

My Vocational Profile

Supporting your pathway to employment

This profile is to try and match you to a suitable career when the time arrives for you to leave education. Information from this document can help you take steps towards gaining employment and achieving independence.

Sections of this profile can be shared with employers to help them to understand you and how to support you in the workplace.

Name of Student:

Name of Setting:

Date profile started:

Version:

Date profile updated:



Vocational Profile

- an introduction

A vocational profile is a tool that can be used to help us get to know you.

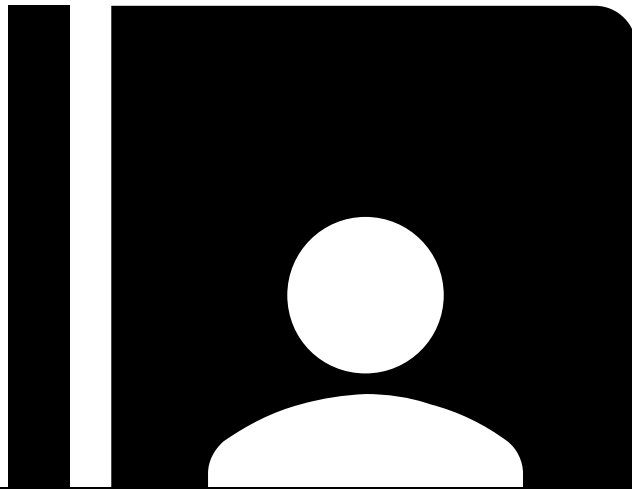
It will support you with your ideas about life after school and thinking about the world of work.

The vocational profile is broken into six sessions to help:

1. About me
2. What can I do
3. What jobs I would like to do?
4. My experiences of the workplace
5. Support I will need at work
6. My future

The profile does not to be finished all at once. It can be completed one section at a time. When new ideas and skills develop, the profile can be updated over time.





Section 1

About Me

This section will tell us interesting information about yourself and what is important to you.

Section 1

My Student Profile

Date of Birth:

Age:

Choose an item.

Where I live:

Who I live with?

My medical needs:

Emergency
contact:

I communicate:

Other information
about how I
communicate:

e.g., I prefer to speak quietly / I have a stutter etc.

Who helps you to
make decisions?

Additional
information:

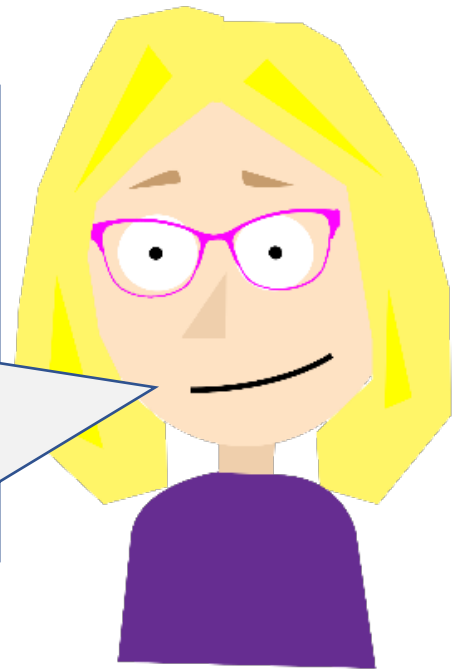
Section 1

Interesting stuff!

This section can help people that you are working with to get to know you better. It is important to have positive relationships in the workplace and this information can be used to help conversations with new people.

Likes and Dislikes	
My likes:	
My dislikes:	
People that I admire or inspire me:	
Things I do in my spare time:	
Favourites	
Place to visit:	
Music to listen to:	
Films/TV programmes to watch:	
Food:	
Things that make me laugh:	
Wish list	
If I could change one thing in the world it would be:	
Three possessions I would take if I were stranded on a desert island:	1.
	2.
	3.
Place I would visit:	

It is important to recognize what your skills and qualities are and, the types of things that you can do by yourself.



Section 2

What can I do?

This section focuses on what you can do rather than what you cannot.

The aim of capturing this information is to make you aware of the skills and qualities you have and what you would like to get better at.

