



# Turning Skill Building into Job Readiness:

*Using O\*NET to Translate Florida Ready to  
Work Credentials into Career Opportunities*

March 11, 2026



# What is Florida Ready to Work?

- 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

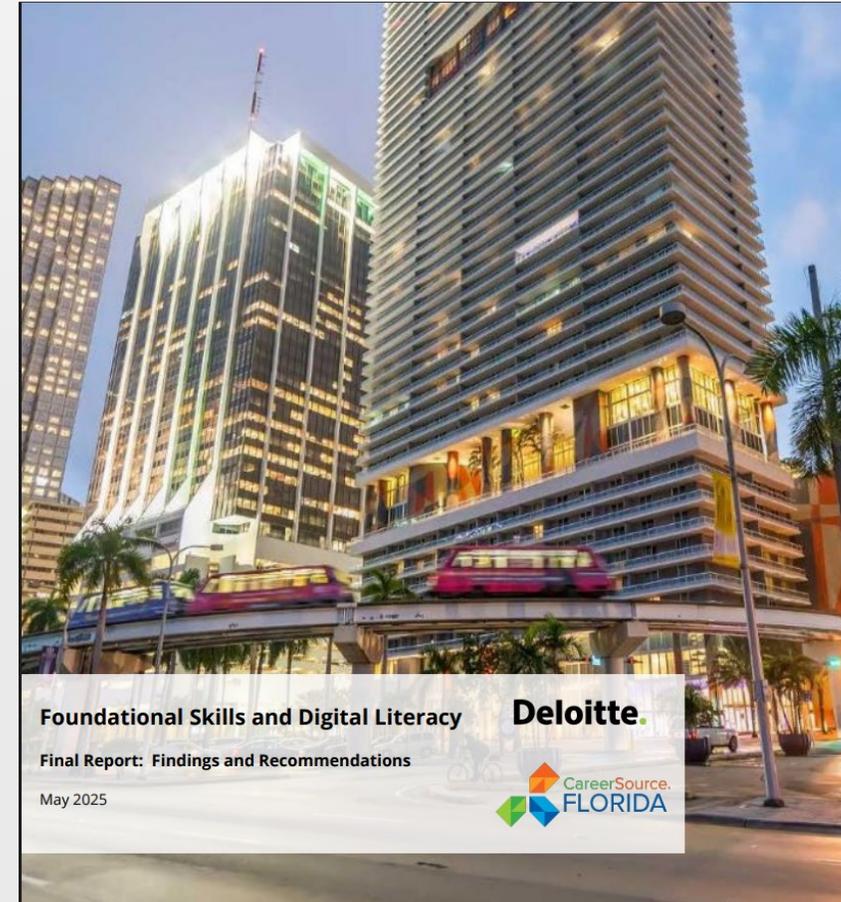


# Why Florida Ready to Work?

## *CareerSource Florida Survey – May 2025*

- 83% of job listings mention skills related to personal qualities and interpersonal skills, but candidates aren't listing them on resumes
- Teamwork and Working with Others was ranked by both employers & non-employers as the #1 skill in demand.
- Applied Academic Knowledge was cited in 59% of job postings.
- 92% of jobs require digital skills, yet more than a third of workers do not have foundational digital skills needed for today's jobs
- Digital skills gaps are in different populations:
  - Individuals with limited access to broadband
  - Individuals re-entering the workforce
  - Career pivoters
  - GenZ'ers who lack computer operations skills

Click [here](#) to view the report.



