

ACT® WorkKeys®

The ACT WorkKeys assessment system measures job skills that are valuable for any occupation—skilled or professional—at any level and in any industry.

ACT® National Career Readiness Certificate®

The ACT National Career Readiness Certificate® is an industry-recognized, portable, evidence-based credential that certifies achievement of foundational skills essential for workplace success.

KEY FACTS

Curriculum Profiling: A Step-By-Step Guide

Curriculum Profiling

- Helps **educators** identify the ACT WorkKeys® skills and skill levels that students need to enter into and successfully complete a program of study (e.g., course, program of study, training program, or apprenticeship).
- Provides **individuals** with a clear picture of the WorkKeys skills and skill levels needed to enter into a program of study.
- When combined with WorkKeys assessments, allows **students** to make informed decisions about jobs and to identify their own strengths and weaknesses as they pursue their education and career goals.
- When combined with a job or occupational profile, assures **employers** that program graduates (i.e., current and prospective employees) have the WorkKeys skills and skill levels needed in order to be successful on the job.

The curriculum profiling process offers many benefits:

- **Support from instructors.** The WorkKeys assessments can be used as a pre-requisite for entry into curriculum. When students start a program with the foundational skills they need to be successful, it is likely that the program completion rates will rise.
- **Useful information for evaluating the effectiveness of the curriculum.** Because the use of WorkKeys assessments is confirmed through the curriculum profiling process, you can feel confident comparing the pre- and post-performance of students or trainees to the program's profile requirements.
- **Support from employers.** Results of a curriculum profile can be used to demonstrate to employers that graduates from your program have the skill levels needed for entry into their jobs. As a result, it is likely that the placement rate for your graduates will increase.
- **A customized report that supports the use of WorkKeys skills.** Curriculum profiling results are documented by the profiler in a detailed report containing the list of learning objectives and the in-depth, descriptive rationale linking the learning objectives to the WorkKeys skills and skill levels.

Types of Curriculum Profiles:

The **curriculum profiling** procedure is designed to analyze WorkKeys-related curriculum requirements through a review of the curriculum objectives and a skill

analysis that is used to identify the WorkKeys® skills and skill levels required for entry into, and exit from, a program. If the curriculum includes a practice component (e.g., apprenticeship, internship, clinical experience), a customized list of tasks will be developed for the practice component—if one doesn't already exist—as those requirements may differ from the classroom curriculum requirements.

A **Curriculum Profile Plus** includes the development of a customized list of knowledge, skills, abilities, tools, and technology required to successfully exit the program. A Curriculum Plus and Practicum Profile includes the additional identification of practicum tasks and the identification of knowledge, skills, abilities, tools, and technology required to perform them. The table below identifies the deliverables for each type of Curriculum Profile.

Deliverables	Types of Curriculum Profiles					
	Curriculum Profile	Curriculum Profile Plus	Curriculum & Practicum Profile	Curriculum & Practicum Profile Plus	Curriculum Alignment	Curriculum Alignment Plus
Comprehensive List of Learning Objectives	✓	✓	✓	✓	✓	✓
Customized List of Practicum Tasks			✓	✓	✓*	✓*
Customized List of Knowledge, Skills, & Abilities		✓		✓		✓
Customized List of Tools & Technology		✓		✓		✓
WorkKeys Skill Levels for Entry and Exit from Program	✓	✓	✓	✓	✓	✓
Comparison of Curriculum to Job or Occupation Profile Requirements					✓	✓
Customized Report	✓	✓	✓	✓	✓	✓

*A customized list of tasks will only be provided if the curriculum includes a practice component.

Overview: The Curriculum & Practicum Profiling Plus Procedure

*Steps performed as part of a Curriculum Profile Plus or part of a profile for a curriculum with a practice component.

