of tiles needed to cover an area.

Work Ready Reading
Skills for Level 3

A participant who has earned an **Achievement Level 3** in Work Ready Reading has the foundational literacy skills to succeed in preparatory programs for **O*NET Job Zone 3** career pathways. Participants can read and understand moderately complex workplace documents, such as detailed operation manuals or procedures. For example, participants have demonstrated the ability to:

- Use common reading strategies to understand key vocabulary in moderately complex informational text.
- Identify the purpose, main idea, and implicit details provided in moderately complex informational text.
- Generalize knowledge gained from a moderately complex procedural document.
- Draw conclusions based on implied details in an informational document, such as an article about flexible employment schedules.

Work Ready Data
Skills for Level 5

A participant who has earned an **Achievement Level 5** in Work Ready Data has the foundational data literacy skills to succeed in preparatory programs for **O*NET Job Zone 5** career pathways. Participants can identify trends and make predictions based on data within and across multiple sources such as complex graphs and charts. For example, participants have demonstrated the ability to:

- Interpret sales, marketing, or industry conditions and make predictions based on trends represented in complex graphs.

There are four possible Achievement Levels (2-5). The Achievement Level is a composite work ready indicator based on the lowest passing score across all three assessments required to earn the credential. For information about the correlation between Achievement Level and O*NET Job Zone, visit https://onetonline.org/help/online/zones.

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Academic Employability Skills Assessments

- Three proctored assessments required to earn the Florida Ready to Work Credential – Work Ready Math, Work Ready Reading and Work Ready Data
- 55 minutes, proctor option to extend testing time up to 2.59 hours
- Online assessments, scored in real time
- May be retaken
- NEW credential achievement levels based on to U.S. Department of Labor O*NET Job Zones – Achievement Levels 2-5
- Achievement Level is determined by the lowest score of the 3 assessments, requires minimum of Achievement Level 2

Academic Employability Skills Training

- 3 online modules – Work Ready Math, Work Ready Reading, and Work Ready Data
- 5 levels of instructional content
- Placement test benchmarks skills, starting student at appropriate skill level
- Embedded student interactions
- Post test indicates readiness for proctored assessments required to earn the credential
- NEW Work Ready Basics, remedial curriculum for low numeracy / literacy learners

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System Features

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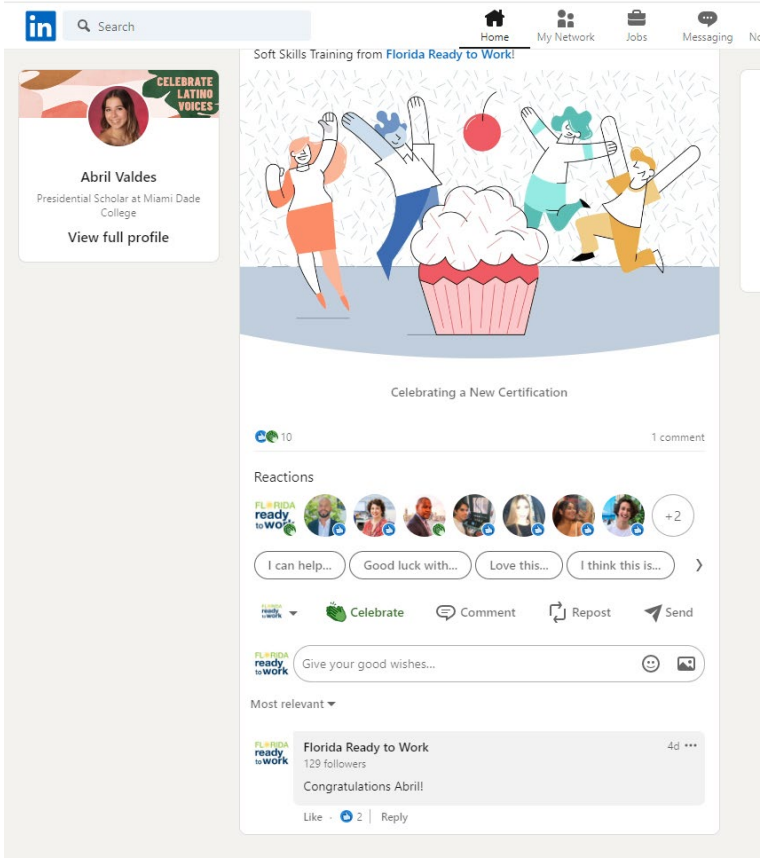
System Features

- Detailed date / time tracking of student progress, learning gains, and readiness for proctored assessments
- Real-time scoring of proctored assessments
- Optional remote / virtual proctoring of assessments
- Credentials immediately available for student and administrator download / printing
- Robust / customized reporting tools, download to Excel
- English and Spanish curriculum; ASL and SpeechStream Assessments

NEW! Digital Badging

- Share achievements electronically via social media
- Enables employers to verify achievements in real time
- Learners MUST provide an email address to access digital badging



Florida Ready to Work

Florida Ready to Work Credential - Soft Skills

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Sign in to access more options

AL Amy Lopez

View All Credentials

The Florida Ready to Work Soft Skills Credential is based on a proctored career readiness assessment validating mastery of the foundational work habits and situational judgement skills commonly required for most jobs according to the U.S. Department of Labor O*NET Job Zone Framework. The holder of this credential has demonstrated mastery of work ready soft skills including:

