

**SEND**  
EMPLOYMENT  
PROJECT →



# 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.

# Using Your Vocational Profile

A guide for young people with SEND and their  
parents/carers

# What is the Vocational Profile?

The vocational profile is a personal document all about **you** – your **skills, interests, strengths**, and **future goals**. It helps the people who support you (like teachers or job coaches) understand what kind of job, training, or education would suit you best.

This profile changes over time – just like you do! It is meant to **grow with you** as you learn new things and try new experiences.

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## 1. When Do We Start Using It?

- You can begin your profile from **Year 9** (around age 13 or 14).
  - Some schools might start even earlier in **Key Stage 3**.
  - Do not worry though – the profile can be started at any time when thinking about your next steps!
  - It's **not just a one-time task**. You update it every year so it always shows the real you.
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## 2. How Do We Fill It In?

- Do it **bit by bit** – you don't have to finish it all at once.
  - Many young people prefer talking through each part in a **one-to-one** session.
  - Some learners enjoy working on it in a **small group** with friends or classmates.
  - Go at your own pace – take breaks, use pictures, or talk it through however works best for you.
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### 3. Does It Ever Finish?

- **No – it keeps going with you** as you move through school, college, and work.
  - Like a CV, it should be **updated every year**.
  - Updates help track:
    - What you're good at
    - What you've achieved
    - What kind of work you like or want to try
  - It also links to your **Education, Health and Care Plan (EHCP)** if you have one.
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### 4. Where Can We Work on It?

- You don't have to do it in a classroom.
  - You can talk about your profile:
    - In **person-centred planning meetings** with your teachers and family
    - In a **quiet room**, at home, or even while going for a walk
    - During **work experience**, job tasters or visits
  - Talking in different places helps some people feel more relaxed and open.
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### 5. Who Helps You Fill It In?

You don't have to do it alone! Your profile is **built together** with:

- **You**
- Your **teachers** or **job coach**
- Your **family or carers**
- Other adults who support you

It helps to:

- Build **trust** before talking about personal thoughts or worries
- Use things already written in your **Education, Health and Care Plan** (EHCP, or notes from teachers and support staff
- Try different jobs or activities to see what you enjoy – and write down how they go

## 6. How Can It Help You?

Your vocational profile is **only helpful if people use it!**

Teachers, careers staff, and work coaches can use it to:

- Create a short **student summary** to share with employers or colleges
- Match you with the right **work experience** or **courses**

It's a **powerful tool** to help you plan your future.

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## Why It's So Important

- **It's all about you** – your voice matters and helps guide your future.
  - It helps track your **progress** over time.
  - It gets you **ready for work**, training, or further study.
  - It keeps **everyone working together** to support your goals.
  - It can **help you settle** into a new workplace.
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If you keep your vocational profile updated, it becomes your **map to the future** – showing where you've been, what you've learned, and where you want to go next.

# Section 1: About Me

## Introduction

Hey there! Let's start with getting to know *you*. This section is all about the wonderful person you are—your story, what you like, what helps you feel safe, and who you are with as you grow.

## What We'll Cover

- Basic info (Date of Birth, where you live, who you live with)
- Health and safety (medical needs, emergency contacts)
- Communication (how you chat, speak, and express yourself)
- Your favourite stuff: hobbies, food, music, places
- Your big dream list—just for fun!

## Why It Matters

The more we know *who* you are, the better we can support *you*. This helps everyone—teachers, job coaches, employers—understand the real you and not just what's on paper.

## Top Tips

- Don't hold back—tell us *exactly* how you communicate, what you enjoy, and what makes you feel good.
- Dream big in your wish list—it tells a lot about what inspires you!
- Fill in your weekly routine to help others understand what a normal week looks like for *you*.

## Here's Why It's Awesome

By painting a full picture of who you are, you'll help everyone spot what kind of roles, tasks, or support will help you shine. It starts with simply saying *you matter*.

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## Section 2: What Can I Do?

### Introduction

This is your strengths spotlight—what makes you amazing. Let's look at all the things you're already brilliant at and what you'd like to be even better at.

### What We'll Cover

- Your personal traits (Are you reliable? Creative? Caring?)
- Soft skills (teamwork, communication, staying positive)
- Practical skills (timekeeping, money handling, sorting things)
- How you learn best and what qualifications you have
- What you manage independently (travel, digital skills, money)

### Why It Matters

Knowing what lights you up and where you excel helps guide you toward tasks and jobs you'll enjoy—and where you can grow even more.

### Top Tips

- Be honest—tap into feedback from family, friends, teachers.
- Rank your skills from *just okay* (1) to *super confident* (5).
- Share real examples: "I solved a problem in class," "I helped pack groceries."

