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

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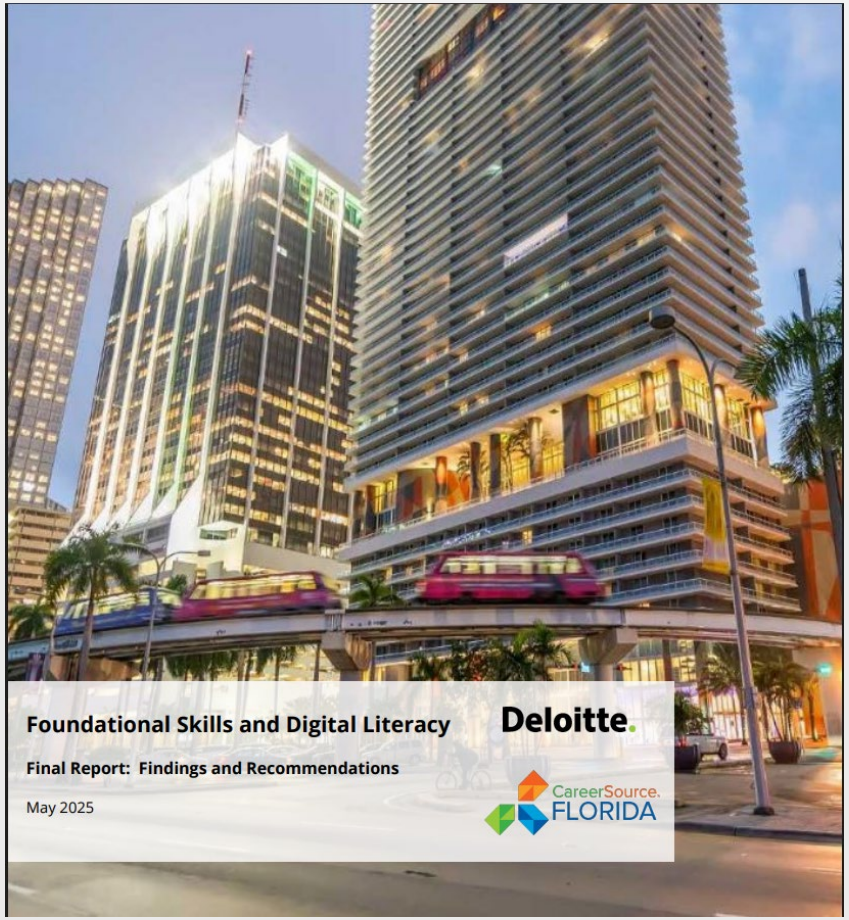
Why Florida Ready to Work?