Section 2

My Qualities

Recognising and understanding your qualities is important to identify which types of work you might be best suited to. Personal qualities are the characteristics or personality traits of an individual. What would others say about you? (Please select from the dropdown boxes)

My Family/Carer:	
	Other - add here
My Friends:	
	Other - add here
Professionals I know (E.g., Teacher):	
	Other - add here
Have you gained any qualifications? What other achievements or awards have you gained at school/college (please list below)?	

Section 2

Softer Skills

Our softer skills are developed through everyday activities. These types of skills can all be used in the workplace. Rate yourself for each softer skill in the section below so that you can understand what you are good at and what you can improve.

Softer Skills rating (E.g., 1 is not very confident at all/5 is very confident)

I can get on well with others	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
I can work as part of a team	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
I can work problems out	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
I am confident in my own ability	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
I can communicate my thoughts and ideas to others	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
I can get on with tasks without being reminded	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
I can work out which jobs need to be done first	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
I can act responsibly and behave appropriately	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
I can communicate using a phone	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

I can use the following software/apps (please select)






Outlook	<input type="checkbox"/>	Word	<input type="checkbox"/>	Excel	<input type="checkbox"/>	PowerPoint	<input type="checkbox"/>	Maps	<input type="checkbox"/>
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Other (please specify)	
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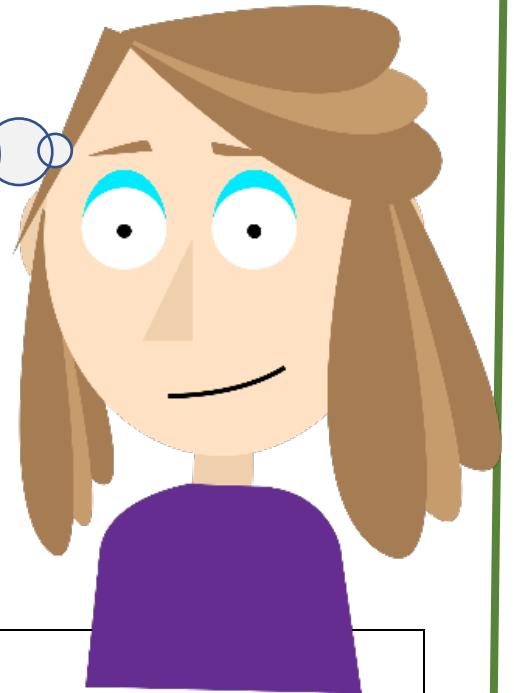
Section 2

My independence

Developing your independence can make you feel good and develop your confidence. What can you do independently?

	Travel		
How I get around (please select one or more)		I can cross the road with confidence	
I can read a transport timetable		I have a bus pass	<input type="checkbox"/> Yes <input type="checkbox"/> No
I can travel independently to a place of work	<input type="checkbox"/> Yes <input type="checkbox"/> No	Independent Travel Training to take place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Money Management		
I have a bank account			
I can pay for items with my bank card			
I can pay for items with money and get the right change			
	Self-Organisation		
I can plan for my day ahead			
I can remember things that I need to take with me			
	Staying Safe		
I can stay safe out in the community			
I can stay safe online			
	Time		
I am confident telling the time using a digital or analogue clock/watch			
I can arrive on time for things that I need to attend			

What have I
learnt from my
experiences of
the workplace?



Section 3

My experiences of the workplace

This section should be used to record all of the experiences that you have had from the world of work. These experiences can help you to think about jobs that you might want to find more about.

Section 3

Employer Encounters

Opportunities to learn about the world of work are important. They can make you aware of the types of jobs and industry that are out there. Please use the sections below to record which employers you have met and what you learnt from them.

Employers that I have met (at school/college or out on visits):

1.	
2.	
3.	
4.	
5.	

What I have learnt from these experiences that I did not know before:

1.	
2.	
3.	
4.	
5.	

Work Experience

It is important when you begin your journey towards employment or volunteering that you record the types of jobs you have done and the skills you have developed. This information will be useful when the time comes to find a job so you can tell an employer about what you have achieved.

