



**From Assistance to Achievement:  
Using Florida Ready to Work with  
SNAP / WT Participants**

**March 2025**

# Agenda

- Introductions - Meet the Florida Ready to Work Team
- Overview of Florida Ready to Work
- When to use for SNAP & Welfare Transition participants
- Panel Discussion with CareerSource Northeast Florida and CareerSource South Florida
- Questions / Answers with Panelists & Customer Success Team

# Overview

- State-sponsored **career readiness training** and **credentialing solution**
- Research-based **soft skills, digital skills, and academic employability skills** that underpin all career pathways
- Delivered in partnership with high schools, adult education programs, technical schools, state colleges, apprenticeship programs, **workforce boards**, juvenile justice, corrections, employers, and other workforce education partners
- State funded – **FREE** for all implementation partners and students
- Administered by the Florida Department of Commerce
- Managed by WIN Learning, national career readiness solution company

# Florida Ready to Work Program

- **Online Training**
  - Career contextualized content; self-paced, self-directed
  - Available 24 / 7 with internet access; mobile friendly
  - Training is available in English & Spanish with audio accessibility
- **Proctored Assessment – In-person or virtual available**
  - 1-hour online assessment / scores populate in real time
    - Extended time available (up to 3 hours)
    - ASL and Speech Stream Accommodations available
  - Assessments can be retaken – No limit
  - Offered in English only

# Three stackable work readiness solutions:

## Digital Skills

**5 Modules:** Computer Operations, Internet Browsing, Digital Communication, Digital Documents, Digital Security

## Soft Skills

**4 Modules:** Communicating Effectively, Professionalism, Teamwork, Problem Solving

## Academic Employability Skills

**3 Modules:** Math, Reading, Data Literacy



# When to use Florida Ready to Work with SNAP / WT Participants

# When to assign Digital Skills

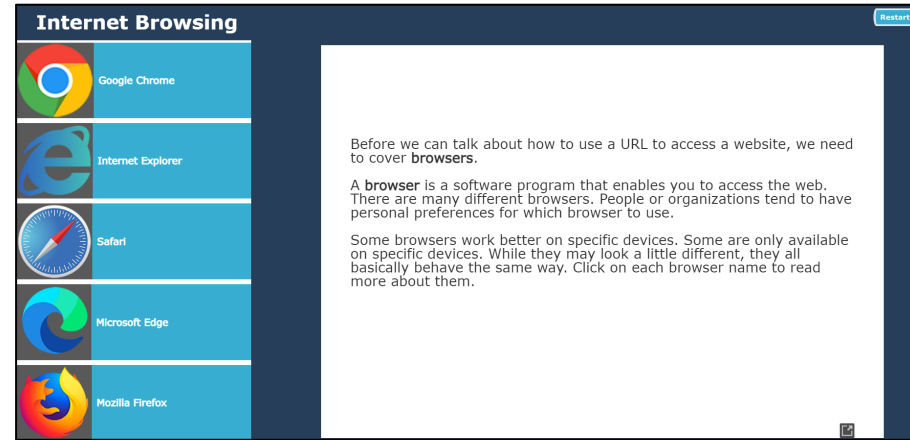
Participant needs Job Search / Job

Readiness activities:

- Digital Skills Training can count for 2 – 5 hours
- Digital Skills Assessment can count for 1 hour

Barriers to employment include:

- Never used a computer before
- Incarcerated more than 10 years
- Does not have a digital profile



# Digital Skills Training

**Objective:** Pass the corresponding post-test for all five curriculum modules before taking the proctored assessment required to earn the credential.

Training time is dependent on job seeker's education level:

- 2 +/- hours for job seekers with post-secondary education
- 2 - 5 +/- hours for job seekers with a high school diploma or higher or enrolled in GED
- Potentially more for job seekers without a high school diploma / low reading level or who have never had access to a computer
- Curriculum is available in Spanish, though job seekers must take the proctored assessment in English to earn the credential
- 1 +/- hour of testing = 1 proctored assessment required to earn the Florida Ready to Work Digital Skills Credential





# When to assign Soft Skills

Participant needs Job Search / Job Readiness activities:

- Soft Skills Training can count for 4 – 8 hours
- Soft Skills Assessment can count for 1 hour

Barriers to employment include:

- Has had trouble keeping a job
- Trouble communicating verbally / written
- Returning to the community

Other reasons to assign Soft Skills:

- Preparing for on-the-job work experience; apprenticeship
- Looking for career pivot

The screenshot shows a digital assessment interface. At the top, there are tabs for 'INSTRUCTIONS' and 'LANGUAGE'. The title 'Communicating Effectively' is displayed in a blue header bar. Below the title, a 'Pretest' label is visible. The question text describes a scenario where Donna disagrees with Michael's vacation policy. It asks for the best and worst ways to handle the situation. Four options are listed in a light gray box. Below the options, there are two columns of checkboxes for selecting the best and worst ways to handle the situation. A 'Submit' button is located at the bottom right, along with a 'Question 3 of 20' indicator and a speaker icon.

