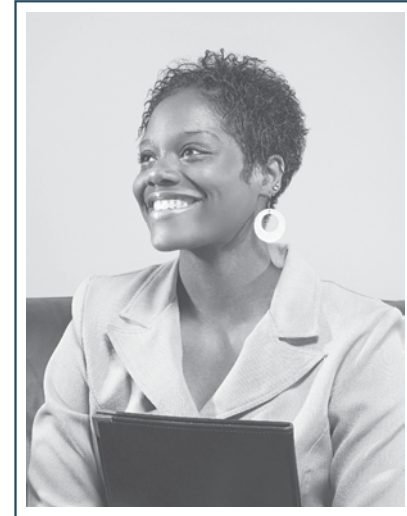


## **BUSINESS & INDUSTRY PARTNERS**

The **Alabama Certified Worker Certificate** can be used as:

- a pre-requisite for entry-level employees
- professional development for existing employees
- a tool for internal career advancement or promotion

Training is provided at no cost to the participant, but requires an investment of time, and willingness to learning new skills. Individuals who successfully complete the **Ready to Work** program are more prepared to become productive employees. Participants receive training in soft skills that will improve employee retention, time management, problem solving skills, critical thinking techniques, and much more.



**Ready to Work** participants are required to demonstrate positive work ethic through-out their progression through the program. Participants are monitored on: Attendance, Punctuality, Attitude, Motivation, Organization, and overall workplace ethics.

Graduates of the **RTW** program have successfully advanced through rigorous training and experiential learning activities to prepare them to excel in the workforce. These participants will show dedication, initiative, and are **Ready to Work** for YOU!

For more Information on becoming a business and industry partner visit:  
[www.AlabamaReadytoWork.org](http://www.AlabamaReadytoWork.org)

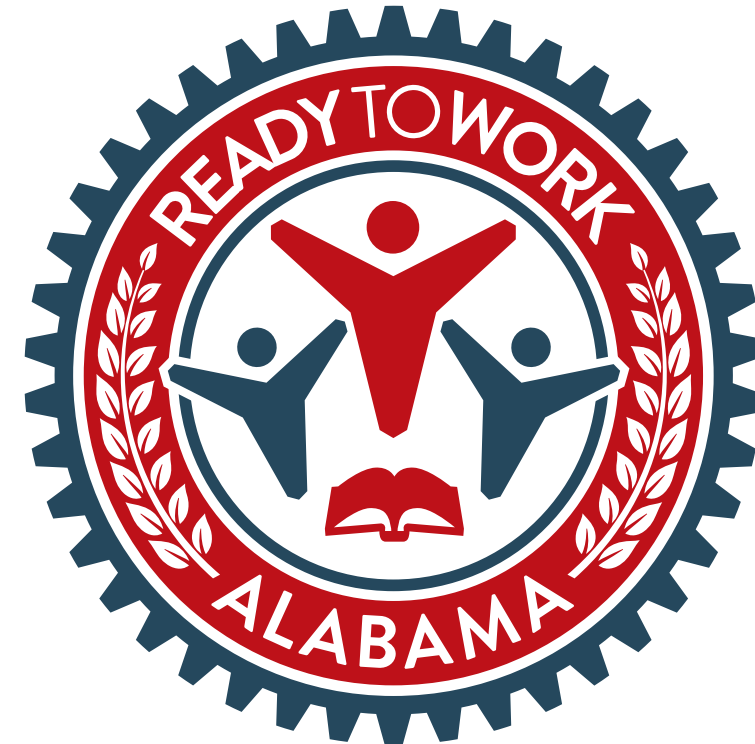
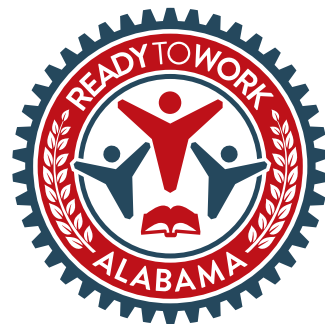
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## **CONTACT**

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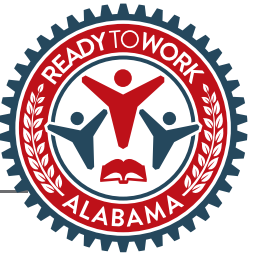
Website: [SoutheastAlabamaWorks.com](http://SoutheastAlabamaWorks.com)



