

Get The Credential!

Whether looking for work or preparing for college, get the advantage.



WHAT ARE YOU WAITING FOR?

It happens every day. After reviewing stacks of applications and résumés, after all the interviews, it's time to make The Big Decision: Which one is The One?

Alabama Ready to Work is a program that tests – and scores – your job skills and work habits. It's a way for you to prove to employers that you are The One.

Alabama Ready to Work is **free** and easy. Simply sign up at Snead State Community College. Then, attend Ready to Work classes, **and get The Credential.**

Upon successful completion of the program, students receive two Credentials: a [National Career Readiness Certificate](#) and an [Alabama Certified Worker Certificate](#). The Alabama Ready to Work Credential complements other diplomas, certificates, and degrees. It shows employers what you can do and measure the skills that employers and colleges seek.

Whether looking for work or preparing for a better job, get ready!

Get The Free Class!

As an added benefit, graduates of Snead State's Ready to Work program will receive a **FREE 3-hour credit class, a \$438 value.**



Get Ready!

1. **Enroll Today.** Call 256-840-4152, visit www.snead.edu, or email cbarnard@snead.edu. It's FREE!

2. **Attend Ready To Work Classes.**
Boaz (10 Weeks): Fri- 8:15AM to 2:30PM
Arab (7 Weeks): Tue/Thur-8:30AM to 12:30PM
Marshall Tech School (8 Weeks): Tue/Thu, 5PM to 9PM
Online option available upon request

3. **Take The Career Readiness Certificate (Workkeys) Assessments.** To earn the Credential, you must take three proctored Assessments that measure your work readiness skills – Applied Mathematics, Locating Information and Reading for Information.

4. **Take The Alabama Certified Worker Assessment.** This certification proves to employers and colleges that you have the right attitude and the initiative for the job.

5. **Score 3-3-3 & 70% or Better.** Those are the minimum scores to earn your Career Readiness (3-3-3), and AL Certified Worker (70%) Credentials.

6. **Get The Credential.** Your Credential will be mailed to you. You are on your way!

7. **Get The Advantage.** Attach a copy of your Credential to your college applications, résumé and job applications. Show colleges and employers that you are ready to work.



The Curriculum

- Job Acquisition
 - Resumes, Applications, Interviews
- Computer Skills
 - Windows 7, Intro to Computers
 - Word, Excel, Access, PowerPoint, Technology to Communicate
- Problem Solving
 - Time Management, Decision Analysis, Problem Solving, Conflict Resolution
- Workplace Behavior
 - Diversity, Harassment, Workplace Violence, Work Ethics, Teamwork
- Operations
 - Quality, Lean/JIT, Workplace Safety
- Communication
- Customer Service
- Financial Literacy

The Credentials and The Assessments

The [National Career Readiness Certificate](#) is a portable credential that demonstrates achievement and a certain level of workplace employability skills in Applied Mathematics, Locating Information and Reading for Information. These assessments measure "real world" skills that employers believe are critical to job success.

The [Alabama Certified Worker](#) Credential is issued by Alabama Industrial Development Training (AIDT) - essential requirements for successful certification include:

- A 95 percent attendance and punctuality rate, which must be certified by the college;
- Instructor certification of "Satisfactory" achievement of work ethic, organizational skills, attitude and motivation based on observation and/or testing;
- Instructor certification of "Satisfactory" achievement of problem solving skills, workplace behaviors, computer skills, job acquisition skills and manufacturing skills;
- Attainment of a minimum WorkKeys Assessment Level 3 on Applied Mathematics, Reading for Information, and Locating Information;
- A score of at least 70 percent on the written Alabama Certified Worker Examination.

