



CENTRAL VALLEY WORK READINESS CERTIFICATE

EDD Revision Date: N/A

WDB Review Date: 09/27/07, 12/20/07, 12/17/15, 12/15/16

EXECUTIVE SUMMARY:

The Central California Workforce Collaborative, which is comprised of the eight Local Workforce Development Areas from Kern/Inyo/Mono north through San Joaquin County, has implemented 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). Practice test scores may be used for entry into Occupational Skills Training.

Purpose:

The Central Valley Work Readiness Certificate and/or appropriate WorkKeys practice test scores will establish that individuals referred to either employers or occupational skills 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 or On-the-Job Training referrals. Practice test scores will be accepted for referral to WIOA-sponsored occupational skills training programs. Individuals may continue to receive basic career services and other staff-assisted and individualized career 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 Workforce Development Board of Madera County.

REFERENCES:

None.

FILING INSTRUCTIONS:

This policy replaces the version approved by the Board on December 17, 2015, and will remain in effect until further notice. Please retain a copy of this policy.

BACKGROUND:

The Central California Workforce Collaborative jointly developed and implemented the use of the Central Valley Work Readiness Certificate in 2007 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 initial 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 skill levels standardized for specific occupations and industries.

POLICY AND PROCEDURES:

All WIOA-registered participants who complete at least one basic career service, and who are eligible and interested in moving into On-the-Job training, or direct placement in employment will be expected to complete a WorkKeys assessment. The WorkKeys practice tests will be used for individuals interested in referrals to occupational skills training. Once the assessment is completed, the individuals will be provided their scores, along with information about the jobs and/or training 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 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 training services appropriate to their needs and skills. The Work Readiness Certificate will be signed by the Chair and the Executive Director of the Workforce Development Board of Madera County, and will be issued to the participant in support of their job search or training efforts.

INQUIRIES:

If you have questions, please contact the Executive Director or designee at (559) 662-4500.