**Communicating Effectively**  
Pretest

Donna is having a conversation with Michael about a new vacation policy at work. Donna strongly disagrees with most of Michael's opinions.

Which is the **BEST** way for Donna to handle the situation and which is the **WORST** way for Donna to handle the situation?

1. Donna should interrupt Michael often and forcefully present her own point of view.  
2. Donna should listen quietly without responding to avoid starting an argument.  
3. Donna should pay careful attention to Michael and then ask a follow up question.  
4. Donna should make mental notes of how she will disagree when Michael stops talking.

Which is the **BEST** way to handle the situation?      Which is the **WORST** way to handle the situation?

<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 1
<input type="checkbox"/> Option 2	<input type="checkbox"/> Option 2
<input type="checkbox"/> Option 3	<input type="checkbox"/> Option 3
<input type="checkbox"/> Option 4	<input type="checkbox"/> Option 4

Submit

Question 3 of 20

# Soft Skills Training

**Objective:** Pass the corresponding post-test for all four curriculum modules before taking the proctored assessment required to earn the credential.

Training time is dependent on job seeker's education level:

- 4 +/- hour for job seekers with post-secondary education
- 4-8 +/- hours for job seekers with a high school diploma or higher or enrolled in GED
- Potentially more for job seekers without a high school diploma / low reading level
- All the curriculum is available in Spanish, though job seekers must take the proctored assessment in English to earn the credential
- 1 +/- hour of testing = 1 proctored assessment required to earn the Florida Ready to Work Soft Skills Credential



# When to assign Academic Employability Skills

Participant needs Education Activities:

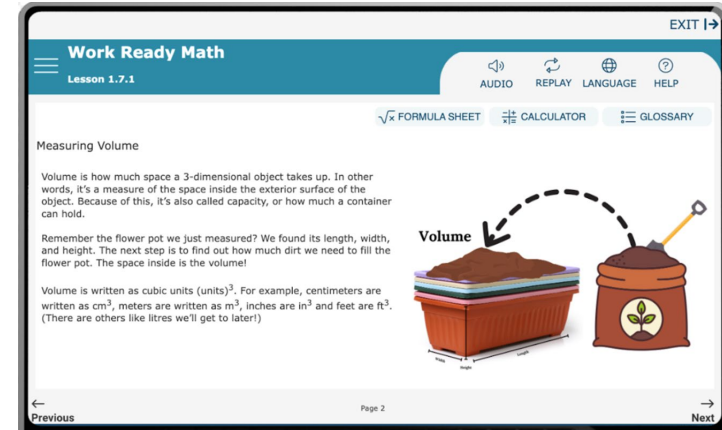
- Academic Employability Skills Training can count for 5 – 15 hours
- Academic Employability Skills Assessment can count for 3 hours

Barriers to employment include:

- Does not have a high school diploma
- Basic skills deficient
- Returning to the community

Other reasons to assign Academic Employability Skills:

- Seeking an apprenticeship
- Trying to get into technical training program
- Looking for career pivot



# Academic Employability Skills Training

**Objective:** Pass the corresponding placement test for each module or the curriculum post-test for each module at Level 3 (minimum) or Level 4 or higher (ideally) before taking the proctored assessments required to earn the credential.

The curriculum is 'leveled' – 5 levels for each module. The placement test is a quasi-adaptive self-directed assessment that indicates 'starting work ready level' and therefore provides a benchmark for approximately how many levels of curriculum (time) the job seeker might need to complete before taking the proctored assessments required to earn the credential.