# Three Stackable Work Ready Credentials!

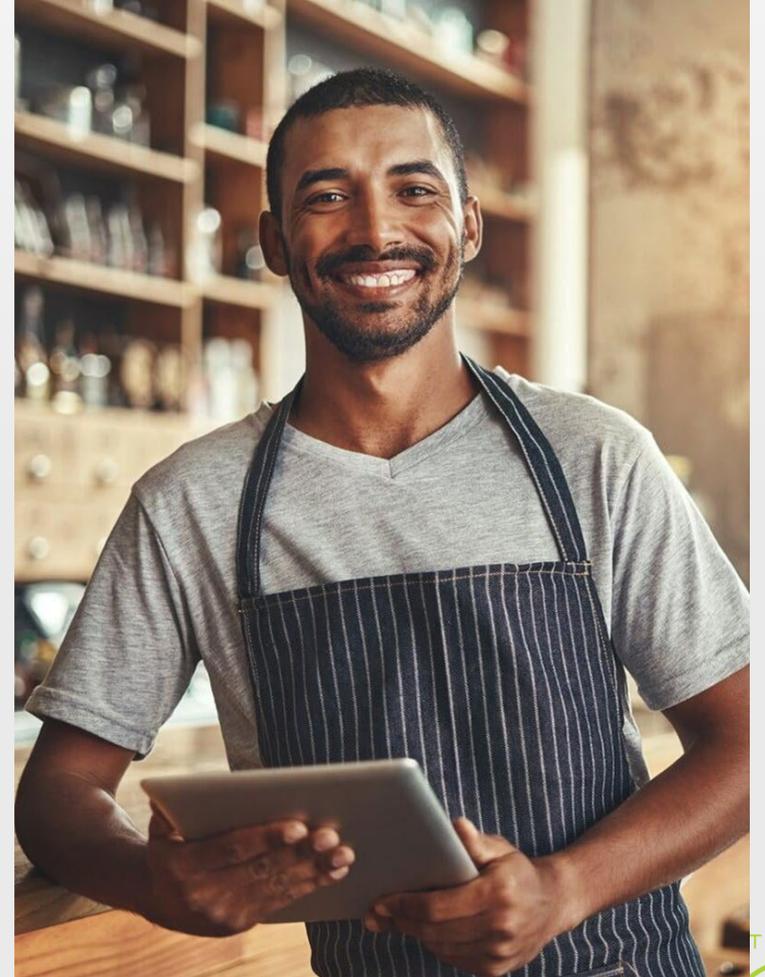


# National Work Readiness Council

- National nonprofit workforce advocacy organization
- Formed in 2006 by the U.S. Chamber of Commerce
- Endorses all WIN Learning's credentials
  - NWRC - Academic Skills
  - NWRC - Soft Skills
  - NWRC - Digital Skills



**NWRC**  
NATIONAL WORK READINESS COUNCIL



# Academic Employability Skills Training



[Home](#) [Dashboard](#) [Assignments](#) [Reports](#) [Resources](#) [Products](#) [Admin](#) [Logout](#)



**Welcome back, Tiffany!**

Florida Ready to Work, Primary Admin

0

Hours Logged

0

eBadges Earned

0

Certificates Earned

0

Credentials Earned

## Academic Employability Skills – Training

Career-focused knowledge and skills to help you succeed in the workplace

WORK READY MATH

WORK READY READING

WORK READY DATA

 Not Started

### About this Course

**OVERVIEW**

Academic Employability Skills – Training is a self-paced course in which learners will develop the foundational workplace skills required for most jobs from entry level to professional. It is made up of three modules: Work Ready Math, Work Ready Reading, and Work Ready Data.

**Work Ready Math** builds mathematical reasoning and problem-solving skills to prepare learners to solve real-life workplace problems, such as calculating dimensions, costs, and percentages; reviewing transactions to ensure accuracy; and comparing rates.

Each module contains a placement test and five course levels, each with instructional content, practice exercises, practical application, and a posttest. You will automatically be placed in the appropriate level based on your placement test results.

**OUTLINE**

### Courseware Progress

English

Module	Progress	Ebadge	Latest Score
<b>Placement Test</b>	<a href="#">Start Here</a>		
<b>Level 1</b>	<div style="display: flex; justify-content: space-around; width: 100%;"> <span>→ 1</span> <span>→ 2</span> <span>→ 3</span> <span>→ 4</span> <span>→ 5</span> <span>→ 6</span> <span>→ 7</span> <span>→ Posttest</span> </div>		
<b>Level 2</b>	<div style="display: flex; justify-content: space-around; width: 100%;"> <span>→ 1</span> <span>→ 2</span> <span>→ 3</span> <span>→ 4</span> <span>→ 5</span> <span>→ 6</span> <span>→ 7</span> <span>→ Posttest</span> </div>		
<b>Level 3</b>	<div style="display: flex; justify-content: space-around; width: 100%;"> <span>→ 1</span> <span>→ 2</span> <span>→ 3</span> <span>→ 4</span> <span>→ 5</span> <span>→ 6</span> <span>→ 7</span> <span>→ Posttest</span> </div>		
<b>Level 4</b>	<div style="display: flex; justify-content: space-around; width: 100%;"> <span>→ 1</span> <span>→ 2</span> <span>→ 3</span> <span>→ 4</span> <span>→ 5</span> <span>→ 6</span> <span>→ Posttest</span> </div>		
<b>Level 5</b>	<div style="display: flex; justify-content: space-around; width: 100%;"> <span>→ 1</span> <span>→ 2</span> <span>→ 3</span> <span>→ 4</span> <span>→ Posttest</span> </div>		

### Goals

-  **Earn eBadges**  
Score at least 80 percent on the posttest to earn an eBadge and unlock the next level of training.
-  **Earn a Certificate of Completion**  
Pass the level posttests in all three modules to earn the Certificate of Completion for that Achievement Level.

Each achievement level demonstrates foundational skills to pursue career pathways for corresponding O\*NET Job Zones.

- **Achievement Level 5:** O\*NET Job Zones 1-5 occupations, which make up 100% of jobs
- **Achievement Level 4:** O\*NET Job Zones 1-4 occupations, which make up 83% of jobs.
- **Achievement Level 3:** O\*NET Job Zones 1-3 occupations, which make up 60% of jobs.
- **Achievement Level 2:** O\*NET Job Zones 1-2 occupations, which make up 35% of jobs.
- **Achievement Level 1:** O\*NET Job Zone 1 occupations, which make up 4% of jobs.

