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Workforce Development Agency (WDA)
Policy Issuance (PI): 08-30, Change 3

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To: Michigan Works! Agency (MWA) Directors

From: Dianne Duthie, Director, Education and Career Success (**SIGNED**)
Workforce Development Agency

Subject: Michigan National Career Readiness Certificate (MI NCRC)

Programs Affected: All Programs Funded through the Workforce Development Agency, State of Michigan and Michigan Rehabilitation Services

Rescissions: None

References: Bureau of Workforce Transformation (BWT) PI 07-07, issued August 20, 2007, and subsequent changes

U.S. Department of Labor (USDOL) Training and Employment Guidance Letter (TEGL) 17-05 and Change 1

Bureau of Workforce Programs PI 07-35, issued June 2, 2009, and subsequent changes

Office of Workforce Development PI 04-03, issued March 1, 2004

Background: This is a modification to BWT PI 08-30 for the MI NCRC issued to the MWAs during Program Year 2009. This policy issuance modification includes new policy guidance for the MWAs in the following areas:

- Further guidance on program participant WorkKeys testing requirements
- Remediation
- Employer engagement/outreach materials



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WDA is an equal opportunity employer/program. Auxiliary aids, services, and other reasonable accommodations are available upon request to individuals with disabilities.

- Data & Reporting
- Funding

Policy: Remediation

While there are numerous tools available for remediation, MWAs are strongly encouraged to use a Level One (1) WorkKeys publisher as identified by ACT, Inc. (formerly American College Testing) to directly address MI NCRC remediation. Additionally, to avoid duplicate testing in determining grade equivalency skill levels for reading and math, MWAs may reference the Educational Functioning Level Descriptors attached in the USDOL’s TEGL 17-05 (see Exhibit #1, Page 6). The level descriptors referenced in TEGL 17-05 equate WorkKeys Reading and Math levels with other remediation tools such as TABE, Comprehensive Adult Student Assessment System (CASAS), and ABLE, which are used to determine grade equivalency skill levels. TEGL 17-05 may be viewed via the Internet at: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195.

Exhibit #1

Outcome Measures Definitions			
EDUCATIONAL FUNCTIONING LEVEL DESCRIPTORS—ADULT BASIC EDUCATION LEVELS			
Literacy Level	Basic Reading and Writing	Numeracy Skills	Functional and Workplace Skills
<p>Low Intermediate Basic Education Test benchmark: TABE (7-8 and 9-10) scale scores (grade level 4-5.9): Reading: 461-517 Total Math: 442-505 Language: 491-523</p> <p>CASAS: 211-220</p> <p>ABLE scale scores (grade level 4-5.9): Reading: 613-645 Math: 593-642</p>	<p>Individual can read text on familiar subjects that have a simple and clear underlying structure (e.g., clear main idea, chronological order); can use context to determine meaning; can interpret actions required in specific written directions; can write simple paragraphs with main idea and supporting detail on familiar topics (e.g., daily activities, personal issues) by recombining learned vocabulary and structures; can self and peer edit for spelling and punctuation errors.</p>	<p>Individual can perform with high accuracy all four basic math operations using whole numbers up to three digits; can identify and use all basic mathematical symbols.</p>	<p>Individual is able to handle basic reading, writing and computational tasks related to life roles, such as completing medical forms, order forms or job applications; can read simple charts, graphs labels and payroll stubs and simple authentic material if familiar with the topic. The individual can use simple computer programs and perform a sequence of routine tasks given direction using technology (e.g., fax machine, computer operation). The individual can qualify for entry level jobs that require following basic written instructions and diagrams with assistance, such as oral clarification; can write a short report or message to fellow workers; can read simple dials and scales and take routine measurements.</p>
<p>High Intermediate Basic Education Test benchmark: TABE (7-8 and 9-10) scale scores (grade level 6-8.9): Reading: 518-566 Total Math: 506-565 Language: 524-559</p> <p>CASAS: 221-235</p> <p>ABLE scale score (grade level 6-8.9): Reading: 646-681 Math: 643-693</p> <p>WorkKeys scale scores: Reading for Information: 75 – 78 Writing: 75 – 77 Applied Mathematics: 75 – 77</p>	<p>Individual is able to read simple descriptions and narratives on familiar subjects or from which new vocabulary can be determined by context; can make some minimal inferences about familiar texts and compare and contrast information from such texts, but not consistently. The individual can write simple narrative descriptions and short essays on familiar topics; has consistent use of basic punctuation, but makes grammatical errors with complex structures.</p>	<p>Individual can perform all four basic math operations with whole numbers and fractions; can determine correct math operations for solving narrative math problems and can convert fractions to decimals and decimals to fractions; can perform basic operations on fractions.</p>	<p>Individual is able to handle basic life skills tasks such as graphs, charts and labels, and can follow multi-step diagrams; can read authentic materials on familiar topics, such as simple employee handbooks and payroll stubs; can complete forms such as a job application and reconcile a bank statement. Can handle jobs that involve following simple written instructions and diagrams; can read procedural texts, where the information is supported by diagrams, to remedy a problem, such as locating a problem with a machine or carrying out repairs using a repair manual. The individual can learn or work with most basic computer software, such as using a word processor to produce own texts; can follow simple instructions for using technology.</p>

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NOTE: WorkKeys scale scores of RI 75-78 and AM 75-77 are Level 4.

