Committee on Workforce Innovation Meeting
Thursday, July 31, 2025, at 11:00 a.m.

Join on your computer or mobile app
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Meeting ID: 213 196 036 838 8
Passcode**:** uL9nt7f2

Or call in (audio only)
+1 803-400-6195
Phone Conference ID: 366 758 785#

AGENDA

I. Welcome and Opening Remarks .....Dr. Windsor Sherrill, Committee Chair

II. Approval of May 7, 2025, Meeting Minutes* ..... Dr. Sherrill

III. SC Career Readiness Program Update .....Ms. Nina Staggers

IV. Discussion on Committee Priorities..... Dr. Sherrill
   a. Explore how to maximize K-12 Youth Resources
   b. Catalog of promising practice and models for removing obstacles

V. Other Business/Adjourn..... Dr. Sherrill

*Denotes Voting Item

Governor's State Workforce Development Board
May 7, 2025, Workforce Innovation Committee Meeting Minutes

Members Present:

Dr. Windsor Sherrill*, Chair
Col. Craig Currey
Dr. Tim Hardee
Mr. Jay Holloway
Ms. Felicia Johnson
Ms. Elaine Morgan

Members Absent:

Ms. Susan H. Cohen
Mr. George Patrick "GP" McLeer, Jr.
Mr. Tyler Servant
Sen. Ross Turner

Welcome and Opening Remarks ..... Dr. Windsor Sherrill, Committee Chair
Dr. Windsor Sherrill, Workforce Innovation Committee Chair, called the meeting to order at 11:00 a.m. A quorum was present.

Approval of February 6, 2025, Meeting Minutes* ..... Dr. Sherrill
Col. Craig Currey motioned to approve the February 6, 2025, meeting minutes. The Committee unanimously approved the meeting minutes.

Committee Priorities Review ..... Mrs. Pamela H. Jones
Mrs. Pamela Jones reviewed the priorities outlined in the State Workforce Development Board (SWDB) Strategic Plan by program year and provided updates on the progress of each priority.

Workforce Innovation Committee		
Priority	**Progress**	**Planning Year**
Explore how to maximize youth employment resources.	- Staff are communicating with Regional Workforce Advisors and community leaders to increase awareness of programs and resources available. - Staff will be communicating with the Coordinating Council for Workforce Development on how to maximize their online tool for resources and career pathway information.	2025
Collect and distribute a catalog of promising practices and models for removing obstacles, primarily related to transportation, childcare, and housing.	- Staff are currently researching models for removing barriers to employment that can be easily replicated in other areas.	2025
Funding to implement models for removing barriers.	- Staff are currently engaging in research and discussions with community leaders and subject matter experts on how funding could be best utilized.	2025

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Priority	Progress	Program Year
Evaluate the need and feasibility of a statewide electric vehicle workforce collaborative.	- Staff participates in the Southeastern Regional Electric Vehicle Collaborative, where they receive updates that can be shared with the state system. - Staff are collaborating with other state agencies and employers to learn more about the training needed in the infrastructure, energy, and advanced manufacturing sectors.	2026
Promote the SC Professional Skills Credential, developing attainment goals.	- Staff are working with partners to identify additional locations where the assessment can be provided.	2026

EmpowerU: Futures Unlocked Initiative..... Ms. Nina Staggers
Ms. Nina Staggers, Assistant Executive Director for Workforce Development, presented a final report on EmpowerU: Futures Unlocked Career Exploration Pilot, a structured career exploration program that combines classroom instruction with virtual reality technology to prepare incarcerated youth for employment, education, and other opportunities upon release. This program was a collaboration between the Department of Juvenile Justice and the Upstate Workforce Board.

Participants attended various career development workshops and completed an action plan outlining their educational and occupational goals upon release. Fifteen participants out of 31 graduated from the program.

Staff will continue to review these results, implementing the lessons and best practices learned to develop future programs.

Other Business/Adjourn.....Dr. Sherrill
Dr. Sherrill reminded Committee members that the next SWDB meeting will be held on Thursday, June 19, 2025, at 11:00 a.m. Members are encouraged to attend in person.

Part one of the SC Works Information Session, titled "Beyond the Record," is scheduled for Tuesday, June 3, 2025, at 2:00 p.m. This discussion will explore the challenges and opportunities facing justice-involved individuals, as well as the future of South Carolina's reentry workforce.

Part two of this session will take place on June 10, 2025, at 2:00 p.m. and will feature several successful nonprofit reentry programs.

The meeting was adjourned at 11:47 a.m.

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Workforce Innovation Committee

PY'25 Q1

Thursday, July 31, 2025

South Carolina WORKFORCE Development Board

Artificial Intelligence Usage: To safeguard the privacy and confidentiality of our conversations, we do not permit the use of AI bots in virtual meetings. If an attendee is identified as an AI bot, then it will be removed from the meeting. Thank you for your understanding and cooperation.

Workforce Innovation Committee Meeting Agenda

I. WELCOME AND OPENING REMARKS

II. APPROVAL OF MAY 7, 2025, MEETING MINUTES*

III. SC CAREER READINESS PROGRAM OVERVIEW

IV. DISCUSSION ON COMMITTEE PRIORITIES

V. OTHER BUSINESS/ADJOURN

Approval of May 7, 2025 Meeting Minutes*

Governor's State Workforce Development Board
May 7, 2025, Workforce Innovation Committee Meeting Minutes

Members Present:

Dr. Windsor Sherrill*, Chair
Col. Craig Currey
Dr. Tim Hardee
Mr. Jay Holloway
Ms. Felicia Johnson
Ms. Elaine Morgan

Members Absent:

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South Carolina WORKFORCE Development Board

SC Career Readiness Program Overview

Ms. Nina Staggers

SC Career Readiness

Program Overview

Workforce Innovation Committee

Thursday, July 31, 2025

Timeline of Activity

Program paused from 2021 to 2023.

2014

State law passed requiring all eleventh graders to take a career readiness assessment.

2015

DEW requested funding to administer career readiness assessments to jobseekers through SC Works.

2016

South Carolina became the first state to have all its counties certified as ACT Work Ready Communities.

2018

SC awarded contract to WIN Learning to provide career readiness assessments to eleventh graders and jobseekers through SC Works.

2019

DEW partnered with WIN Learning to create the SC Professional Skills Credential.

2023

Launch of SC Career Readiness Program in partnership with WIN Learning.