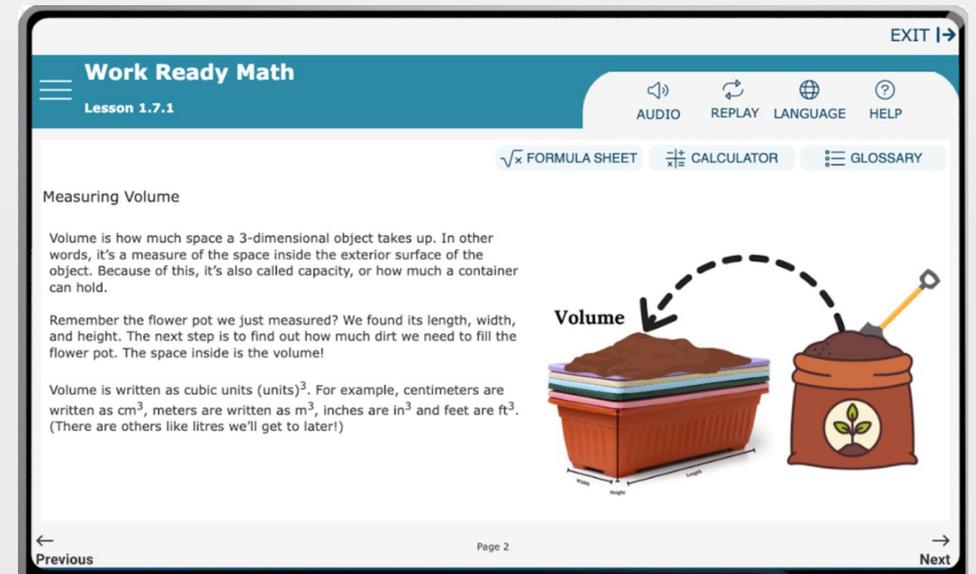


# Inside the Academic Employability Skills

**Work Ready Math** focuses on **mathematical reasoning and problem-solving skills**, preparing learners for real-life workplace problems, such as calculating dimensions, costs, and percentages; reviewing transactions for accuracy; and comparing rates.

**Work Ready Reading** focuses on **comprehension and reasoning skills** - preparing learners to utilize documents in the workplace, such as memos, letters, directions, signs, notices, policies, and regulations. Skills include obtaining and applying new vocabulary; following complex instructions; and understanding policies and procedures.

**Work Ready Data** focuses on **analytical skills**, preparing learners to interpret sources of data in the workplace, such as charts, graphs, tables, flowcharts, diagrams, and maps. Skills include identifying trends among variables, recognizing significant and extraneous data points, and drawing conclusions from one or more sources of data.



The screenshot displays the 'Work Ready Math' interface for Lesson 1.7.1, titled 'Measuring Volume'. The interface includes a navigation bar with 'AUDIO', 'REPLAY', 'LANGUAGE', and 'HELP' options, and a utility bar with 'FORMULA SHEET', 'CALCULATOR', and 'GLOSSARY'. The main content area explains that volume is the space a 3D object takes up and is also called capacity. It provides an example of measuring a flower pot and introduces cubic units (units<sup>3</sup>), such as cm<sup>3</sup>, m<sup>3</sup>, in<sup>3</sup>, and ft<sup>3</sup>. An illustration shows a rectangular flower pot with dimensions labeled 'width', 'height', and 'length', and a bag of soil with a shovel. A dashed arrow points from the text 'Volume' to the soil in the pot. The interface also features 'Previous' and 'Next' navigation buttons and 'Page 2'.

# Academic Employability Skills Credential



# Academic Employability Skills Credential

## Florida Ready to Work Credential - Academic Employability Skills

The credential is based on three proctored career readiness assessments validating mastery of the foundational academic employability skills (math, reading, and data) commonly required for most jobs according to the U.S. Department of Labor O\*NET Job Zone Framework. The holder of this **Achievement Level 3** credential has demonstrated **Job Zone 3** work ready skills including:

### Work Ready Math Skills for Level 3

A participant who has earned an **Achievement Level 3** in Work Ready Math has the foundational math skills to succeed in preparatory programs for **O\*NET Job Zone 3** career pathways. Participants can solve multi-step, complex mathematical operations using multiple pieces of data, and determine relevant information for how to solve the problem. For example, participants have demonstrated the ability to:

- Understand how to solve multi-step, multi-operation problems, such as determining assembly line production rates.
- Solve problems involving unit conversion, such as units of weight or time.
- Solve multi-step problems to calculate product information, such as unit cost or percent discount.
- Solve single-step division problems with integers.
- Calculate product dimensions, such as circumference of a tire or the number of square feet of tiles needed to cover an area.