Responsibilities and jobs I have at school and at home:

Placements that I have tried out (career exploration):

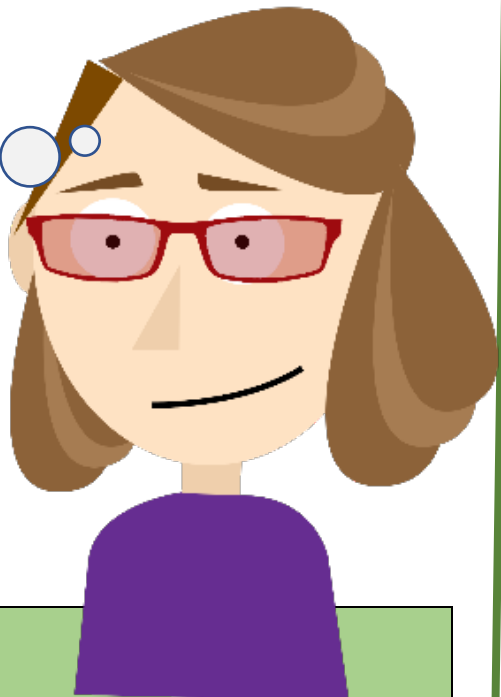
1.	
2.	

Placements where I have developed skills over a longer period (careers development):

1.	
2.	

Placements that I want to do as a career in Post 16 (career management):

1.	
2.	



I would like to
have a go at.....

Section 4

What jobs would I like to do

This section is essential to identify areas of work and industry you might be interested in.


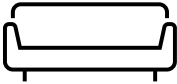
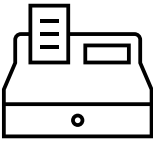




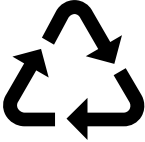



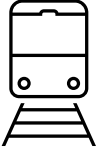






Consider what types of work might be better suited to you.

This information will also help people supporting you to find work experience in line with your ideas.

Section 4

Work interests

It is important to understand what types of industry and jobs you might be interested in as you grow older. Use the check boxes to highlight your interests. It is OK to change your mind on these ideas over time!

					
Admin/IT	Manufacturing	Retail	Logistics	Hospitality /Food	Creative Arts
					
Cleaning	Environmental	Construction	Horticulture	Animal Care	Transport
					
Education	Leisure & Entertainment	Sports & Fitness	Hair & Beauty	Health & Social Care	Public Services
Other areas of work that interest me (but not on this list) are:					
My top three industry areas to explore:		1.			
		2.			
		3.			

Section 4

Workplace preferences

It is important to find the right type of job for you. Choose from the options below to help find what type of work you might be better suited to.

Motivations to find work

Have my own money Meeting new people Having purpose Feeling valued Learning new tasks Save for my future

Employment types

Employed (have a boss) Self-employed (be your own boss)

Working environment

Outdoors Indoors Relaxed Busy Quiet environment Noisy environment

Types of work

Physical work Practical skills Using numbers Desk based People skills Using words

Types of working

Doing the same tasks all the time Doing different things every day Working creatively

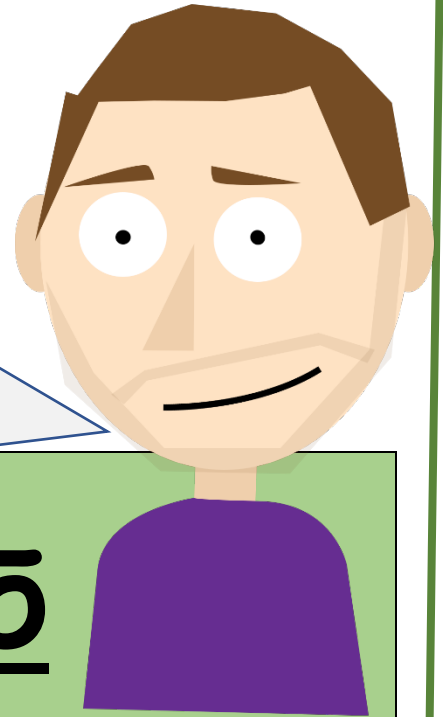
Workplace interaction

Customer facing Working behind the scenes

Working hours

Working full time Working from 9am to 5pm Working part time Shift work (am/pm)

I am looking forwards to my work placement starting. These are the types of things that will support me....