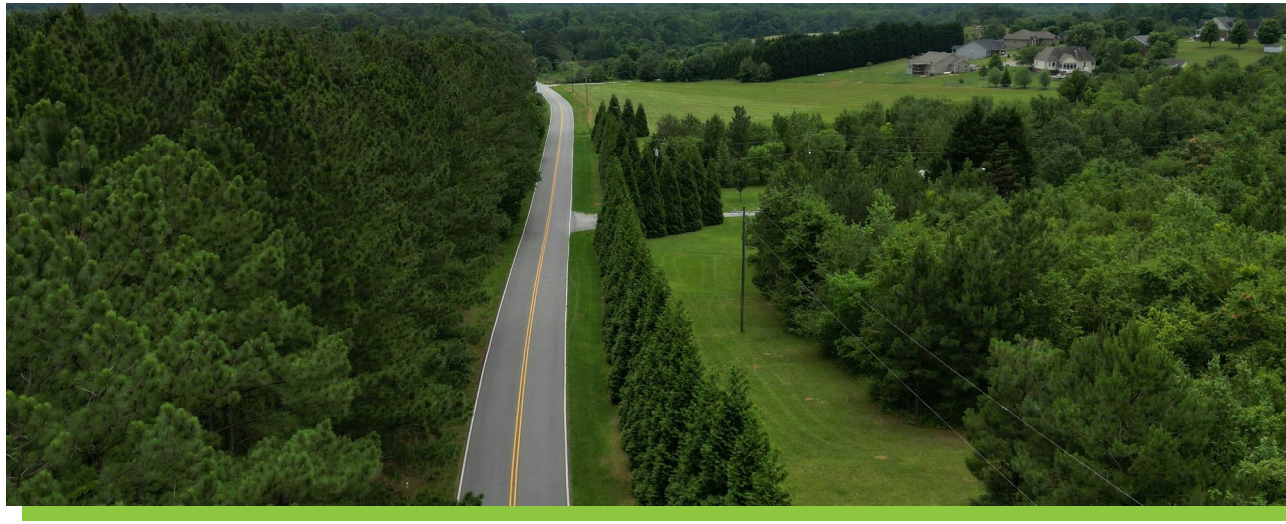
ACT WorkKeys was the recognized career readiness assessment until 2018.

*Dates are approximate.

SC Career Readiness Program

WIN Job Analysis → WIN Courseware → WIN Assessments & Credentials

A common language and common measure for the South Carolina workforce. *WIN Learning.*



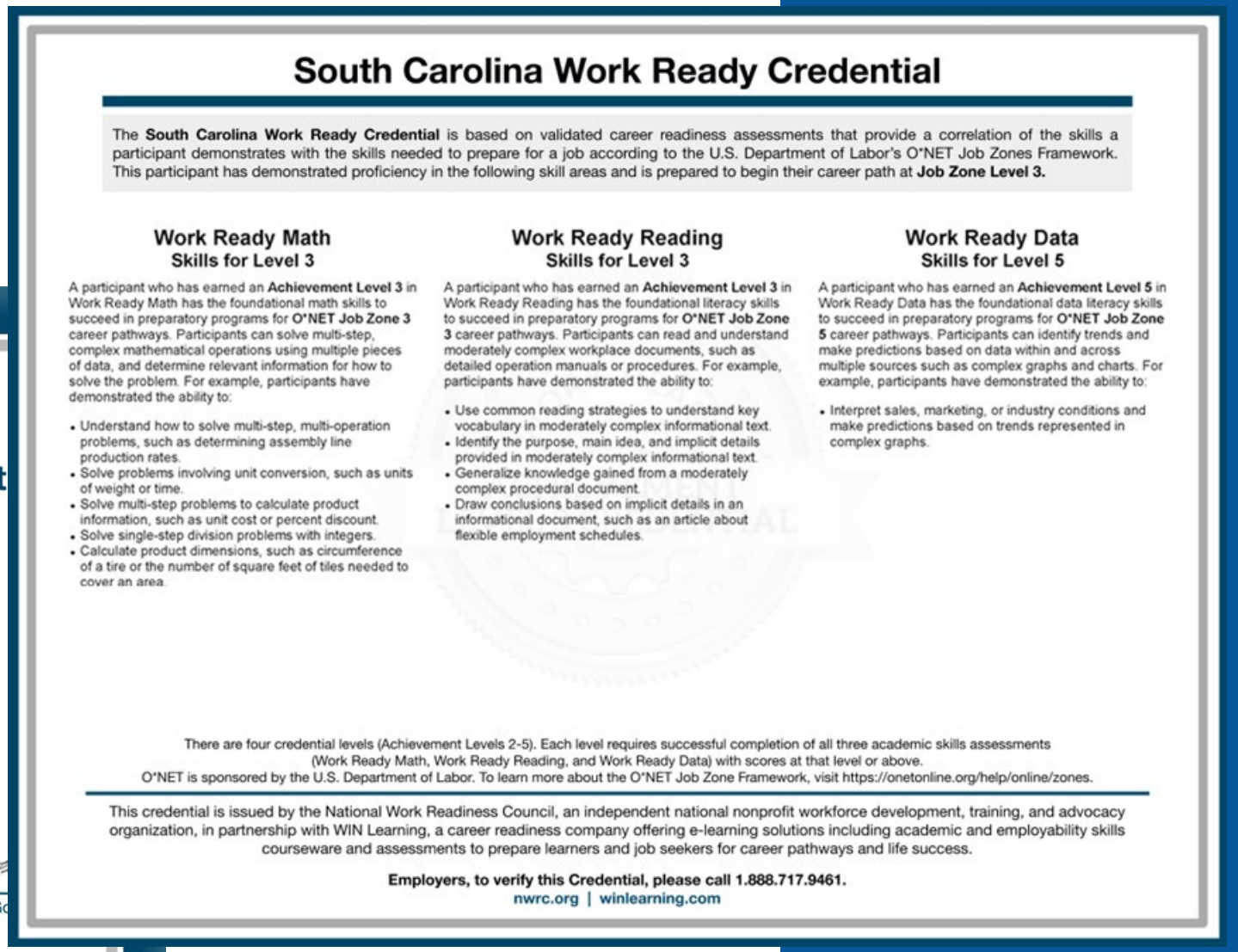
WIN Job Analysis

- Helps employers identify the WIN Learning Work Ready Academic Skills, Digital Skills, and Essential Soft Skills needed by new and existing workers for job entry and advancement.
- A job analyst tours the work environment, collects job related data and documents, interviews incumbent workers, observes subject matter experts (SMEs) perform job tasks, and facilitates group sessions to assist the SMEs in identifying the WIN Learning Work Ready skill areas and skill levels used on the job.
- A Job Analysis Report (JAR) is developed and documents the WIN Learning skill areas and Achievement Levels required for entry into the job.
- WIN Learning credentials combined with the job analysis help employers make informed recruiting and hiring decisions.