### Work Ready Reading Skills for Level 3

A participant who has earned an **Achievement Level 3** in Work Ready Reading has the foundational literacy skills to succeed in preparatory programs for **O\*NET Job Zone 3** career pathways. Participants can read and understand moderately complex workplace documents, such as detailed operation manuals or procedures. For example, participants have demonstrated the ability to:

- Use common reading strategies to understand key vocabulary in moderately complex informational text.
- Identify the purpose, main idea, and implicit details provided in moderately complex informational text.
- Generalize knowledge gained from a moderately complex procedural document.
- Draw conclusions based on implicit details in an informational document, such as an article about flexible employment schedules.

### Work Ready Data Skills for Level 5

A participant who has earned an **Achievement Level 5** in Work Ready Data has the foundational data literacy skills to succeed in preparatory programs for **O\*NET Job Zone 5** career pathways. Participants can identify trends and make predictions based on data within and across multiple sources such as complex graphs and charts. For example, participants have demonstrated the ability to:

- Interpret sales, marketing, or industry conditions and make predictions based on trends represented in complex graphs.

There are four possible Achievement Levels (2-5). The Achievement Level is a composite work ready indicator based on the lowest passing score across all three assessments required to earn the credential. For information about the correlation between Achievement Level and O\*NET Job Zone, visit <https://onetonline.org/help/online/zones>.

This credential is issued by Florida Ready to Work, a research-based foundational career readiness training, assessment, and credentialing program sponsored by the State of Florida; administered by the Florida Department of Commerce ([floridajobs.org](http://floridajobs.org)); and endorsed by the National Work Readiness Council ([nwrc.org](http://nwrc.org)), an independent national nonprofit workforce development, training, and advocacy organization.

Questions? 1.888.717.9461 Option 3 | [customerservice@floridareadytowork.com](mailto:customerservice@floridareadytowork.com)

[floridareadytowork.com](http://floridareadytowork.com)



# O\*NET Job Zones

U.S. Department of Labor		Florida Ready to Work Academic Employability Skills Achievement Levels	
O*NET Job Zone Framework		Correlated to the O*NET Job Zone Framework	
Job Zone	Preparation	Achievement Level	Career Readiness
1	Little or None May need a high school diploma or GED	N/A	4%
2	Some Typically requires a high school diploma	2	35%
3	Medium Typically requires an associates degree or technical certification	3	60%
4	Considerable Typically requires a bachelor's degree	4	83%
5	Extensive Typically requires a master's degree or Ph.D.	5	100%



# O\*NET Job Zones

Job Zone	Experience	Education	Training	Sample Jobs
1 – Little to no preparation	Little or no previous work-related skill, knowledge, or experience is needed	May require a high school diploma or GED certificate	A few days to a few months of on-the-job training	Waiter Groundskeeper Logging Equipment Operator
2 – Some preparation	Some previous work-related skill, knowledge, or experience is usually needed	Usually require a high school diploma	A few months to one year of on-the-job training; apprenticeship	Bank Teller Orderly Security Guard
3 – Medium preparation	Previous work-related skill, knowledge, or experience is required	Most require training in vocational schools, related on-the-job experience, or an associate's degree	One or two years of training involving both on-the-job experience and informal training; apprenticeship	Electrician Travel Guide Court Reporter Medical Assistant
4 – Considerable preparation	Considerable amount of work-related skill, knowledge, or experience is needed	Most of these occupations require a four-year bachelor's degree	Usually need several years of work-related experience, on-the-job training, and/or vocational training	Accountant Real Estate Broker Database Administrator Graphic Designer
5 – Extensive preparation	Extensive skill, knowledge, and experience are needed	Most of these occupations require graduate school	May need some on-the-job training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training	Surgeon Lawyer Pharmacist

# The O\*NET Process

## Step 1 – Connect to O\*NET via Florida Ready to Work

Dashboard Assignments Reports Resources Products Logout

0.1 Hours Logged 0 eBadges Earned 0 Certificates Earned 0 Credentials Earned

Show/Hide Offerings O\*NET OnLine

A blue arrow points to the O\*NET OnLine logo.

### Browse by Job Zone

Job Zones group occupations into one of five categories based on levels of education, experience, and training.

Three: Medium Preparation Needed

Go

### Job Zone Three: Medium Preparation Needed

Save Table:

Learn more about each Job Zone's levels of education, experience, and training in [OnLine](#)

Code	Occupation
11-3012.00	<a href="#">Administrative Services Managers</a>
17-3021.00	<a href="#">Aerospace Engineering and Operations Technicians</a>
19-4012.00	<a href="#">Agricultural Technicians</a>
53-2021.00	<a href="#">Air Traffic Controllers</a>
49-3011.00	<a href="#">Aircraft Mechanics and Service Technicians</a>
53-2022.00	<a href="#">Airfield Operations Specialists</a>

