



Polk Works' mission is to be an innovative leader to ensure and sustain a quality workforce for today and in the future

**Lakeland One Stop**  
309 N. Ingraham  
Lakeland, FL 33801  
(863) 508-1100 TTY: 711

**Winter Haven One Stop**  
500 E. Lake Howard  
Winter Haven, FL 33881  
(863) 508-1100 TTY: 711

## Learning and Assessment Center Polk State College

The Learning and Assessment Center offers a wide variety of services to customers at the Polk Works One-Stop 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

**TABE** Test of Adult Basic Education  
**Typing Test**  
**Data Entry and 10 Key**  
**MS Office Skills Test** - Word, Excel, Access, and PowerPoint  
**Ready to Work** - Job Skill Credentialing Program

### Assessment Services

**CareerScope** - Interest and Aptitude Assessment  
**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  
**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 the PSC 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*

#### Lakeland

(863) 508-1100 Ext: 3111  
Lac\_Lake@polkworks.org

#### Winter Haven

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