

# 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:

# Introduction

A Vocational Profile is a tool that can be used to help others get to know you best.

It will support you with your ideas about the world of work.

The vocational profile is broken into six sections 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. In work support
6. My future
7. Reviewing my progress



The profile does not have 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 any allergies/medication			
Emergency contact details home			
Emergency contact details School			
I communicate:			
Other information about how I communicate:	Example, I struggle to pronounce certain words		
Who helps you to make decisions?			
Student pen picture:			

# Interesting stuff

This section helps professionals that work with you to learn more about you. Building good relationships is important, and this information can help start conversations with new people.

## **Hobbies & interests**

## **Likes and Dislikes**

My likes:	
My dislikes:	
People that I admire:	

## **Favourites**

Place to visit:	
Music:	
Films/TV:	
Food:	
What makes me happy:	

Section 1

# Wish List!

As a bit of fun, complete this wish list to share with the people you are working with so they can get to know you better.

**Place(s) I would like to visit in the world:**

**Famous person(s) I would most like to meet**

**If you could choose one superpower for the day, what would it be?**

**If you could change one thing in the world, what would it be?**

**Imagine that you are stranded on a desert island. What three things would you wish to take with you?**

Item	Reason why
1.	
2.	
3.	

Section 1

# My Weekly Routine

What does your week currently look like? Fill in what you do each day.

	<b>Morning</b>	<b>Afternoon</b>	<b>Evening</b>
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
<b>Saturday</b>			
<b>Sunday</b>			



## 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: Example, 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 <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 can communicate my thoughts and ideas	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 prioritise 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 stay positive when things do not go to plan	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
---	--

## Section 2

# Practical Skills

These types of skills can all be used in the workplace. Rate yourself for each practical skill in the section below so that you can understand what you are good at and what you can improve on. Please tell us how you have demonstrated these skills in the areas below.

Practical skills rating (Example., 1 is not very confident at all - 5 is very confident)

Following routines well

1  2  3  4  5

Working with hands

1  2  3  4  5

Using tools and equipment safely

1  2  3  4  5

Sorting and organising

1  2  3  4  5

Money handling

1  2  3  4  5

Time keeping

1  2  3  4  5

Being reliable

1  2  3  4  5

Section 2

# My Learning

This section helps us understand what you enjoy learning about and details your qualifications and grades.

**My favourite things to learn about are:**

**I would like to learn more about....**

**My qualifications**

<b>Setting</b>	<b>Dates attended</b>	<b>Qualification and Level</b>

**Are there any other achievements that you are proud of?**

Section 2

# My Learning

This section helps us understand what you enjoy learning about and details your qualifications and grades.

**My favourite things to learn about are:**

**I would like to learn more about....**

**My qualifications**

<b>Setting</b>	<b>Dates attended</b>	<b>Qualification and Level</b>

**Are there any other achievements that you are proud of?**

# My independence

Developing your independence can make you feel good and develop your confidence. Using the dropdown 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 (Example, laptop)									
I can use the internet confidently									
I can use the following software/apps please select									
Email	<input type="checkbox"/>	Word	<input type="checkbox"/>	Excel	<input type="checkbox"/>	Power Point	<input type="checkbox"/>	Maps	<input type="checkbox"/>
Other please specify									
	Budgeting and 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.

# Employer Encounters

Learning about work helps you explore different jobs and industries. Use the sections below to record the employers you've met and what you learned.

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

<b>Employer name</b>	<b>Industry</b>	<b>Date of encounter</b>

## **What did you learn from the experience**

<b>Employer name</b>	<b>Industry</b>	<b>Date of encounter</b>

## **What did you learn from the experience**

<b>Employer name</b>	<b>Industry</b>	<b>Date of encounter</b>

## **What did you learn from the experience**

# Employer Encounters

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

<b>Employer name</b>	<b>Industry</b>	<b>Date of encounter</b>

**What did you learn from the experience**

<b>Employer name</b>	<b>Industry</b>	<b>Date of encounter</b>

**What did you learn from the experience**

<b>Employer name</b>	<b>Industry</b>	<b>Date of encounter</b>

**What did you learn from the experience**

<b>Employer name</b>	<b>Industry</b>	<b>Date of encounter</b>

**What did you learn from the experience**

# 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 3

# Work History

Use this section to record your work experience, volunteering, or jobs.