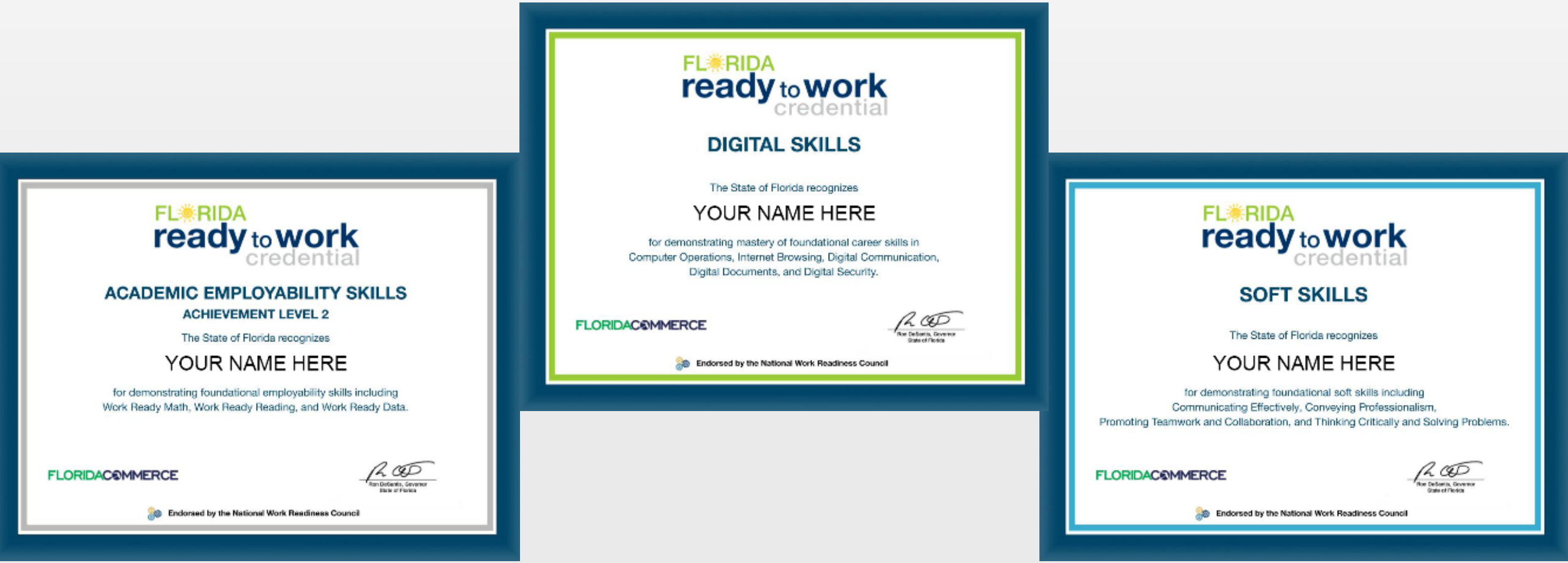
CareerSource Florida Survey – May 2025

- 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!



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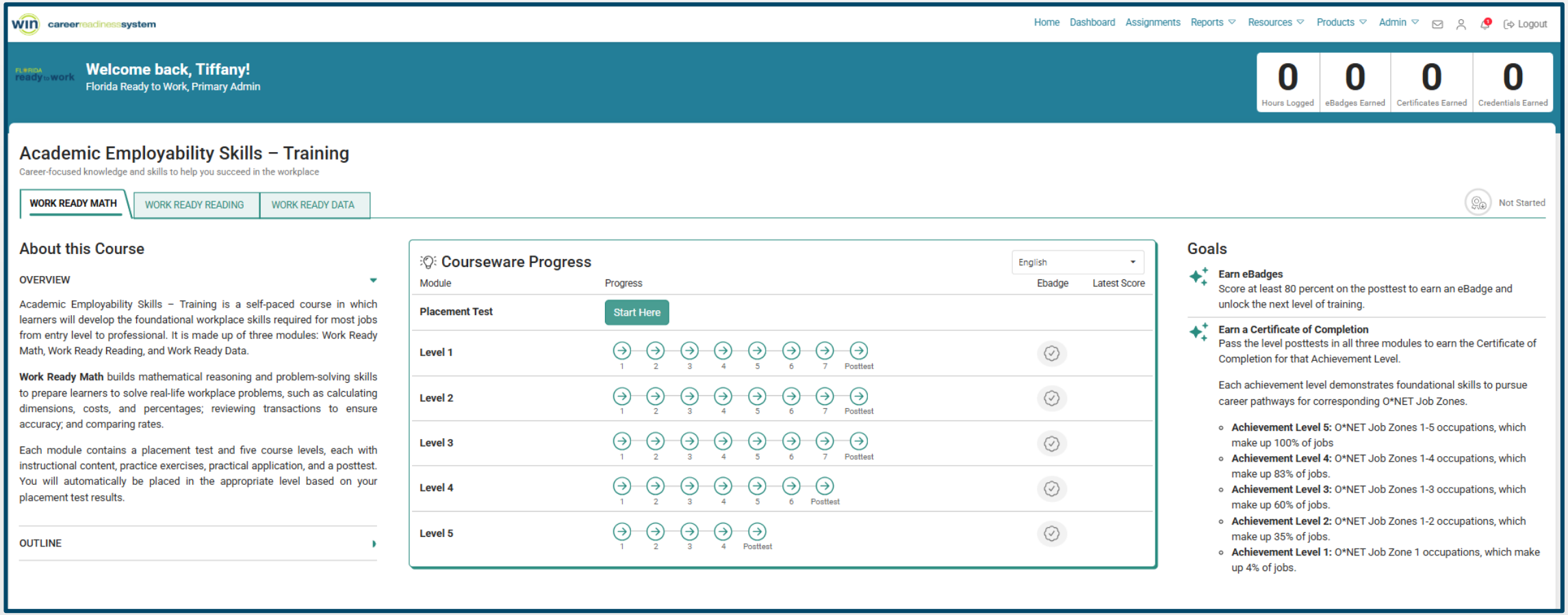
National Work Readiness Council

