



# Career Readiness System

## Information Sheet



### Career-focused knowledge and academic foundation skills help learners succeed.

Whether it's college, trade school, military or the workplace, WIN provides learners with the tools to prepare them for the road ahead. The Career Readiness Courseware (CRC) is ideal for measuring the level of readiness in foundational academic skills that focus on the core communication, reasoning, and problem-solving skills required for today's workforce.

The CRC system measures a learner's skills in three core modules: Applied Mathematics, Reading for Information, and Locating Information. Each module contains a minimum of six scored levels of instruction and questions for independently measuring career readiness.

The pretests and posttests in CRC provide learners a personalized profile of how prepared they are for a career path upon graduation, and helps clarify their needs for further training and education. These tests also assure precise skills-based placement into the module to further work on building their foundational academic skills.

### Self-paced career-focused modules ensure all learners are career ready.

Once learners have completed the initial pretests they are placed in the exact level where they belong in each career readiness course module.

Once entered into their correct learning level, learners progress at their own pace through the courseware. Posttests are provided to the learner at the end of each level. Certificates of completion are awarded to the learner after successfully passing the posttest in all three core modules, indicating the learner has demonstrated basic knowledge of the material.

Administrative and progress monitoring reports are available through the Career Readiness System. Instructors and administrators can print learner progress reports, certificates and manage settings.



### Preparing learners for a path to college success.

The College Readiness Courseware (CRC+) is an online program that gives learners an opportunity to evaluate their skill level in Reading, Writing, English, and Mathematics.

For learners seeking to take an entry or placement test for admission to a postsecondary institution, CRC+ is ideal in preparing for mastery and identifying any development skills where the learner may need assistance. CRC+ prepares learners with the necessary foundational skills in the following modules: Pre-Algebra, Algebra, Geometry, Reading, and Writing and English.

The modules provide practice and application of concepts addressed by commonly accepted college placement exams. Learners begin the courseware by completing a pretest to serve as a benchmark of the learners skills. Learners complete the course content for areas of deficiency and continue until they are ready to complete the posttest.

- Offers Pretest, Instruction, and Post-test design
- Used for review or for concept attainment
- Provides immediate feedback on practice questions
- Supports test taking strategies for college entry exams
- Quick and easy reporting
- Ebadges and certificates upon successful completion
- Flexible 24/7 web-based portal access



### SoftSkills develops attitudes and behaviors critical to career success.

While professional attitudes and work habits are essential for upward mobility in the 21st century economy, they are often overlooked in educational programs. SoftSkills helps learners develop and demonstrate attitudes & behaviors that are critical to success at college and work. Conveying professionalism, communicating effectively, promoting teamwork and collaboration, and thinking critically to solve problems are an essential part of WIN's comprehensive approach to preparing learners for success and providing future employers with workplace-ready candidates.



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The WIN SoftSkills Series consists of four modules which reflect the skills employers seek. Each module includes pretests, course content, and posttests to measure learning gains.

### Module 1: Conveying Professionalism

Learners in this module will explore the components of a strong work ethic, including personal images conveyed to colleagues and customers, the benefits of a positive attitude and excellent customer relations, the importance of being on-time and dependable, how motivation affects performance, and practice strategies to build excellent work habits.

### Module 2: Communicating Effectively

This module identifies ways to improve communication and listening skills for a productive work environment, explains the importance of spoken communication to improve understanding, and assesses the use of communication tools including email etiquette, cell phone use, and social networking. Learners also are educated on how to effectively resolve conflict in the workplace.

### Module 3: Promoting Teamwork and Collaboration

Learning to be a good team member doesn't stop at benefiting each of us, it also benefits our organization and the community. This module discusses diversity and how it has a positive influence in the workplace, the importance of sensitivity to individual differences, the benefits and challenges of teamwork and collaboration, and the value strong leadership skills.

### Module 4: Thinking Critically and Solving Problems

Innovation, creativity, and flexibility in the workplace are more important than ever. In this final module, learners will develop an understanding on how to evaluate the elements of critical thinking: evidence, reasoning, and fallacies, while also learning how to distinguish between inductive and deductive reasoning. Adversity and its effects on the workplace are defined, and strategies are practiced that inspire creative problem solving.

### Learn to develop the skills that can last a lifetime.

Our educational systems need help bridging the gap and producing qualified applicants for available jobs in our workforce. Several million jobs go unfilled across all industries because individuals applying for these jobs simply lack the skills required for the available positions. According to employers, what is most often missing are employability skills or "soft skills," which define how employees perform in their jobs.

What are these soft skills that employers find lacking in job applicants? Whether referred to as attitudinal or behavioral skills, social skills, job search skills, or 21st Century skills, one thing is clear: Our high-school, college, and workforce program graduates generally lack mastery of these skills. It is up to us, as educators, program administrators, and communities, to work together and assure all learners have a strong awareness of the soft skills they need to succeed in any career.

### About WIN

Since its inception in 1996, WIN Learning has been the primary source of online, career and college readiness instruction including academic foundation and employability skills for numerous organizations and statewide initiatives.

There is life after high school, and no one prepares learners better than WIN. Whether it's college, trade school, military or the workplace, WIN provides organizations with the tools to prepare learners to be career and college ready.

### Let's WIN Together. Contact Us!

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