



West Virginia DEPARTMENT OF  
**EDUCATION**

# NOCTI

State Customized  
Credential Blueprint



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## **Simulated Workplace**

Code: 8995 / Version: 01  
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## General Assessment Information

### Blueprint Contents

General Assessment Information  
Written Assessment Information

Specific Competencies Covered in the Test  
Sample Written Items

**Test Type:** The Simulated Workplace assessment was developed based standards used in the State of West Virginia and contains a knowledge-based component. This assessment is meant to measure technical skills at the occupational level and includes items which gauge factual and theoretical knowledge.

**Revision Team:** The assessment content is based on input from West Virginia educators who teach in career and technical education programs.



32.0111 Workforce  
Development and Training



Career Cluster -  
Employability Skills

## Written Assessment

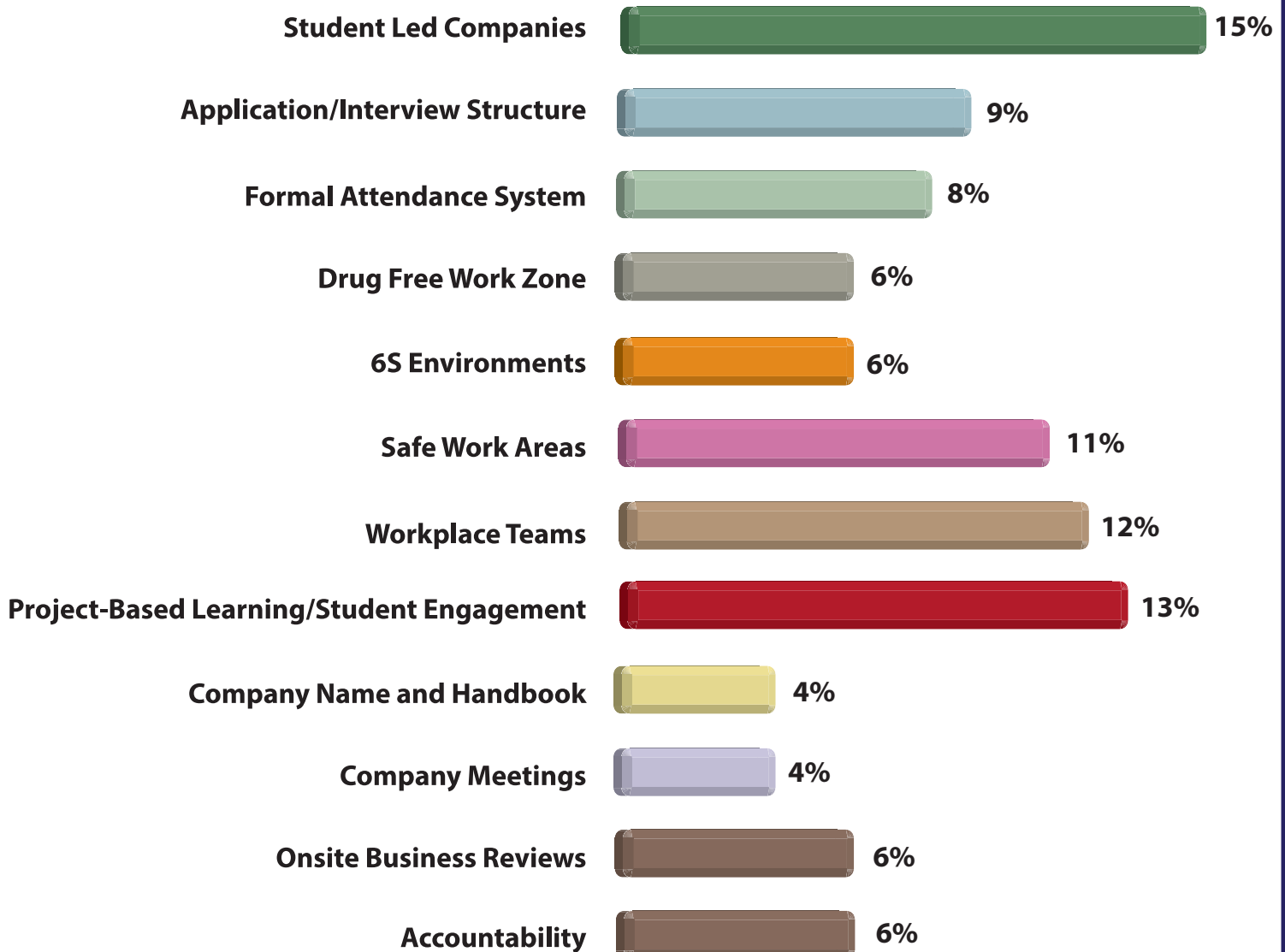
This written assessment consists of questions to measure an individual's factual theoretical knowledge.