- 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



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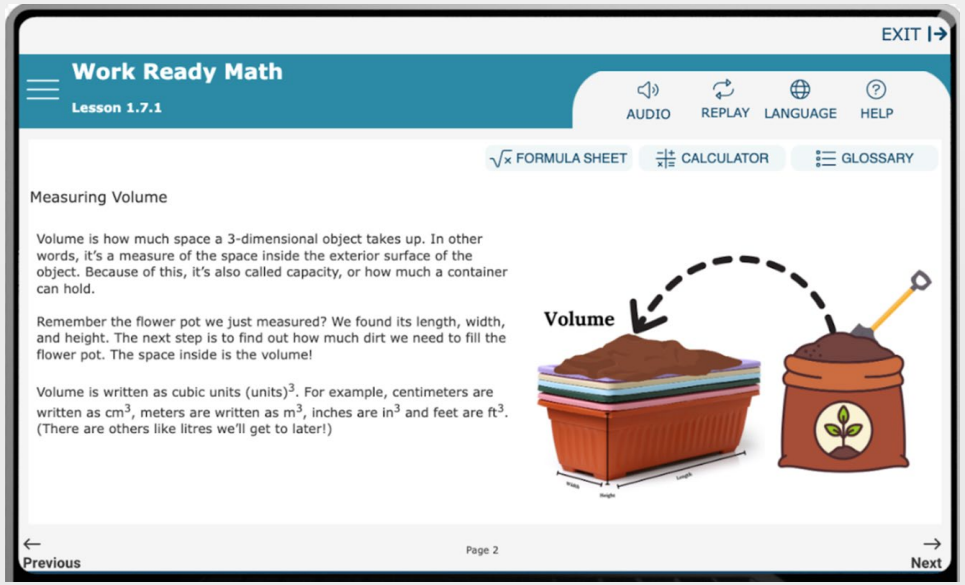
Inside the Academic Employability Skills

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.



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Academic Employability Skills Credential

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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); and endorsed by the National Work Readiness Council (nwrc.org), an independent national nonprofit workforce development, training, and advocacy organization.

Questions? 1.888.717.9461 Option 3 | customerservice@floridareadytowork.com

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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%

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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