Employer	Dates	Role and tasks	Paid	Job Rating

**Are there any work achievements that you are proud of?**



## **Section 4**

# **What jobs 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. Use the check box  to highlight your thoughts

Admin/IT	Manufacturing	Retail	Delivery	Catering	Creative
Cleaning	Construction	Warehouse	Landscaping	Animals	Transport
Education	Leisure & Entertainment	Sport & Fitness	Hair & Beauty	Health & Social Care	Agriculture & Farming

**Other areas of work that interest me (but not on this list) are:**

My top 3 industries to explore are:	Qualifications or training needed?	Where can I study to do this qualification?

## 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 4

# Work Environment

Your work environment should suit you. Since you spend a lot of time at work, feeling comfortable and enjoying it is important for job success.

	<b>Suitable</b> Please tick	<b>Notes</b>
<b>Indoors</b>		
<b>Outdoors</b>		
<b>In one place</b>		
<b>Repetitive tasks</b>		
<b>In a busy workplace</b>		
<b>Working with others</b>		
<b>Public facing</b>		
<b>Largely unsupervised</b>		
<b>Using equipment</b>		
<b>Any other considerations</b>		

# Looking for work

Knowing the support you need for job searching helps create the right assistance for you.

## **Where to find employment/volunteering opportunities**

I am aware of places where I can look for work

I am confident using technology to visit employment websites.

I can speak to my network to find out about vacancies they might be aware of.

I am confident to call employers to talk about vacancies

## **Applying for opportunities/volunteering opportunities**

I am confident to put a CV and covering letter together

I can use the job description to cross reference my skills and experiences using examples.

I can complete job applications independently

# Job interviews

Job interviews are important because they help show skills and strengths to employers. Experience taken from a job interview is really important to help you develop your skills in selling yourself to an employer.

## My job interview experience

I have had experience of attending a job interview before

## Rate how you think you performed at a job interview

Not very well  It went ok  It went well  It was great

## What went well at your interview?

## What could you do to improve for next time?

I would find it helpful to have a practice interview  Yes  No

## Reasonable adjustments

If an employer knows about your needs before an interview, they can make reasonable adjustments to help. This will help you feel comfortable and are able to show your best skills. These could include:

Providing extra time for written tasks or answering questions.

Holding the interview in a quiet room to reduce distractions.

Allowing you to bring a support person if needed.

Giving questions in advance so you have time to prepare.

Help with communication, like written prompts or visual aids.

## Please tell us about any other support you might need for an interview?

# Job interviews

Preparing for a job interview is very important to give you the best chance of success. Please use this checklist as part of your preparation

## Preparation

I have researched the company that I am interviewing for

I understand the role that I have applied for

I have asked the employer to make reasonable adjustments

I understand the importance of making a good impression

I have smart clothing that I can wear for a job interview

I know where the interview will take place

I know how to get to the venue

I know who to ask for when I arrive

I understand that I need to act professionally at an interview

I am confident in answering questions

I have prepared questions to ask about the job

## Question 1

## Question 2

## Question 3



## **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.

# 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

Learn by practical experience

Give me lots of detail

Following instructions choose all that apply

Give me short, clear instructions

Do not give me too many instructions at once

Give me written instructions provide a checklist

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

# In work support

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 health: equipment/environment/medical needs**

### **Challenges:**

### **How I can be supported best:**

## **Social: communicating and interacting with others**

### **Challenges:**

### **How I can be supported best:**

# In work support

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.

## **Well being ensuring that I am in a good place**

### **Challenges:**

### **How I can be supported best:**

## **Any additional information relating to barriers in the workplace that have not been identified in the sections above:**