Occupation keyword search

electrician Go

## Step 2 – Explore jobs by Job Zone or Occupation keyword search



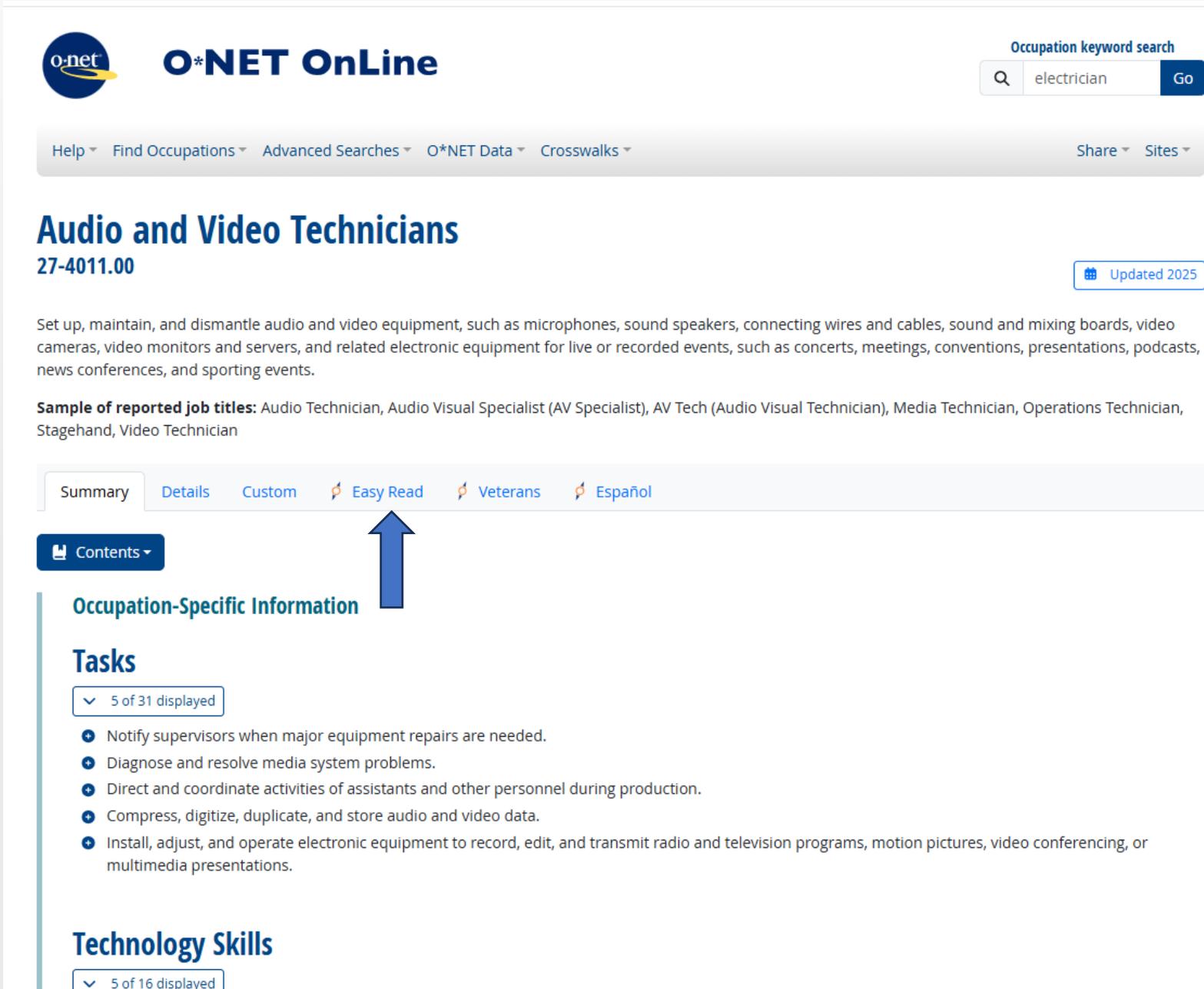
# Follow the Path

## Example:

-Job Zone Three

-Audio/Video

Technician



The screenshot shows the O\*NET OnLine website interface. At the top left is the O\*NET logo. To its right is the text 'O\*NET OnLine'. In the top right corner, there is a search bar with the text 'electrician' and a 'Go' button. Below the search bar is a navigation menu with links for 'Help', 'Find Occupations', 'Advanced Searches', 'O\*NET Data', and 'Crosswalks'. On the far right of this menu are 'Share' and 'Sites' options. The main heading is 'Audio and Video Technicians' with the code '27-4011.00'. To the right of the heading is a 'Updated 2025' badge. Below the heading is a description: 'Set up, maintain, and dismantle audio and video equipment, such as microphones, sound speakers, connecting wires and cables, sound and mixing boards, video cameras, video monitors and servers, and related electronic equipment for live or recorded events, such as concerts, meetings, conventions, presentations, podcasts, news conferences, and sporting events.' Below the description is a 'Sample of reported job titles' section listing: 'Audio Technician, Audio Visual Specialist (AV Specialist), AV Tech (Audio Visual Technician), Media Technician, Operations Technician, Stagehand, Video Technician'. A navigation bar contains tabs for 'Summary', 'Details', 'Custom', 'Easy Read', 'Veterans', and 'Español'. A blue arrow points to the 'Easy Read' tab. Below the navigation bar is a 'Contents' dropdown menu. The main content area is titled 'Occupation-Specific Information' and includes a 'Tasks' section with a dropdown showing '5 of 31 displayed'. The tasks listed are: 'Notify supervisors when major equipment repairs are needed.', 'Diagnose and resolve media system problems.', 'Direct and coordinate activities of assistants and other personnel during production.', 'Compress, digitize, duplicate, and store audio and video data.', and 'Install, adjust, and operate electronic equipment to record, edit, and transmit radio and television programs, motion pictures, video conferencing, or multimedia presentations.' Below the tasks is a 'Technology Skills' section with a dropdown showing '5 of 16 displayed'.