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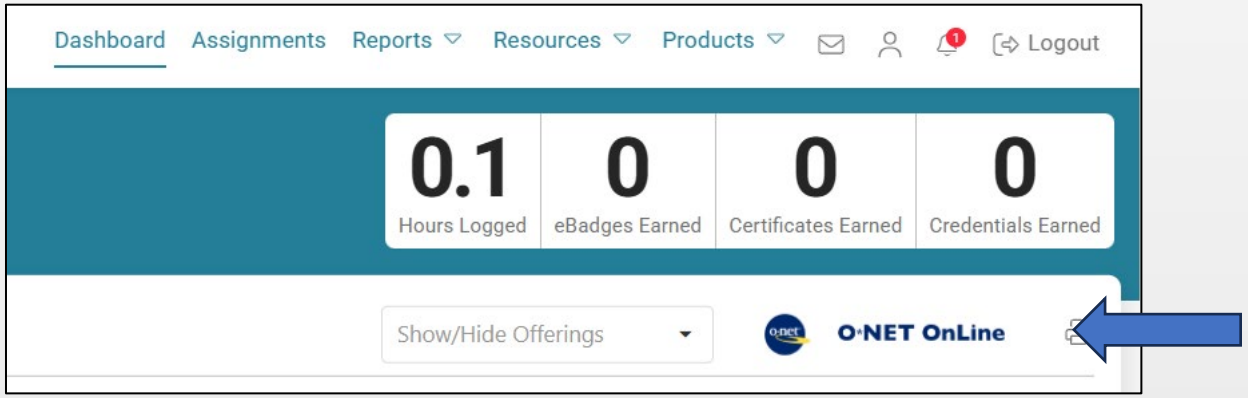
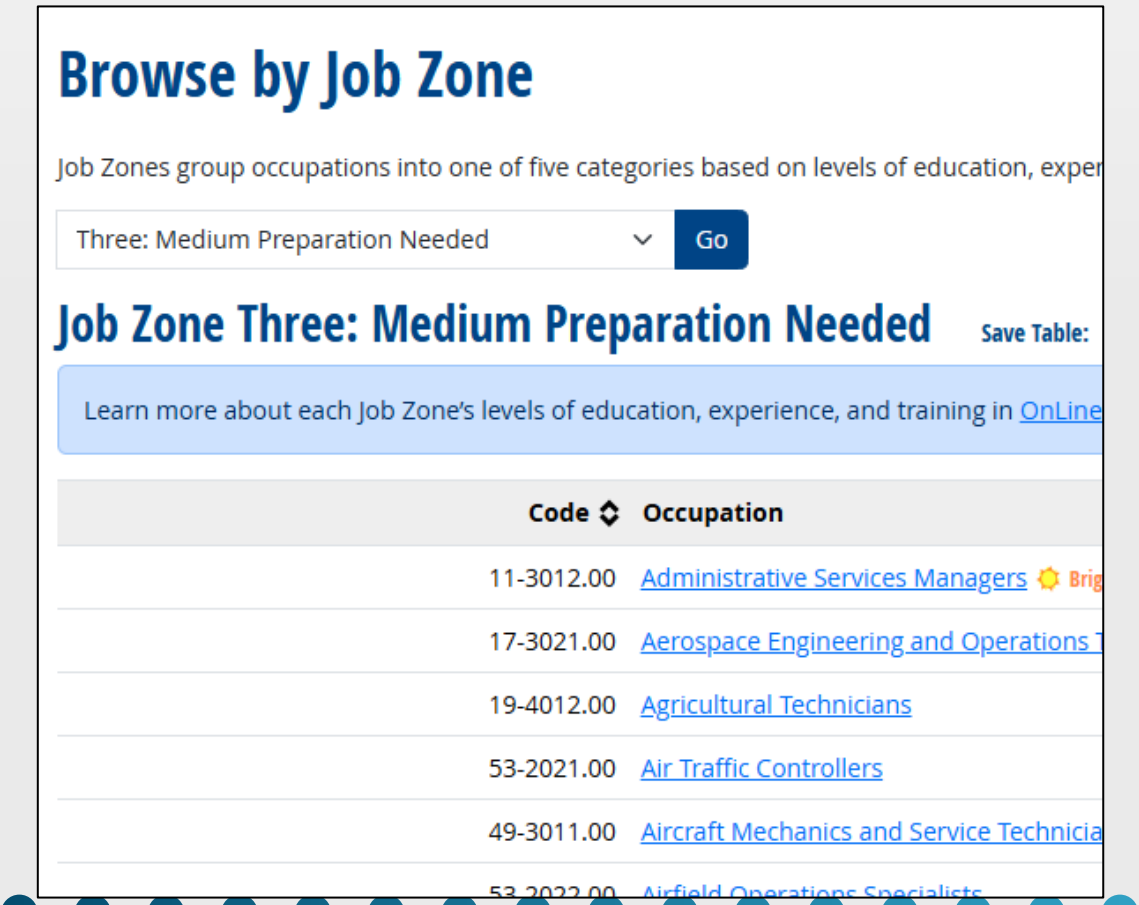
The O*NET Process