WIN Assessments & Credentials

- The SC Career Readiness Program provides access to six (6) different assessments and related credentials:
  - Work Ready Math
  - Work Ready Reading
  - Work Ready Data
  - Digital Skills
  - Essential Soft Skills
  - Professional Skills*

Work Ready Credentials



South Carolina Work Ready Credential

The **South Carolina Work Ready Credential** is based on validated career readiness assessments that provide a correlation of the skills a participant demonstrates with the skills needed to prepare for a job according to the U.S. Department of Labor's O*NET Job Zones Framework. This participant has demonstrated proficiency in the following skill areas and is prepared to begin their career path at **Job Zone Level 3.**

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:

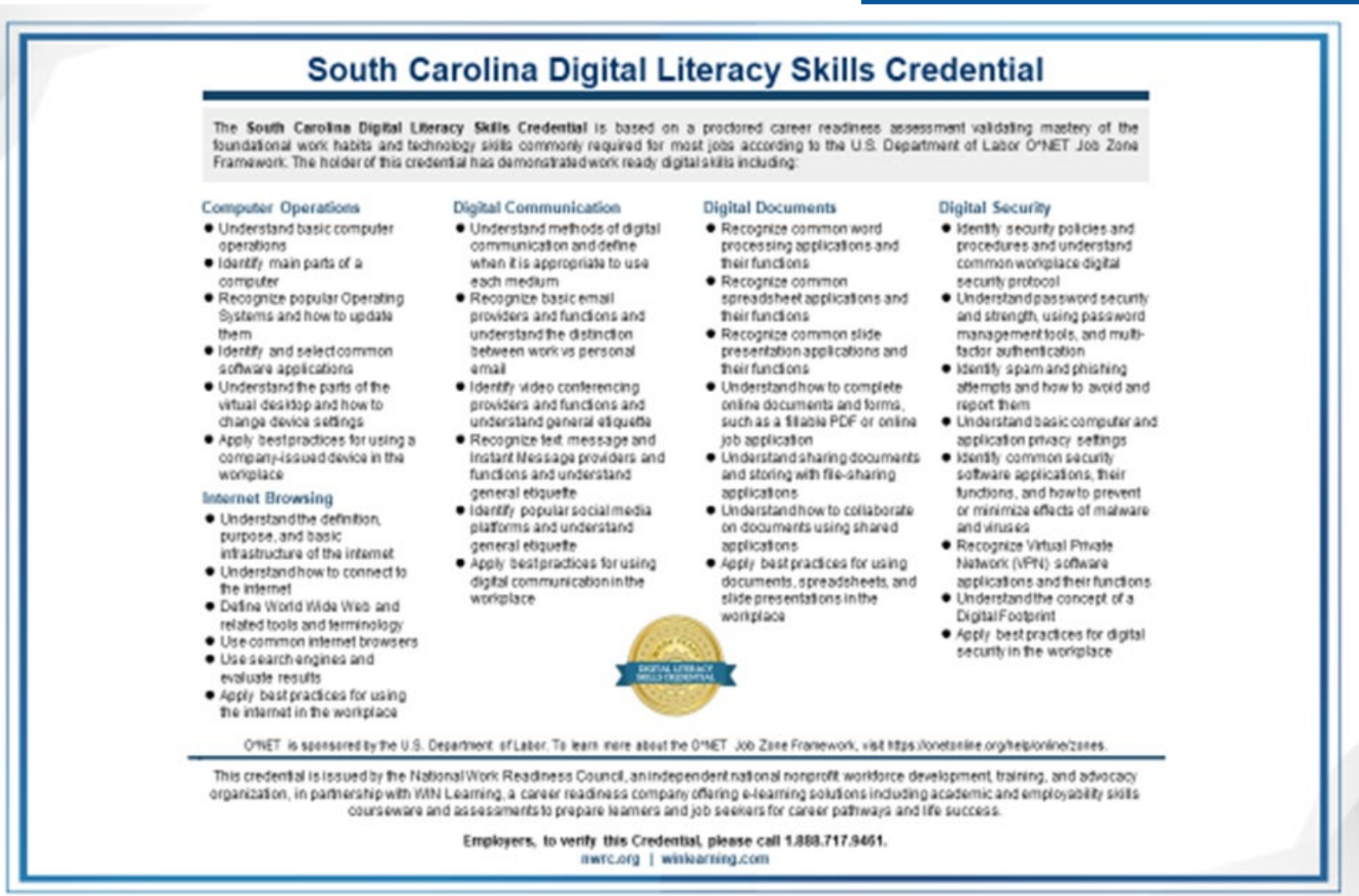
- Interpret sales, marketing, or industry conditions and make predictions based on trends represented in complex graphs.

There are four credential levels (Achievement Levels 2-5). Each level requires successful completion of all three academic skills assessments (Work Ready Math, Work Ready Reading, and Work Ready Data) with scores at that level or above.
O*NET is sponsored by the U.S. Department of Labor. To learn more about the O*NET Job Zone Framework, visit https://onetonline.org/help/online/zones.

This credential is issued by the National Work Readiness Council, an independent national nonprofit workforce development, training, and advocacy organization, in partnership with WIN Learning, a career readiness company offering e-learning solutions including academic and employability skills courseware and assessments to prepare learners and job seekers for career pathways and life success.