video camera  
broadcasting  
**video equipment**  
computer  
software sound record  
realistic interests **audio**

## Audio & Video Technicians

Print Share

**Also called:** Audio Visual Specialist (AV Specialist), AV Tech (Audio Visual Technician), Media Technician, Operations Technician

### What they do:

Set up, maintain, and dismantle audio and video equipment, such as microphones, sound speakers, connecting wires and cables, sound and mixing boards, video cameras, video monitors and servers, and related electronic equipment for live or recorded events, such as concerts, meetings, conventions, presentations, podcasts, news conferences, and sporting events.

### On the job, you would:

- Notify supervisors when major equipment repairs are needed.
- Diagnose and resolve media system problems.
- Direct and coordinate activities of assistants and other personnel during production.

## KNOWLEDGE

### Engineering and Technology

- computers and electronics
- product and service development

### Communications

- multimedia
- telecommunications

### Arts and Humanities

- English language
- music, dance, visual arts, drama, or sculpture

### Business

- customer service

## SKILLS

### Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- reading work related information

### Problem Solving

- noticing a problem and figuring out the best way to solve it

## ABILITIES

### Verbal

- communicate by speaking
- listen and understand what people say

### Ideas and Logic

- notice when problems happen
- order or arrange things

### Attention

- pay attention to something without being distracted
- do two or more things at the same time

### Hand and Finger Use

- keep your arm or hand steady

## PERSONALITY

## TECHNOLOGY

## Welcome to the O\*NET Interest Profiler!

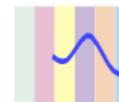
Discover your work-related interests and explore career options that are a good fit for you.

The process is super easy, but take your time... the results can help guide your future!

### Here's how it works:



Think about how much you'd like to do various activities if they were part of your job.



See what your answers reveal about your work interests.



Explore a list of careers matching your interest profile.

### Have fun learning and exploring!

I have a profile

Get started →



# Resumes, Portfolios, Interviews

**Focus on what you bring to the table**

## **Talk About**

- Key, Transferable Skills
- Verifiable, Quantifiable Accomplishments



# Focus on the Can Dos

## Work Ready Data – Skills for Level 4

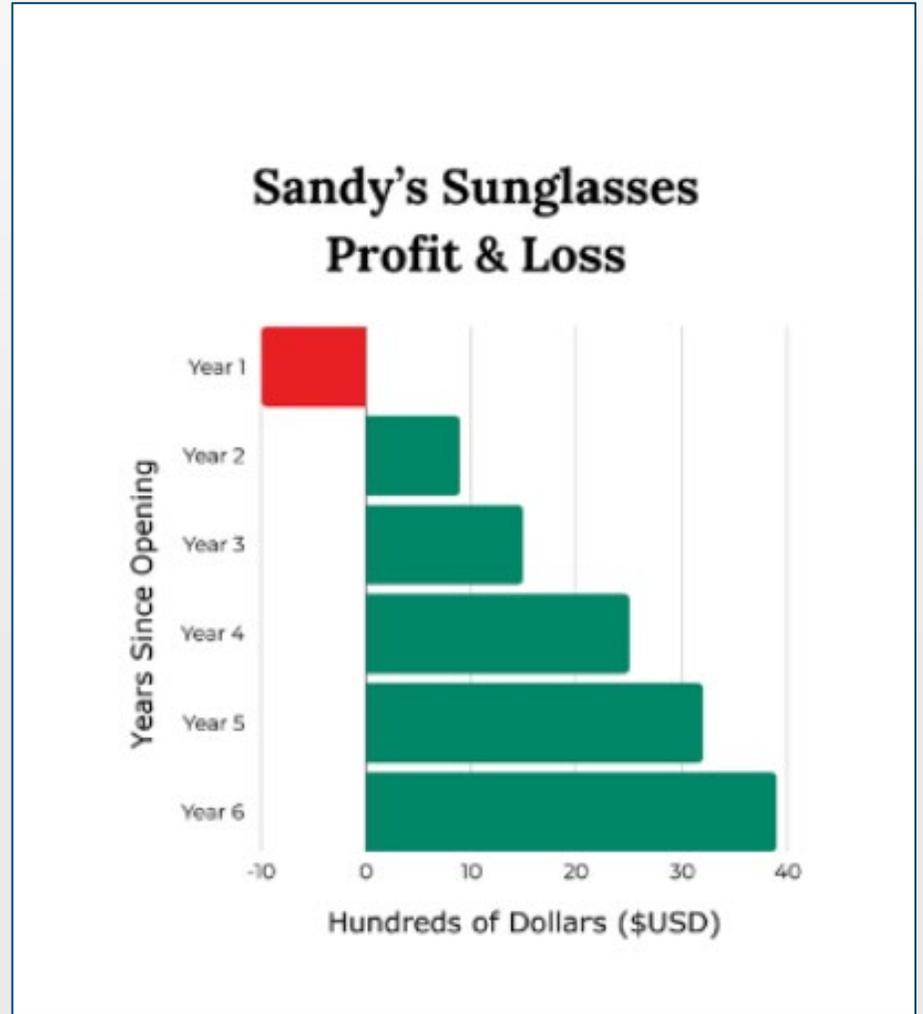
### From the Credential Back:

Participants can identify trends and solve complex problems based on data within and across multiple sources using all types of graphs and charts.

### I can...

- Pull together data from multiple sources to help identify trends and solve problems.
- Interpret data from different kinds of graphs and draw conclusions.

### I am ready for this job.



# Work Ready Reading – Skills for Level 4

## From the Credential Back:

Participants can understand and apply knowledge gained from complex, procedural, regulatory and informational documents

## I Can...

- Draw conclusions complex information.
- Summarize information from a complicated text and share it to help others understand.

**I am ready for this job.**



## Explore

Using the O\*NET search process, help students match interests, explore opportunities and find job connections.

## Talk the Talk

Help students recognize and communicate the value of their credential – part of stackable, nationally recognized credentials and other accomplishments, as part of their COE or other forward pathway.

## Lean on the Language

Encourage students to use the credential language.

## Support the Journey

Use site resources to support student journeys after and beyond their assessments.

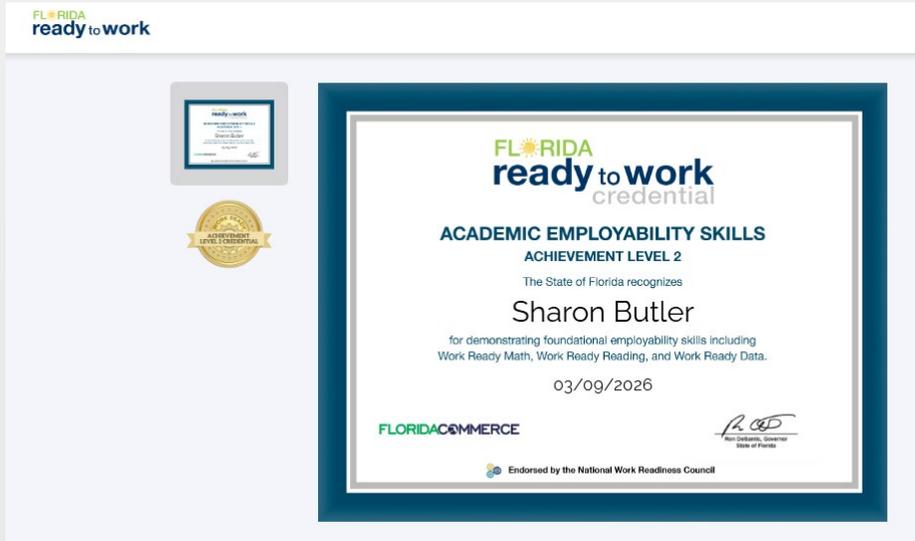
# Connect the Dots



Image: The Tennessean

# Share the Credential

## Verify the Credential



## Florida Ready to Work Credential - Academic Employability Skills Level 2

[SHARE](#) [DOWNLOAD](#) [EMAIL](#) [EMBED](#) [HELP](#) [MORE](#)

[Sign in to access more options](#)

**SB** Sharon Butler

[View All Credentials](#)

The Florida Ready to Work Academic Employability Skills Credential is based on three proctored career readiness assessments validating mastery of the foundational employability skills (math, reading, and data) commonly required for most all jobs according to the U.S. Department of Labor O\*NET Job Zone Framework. The holder of this Achievement Level 2 credential has demonstrated Job Zone 2 work ready employability skills including:

### Work Ready Math

-Use mathematical reasoning skills to solve real-life workplace problems including calculating sizes, quantities, and costs; evaluate information and results to determine the best solution; review the accuracy of transactions; and solve problems to inform operational activities.

### Work Ready Reading

-Read, understand, and interpret written workplace text such as memos, schedules, company policies, and technical manuals; obtain information and apply new knowledge to the job; follow instructions in complex procedural documents.

### Work Ready Data

-Understand and interpret workplace data presented in forms, workflows, diagrams, charts, and graphs. Use data analysis skills including identifying trends and relationships among variables; interpreting research and operational data; and reviewing technical drawings and specifications.

