



careersourcepolk.com

Learning and Assessment Center

The Learning and Assessment Center offers a wide variety of services to customers at CareerSource Polk centers including: Testing, Assessment, and Assistance Program Services. These services are designed to assist customers in assessing their skills, interests and aptitudes and accessing tutorials for skills enhancement.

Testing Services

- Test of Adult Basic Education (TABE)
- Typing Test
- Data Entry and 10 Key
- Prove It - Word, Excel, Access, and PowerPoint Testing
- Ready to Work - Job Skill Credentialing Program

Assessment Services

- CareerScope - Interest and Aptitude
- Career Learning Works - Employability and work skill evaluation

Assistance Services

- **PassKey** Prescriptive individualized learning system to improve TABE score results
- **Career Learning Works** Individualized employment seeking and work maturity skills training program
- **Employ Florida Marketplace Workshop** Learn to navigate Employflorida.com (*Wednesday's from 1:30pm-3:00pm*)
- **Basic Computer Skills Workshops** Learn the basic skills to operating a computer, and its software (*Friday's from 1:30pm-3:00pm*)
- **Typing Tutorials** Develop typing and keypad skills
- **Computer Exploration** Variety of computer "How To" tutorials that teach computer use basics to Microsoft Word, Excel, Access, and PowerPoint
- **WIN WorkKeys** Courseware to prepare for Ready to Work testing, or improve Ready to Work test scores

To access Learning and Assessment Center services follow the steps below:

1. Ask your program's Career Specialist which assessments or Assistance Program Services apply to your program.
2. Schedule an appointment through your Counselor for the Learning and Assessment Center.
3. Attend scheduled appointment in the Learning Assessment Center.
4. Meet with a Testing Services Advisor for any test results.
5. Attend a scheduled follow-up appointment with program Career Specialist to review testing results.

Contact any Learning and Assessment Center representative below for more information

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