

Frequently Asked Questions

What is the purpose of Florida Ready to Work (FRTW)?

The number one challenge business faces today is finding trainable, skilled workers. To meet this demand, employers have historically asked our schools for students with more math and better reading skills. Our schools then teach more math and more English, but what employers really need are students with workplace math, reading and problem-solving skills. They need employees who can crunch sales figures. They need employees who can read a technical product manual and locate the information needed to repair a high-tech piece of equipment. They need skilled workers who can be trained as their jobs change. To bridge this gap and to connect education, employers and jobseekers, the State of Florida created Florida Ready to Work.

Is there a cost to participate?

No. There is no cost – other than time – for students/jobseekers or employers to participate in the program.

Who are the Assessment Centers?

Florida Ready to Work and Soft Skills assessments are administered by the Miami Dade College Test Centers.

The Credentials

Students who complete the program may earn the Florida Ready to Work Credential and/or the Florida Soft Skills Credential.

What is the Florida Ready to Work Credential?

The Florida Ready to Work Credential is a personalized certificate, signed by Governor Ron DeSantis. The Credential shows employers that a student/jobseeker has the fundamental skills needed on the job and is ready to work. There are three credential levels – bronze, silver and gold.

What do the three credential levels mean?

The credential level – bronze, silver, gold – reflects the scores and skill levels of the student/jobseeker. The higher the student/jobseeker scores, the greater his/her ability to perform more complex tasks and qualify for a broader range of jobs.

BRONZE	Minimum score of 3 on all three Assessments Student/jobseeker has skills for 35 percent of jobs today
SILVER	Minimum score of 4 on all three Assessments Student/jobseeker has skills for 65 percent of jobs today
GOLD	Minimum score of 5 on all three Assessments Student/jobseeker has skills for 90 percent of jobs today

The credential level is determined by the minimum or lowest score across all three Assessments. For example, a student/jobseeker who scores a 4 in Math, 4 in Reading and 3 in Locating Information earns a bronze certificate because the lowest of the three scores is 3.

What skills do the Florida Ready to Work Assessments measure?

- **Applied Mathematics** — Measures workplace mathematical reasoning and problem-solving skills from basic addition, subtraction, multiplication and division to multiple math functions like calculating percentage discounts and markups. The test-taker can use a calculator, and a formula sheet is provided and can be used while taking the assessment.
- **Reading for Information** — Measures reading comprehension and reasoning skills when using written text on the job including memos, letters, directions, signs, notices, bulletins, policies and regulations.
- **Locating Information** — Measures comprehension and application of workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps and instrument gauges.

The Assessments for Applied Mathematics and Reading for Information are scored on a scale from 3 to 7; the Assessment for Locating Information is scored on a scale from 3 to 6. On all three Assessments, the levels build on each other. For example, at level 5, the test-taker needs the skills from levels 3 and 4. The questions become more difficult at each level. The questions are multiple-choice.

What is the Florida Soft Skills Credential?

The Florida Soft Skills Credential is a personalized certificate, signed by Governor Ron DeSantis. The Credential shows employers that a student/jobseeker has the fundamental soft skills needed on the job and is ready to work. There are three credential levels – bronze, silver and gold.

What does the Florida Soft Skills Assessments measure?

- **Conveying Professionalism** – Dependability, courtesy, attitude, motivation, personal accountability, and time management.
- **Communicating Effectively** – Verbal and nonverbal communication and listening; use of communication tools including email etiquette, cell phone, and social networking; resolving conflict; and acknowledging criticism.
- **Promoting Teamwork and Collaboration** – Teamwork skills and interactions, benefits of diversity and sensitivity to differences, accepting responsibility, and leadership.
- **Thinking Critically and Solving Problems** – Innovation, creativity, flexibility, overcoming adversity, goal setting, and critical thinking strategies.
- **Soft Skills** — measures competency in work tasks and behaviors including: cooperate with others, resolve conflict, negotiate effectively, solve problems, make decisions, observe critically, and take responsibility for learning.

How long does each Assessment take?

Each of the four Assessments required for the Florida Ready to Work and Soft Skills credentials take about 1 hour to complete – a total of four hours of Assessments.

What is the process to earn the credentials?

1. Request access via AET@mdc.edu
2. Complete the online Placement tests to measure current skills.
3. Use the online, self-paced Courseware to improve skills.
4. Take the required proctored assessments for Soft Skills Ready to Work and/or at a Miami Dade College test center or on a remote basis.
5. For Soft Skills: Earn a passing score on the assessment
6. For Ready to Work: Earn passing scores on all 3 assessments
7. Receive the Soft skills and Florida Ready to Work credentials, signed by Governor Ron DeSantis.

How do I access Florida Ready to Work?

Via www.myfloridareadytowork.com.