Employers, to verify this Credential, please call 1.888.717.9461.
nwrc.org | winlearning.com

Digital Literacy Credential



South Carolina Digital Literacy Skills Credential

The **South Carolina Digital Literacy Skills Credential** is based on a proctored career readiness assessment validating mastery of the foundational work habits and technology skills commonly required for most jobs according to the U.S. Department of Labor O*NET Job Zone Framework. The holder of this credential has demonstrated work ready digital skills including:

Computer Operations

- Understand basic computer operations
- Identify main parts of a computer
- Recognize popular Operating Systems and how to update them
- Identify and select common software applications
- Understand the parts of the virtual desktop and how to change device settings
- Apply best practices for using a company-issued device in the workplace

Internet Browsing

- Understand the definition, purpose, and basic infrastructure of the internet
- Understand how to connect to the internet
- Define World Wide Web and related tools and terminology
- Use common internet browsers
- Use search engines and evaluate results
- Apply best practices for using the internet in the workplace

Digital Communication

- Understand methods of digital communication and define when it is appropriate to use each medium
- Recognize basic email providers and functions and understand the distinction between work vs personal email
- Identify video conferencing providers and functions and understand general etiquette
- Recognize text message and Instant Message providers and functions and understand general etiquette
- Identify popular social media platforms and understand general etiquette
- Apply best practices for using digital communication in the workplace

Digital Documents

- Recognize common word processing applications and their functions
- Recognize common spreadsheet applications and their functions
- Recognize common slide presentation applications and their functions
- Understand how to complete online documents and forms, such as a fillable PDF or online job application
- Understand sharing documents and storing with file-sharing applications
- Understand how to collaborate on documents using shared applications
- Apply best practices for using documents, spreadsheets, and slide presentations in the workplace

Digital Security

- Identify security policies and procedures and understand common workplace digital security protocol
- Understand password security and strength, using password management tools, and multi-factor authentication
- Identify spam and phishing attempts and how to avoid and report them
- Understand basic computer and application privacy settings
- Identify common security software applications, their functions, and how to prevent or minimize effects of malware and viruses
- Recognize Virtual Private Network (VPN) software applications and their functions
- Understand the concept of a Digital Footprint
- Apply best practices for digital security in the workplace

O*NET is sponsored by the U.S. Department of Labor. To learn more about the O*NET Job Zone Framework, visit https://onetonline.org/help/online/zones.

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Employers, to verify this Credential, please call 1.888.717.9461.
nwrc.org | winlearning.com

Essential Soft Skills Credential

NWRC Soft Skills Credential

The **NWRC Soft Skills Credential** is based on a proctored career readiness assessment validating mastery of the foundational work habits and situational judgement skills commonly required for most jobs according to the U.S. Department of Labor O*NET Job Zone Framework. The holder of this credential has demonstrated work ready skills including:

Communicating Effectively

- Understand the elements of effective listening, speaking, and writing
- Consider the purpose, audience, and medium of communication, including email etiquette, texting, and social media
- Understand the role of the customer and develop positive customer relationships
- Adopt a growth mindset and become an active learner
- Demonstrate strategies for conflict resolution

Conveying Professionalism

- Build trust through punctuality, dependability, and accountability
- Demonstrate integrity, initiative, and a strong work ethic
- Represent the organization in the workplace and beyond with pride and professionalism
- Develop organizational skills and effective work habits
- Manage time effectively and prioritize tasks
- Use common technology and choose tools to fit tasks
- Develop basic business acumen

Promoting Teamwork and Collaboration

- Recognize the characteristics of an effective team member
- Develop leadership skills
- Recognize the value of differences in the workplace

Thinking Critically and Solving Problems

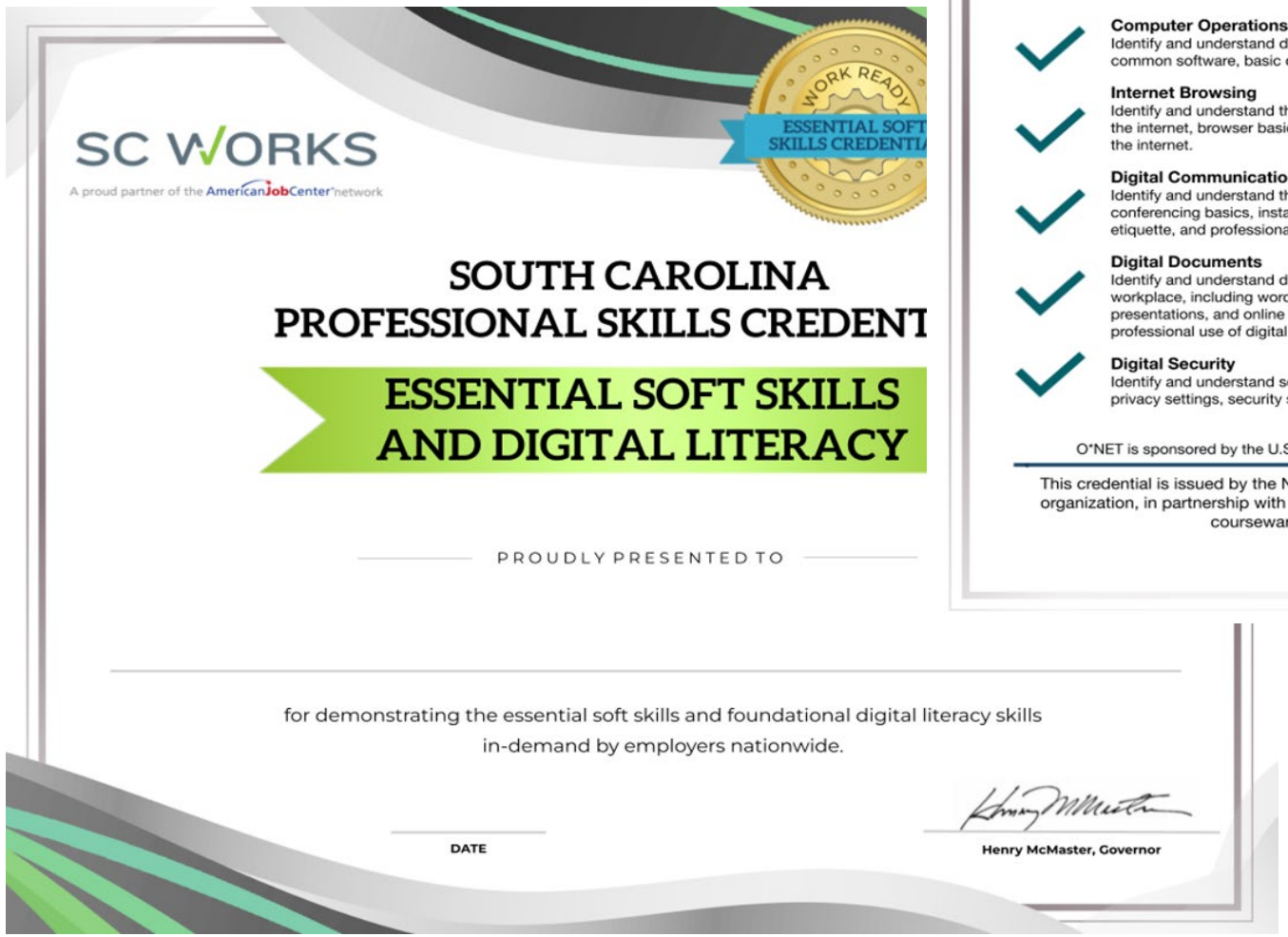
- Adapt to new information and circumstances
- Make decisions with logic and reason
- Demonstrate awareness of systems and design for improvement
- Use a cycle of inquiry to investigate a problem
- Evaluate and interpret data sources and visual displays

