

On your mark...  
get Set...

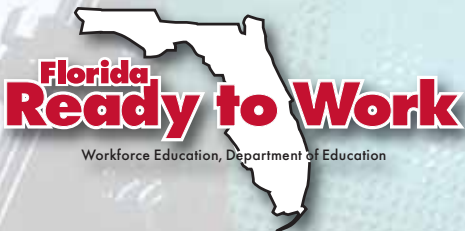
# GO!

**Ready to Work Florida!**



**Florida Ready to Work Credential**  
Higher skills, higher standards

Brought to you by the State of Florida, the Suncoast Workforce Board,  
and the School Districts of Manatee and Sarasota Counties



Preparing a  
**STRONGER WORKFORCE**  
[www.SuncoastReadyToWork.com](http://www.SuncoastReadyToWork.com)



# On your mark...

## Employers →



Looking for skilled workers?  
The Florida Ready to Work Credential means  
a higher standard for your new workforce.



**F**lorida employers face an ongoing challenge to find dependable, skilled workers. The Florida Ready to Work Credential program will help prepare employees to fill that need.

### What is a Ready to Work Credential?

This designation is awarded to a student who has successfully passed a set of work-related skills assessments. A student who has earned a Ready to Work Credential will be considered equipped with skills needed to enter the workforce. It's a measure of work-readiness.

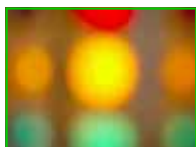
### How will a Ready to Work Credential benefit my business?

This credential demonstrates that students have the skills to meet employment expectations. When you use this credential as part of your recruitment and hiring practices, you'll save time and money by immediately recognizing a more qualified employee. By considering job applicants who possess a Florida Ready to Work Credential, you can be more confident that he or she can begin the job with the skills necessary for successful job performance.

### Who started the program?

### Will it cost my business to use it?

Florida Ready to Work is funded by the Florida Legislature and administered by the Florida Department of Education, Division of Workforce Education. There is no direct cost to participate for students, job seekers, employers, schools or other partners. Locally, the program is implemented by a partnership between the Suncoast Workforce Development Board and the school districts of Manatee and Sarasota.



### Who is eligible to earn a Ready to Work Credential?

Any student or resident in the state of Florida is eligible to earn this credential.

### What assessments are required to earn a Ready to Work Credential?

Students earning the credential demonstrate mastery of:

- Reading for Information
- Applied Mathematics
- Locating Information

### What are the levels of the Florida Ready to Work Credential?

- **BRONZE**—minimum score of 3 or more on all three assessments
- **SILVER**—minimum score of 4 or more on all three assessments
- **GOLD**—minimum score of 5 or more on all three assessments

### How can I partner with the Florida Ready to Work Program? What can I do?

As high school students achieve the Ready to Work Credential, be prepared to recognize, recruit, and hire credentialed employees. Students achieving the Bronze, Silver, and Gold Credential are better prepared to start work with the skills you need. Look for students and graduates carrying the Florida Ready to Work Career Readiness Cards. By participating in this program, you'll not only gain skilled workers; you'll help build a community bridge between business and education.



# Get set...



# Students →

**Are you ready to work? Are you ready to demonstrate that you have what it takes to succeed at work?**

**W**hen an employer hires you, they expect you to be goal-oriented and to have a realistic perspective of work habits and job expectations. To succeed at work, an employer expects that you can read and write proficiently, follow instructions, and be able to perform math calculations related to business finances or measurement. They also expect you to know how to locate the information you need to do your job.

## How do I know if I'm ready to work?

The Florida Ready to Work program has created a three-part assessment—a short test—to measure your job-readiness skills. First, you'll take a pre-test to see where you are strong and pinpoint areas that need improvement. Next, you'll have access to tutorials to bridge the gap between your strengths and weaknesses. Before you graduate, you'll have the opportunity to take a Ready to Work assessment. If you are ready to work, you'll receive a credential card—either bronze, silver, or gold.

## Who can take the assessments?

Any student will have the opportunity to participate in Florida Ready to Work assessments at school.

## What if I don't pass?

Don't worry—you can work on your skills and re-take the test to improve your credential. You can take advantage of the tutorials to better prepare for the world of work.

## How does an employer know that I'm ready?

When you apply for a job, show the employer your Florida Ready to Work Credential Card and Certificate. More and more employers are becoming aware that the Ready to Work Credential means just that: you are ready to work—and succeed!

## What is the process for earning a Ready to Work Credential?

- Sign up at your school's assessment center.
- Complete the online pre-instructional assessment to determine mastery level.
- Enroll in self-paced tutorial course work if needed.
- Complete the proctored assessments.
- Receive your Ready to Work Credential, signed by the Governor, once mastery level expectations have been achieved.

## Let's get ready!

Go online and find out more.

1. Visit [www.floridareadytowork.com](http://www.floridareadytowork.com)
2. Visit [www.myfloridareadytowork.com](http://www.myfloridareadytowork.com)
3. Visit [www.suncoastreadytowork.com](http://www.suncoastreadytowork.com)

## Problems?

Call the WIN helpdesk at (888) 717-9461



# Get Ready to Work, Florida! Teachers →



Are your students ready to work?  
You can help prepare them to succeed after high school.

**T**he Ready to Work Credential Program is an exciting opportunity for job applicants in Florida to demonstrate to employers that they possess the skills needed to succeed in the workplace. Students can participate and become card-carrying credentialed applicants.

## How does it work?

Each high school is in the process of becoming an assessment site—a location where students can take the online assessments and access web-based tutorials. Each assessment site has identified a primary contact—a “point person” for information about the program. In addition to the primary contact, other teachers and guidance staff may support the program by proctoring the assessments and instructing students how to access the tutorials.

## What does the Ready to Work Credential require?

The Ready to Work credential requires the successful completion of three assessments (formerly known as ACT WorkKeys) consisting of **Reading for Information**, **Locating Information**, and **Applied Mathematics**. Students reaching the required levels on these assessments will be issued a credential signed by Governor Crist. This credential proves to potential employers that your student is truly ready to work.

## Is additional training needed to support the Ready to Work Program?

Yes, training is provided online via Webinars from the convenience of your classroom or office. Two levels of training will prepare you to help your students be awarded a Ready to Work credential. The primary contact receives Instructional Training and Assessment Training. Other staff members may only require one of the training sessions.



**Yes, I'd like more information about the Florida Ready to Work Program**

Clip and send to:

(For Manatee County)

**Ready to Work**  
c/o Adult, Career & Technical Education  
School District of Manatee County  
215 Manatee Avenue West  
Bradenton, FL 34205

(For Sarasota County)

**Ready to Work**  
c/o Career and Technical Education  
Sarasota County School District  
1960 Landings Boulevard  
Sarasota, FL 34231

Name \_\_\_\_\_

Position or Title \_\_\_\_\_

Company or School \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Manatee County  Sarasota County