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





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

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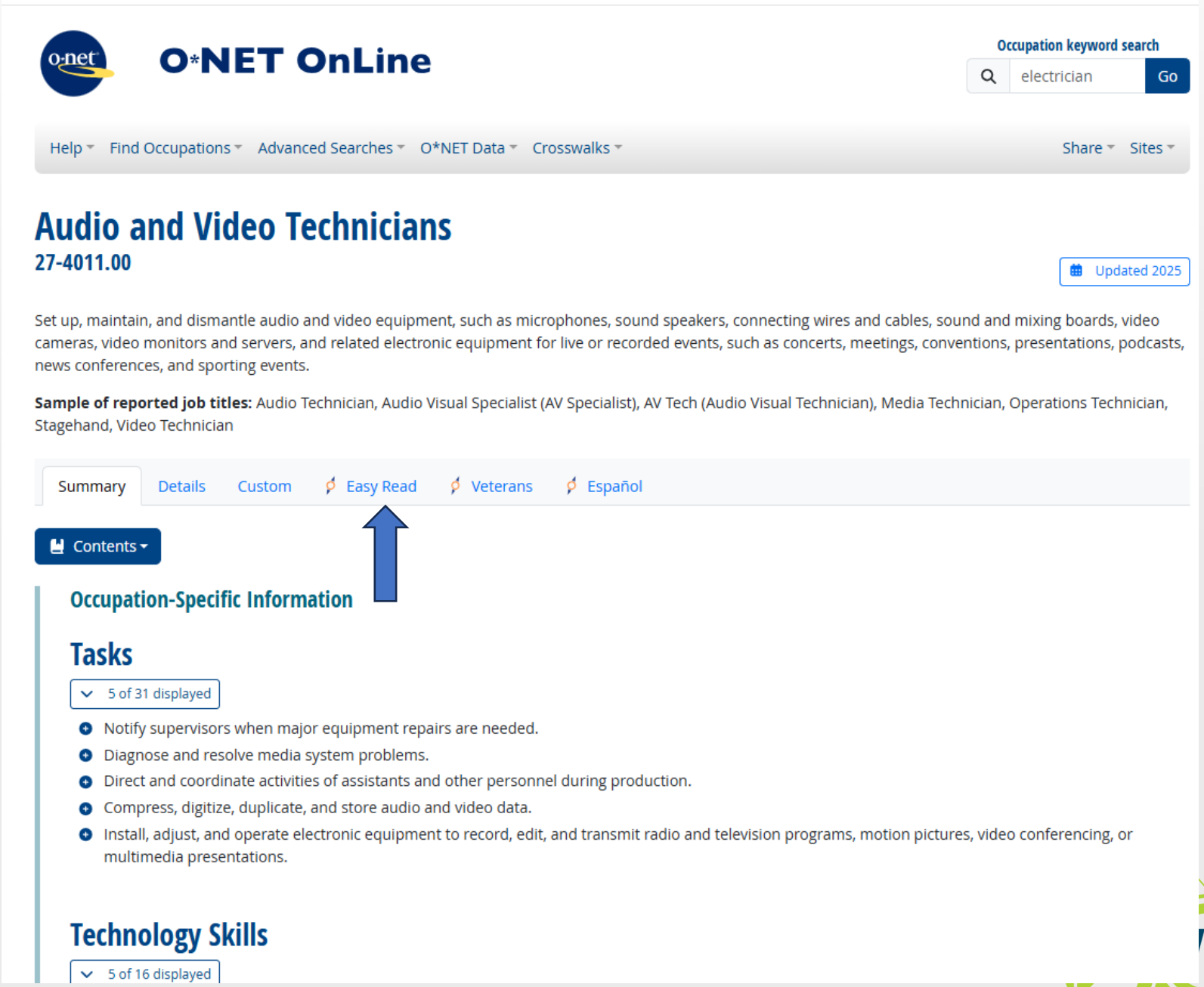
Follow the Path