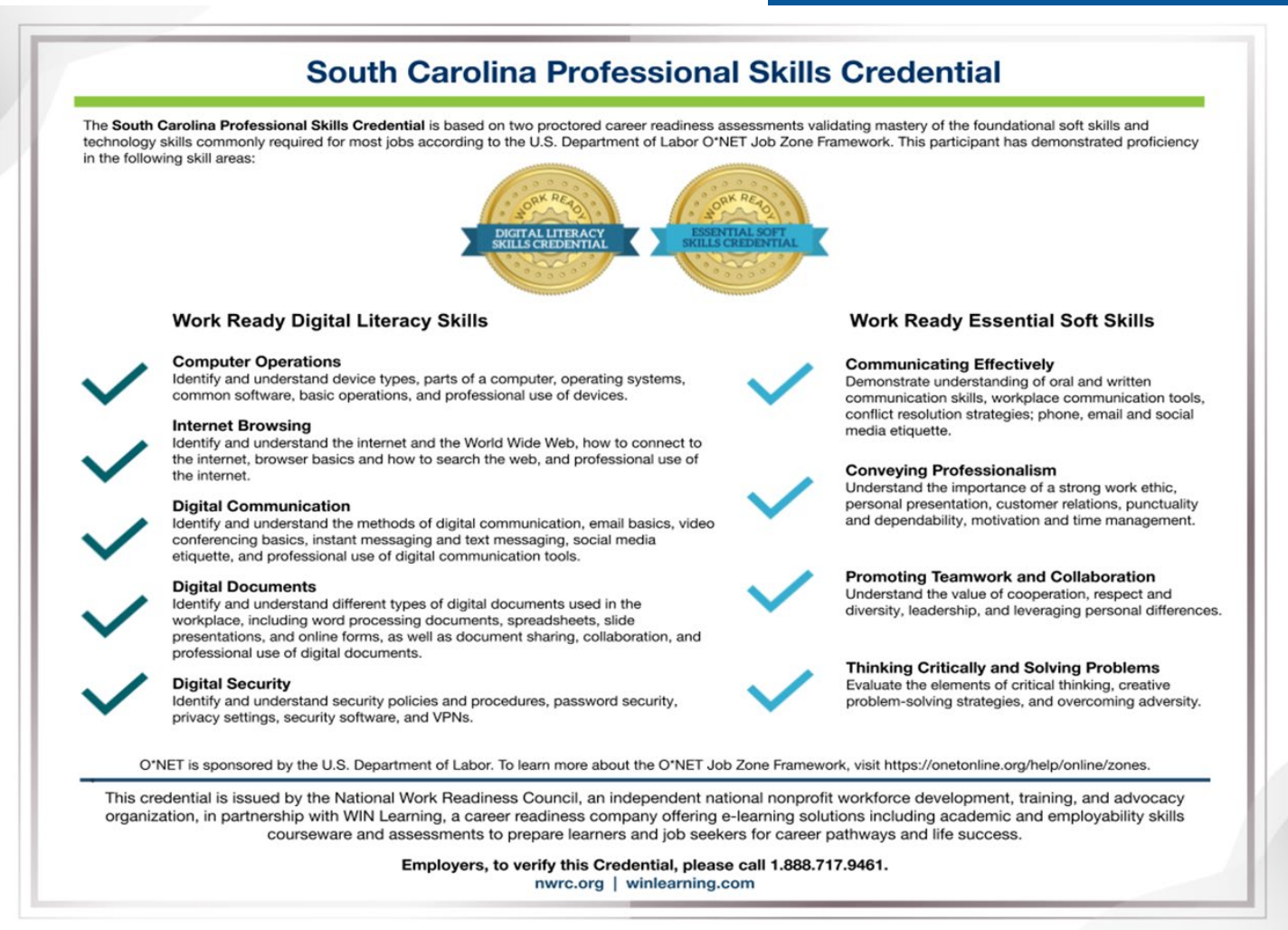
To learn more about the O*NET Job Zone Framework, visit https://onetonline.org/help/online/zones.

This credential is issued by the National Work Readiness Council (nwrc.org), an independent national nonprofit workforce development, training, and advocacy organization, in partnership with WIN Learning (winlearning.com), a national career readiness solutions company and publisher of online foundational work ready curriculum, assessment, and credentialing tools.

