



The Right Skills, Right Now



**Workforce Skills
Certification System**
a program of **CASAS**

The Need: Entry-Level Workers with the Skills to Move Up

Employers seek workers with strong basic skills to work smart and grow on the job. They are prepared to invest in job candidates who can learn independently, benefit from training, take on new responsibilities, and move up the career ladder.

The Solution: CASAS Workforce Skills Certification System (WSCS)

Document and develop employer-validated academic and soft skills for youth and adults entering the workforce, transitioning to work, incumbent workers, and dislocated workers and facilitate transition to the workforce with the Workforce Skills Certification System.

- **Assess and certify** the work-related academic and soft skills a person currently demonstrates
- **Develop** skills to prepare for certification
- **Certify** work-related skills at a level that ensures success in postsecondary training and on a career path

The Path to Certification: A Process for Success

Step 1 Profile and Certify Skills

Use internationally recognized and validated work-related academic and soft skills assessments to create a Workforce Skills Profile which certifies the current skills demonstrated by the candidate. Candidates can attach the Profile to their resume when applying for a job.

Step 2 Develop Skills

Use easy-to-read learner-level reports to focus on work-related academic skills, soft skills, and competencies employers are looking for.

Step 3 Certify Improved Skills

Award a Workforce Skills Certificate to document to employers that a candidate has the high-level skills needed to succeed and move up the career ladder. Profiles and certificates can be used to show progress toward milestones.

Workforce Skills Profile
Awarded to: Damon Lozano
By Agency: Rolling Hills Adult School
Date Issued: January 14, 2016

Work-related Academic Skills

Basic	1	2	3	4	5	6	7	8	Advanced
Reading									6
Math									6

Soft Skills

Basic	1	2	3	4	5	6	7	8	Advanced
Integrity									6
Responsibility									6
Customer Service									6



The Skills: Focus on Work Readiness

Employers who know a job applicant's academic and soft skills are better able to determine who will succeed in specific jobs. The skills measured by the Workforce Skills Certificate are aligned with the Skills for the 21st Century.

Academic Skills

The WSCS measures Reading and Math skills using content from common work settings. Results are reported using National Reporting System (NRS) Educational Functioning Levels (EFLs) accepted by both the U.S. Departments of Labor and Education to track academic skill achievement.

Soft Skills

The WSCS measures the following effective workplace behaviors (soft skills) using industry-validated video-based simulations that present realistic work-based scenarios.

- **Personal Qualities** – integrity, responsibility, self-esteem, self-management, sociability
- **Customer Care** – customer relations, decision-making, commitment to quality

Go to www.learning-resources.com to view samples.



“ I sent 5 students with their WSCS profiles to check out a recent job lead, and they were given a green lane straight through to the job interviewer. Needless to say, {our Learning Center} is SWAMPED! ” – Santa Fe Springs Learning Center

The Details: Get Started Today

Jump start the job-seeking potential for your learners.

www.casas.org > [Product Overviews](#) > [Assessments](#) > [Workforce Skills Certification](#) > [Get Started](#)



The Workforce Skills Certification System is administered at a local, regional, or state level by organizations including chambers of commerce, business associations, workforce investment boards, and educational institutions.

For more information

E-mail: wscs@casas.org