Example:
-Job Zone Three
-Audio/Video Technician



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

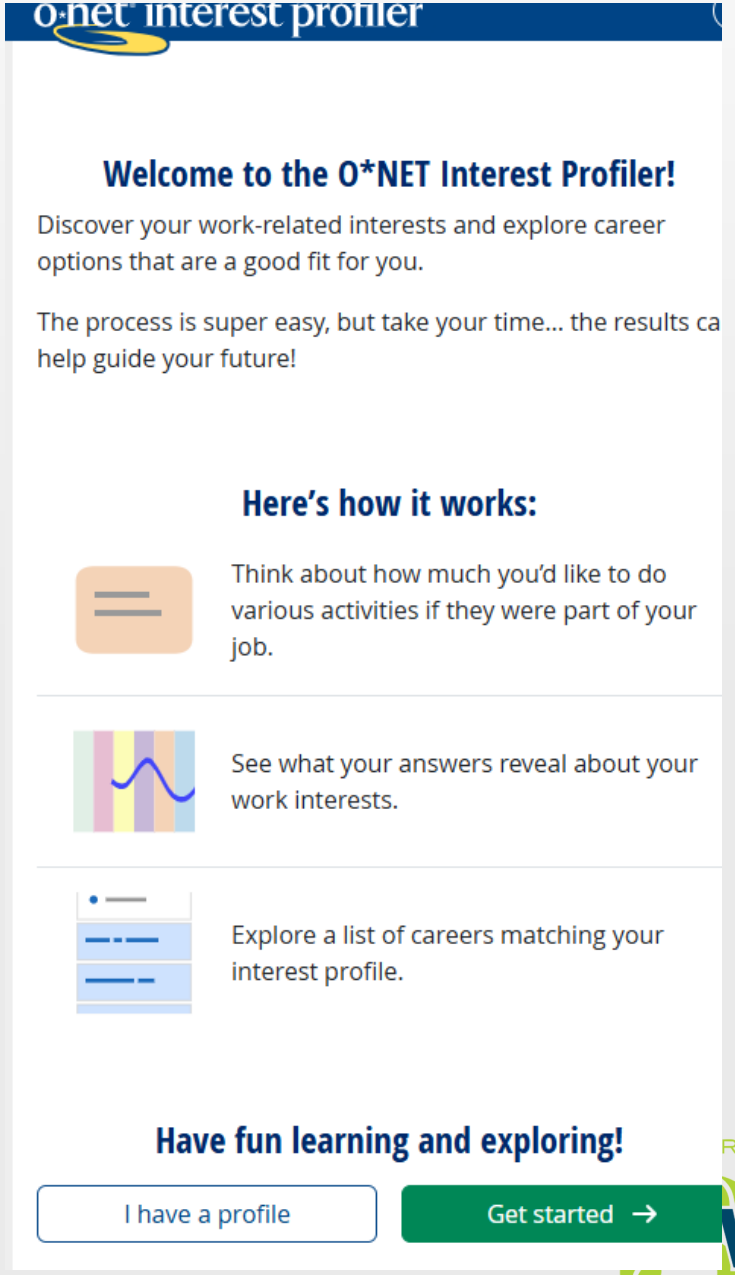
Ideas and Logic
- notice when problems happen
- order or arrange things

