



## **CENTRAL VALLEY WORK READINESS CERTIFICATE**

EDD Revision Date: n/a

WIB Review Date: 09/27/07, 12/20/07

### **EXECUTIVE SUMMARY:**

The Central California Workforce Collaborative, which is comprised of the eight Workforce Investment Areas from Kern/Inyo/Mono up to San Joaquin, is implementing a regionally-recognized Central Valley Work Readiness Certificate. The Certificate will only be issued to those participants who have successfully completed and scored at appropriate levels on a WorkKeys assessment of their skills in Applied Math, Reading for Information, and Locating Information. Appropriate scores for each occupational area have been identified and normed to specific industries and job classifications. The Certificate will be required prior to a customer receiving specific referrals to employers or referrals to On-the-Job Training (OJT) or Occupational Training.

### **Purpose:**

The Central Valley Work Readiness Certificate will establish that individuals referred to either employers or vocational/occupational training providers have met the necessary minimum skill requirements to succeed in their chosen position or training program. The Certificate is portable throughout the Central California region, allowing individuals to share documentation of their skill levels with employers throughout the region.

### **Scope:**

The Central Valley Work Readiness Certificate will be required for all individuals seeking direct employment referrals, On-the-Job Training referrals, and WIA-sponsored occupational training services. Individual may continue to receive universal services and other staff-assisted and intensive services, while preparing for the WorkKeys assessment, or while remediating any specific skill deficiencies for their chosen career or program of study.

### **Effective Date:**

This policy is effective on the date of approval by the Madera County Workforce Investment Board.

### **REFERENCES:**

None.

**STATE-IMPOSED REQUIREMENTS:**

This policy contains no State-imposed requirements.

**FILING INSTRUCTIONS:**

This policy will remain in effect until further notice. Please retain a copy of this policy.

**BACKGROUND:**

The Central California Workforce Collaborative has jointly developed and is implementing the use of the Central Valley Work Readiness Certificate to respond to the needs of employers throughout the region for a skilled workforce. In addition, the Certificate provides job seekers with a portable validation of their specific work readiness skills in the areas of Applied Math, Reading for Information, and Locating Information – skills that are common to all jobs across all sectors of the economy. The regional implementation of the WorkKeys assessment and the Work Readiness Certificate was made possible through a grant from the California Partnership for the San Joaquin Valley. The WorkKeys assessment from ACT is a nationally recognized tool for the certification of specific academic skill levels standardized for specific occupations and industries.

**POLICY AND PROCEDURES:**

All WIA-registered participants who complete at least one core service, and who are eligible and interested in moving into certain intensive services or any training service will be expected to complete a WorkKeys assessment. Once the assessment is completed, the individuals will be provided their scores, along with information about the jobs available to them with their current skill levels. If an individual wishes to be referred to an employer or training program requiring skills at a higher level that they achieved, the individual will be referred to services to remediate any specific skill deficiencies. The remediation is available as an on-line study resource (WIN Solutions) through the Workforce Assistance Center, and will address only those skill areas that require improvement. Once the individual has completed the remediation process, and has improved their skills to the required levels, they may be eligible to move into the intensive or training services appropriate to their needs and skills. The Work Readiness Certificate will be signed by the Chair of the Local Workforce Investment Board, and will be issued to the participant in support of their job search or training efforts.