Step 1—Comprehensive List of Learning Objectives

The profiler:

- Collects background information pertaining to the development of the learning objectives;
- Collects all instructor and student materials;
- Tours classrooms, labs, and simulation areas;

- Advises client on the selection of subject matter experts (SMEs) who are knowledgeable about the curriculum, including current instructors, students who are currently enrolled or who have recently completed the program successfully, and administrators who took part in the curriculum's development; and
- Interviews instructors and students regarding how the materials are used.

***Step 2—List of Knowledge, Skills, Abilities, Tools and Technology**

The profiler:

1. goes to <http://www.onetonline.org/> and identifies the O*NET title that is the closest match to the job/occupation the curriculum is training students to go into;
2. clicks on the Details tab and scrolls down to the Tools & Technology heading, clicking on .xls beside Save Table (file will automatically open in Excel);
3. prints enough copies for all of the SMEs and saves the file for editing during the SME meeting; and
4. repeats steps 1–3 to obtain the Knowledge, Skills, and Abilities lists.

***Step 3—List of Tasks Completed During Practice or Hands-on Component**

The profiler:

- Job shadows and interviews students completing the practice component of the curriculum and the people supervising the practice component;
- Collects materials that are used during the practice component, such as training checklists and materials used on the job; and
- Develops an Initial Task List.

Step 4—Curriculum Review

The profiler meets with SMEs to review the list of learning objectives.

***Step 5—List of Practicum Tasks in Order of Importance**

The profiler leads the SMEs through a process of:

- Editing the list of practicum tasks; and
- Rating the tasks in order of importance.

***Step 6—Customized Lists of Knowledge, Skills, Abilities, Tools, and Technology**

The profiler leads the SMEs through a process of editing the lists.

Step 7—Skill Analysis for Curriculum

The profiler leads the SMEs through a process of:

- Linking the learning objectives to the WorkKeys® skills; and
- Determining the skill levels required to enter the program and any skills that might evolve over the course of the program (i.e., the skill levels required upon entry may be lower than the skills required for exit).

*Step 8—Skill Analysis for Practicum Tasks

The profiler leads the SMEs through a process of:

- Linking the practicum tasks to the WorkKeys skills; and
- Identifying the skill levels that are necessary to enter into the practicum and skill levels that might evolve during the practicum.

Step 9—Documentation

The profiler documents the results in a customized report.