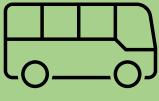
### **Challenges:**

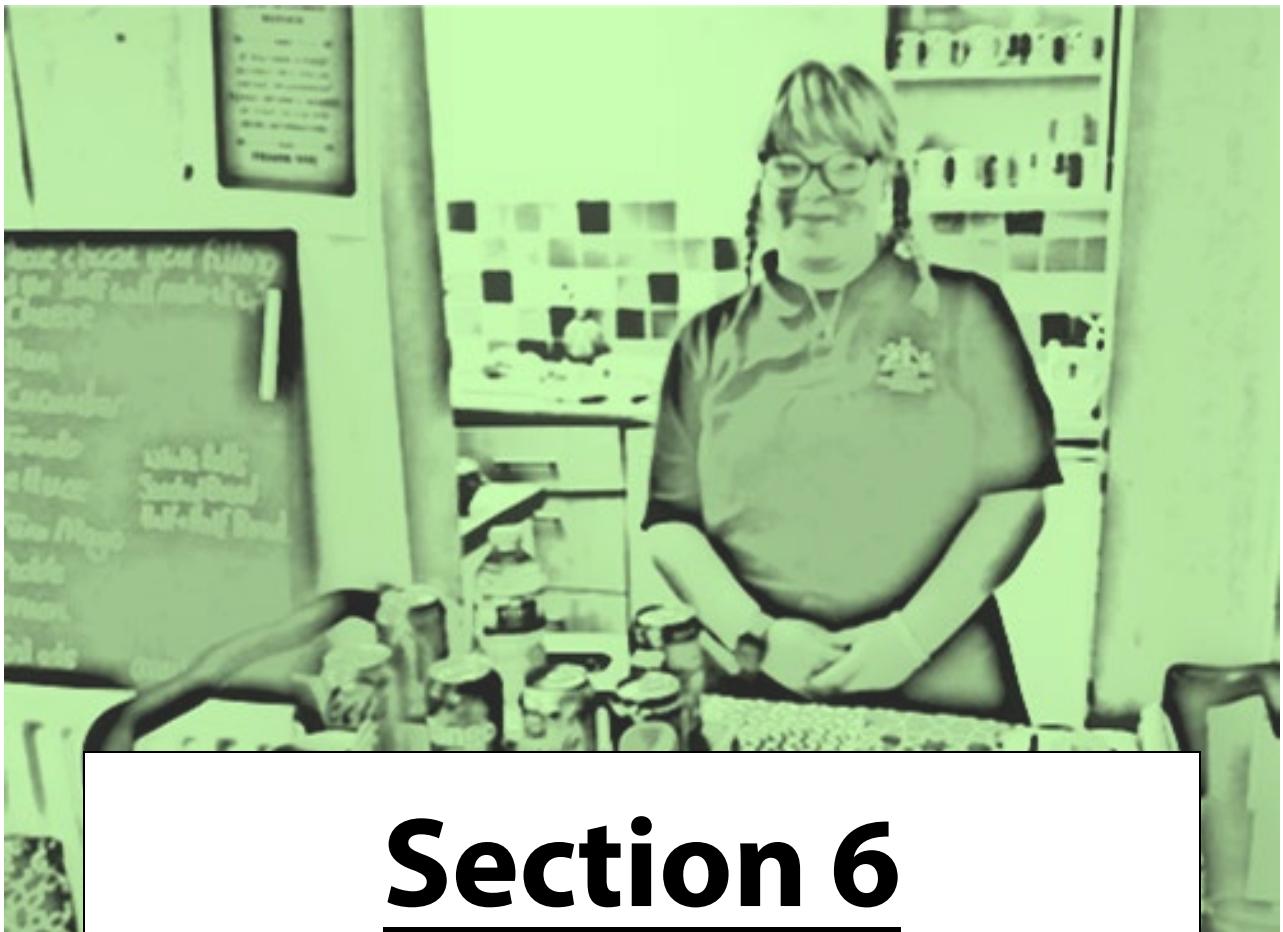
### **How I can be supported best:**

## 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	



## **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.

# Planning Transition

Before finishing secondary school, it's a good idea to think about your skills, strengths, and interests to help decide what to do next. Some courses may have entry requirements based on your current academic level. It's important to know your level so you can choose the right course.

<b>Current literacy level</b>		<b>Target literacy level</b>	
<b>Current numeracy level</b>		<b>Target numeracy level</b>	

Do you know about programs that help you find work? While in college, there are two job training programs where you can learn while working.

## Course I want to take in Post-16 education

Features	Supported Internship	Apprenticeship
<b>Who it is for?</b>	Young people (16-24) with EHC plan	Anyone (16+) who wants to learn a job while working.
<b>Support Level</b>	High support – includes a job coach to help.	Some support, but you work more independently.
<b>Pay</b>	Usually unpaid, but may cover expenses.	Paid a salary while you learn and work.
<b>Length</b>	Around 6 months to 1 year.	Usually 1-4 years, depending on the level.
<b>Goal</b>	To help you learn skills for a paid job.	To train and get a qualification for a job.
<b>Where it happens?</b>	Mostly at a workplace with some classroom learning.	Mix of work and studying (college or training provider).

