



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 need 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:

Where I live:

Who I live with

My medical needs
(including
medication):

Emergency contact
details (home)

Emergency contact
details (school)

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?

Student pen
picture:

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 have conversations with new people.

| Likes and Dislikes | |
|---|----|
| My likes: | |
| My dislikes: | |
| People that I admire: | |
| Hobbies: | |
| Favourites | |
| Places to visit: | |
| Music to listen to: | |
| Films/TV to watch: | |
| Food: | |
| Makes me happy: | |
| Wish list | |
| If I could change one thing in the world it would be: | |
| Possessions I would take on a desert island: | 1. |
| | 2. |
| | 3. |
| Place I would visit: | |
| Celebrity I would like to meet: | |



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:

| | |
|--|--------|
| | |
| | |
| | Others |

My Friends:

| | |
|--|--------|
| | |
| | |
| | Others |

Professionals I know (E.g., Teacher):

| | |
|--|--------|
| | |
| | |
| | Others |

Are there any qualifications, achievements or awards that have you gained inside or outside of education?

| |
|--|
| |
|--|

Section 2

Softer Skills

These types of skills can all be used in the workplace. Rate yourself for each softer skill in the section below. This will help you understand what you are good at and what you can improve. Please provide any examples when you have demonstrated this.

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

I can get on well with others

1 2 3 4 5

I can work as part of a team

1 2 3 4 5

I can work problems out

1 2 3 4 5

I can communicate my thoughts and ideas

1 2 3 4 5

I can get on with tasks without being reminded

1 2 3 4 5

I can prioritise which jobs need to be done first

1 2 3 4 5

I can act responsibly and behave appropriately

1 2 3 4 5





I can stay positive when things do not go to plan

1 2 3 4 5

Section 2

My independence

Developing your independence can make you feel good and develop your confidence. Using the drop-down boxes, select the answers which best describe your current levels of independence.

| | | |
|---|---|--|
|  | Travel | |
| I get around by | Car <input type="checkbox"/> Bus <input type="checkbox"/> Walk <input type="checkbox"/> Train <input type="checkbox"/> Cycle <input type="checkbox"/> Taxi <input type="checkbox"/> | |
| I can read a transport timetable | | I have a bus pass <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Travel Training to take place? | <input type="checkbox"/> Yes <input type="checkbox"/> No | I can cross the road confidently |
|  | Money Management | |
| I have a bank account | | |
| I can pay for items with my bank card | | |
| I can pay 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 | | |
| I can remember appointments that I need to attend | | |
|  | Staying Safe | |
| I can stay safe out in the community | | |
| I can stay safe online | | |



Time Management

I am confident at managing my time

I am confident telling the time using a digital or analogue clock/watch



Digital Skills

I am confident using IT equipment (E.g., laptop)

I can use the internet confidently

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

Email

Word

Excel

Power Point

Maps

Other (please specify)



Budgeting & Shopping

I can plan my meals for the week ahead

I can buy shopping within a set weekly amount



Reading, writing and numeracy skills

I am a confident reader

I am confident with writing

I can carry out basic number skills



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):