Deliverables

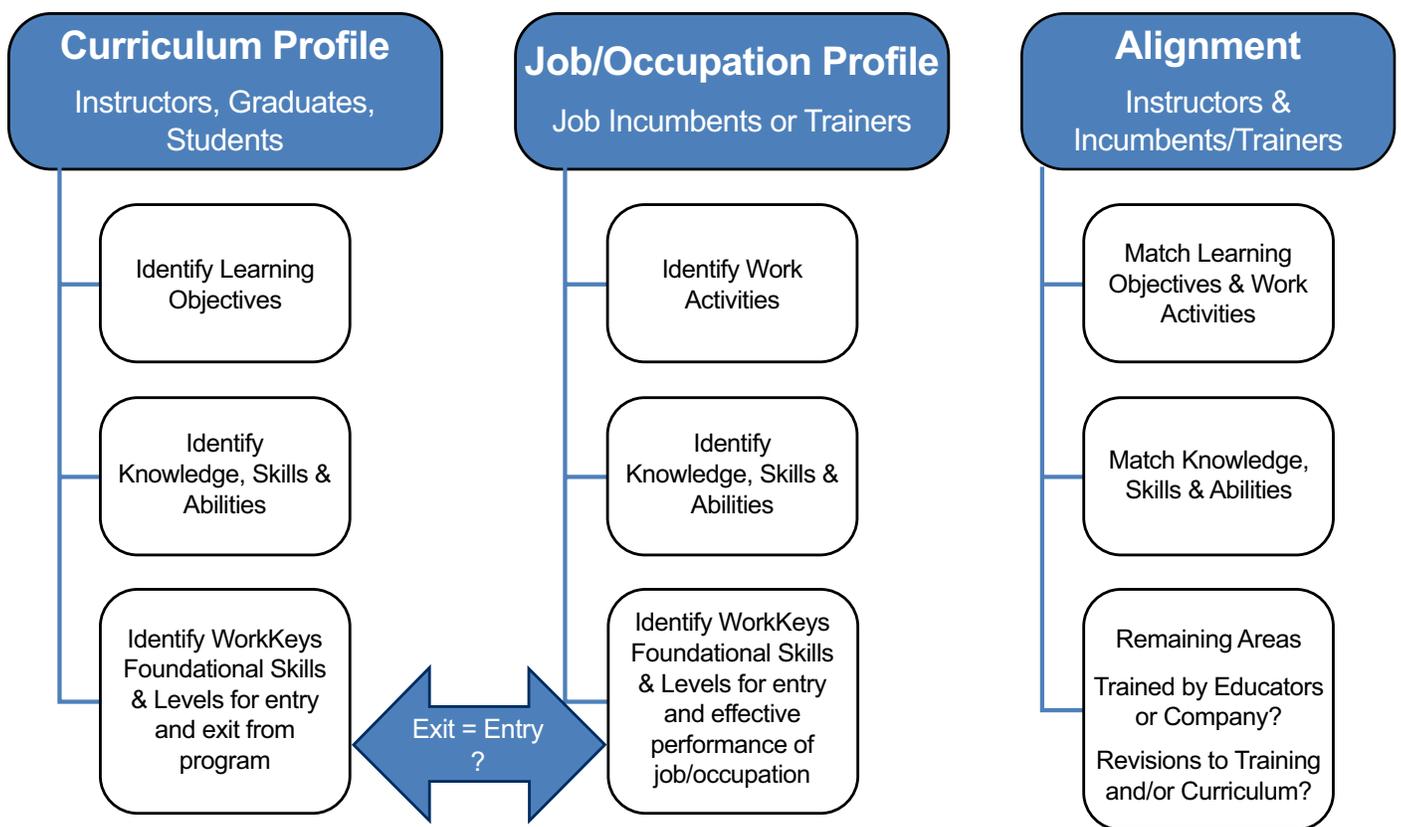
- Comprehensive list of learning objectives linked to the WorkKeys skills
- *Customized list of practicum tasks
- WorkKeys skill levels required for entry into the program and exit from the program
- *WorkKeys skill levels required for entry into the practicum and exit from the practicum
- Customized Curriculum Profile Plus report
- *Customized knowledge, skills, abilities, tools, and technology lists

Curriculum Alignment

Employers can conduct an **Occupational Profile** identifying the WorkKeys skill levels required for an occupation across jobs, companies, or industries; or an employer can conduct a **Job Profile** identifying the WorkKeys skill levels required for entry into a job or effective performance of a job. The occupational or job profile results can then be compared to the curriculum profile. If WorkKeys skill gaps exist, employers and educators can work together to address the gaps, to ensure that graduates are prepared for employment.

Similar to a Curriculum Profile Plus, a Job Profile Plus (i.e., full job analysis) and an Occupational Profile Plus include the development of customized lists of the knowledge, skills, abilities, tools, and technology required to perform a job for an individual employer or for an occupation. When the results from a Curriculum Profile Plus and a Job or Occupational Profile Plus are evaluated during a **Curriculum Alignment**, additional gaps may be found in terms of the knowledge, skills, abilities, technology, and tools required. If gaps are found,

employers and educators can identify courses of action that can be taken to reduce or eliminate the gaps. For example, hands-on experience is required for students to develop a particular skill, but the educational institution does not have access to the equipment. The employer might decide it is cost-effective to provide the institution with the piece of equipment or a simulator.



For more information, contact 1-800-WorkKey or go to www.act.org/solutions/career-success/job-analysis/