Those who pass the three assessments earn the Florida Ready to Work Academic Employability Skills Credential which is issued by the State of Florida and signed by the Governor.

### Skills / Knowledge

Reading Comprehension

Data Analysis

Mathematical Operations

ISSUED ON

March 9, 2026

EXPIRES ON

Does not expire

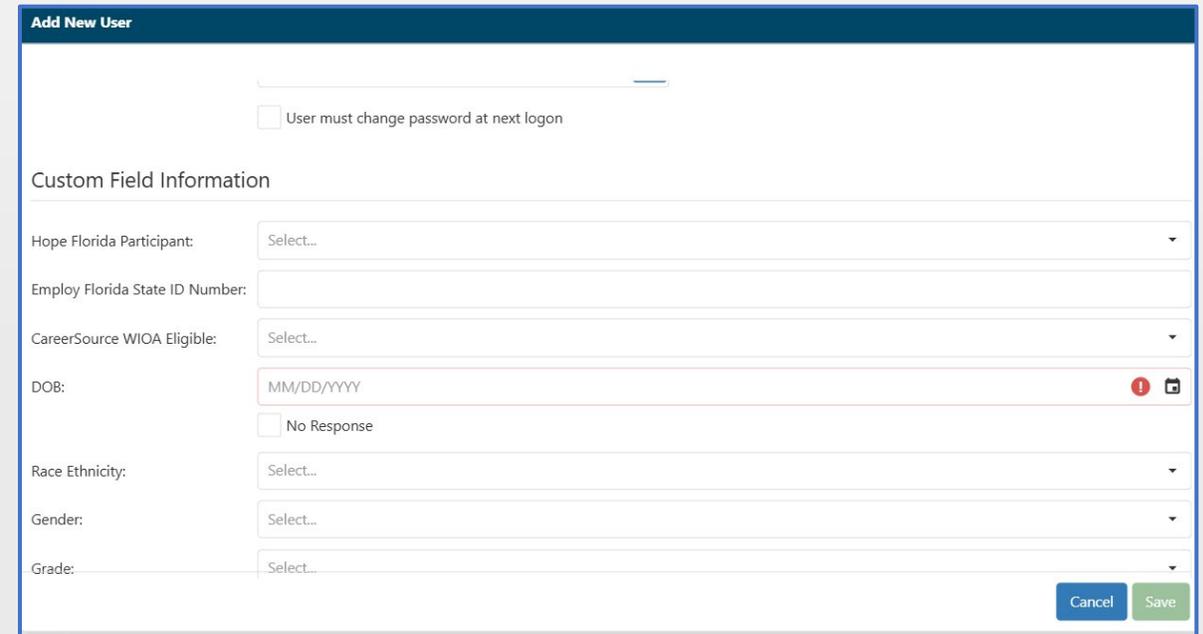


# CareerSource Florida Network - Housekeeping

- **Hope Florida Participants** – Scan QR code for link to updated Resources page

Scroll to 'Guides.'

- Florida Ready to Work Monthly Introduction / Training Webinar
  - **April 7, 2026 at 11 a.m.**
  - **1<sup>st</sup> Tuesday of the month**
- Customer Service Team – 888-717-9461, Option 3



The screenshot shows the 'Add New User' form. At the top, there is a checkbox labeled 'User must change password at next logon'. Below this is a section titled 'Custom Field Information' containing several input fields: 'Hope Florida Participant' (dropdown menu), 'Employ Florida State ID Number' (text input), 'CareerSource WIOA Eligible' (dropdown menu), 'DOB' (text input with a date mask 'MM/DD/YYYY' and a red error icon), 'Race Ethnicity' (dropdown menu), 'Gender' (dropdown menu), and 'Grade' (dropdown menu). At the bottom right of the form are 'Cancel' and 'Save' buttons.

# IMPORTANT UPDATE

An update to the WIN Career Readiness System happened back on **Wednesday, December 17, 2025.**

- Included updates to
  - the Florida Ready to Work assessments.
  - Lockdown Browser updates

The lockdown browser on **Windows** computers used for testing will need to be updated to **version 2.1.3.06. Please update the Windows lockdown browser to version 2.1.3.06 before December 17 to avoid testing issues.**

**If your learners use an Apple device or Chromebook, this update does NOT apply to you.**





**Cherise Hill**, finalist for the 2023 FloridaMakes Apprentice of the Year and Florida Ready to Work Soft Skills Credential earner.

# Advancing Apprentice Success with Florida Ready to Work

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Join us for a special Apprenticeship Week panel highlighting how programs across Florida are using Florida Ready to Work to build essential employability skills, strengthen related technical instruction, and boost apprenticeship completion.

## Register Today

**Wednesday, April 22 at 11 a.m.**

[www.floridareadytowork.com/events](http://www.floridareadytowork.com/events)



# Help Your Job Seekers Earn Credentials that Matter

## Resources



## Customer Service

customerservice@floridareadytowork.com

888-717-9461 option 3

[floridareadytowork.com/contact](https://floridareadytowork.com/contact)