A **supported internship** is good if you need extra time to learn work skills. An **apprenticeship** is for when you're ready to work and learn with some help. If you finish a supported internship, you might be able to move to an apprenticeship if you meet the requirements.

EHC learners don't need to take GCSE Maths and English but must have Entry Level 3 qualifications.

The **Access to Work** scheme can help with things like job coaching, equipment, and travel, depending on what you need.

## 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:	

# Information and Consent

## The information gathered in my vocational profile has been collected through the following sources:

Referrer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Person centred planning	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Support Network	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Observations from Job Coach	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other sources (please detail below):		

## Consent

I hereby give my permission to share information contained within this form to other service providers and potential employers in connection with my career and in order to support my needs. I understand that organisations may hold information gathered about me from the various agencies and as such my rights under the Data Protection Act will not be affected. You can find out more about how we use your information and view our privacy notice at: [www.lincolnshire.gov.uk/privacy](http://www.lincolnshire.gov.uk/privacy)

Name	
Date	
Signature	



## Section 7

# Reviewing my progress

This section looks at the progress that you are making in your journey towards employment. This section identifies targets to aim for as part of your development and also what support you will need to achieve these.

# 1st Review (Autumn Term 1)

Targets from action plan		Action required	Met
1.			
2.			
3.			
4.			
Next targets		Action required	
1.			
2.			
3.			
4.			
Learner signed		Staff signed	Date:

## 2<sup>nd</sup> Review (Autumn Term 2)

Targets from action plan		Action required		Met
1.				
2.				
3.				
4.				
Next targets		Action required		
1.				
2.				
3.				
4.				
Learner signed		Staff signed		Date:

## 3<sup>rd</sup> Review (Spring Term 1)

Targets from action plan		Action required	Met
1.			
2.			
3.			
4.			
Next targets		Action required	
1.			
2.			
3.			
4.			
Learner signed		Staff signed	Date:

## 4<sup>th</sup> Review (Spring Term 2)

Targets from action plan		Action required	Met
1.			
2.			
3.			
4.			
Next targets		Action required	
1.			
2.			
3.			
4.			
Learner signed		Staff signed	Date:

## 5<sup>th</sup> Review (Summer Term 1)

Targets from action plan		Action required		Met
1.				
2.				
3.				
4.				
Next targets		Action required		
1.				
2.				
3.				
4.				
Learner signed		Staff signed		Date:

## Final Review (Summer Term 2)

Targets from action plan		Action required		Met
1.				
2.				
3.				
4.				
Next targets		Action required		
1.				
2.				
3.				
4.				
Learner signed		Staff signed		Date:

# Employer Information

## 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:

## Section 1

# Interesting stuff

This section helps professionals that work with you to learn more about you. Building good relationships is important, and this information can help start conversations with new people.

## Hobbies & interests

## Likes and Dislikes

My likes:	
My dislikes:	
People that I admire:	

## Favourites

Place to visit:	
Music:	
Films/TV:	
Food:	
What makes me happy:	

Section 1

# Wish List

**Place(s) I would like to visit in the world:**

**Famous person(s) I would most like to meet**

**If you could choose one superpower for the day, what would it be?**

**If you could change one thing in the world, what would it be?**

**Imagine that you are stranded on a desert island. What three things would you wish to take with you?**

Item	Reason why
1.	
2.	
3.	

## 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, Example, Teacher:

	Others

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

--

## Section 3

# 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 3

# Work History

Use this section to record your work experience, volunteering, or jobs.

Employer	Dates	Role and tasks	Paid	Job Rating

**Are there any work achievements that you are proud of?**

# 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 5

# In work support

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 health: equipment/ environment/medical needs**

### **Challenges:**

### **How I can be supported best:**

## **Social: communicating and interacting with others**

### **Challenges:**

### **How I can be supported best:**

# In work support

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.

**Well-being: ensuring that I am in a good place**

**Challenges:**

**How I can be supported best:**

**Any additional information relating to barriers in the workplace that have not been identified in the sections above:**

**Challenges:**

**How I can be supported best:**