



ACT Career Curriculum

A comprehensive, interactive system for workforce readiness

The **ACT Career Curriculum**, delivered through ACT KeyTrain®, the ACT Soft Skills Suite, and ACT Career Ready 101™, helps individuals build the essential, career-relevant skills needed for learning, personal development, and effective job performance.

ACT KeyTrain is the base curriculum designed to help people master the applied workplace skills measured by assessment systems such as ACT WorkKeys®, including applied mathematics, reading for information, and writing skills. It also prepares learners to earn the ACT National Career Readiness Certificate™. The core curriculum is complemented by time-saving diagnostic curriculum placement tools and powerful reporting capabilities. It can be used by instructors to supplement and enrich the classroom experience or as stand-alone, self-paced instruction.

ACT Soft Skills Suite addresses skills that are critical to workplace success and are required by hiring managers. The curriculum was developed to help students improve skills needed for on-the-job success with courses to improve interpersonal and business communications, problem solving and critical thinking, working productively in a team, assisting customers effectively, and developing good work habits and workplace discipline.

ACT Career Ready 101 expands on the ACT KeyTrain curriculum to offer additional modules and an integrated approach to exploring careers and their skill requirements. Through ACT Career Ready 101, learners will build workplace and life literacy skills such as financial awareness and career exploration.

Effective tools to prepare your learners

The ACT Career Curriculum Administrator's Interface tool offers a built-in learning management system that:

- Provides opportunity for stand-alone performance
- Gives administrators flexible control over course assignments; placement in the curriculum; and group-, class-, and individual-targeted assignments
- Offers extensive reporting capability
- Facilitates creating and maintaining rosters of active learners
- Enables mass import of individuals in groups and easy, one-at-a-time account creation to accommodate walk-ins and other short-notice needs

ACT® KeyTrain®

ACT® Soft Skills Suite

ACT® Career Ready 101®

keytrain.com

ACT Career Curriculum

ACT[®] KeyTrain[™]

Contains skill-building curricula for all ACT WorkKeys skills:

- Applied Mathematics
- Applied Technology (four courses)
- Business Writing
- Listening for Understanding
- Locating Information
- Reading for Information
- Teamwork
- Workplace Observation

ACT[®] Soft Skills Suite

- Customer Service
- Interpersonal and Business Communications
- Problem Solving and Critical Thinking
- Working in Teams
- Work Discipline

ACT[®] Career Ready 101

Includes all ACT KeyTrain courses, the ACT Soft Skills Suite, and the following life skills courses and employability tools:

- Creating Career Goals
- Financial Awareness
- Job Search
- Tools
 - ▼ Course Calendars
 - ▼ Career Exploration Support
 - ▼ Interest Inventory
 - ▼ Job Profiles
 - ▼ Resume Builder

Discover the benefits of the ACT Career Curriculum

■ Efficient for teachers and students

The curriculum is designed to build on prior learning and links learning with the foundational skills required for occupations. Learners start with a brief assessment to determine the best level to begin training. The result gives teachers more time to extend instruction by reducing the training time learners need.

■ Addresses individual learning styles

Students stay engaged through written, pictorial, and auditory presentation of content.

■ Systematic learning

A competence-based approach guides learners through a series of topics that systematically builds level by level, at each individual's pace, to minimize frustration and assure steady skill development throughout the course.

■ Convenient

Available anytime, anywhere—the ACT Career Curriculum offers self-paced courses with 24-hour access.

■ The only curriculum approved by ACT to directly support the ACT WorkKeys assessments

For learners who plan to take ACT WorkKeys assessments and earn the ACT National Career Readiness Certificate—the nation's most widely used job skills credential—ACT KeyTrain and ACT Career Ready 101 are the only curricula with courses specifically approved by ACT and directly linked to current occupational information and ACT WorkKeys skill areas. The courses supporting the skills development needed to obtain an ACT National Career Readiness Certificate are available for mobile delivery.

To learn more about the ACT Career Curriculum, go to [keytrain.com](https://www.keytrain.com)