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



Resumes, Portfolios, Interviews

Focus on what you bring to the table

Talk About

- Key, Transferable Skills
- Verifiable, Quantifiable Accomplishments

Focus on the Can Dos

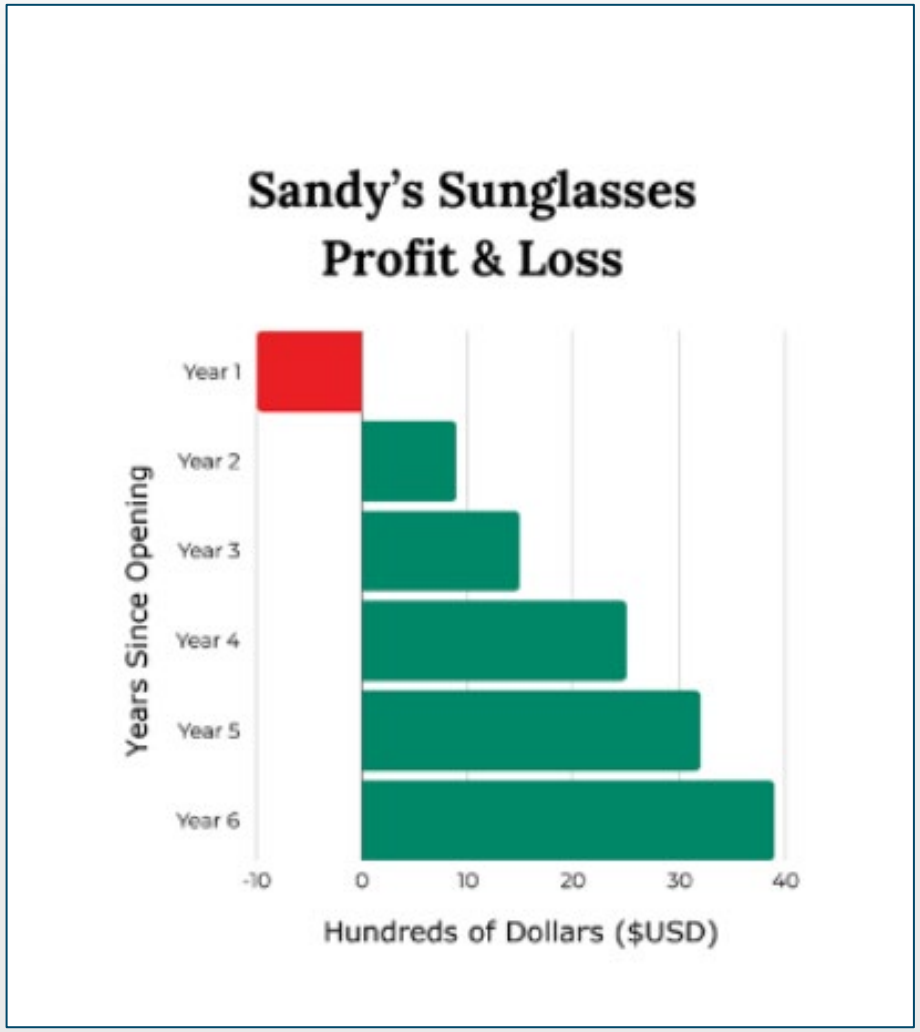
Work Ready Data – Skills for Level 4

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 kids of graphs and draw conclusions.

I am ready for this job.