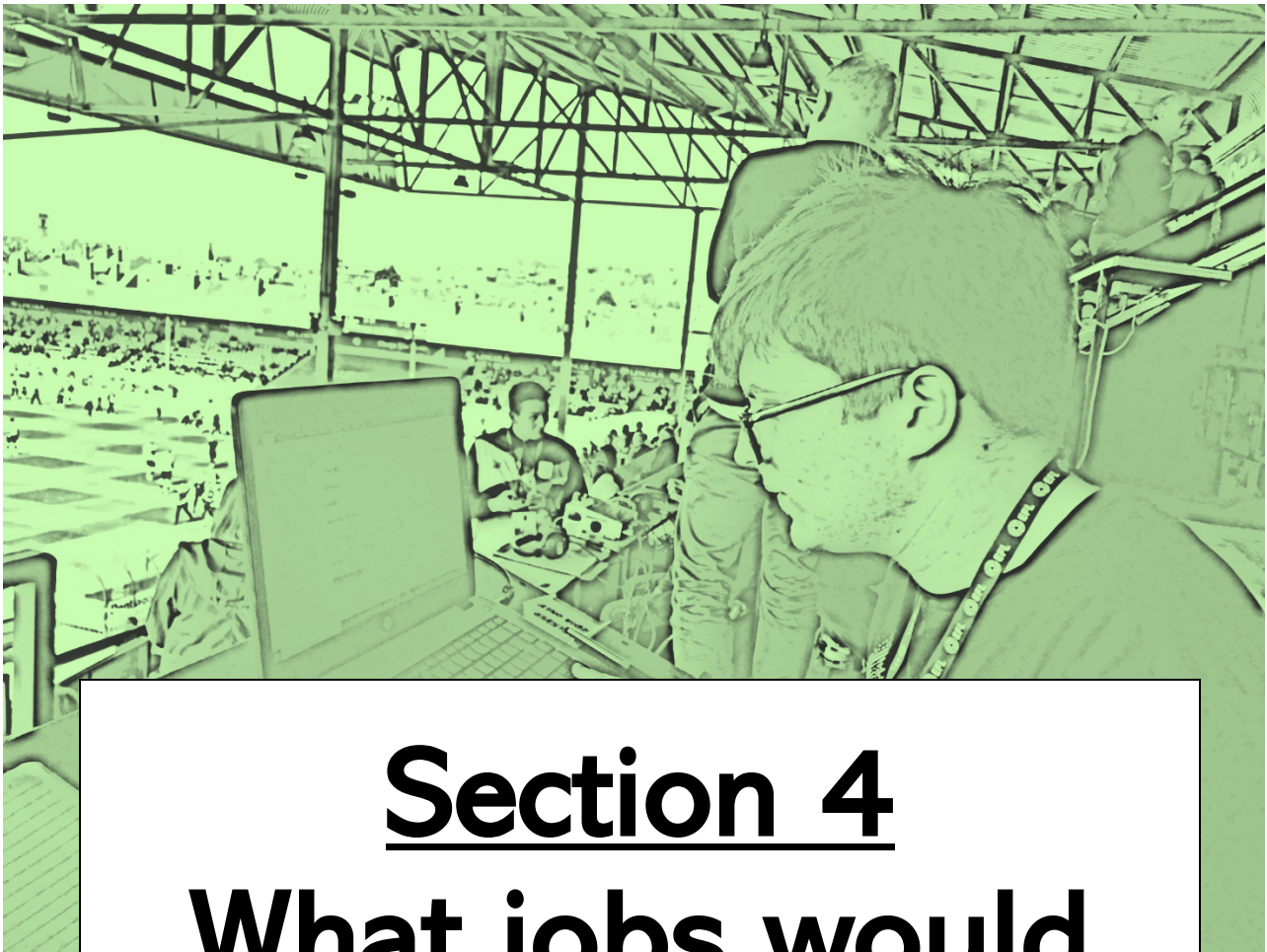
| | |
|----|--|
| 1. | |
| 2. | |

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. | |



Section 4


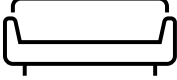
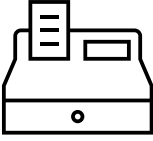
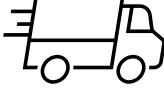



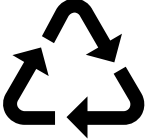



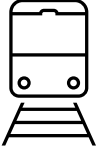






What jobs would I like to do

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 box to highlight your work interests ☒ or non-work 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) |



Section 5

What support do I need in the workplace?

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 **Getting the best from me**








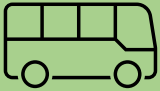

It is important to understand how you learn, how you follow direction and how you receive information so that you can perform to the best of your ability.

| | |
|--|--|
| 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 4

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 | |



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 types of job are you interested in? | | |
| | | | |
| Are you aware of the work-related programmes to help you 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)? | | | |
| Additional Information that might support my transition into employment | | | |

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:

| |
|--|
| |
|--|

My family/carers' aspirations for me:

| |
|--|
| |
|--|

My school/college's aspirations for me:

| |
|--|
| |
|--|

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

Next steps:

How will I achieve this?

| | |
|--|--|
| | |
| | |
| | |

Date:

| |
|--|
| |
|--|

My Vocational Profile – Employer information

Supporting your pathway to employment

This profile is to be shared with an employer before undertaking work experience, volunteering or paid employment. The information within this profile will support with settling me into a work place and help me take steps to building further skills to achieve independence in the workplace.

This information should 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:

My Profile v1

Section 1

My Student Profile

Date of Birth:

Age:

Where I live:

Who I live with

My medical needs
(including
medication):

Emergency contact
details (home)

Emergency contact
details (school)

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?

Student pen
picture:

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 have conversations with new people.

| Likes and Dislikes | |
|---|----|
| My likes: | |
| My dislikes: | |
| People that I admire: | |
| Hobbies: | |
| Favourites | |
| Places to visit: | |
| Music to listen to: | |
| Films/TV to watch: | |
| Food: | |
| Makes me happy: | |
| Wish list | |
| If I could change one thing in the world it would be: | |
| Possessions I would take on a desert island: | 1. |
| | 2. |
| | 3. |
| Place I would visit: | |
| Celebrity I would like to meet: | |

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:

| | |
|--|--------|
| | |
| | |
| | Others |

My Friends:

| | |
|--|--------|
| | |
| | |
| | Others |

Professionals I know (E.g., Teacher):

| | |
|--|--------|
| | |
| | |
| | Others |

Are there any qualifications, achievements or awards that have you gained inside or outside of education?

| |
|--|
| |
|--|

Section 2

Softer Skills

These types of skills can all be used in the workplace. Rate yourself for each softer skill in the section below. This will help you understand what you are good at and what you can improve. Please provide any examples when you have demonstrated this.

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

I can get on well with others

1 2 3 4 5

I can work as part of a team

1 2 3 4 5

I can work problems out

1 2 3 4 5

I can communicate my thoughts and ideas

1 2 3 4 5

I can get on with tasks without being reminded

1 2 3 4 5

I can prioritise which jobs need to be done first

1 2 3 4 5

I can act responsibly and behave appropriately

1 2 3 4 5

I can stay positive when things do not go to plan

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. | |

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 **Getting the best from 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 | |