Training time is dependent on job seeker's education level:

- 2 +/- hour (placement test + minimal content refresher) for job seekers with post-secondary education
- 4 - 8 +/- hours for job seekers with a high school diploma or higher
- 5 -15 +/- hours for job seekers without a high school diploma or GED
- Significantly more for job seekers who are basic skills deficient. For these job seekers, 'Work Ready Basics' – a 'pre-curriculum' of sorts provides basic skills instruction. For example, one function math, counting money, telling time, etc.
- 3 +/- hour of testing = 3 proctored assessments required to earn the Florida Ready to Work Academic Employability Skills Credential

# Academic Employability Basics

- Work Ready Basics is a foundational work readiness training tool designed to build learners' fundamental skills in preparation for AE training.
- **Ideal for:** GED preparation, participants with basic skills deficiencies, and ESOL learners.

**Work Ready Math Basics:** Skills like telling time and counting money.

**Work Ready Reading Basics:** Reading comprehension at an elementary/middle school level.

**Work Ready Data Basics:**  
Understanding simple charts and graphs.

In-Person Learning : Take into account scheduling at least 1 hour per lesson.

Online Only Training : Each module takes up to 2 hours

# Job Search versus Education Activities

- Job Search Training Activities
  - Florida Ready to Work *Digital Skills Training*
  - Florida Ready to Work *Digital Skills Assessment*
  - Florida Ready to Work *Soft Skills Training*
  - Florida Ready to Work *Soft Skills Assessment*
- Education Training Activities
  - Florida Ready to Work *Work Ready Math Training*
  - Florida Ready to Work *Work Ready Reading Training*
  - Florida Ready to Work *Work Ready Data Training*
  - Florida Ready to Work *Work Ready Basics Training*
  - Florida Ready to Work *Academic Employability Skills Assessments*

# Meet Our Panel

**Javetta Fleury, CareerSource Northeast Florida**

**Monica Daes, CareerSource South Florida**



# Making it Easier

The Florida Ready to Work Team is providing resources to make your job easier:

- Initial Customer Meeting Support
  - Florida Ready to Work Introduction Script
  - Florida Ready to Work Introduction email / handouts
- Reporting Time Guide – Step-by-step guide for job seekers to review and report their time spent in training.
- Follow-Up emails / scripts to help remind job seekers to complete training.
- What other materials would be helpful?

Materials will be posted on  
[FloridaReadytoWork.com/resources](https://FloridaReadytoWork.com/resources).

# Key Benefits of Florida Ready to Work



- **Comprehensive Career Readiness Tools:** Provides a wide range of tools to prepare individuals for the workforce, accessible courseware in Spanish as well as speech stream and ASL.
- **Staff Training:** Personal Customer Success Manager that ensures that your team is well-prepared to deliver the curriculum and assessments effectively. Offline materials curated along with the curriculum to aid facilitation of soft skills and digital skills courseware.
- **Implementation Planning:** Network of community partners and Customer Success Manager to offer support in planning the implementation of the career readiness solution into your program.
- **Data Driven Reports :** Our system provides access to reports that help understand learners' mastery of skills. These reports include summaries, individual progress, and class/cohort performance.
- **Technical Support:** Exceptional technical support team, real people (no bots) that are able to provide ongoing technical support to ensure smooth operation.

# CareerSource Florida Network – Housekeeping

- Hope Florida Participants

[www.FloridaReadytoWork.com/resources](http://www.FloridaReadytoWork.com/resources) Scroll to 'Guides.'

- Indicating WIOA Eligible participants / State ID number – Optional, but not required

The screenshot shows a web form titled "Add New User". At the top, there is a checkbox labeled "User must change password at next logon". Below this is a section titled "Custom Field Information". It contains several input fields: "Hope Florida Participant:" with a dropdown menu showing "Select..."; "Employ Florida State ID Number:" with a text input field; "CareerSource WIOA Eligible:" with a dropdown menu showing "Select..."; "DOB:" with a date input field showing "MM/DD/YYYY" and a red error icon; a checkbox labeled "No Response"; "Race Ethnicity:" with a dropdown menu showing "Select..."; "Gender:" with a dropdown menu showing "Select..."; and "Grade:" with a dropdown menu showing "Select...". At the bottom right of the form are "Cancel" and "Save" buttons.

# CareerSource Florida Network – Reminders

- Customer Service Team – 888-717-9461, Option 3
- CareerSource Florida Monthly Introduction / Training Webinar
  - Last Wednesday of the month; March 26, 2025 at 11 a.m.
- Next CareerSource Florida Network Webinar –
  - Transform Their Career with Soft Skills: Essential training for job seeker success!  
**Wednesday, April 16, 2025 – 11 a.m.**
  - Visit [www.FloridaReadytoWork.com/Events](http://www.FloridaReadytoWork.com/Events)



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