Section 5

What support do I need at work?

This section looks at what support you might need at work. It also looks at what you can do to make the best impression when you go out on work experience.

Section 5

Settling in at work

Feeling comfortable is important to everybody when starting a new job. Have a think about challenges that you might face and how people can help you in the workplace.

Physical (accessing equipment/ environment/ facilities)	How I can be supported
Social (communicating and interacting with others)	How I can be supported
Well-being (ensuring that I am in a good place)	How I can be supported
Any additional information relating to barriers in the workplace that have not been identified in the sections above:	

Section 5

Best of me

It is important to understand how you learn, how you follow direction and how you receive information so that you can perform to the best of your ability.

Doing tasks (choose all that apply)

You can tell me how to (by verbal instruction)

Show me what I need to do (by demonstration)

Give me pictures that I can look at to help me with how to do the task (pictorial)

Let me have a go by myself and learn by experience (practical)

Give me lots of detail

Following instructions (choose all that apply)

Give me short, clear instructions

Give me written instructions (provide a checklist)

Do not give me too many instructions at once

Processing information (choose all that apply)

Give me time to understand what has been asked of me








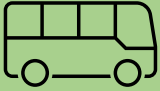

Check that I understand what I need to do (as I may not be confident enough to ask for help)

Check in with me regularly until I am confident in what I am doing

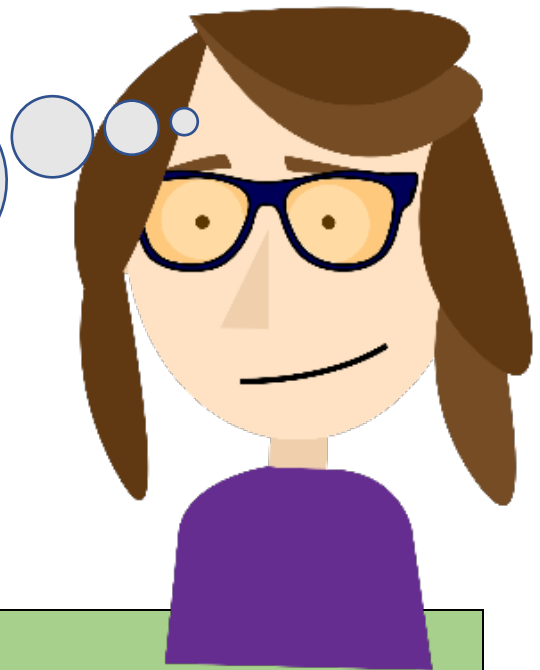
Section 5

Being ready for work

On a typical day at work, it is important that you have a routine so that you can be at your best when you arrive. The section below can help you to identify the types of things you may need to develop to be ready for work.

	My workday routine	Can you do this independently?
	I know what items I need to prepare for work the night before	
	I understand that I need to have a good night's sleep before work	
	I can get myself up on time in the morning	
	I can look presentable for work	
	I have the right clothing and footwear for work	
	The clothing that I wear for work is clean	
	I can organise my lunchtime pack up (food and drink) for my day at work	
	I know which method of transport I need to take to travel to work	
	I can arrive on time for work	

What should I
do after I leave
education?



Section 6

My future

This section is about thinking ahead and exploring the possibilities around what options are available to you upon finishing life in education.

Section 6 Life after education

Time spent in education is just a small part of your life. Having gone through the profile, what are your thoughts about the future?

Do you want to get a job after school?		What is the type of job that you are interested in pursuing?	
Are you aware of the work-related programmes to help you get find work? (e.g., a Supported Internship/traineeship or an apprenticeship)			
My current literacy level		My next target literacy level	
My current numeracy level		My next target numeracy level	
Thinking about your next career steps, do you need any further qualifications to succeed?			
If yes, what types of courses will help you get there? (please state)		Academic Level:	

Section 6

Work Aspirations

Aspirations are what we hope for the future. We should have aspirations to help us get to where we want to go in life.

My aspirations:

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My family/carers' aspirations for me:

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My school/college's aspirations for me:

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What I need to prepare me for employment as I grow older:

Next steps:	How will I achieve this?

Date:

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