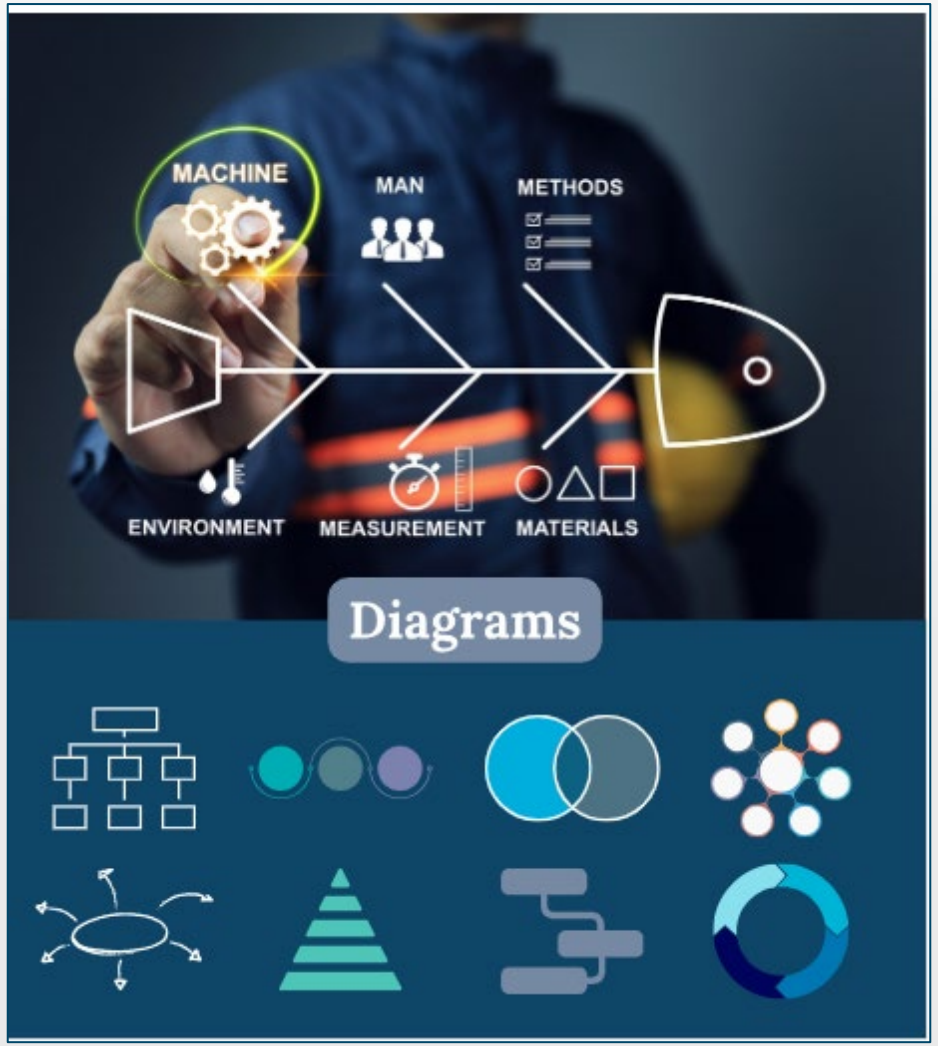


Work Ready Reading – Skills for Level 4

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.



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Connect the Dots

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.

Image: The Tennessean

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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	EXPIRES ON
March 9, 2026	Does not expire

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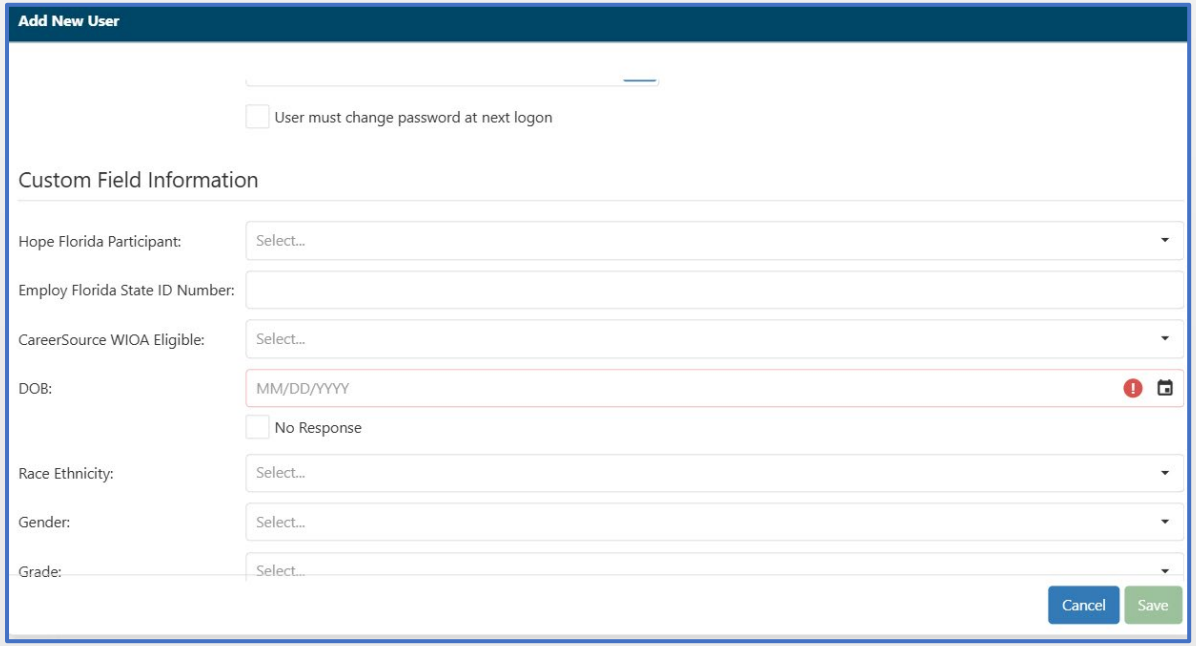
CareerSource Florida Network - Housekeeping

- **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.**
  - **1st Tuesday of the month**
- Customer Service Team – 888-717-9461, Option 3



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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.

FLORIDA ready to work powered by win

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

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.

ww.floridareadytowork.com/events

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Help Your Job Seekers Earn Credentials that Matter

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