Communicating Effectively
-Understand the elements of effective listening, speaking, and writing
-Consider the purpose, audience, and medium of communication, including email etiquette, texting, and social media
-Understand the role of the customer and develop positive customer relationships
-Adopt a growth mindset and become an active learner
-Demonstrate strategies for conflict resolution

Conveying Professionalism
-Build trust through punctuality, dependability, and accountability
-Demonstrate integrity, initiative, and a strong work ethic
-Represent the organization in the workplace and beyond with pride and professionalism
-Develop organizational skills and effective work habits
-Manage time effectively and prioritize tasks
-Use common technology and choose tools to fit tasks
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Promoting Teamwork and Collaboration
-Recognize the characteristics of an effective team member
-Develop leadership skills
-Recognize, celebrate, and incorporate individual diversity and differences in the workplace

Thinking Critically and Solving Problems
-Adapt to new information and circumstances
-Make decisions with logic and reason
-Demonstrate awareness of systems and design for improvement
-Use a cycle of inquiry to investigate a problem
-Evaluate and interpret data sources and visual displays

Skills / Knowledge

Communication | Teamwork | Collaboration | Conflict Resolution | Problem Solving | Critical Thinking | Professionalism

ISSUED ON
September 11, 2023

EXPIRES ON
Does not expire

Share Credential
Show this credential on your social network

Add to My LinkedIn Profile

Credential Verification

This credential is from a **verified issuer**

Verify Credential

More about the Issuer

Florida Ready to Work

Visit Issuer Website

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FLORIDA ready to work Suggested Credentials Sign in

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Implementation Ideas

- GED Preparation; ESOL Integration; Part of IET Plans
- Diagnostic tool to evaluate students' readiness for career academy rigor and inform individual learning plans
- Prepare students for internships, OJT, work-based learning experiences, job fairs, apprenticeships, interviews, and more
- Career-contextualized instructional relevance for all students requiring foundational math or reading refresher / remediation
- Gain credibly with your local business community that you're listening to their workforce needs
- Mid-Term Evaluation Tool or Beginning of Semester Evaluation

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Service Offering Reminders

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Learning Management System Integration

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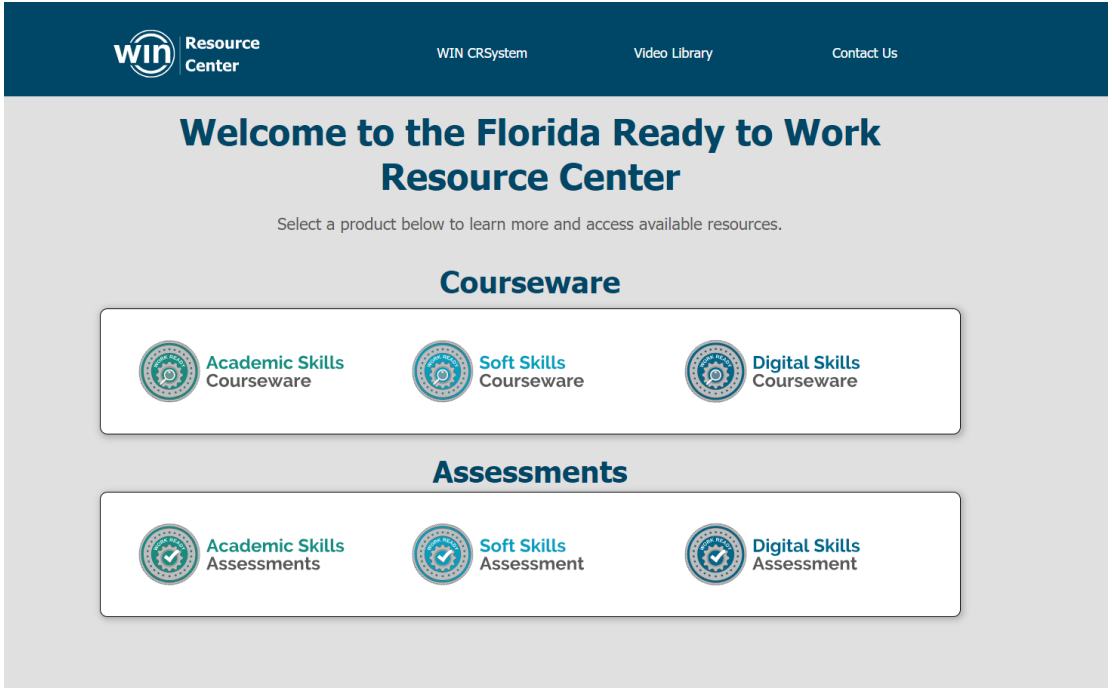
Implementation Services

- **Quick Start Guide**
- **Student Orientation**
- **Parent / Student Guide – *Coming Soon***
- **Proctor Training**

Resource Center



Customer Support – 888-717-9561, ext. 3

Quick and easy to get started

2 weeks or less

- Raise your hand now. Contact us!
- 1 hour virtual or onsite ‘system’ training for proctors
- Communicate to students, teachers, and your business partners
- And get started!

Implementation Tip: Do not overthink or over plan, just do it! Our team will support you every step of the way.

Implementation Partner Payments

- Offset time / indirect costs of implementation
- $10 for each unduplicated credential earned per student, potential $30 per student
- All schools / adult education programs eligible
- Discretionary / non-designated funding, school district decides if payable to district or school
- Payable twice per year – January and July

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Are you ready?

Sign-up now!

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