### Here's Why It's Awesome

This section helps you and your team match the right job to the right person—you. And set up goals that feel meaningful and exciting to you.

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# Section 3: My Experiences of the Workplace

## Introduction

Every visit, every task, every placement—you're learning and growing. Let's celebrate each step of your journey into the world of work.

## What We'll Cover

- Employer Encounters: who you met, what you found interesting
- Work Experience: tasks at school/home and real placements
- Work History: any paid work, volunteering, or long placements
- Proud achievements—you've done good things; let's highlight them!

## Why It Matters

Knowing where you've been helps shape where you want to go next. Every bit of experience builds confidence and supports your path forward.

## Top Tips

- Jot down details right after your experience—who, where, what, when.
- Think about what you learned: Did you like the environment? The people? The tasks?
- Highlight any achievements—big or small! ("I learned to use the till machine.")

## Here's Why It's Awesome

This section builds your story—it shows the world your growth, your interests, and the skills you've gained along the way.

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# Section 4: What Jobs I'd Like to Do

## Introduction

Let's dream about the future—no filters! What kind of jobs excite you? What environment makes you feel at your best?

## What We'll Cover

- Which industries spark your interest (creative, caring, tech, outdoors?)
- What matters to you at work—quiet places, busy teams, routine tasks?
- How you like to work—alone or with others? Desk-based or hands-on?
- Getting ready: job hunting, applying, interviewing, and the support you might need

## Why It Matters

When your dream job matches your vibe, you're more likely to enjoy and succeed in it. And knowing this helps your supporters steer you toward the right opportunities.

## Top Tips

- Tick the boxes that feel *right* for you—not just ones others think are good.
- Think about who could help you with applying or interviews.
- Be open: even if you're unsure, trying something new can lead to surprises!

## Here's Why It's Awesome

Knowing what you want helps everyone focus on finding roles you'll love and succeed in—no guesswork needed.

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# Section 5: What Support Do I Need in the Workplace?

## Introduction

Let's talk about how you learn best and what helps you feel confident and comfortable at work. This part is all about *you*.

## What We'll Cover

- How do you prefer to learn—listen, see, do?
- Do you need checklists, picture guides, quiet rooms, support people?
- What challenges might come up (health, social, emotional), and how can others help?
- Your daily ready-for-work routine—getting up, clothes, lunch, travel

## Why It Matters

When your needs are known and supported, work feels less scary and more fun. Employers can make adjustments that help you do your best.

## Top Tips

- Use simple phrases: "I like clear instructions," or "I need extra processing time."
- Notice patterns: Are there times you feel tired or stressed? Let's plan around that.
- Practice your morning routine until it feels smooth—then note what worked!

## Here's Why It's Awesome

This section ensures your workplace suits *you*. You're designing your own success checklist—and telling others how best to help.

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# Section 6: My Future

## Introduction

Let's dream big and map out a plan! What's next after school or college? What's your goal, and how can we support you to get there?

## What We'll Cover

- What are your hopes and aspirations?
- What supports do you want or need? (e.g., Supported Internship, Apprenticeship)
- Choosing the right path—college? Training? Work?
- How programs like Access to Work can support you
- What steps can bring your goal closer—starting small and celebrating each step

## Why It Matters

A road map means no blind turns. With a plan, your goals feel real, and every step moves you forward.

## Top Tips

- Talk about your goals—your voice is the most important one.
- Explore all paths—Supported Internship, Apprenticeship, college courses.
- Count your qualifications, skills, routines—these are your stepping stones.

## Here's Why It's Awesome

This section transforms hopes into plans. You take control of your future—and everyone around you can help support that journey.

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# Section 7: Reviewing My Progress

## Introduction

Let's take a moment to look back and celebrate how far you've come—and think about what's next.

## What We'll Cover

- Regular check-ins (every term)
- What goals you met, and which ones are next
- Reflections from *you* and your supporters (teachers, carers, coaches)

## Why It Matters

Seeing progress builds confidence—each little win means a lot. And if something didn't work out, that's okay—it just helps shape a better path forward.

## Top Tips

- Be honest about your wins and the areas where you want more support.
- Set new goals together—this keeps you learning and moving forward.
- Celebrate your successes—high five every win, big or small!

## Here's Why It's Awesome

Review time turns this profile into a lived journey—your story of growth. It keeps you in the driver's seat, steering toward opportunities that excite you.

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## Next Steps—Let's Get Started!

- Fill the Vocational Profile out together: student, carers, teacher, job coach—everyone has something to share.
- Keep it fun—prize yourself for filling it in.
- Review it regularly and update as you grow!

**This is your story**—and you're leading the way. You belong, you matter, and this profile is here to show the world just how amazing you are.