**Administration Time:** 2 hours

**Number of Questions:** 100

**Number of Sessions:** This assessment may be administered in one, two, or three sessions.

### Areas Covered



## Specific Standards and Competencies Included in this Assessment

### **Student Led Companies**

- Use social media appropriately and effectively, in personal and professional situations
- Exhibit flexibility and adaptability
- Demonstrate leadership skills
- Recognize others for their contributions
- Demonstrate group process techniques
- Organize work

### **Application/Interview Structure**

- Exhibit professional practices
- Apply for employment
- Demonstrate employability skills needed to keep a job
- Demonstrate personal qualities appropriate to the work environment

### **Formal Attendance System**

- Exhibit responsibility
- Explain the importance of satisfactory attendance to the overall operation of the business
- Call in to notify the supervisor of unanticipated absences

### **Drug Free Work Zone**

- Identify healthy practices and behaviors that will maintain or improve the health of self
- Ensure healthful working conditions
- Identify why drug free work zones are needed to be a productive/safe company

### **6S Environment**

- Apply previous learning to situations where problems must be solved or decisions made quickly
- Exhibit interest in making the organization more effective and productive
- Identify why 6S is important to be an efficient and effective company

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### **Safe Work Areas**

- Explain the necessity and benefits/disadvantages of organizational change
- Identify ways to reduce or prevent injuries and illness
- Identify efficient, effective, and ethical uses of technology in the workplace
- Ensure safe working conditions
- Demonstrate safe use of tools and equipment
- Practice environmental conservation and safety

### **Workplace Teams**

- Participate in group or team discussions
- Cooperate in a pleasant and polite manner with clients, coworkers, and supervisors
- Explain the importance of teamwork to the overall operation of the business
- Perform work tasks in a team
- Look for ways to help others
- Take directions willingly

### **Project-Based Learning/Student Engagement**

- Perform math operations using whole numbers, fractions, and percentages
- Gather information
- Provide clear documentation of assignments, goals, and timelines
- Define the problem
- Analyze the problem and identify the solution
- Make recommendations

### **Company Name and Handbook**

- Identify the company's mission and the individual employee's contribution to that mission
- Interpret organizational policies and procedures
- Apply management techniques

### **Company Meetings**

- Engage in conversations with coworkers, supervisors, and clients
- Attend team meetings, focus on the topic/purpose, offer facts and ideas, and help others

### **Onsite Business Reviews**

- Interpret and comprehend technical and general interest in written material
- Identify how the company functions within the broad world of business, industry, and service
- Identify ways in which the individual employee represents the organization
- Apply industry quality standards and practices

### **Accountability**

- Identify aspects of owning or starting up a small business
- Share information using a range of appropriate communications technologies
- Explain the importance of using data to improve company productivity



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## Sample Questions

**An effective manager engages in which of the following?**

- A. reprimanding an employee publicly
- B. praising an employee in front of the team
- C. ignoring an employee at a meeting
- D. discussing a person's private affairs during the meeting

**Why do workers fill out a W-4 form when they get a new job?**

- A. to calculate an hourly wage
- B. to calculate net pay
- C. to determine federal withholding taxes
- D. to determine state payroll taxes

**For changes in an organization to be effective, there must be**

- A. a directive from administration
- B. an amendment to the mission statement
- C. support from all levels of the organization
- D. a formal change in organizational methodology

**A person that assists an employee by offering networking and coaching is called**

- A. a mentor
- B. a coworker
- C. an employee
- D. a teammate

**When conducting Internet research on a topic, it is most important to consider the**

- A. number of sites listed
- B. source of the information
- C. number of hits the page receives
- D. site creation date