



**Florida**  
**Ready to Work**

**C r e d e n t i a l**

In recognition of demonstrated skills in Applied Mathematics, Locating Information & Reading for Information

**Jonnie Q Public**

is awarded a Bronze Credential  
January 3, 2007

Applied Mathematics  
**Level 3**

Locating Information  
**Level 3**

Reading for Information  
**Level 3**

Issued Number:  
123456



Florida Department of Education

A blue ink signature of Charlie Crist.

Charlie Crist, Governor  
State of Florida

# Bronze Ready to Work Credential

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WorkKeys® is a national workforce development system that permits a direct comparison of the skills an individual currently possesses with the skills needed to perform a job. The holder of this credential has successfully achieved at least a level **3** in Applied Mathematics, Locating Information and Reading for Information.

A **Bronze** Credential indicates skills at a level required by **30%** of all jobs profiled nationally through the WorkKeys® system. The holder of this credential has achieved mastery of the following skills:

## Applied Mathematics

### Skills for Level **3**

- Solve problems that require a single type of mathematics operation (addition, subtraction, multiplication, and division) using whole numbers
- Add or subtract negative numbers
- Change numbers from one form to another using whole numbers, fractions, decimals, or percentages
- Convert simple money and time units (e.g., hours to minutes)

## Locating Information

### Skills for Level **3**

- Find one or two pieces of information in a graphic
- Fill in one or two pieces of information that are missing from a graphic

## Reading for Information

### Skills for Level **3**

- Identify main ideas and clearly stated details
- Choose the correct meaning of a word that is clearly defined in the reading
- Choose the correct meaning of common, everyday and workplace words
- Choose when to perform each step in a short series of steps
- Apply instructions to a situation that is the same as the one in the reading materials