Questions? 1.888.717.9461 Option 3 | support@winlearning.com
nwrc.org

Professional Skills Credentials



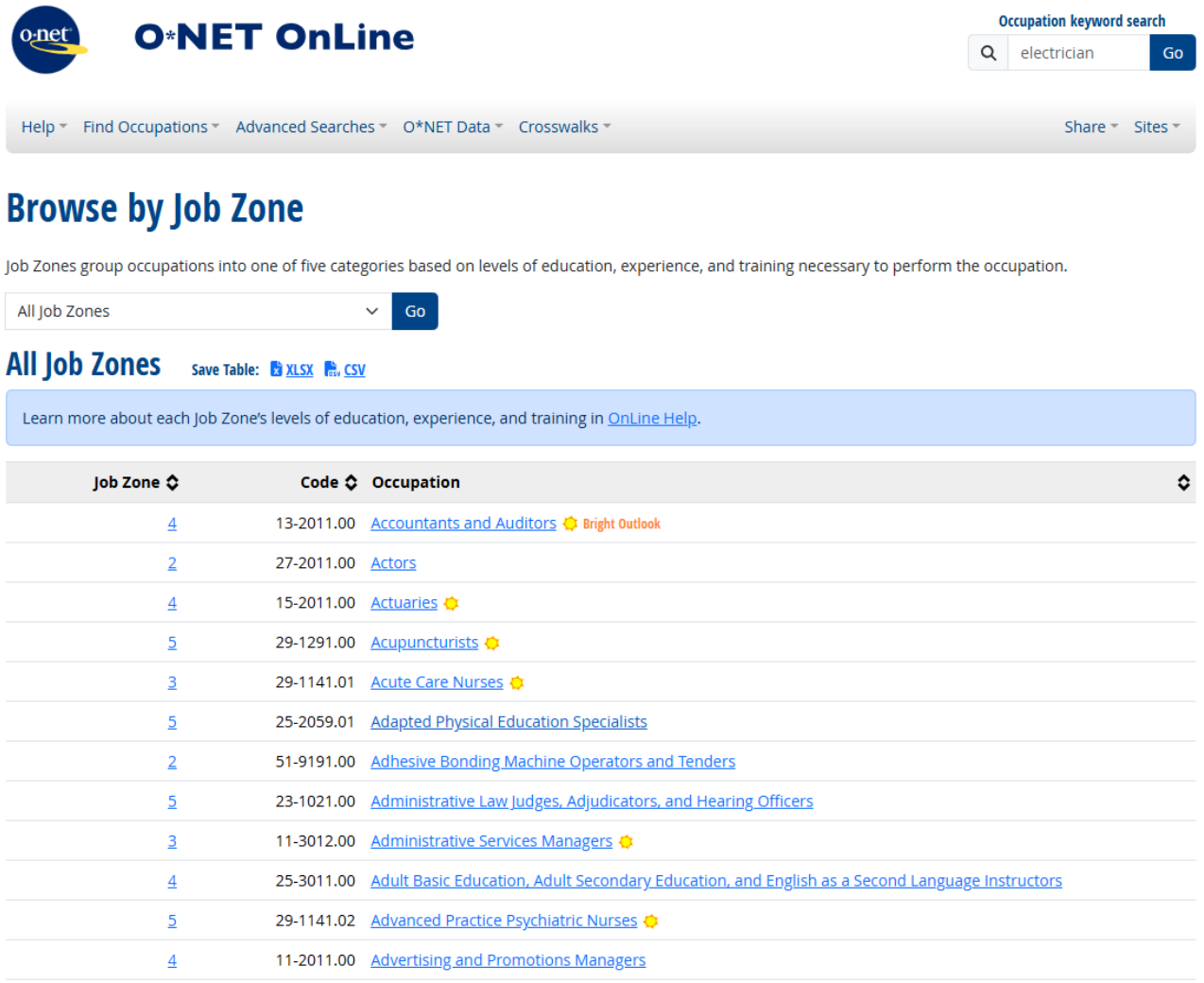


Professional Skills Credential

- Combination of WIN Essential Soft Skills and WIN Digital Skills Credentials
    - Jobseekers take both assessments in one session to earn the Professional Skills Credential
- Customized for South Carolina in support of a SWDB initiative to create a South Carolina soft skills credential
- Credential launched October 2023
- More than 300 total credentials awarded

Achievement Levels

- The Academic Skills Assessments have four Achievement Levels (2, 3, 4, and 5) that each correlate to an O*NET Job Zone.
- Each of the five Job Zones represents a group of occupations based on the education, training, and experience required, with Job Zone 1 occupations requiring the least amount of education and experience, and Job Zone 5 occupations requiring the most.
- The Achievement Levels are aligned to the job functions and skills identified through the WIN Job Analysis.

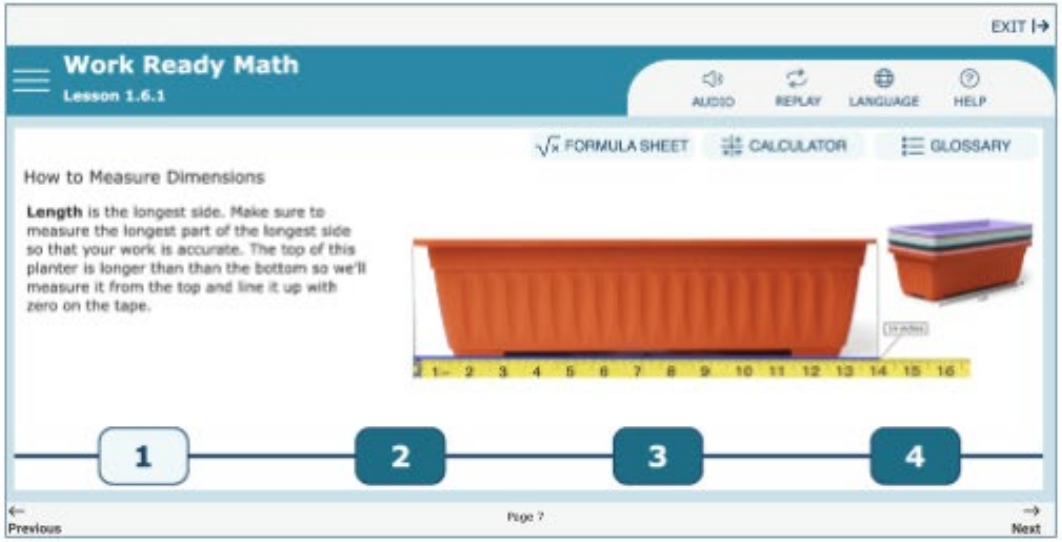


WIN Courseware

Academic Skills Courseware Modules:

Work Ready Math | Work Ready Reading | 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.