# READYTOWORK

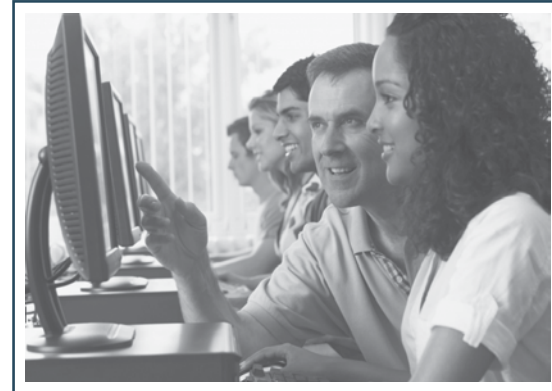
INFORMATION GUIDE





## ABOUT RTW

Alabama's **Ready to Work** program provides a career pathway for individuals with limited education and employment experience. **Ready to Work's** workplace environment provides trainees the entry-level skills required for employment with most businesses and industries in Alabama. Training is provided at no cost to participants.



The **Ready to Work** curriculum is set to standards cited by business and industry employers throughout the state, and the skills cited in the U. S. Department of Labor's **Secretary's Commission on Achieving Necessary Skills (SCANS)** Reports.

## RTW MANAGEMENT

The **Ready to Work** program is managed by the **Alabama Community College System Office (ACCS)** in partnership with **AIDT**. Administrative tasks are completed by both entities.

The **Ready to Work** curriculum is delivered through programs located at Alabama community colleges. **AIDT** is the proprietor of all **RTW** curriculum, and provides access to the curriculum at no cost to any Alabama community college.

## ENROLLMENT

Qualified participants may enter the **RTW** program at any time judged appropriate by the **RTW** Program Director. For detailed enrollment requirements, contact the nearest participating Alabama community college.

## CREDENTIALS

### Certification Requirements include:

- 95% Attendance and Punctuality rate.
- Satisfactory achievement of work ethic, organizational skills, attitude, and motivation.
- 70% or higher on all required assessments.
- Successful completion of WorkKeys assessments with level 3 or higher.

### Upon successful completion of the RTW program, graduates will receive two industry recognized credentials:

- National Career Readiness Certificate – issued by **ACT**
- Alabama Certified Work Certificate – issued by **AIDT**

## CURRICULUM

The **Ready to Work** core curriculum consists of 6 training modules and **ACT WorkKeys**. Each module is comprised of 3 to 6 lessons that build upon and reinforce common concepts. All curriculum modules, including **ACT WorkKeys**, are structured to reinforce the essential skills of reading, writing, listening, speaking and arithmetic.

**RTW** curriculum includes both online and classroom components. Assessments are used to measure mastery of skills presented through the curriculum. All assessments must be completed with a score of 70% or higher to receive credit.

## INDUSTRY SPECIFIC CONCENTRATION (OPTIONAL)

The **Ready to Work** program will soon offer industry specific training options. Participants will be able to choose an optional concentration that provides targeted training in the chosen industry. Selecting this option will require participants to take one additional training module to earn the industry specific concentration. The concentrations are designed to introduce participants to the basic skills required in the selected industry.

ACT WORK KEYS	TECHNOLOGY BASICS	FDIC	COMMUNICATION	WORKPLACE BEHAVIORS	PROBLEM SOLVING	JOB PREP
Applied Math	Document Management	Budgeting Fundamentals	Nonverbal Skills	Diversity	Six-Step Problem Solving	Career Exploration Tools
Workplace Documents	Information Curation/ Working Online	Setting up a Checking Account	Verbal Skills	Workplace Violence	Problem Solving Strategies and Tools	Job Application
Graphic Literacy	Social Networking	Using a Checking Account	Working in Teams	Sexual Harassment	Structured Decision-Making	Resume Writing
	Virtual Team Tools	Maintaining a Checking Account		Workplace Ethics	Time Management	Interviewing
	Productivity Tools			Safety	Negotiation	
					Conflict Resolution	

For more information about the RTW program visit: [www.AlabamaReadytoWork.org](http://www.AlabamaReadytoWork.org)