Outcome Measures Definitions			
EDUCATIONAL FUNCTIONING LEVEL DESCRIPTORS—ADULT BASIC EDUCATION LEVELS			
Literacy Level	Basic Reading and Writing	Numeracy Skills	Functional and Workplace Skills
<p>Low Adult Secondary Education</p> <p>Test benchmark: TABE (7-8 and 9-10): scale scores (grade level 9-10.9): Reading: 567-595 Total Math: 566-594 Language: 560-585</p> <p>CASAS: 236-245</p> <p>ABLE scale scores (grade level 9-10.9): Reading: 682-698 Math: 694-716</p> <p>WorkKeys scale scores: Reading for Information: 79 – 81 Writing: 78 – 85 Applied Mathematics: 78 – 81</p>	<p>Individual can comprehend expository writing and identify spelling, punctuation and grammatical errors; can comprehend a variety of materials such as periodicals and non-technical journals on common topics; can comprehend library reference materials and compose multi-paragraph essays; can listen to oral instructions and write an accurate synthesis of them; can identify the main idea in reading selections and use a variety of context issues to determine meaning. Writing is organized and cohesive with few mechanical errors; can write using a complex sentence structure; can write personal notes and letters that accurately reflect thoughts.</p>	<p>Individual can perform all basic math functions with whole numbers, decimals and fractions; can interpret and solve simple algebraic equations, tables and graphs and can develop own tables and graphs; can use math in business transactions.</p>	<p>Individual is able or can learn to follow simple multi-step directions, and read common legal forms and manuals; can integrate information from texts, charts and graphs; can create and use tables and graphs; can complete forms and applications and complete resumes; can perform jobs that require interpreting information from various sources and writing or explaining tasks to other workers; is proficient using computers and can use most common computer applications; can understand the impact of using different technologies; can interpret the appropriate use of new software and technology.</p>
<p>High Adult Secondary Education</p> <p>Test benchmark: TABE (7-8 and 9-10): scale scores (grade level 11-12): Reading: 596 and above Total Math: 595 and above Language: 586 and above</p> <p>CASAS: 246 and higher</p> <p>ABLE scale scores (grade level 11-12): Reading: 699 and above Math: 717 and above</p> <p>WorkKeys scale scores: Reading for Information: 82 – 90 Writing: 86 – 90 Applied Mathematics: 82 – 90</p>	<p>Individual can comprehend, explain and analyze information from a variety of literacy works, including primary source materials and professional journals; can use context cues and higher order processes to interpret meaning of written material. Writing is cohesive with clearly expressed ideas supported by relevant detail; can use varied and complex sentence structures with few mechanical errors.</p>	<p>Individual can make mathematical estimates of time and space and can apply principles of geometry to measure angles, lines and surfaces; can also apply trigonometric functions.</p>	<p>Individual is able to read technical information and complex manuals; can comprehend some college level books and apprenticeship manuals; can function in most job situations involving higher order thinking; can read text and explain a procedure about a complex and unfamiliar work procedure, such as operating a complex piece of machinery; can evaluate new work situations and processes, can work productively and collaboratively in groups and serve as facilitator and reporter of group work. The individual is able to use common software and learn new software applications; can define the purpose of new technology and software and select appropriate technology; can adapt use of software or technology to new situations and can instruct others, in written or oral form on software and technology use.</p>

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NOTE: WorkKeys scale scores of RI 79-81 and AM 78-81 are Level 5.

Data and Reporting

Data entry into the One-Stop Management Information System (OSMIS) will allow for the identification of participants who have achieved scores high enough to earn an NCRC. However, the OSMIS will not create a certificate. MWAs will provide instructions and assistance, as appropriate, to those participants who wish to obtain a printed copy of their NCRC through MyWorkKeys.com. Also, MWAs will ensure appropriate source documentation for performance and data validation purposes is maintained in individual participant files. Keep in mind that currently the only acceptable source documentation for the NCRC for data validation and performance purposes is a copy of the actual NCRC or a printed copy of the Certificate Details screen in its entirety, which can be found at <http://www.act.org/certificate/account.html>.

Unless otherwise noted, all other provisions of BWT PI 08-30 remain unchanged and in effect.

Action: No action is required from MWAs.

Inquiries: Questions regarding this policy issuance should be directed to Mr. Keenan Wade by telephone at (517) 373-8281 or by e-mail at wadek@michigan.gov.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request received by this office.

Expiration Date: Continuing

CQ:KW:be