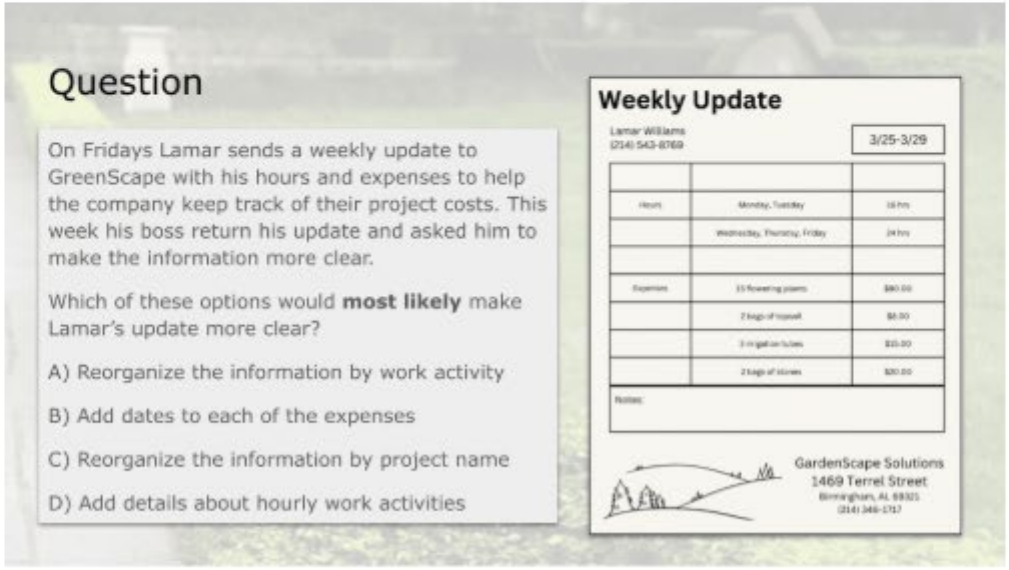


WIN Courseware

Academic Skills Courseware Modules:

Work Ready Math | **Work Ready Reading** | Work Ready Data

Work Ready Reading builds reading comprehension and reasoning skills to prepare 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.

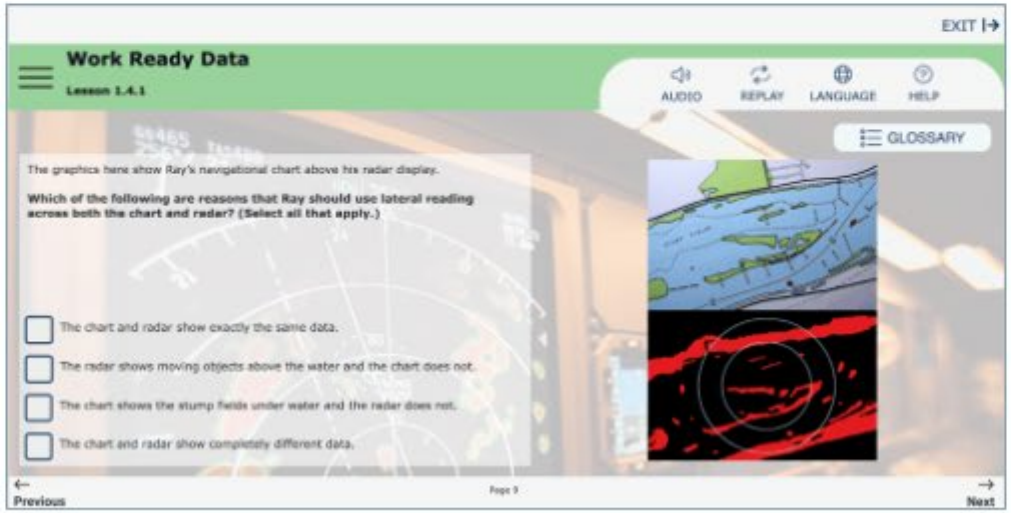


WIN Courseware

Academic Skills Courseware Modules:

Work Ready Math | Work Ready Reading | **Work Ready Data**

Work Ready Data builds analytical skills to prepare 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.



Program Benefits

WIN Learning credentials offer benefits for both employers and job seekers.

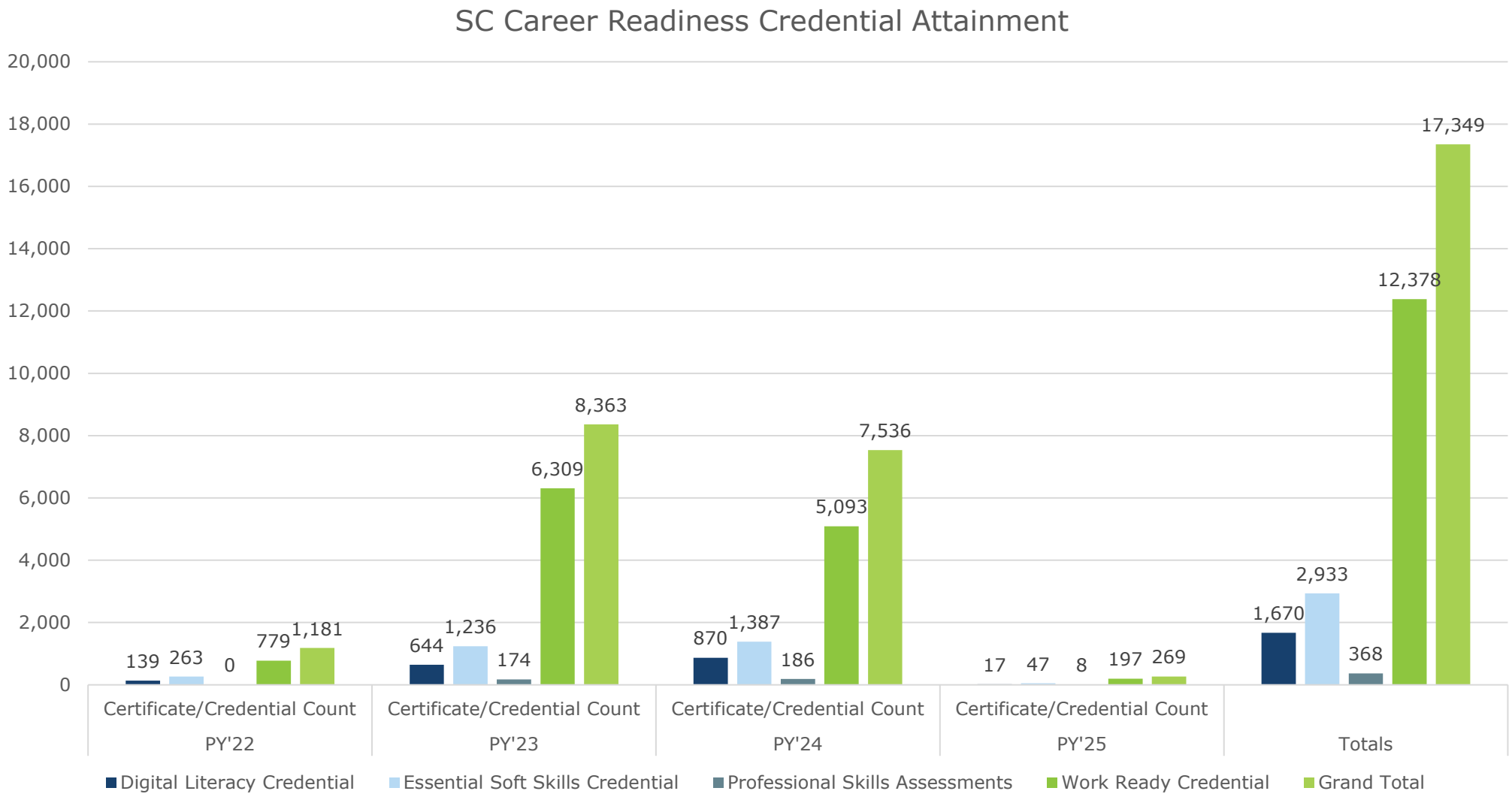
- For employers, these credentials validate the skills and knowledge of potential employees, streamlining the hiring process and ensuring a workforce with the necessary competencies.
- Job seekers benefit by gaining a tangible credential that proves their skills, helping them stand out in the job market and boosting their confidence.

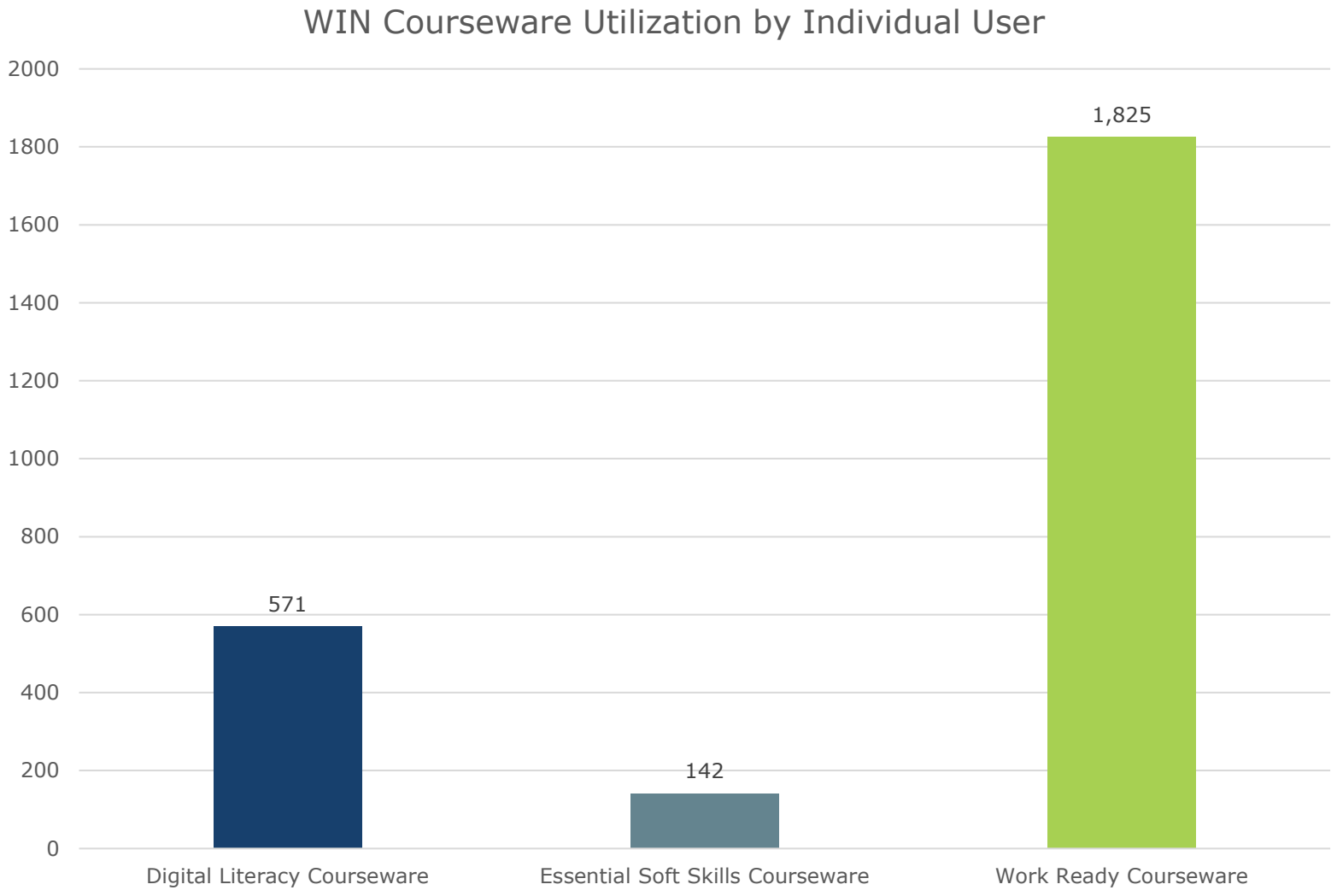
Employers

- Validates skills
- Streamlines recruitment and hiring
- Reduces training costs & time
- Improved workforce quality
- Access to a talent pipeline

Jobseekers

- Provides documentation of skills
- Enhances marketability
- Potential for career advancement
- Preparation for the workplace


SC Career Readiness Credential Attainment
20,000
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
0
139
263
0
779
1,181
644
1,236
174
6,309
8,363
870
1,387
186
5,093
7,536
17
47
8
197
269
1,670
2,933
368
12,378
17,349
Certificate/Credential Count
PY'22
Certificate/Credential Count
PY'23
Certificate/Credential Count
PY'24
Certificate/Credential Count
PY'25
Totals
Digital Literacy Credential
Essential Soft Skills Credential
Professional Skills Assessments
Work Ready Credential
Grand Total


WIN Courseware Utilization by Individual User
2000
1800
1600
1400
1200
1000
800
600
400
200
0
571
142
1,825
Digital Literacy Courseware
Essential Soft Skills Courseware
Work Ready Courseware

Discussion + Q&A

Thank You!

Upcoming Meetings and Events:

September is Workforce Development Month
2025 Workforce Development Symposium – September 17, 2025
Full Board – December 11, 2025

South Carolina WORKFORCE Development Board