

PROFILING – 6 Key Steps (Specialist and Alternate Settings)

My Career Insights (Morrisby)



1. Gain Consent Required to participate in the MCI program	<ul style="list-style-type: none"> □ Promote program to key school staff □ Send / Collate Consent from parents / guardians (hardcopy, electronically, verbally) □ Click HERE for 2025 Consent form □ Click HERE and HERE for School and Family Info flyers. Click HERE for translated Consent form and flyers
2. Profiling Preparation	<ul style="list-style-type: none"> □ Check school calendar & schedule profiling date/s. Notify key school staff and MCI Program Coordinator □ Check you have received and completed an IT check using 'Important IT guidelines' doc □ Check the availability of suitable IT devices and book them (School supply or student BYOD?) □ You may register students on their behalf in advance (use student school email for username and school generated passwords). Keep list of usernames / passwords for logging in at a later date
3. Identify appropriate student profile type Three Morrisby Profile Pathways <i>Full Profile: Students with higher capability</i> <i>Optional Aptitudes: Most students</i> <i>Elemental Aspirations: Students with greater challenges – literacy, comprehension, concentration, visual impairment</i>	<ul style="list-style-type: none"> □ Every student (15+) can complete one of the 3 available profiles – Click Profiling matrix and Additional Pathways for outline of profiling types. Identify the most suitable Profiling type for each student □ Check you have received your school's 2025 Student Profiling Kit with embedded registration code □ Request 2025 Full Aptitudes and Elemental Aspirations Student Profiling Kits and registration codes if required □ Familiarise with Morrisby Advisor Access. Login to Morrisby Manager with education email □ Request Adviser Access for additional key staff
4. Prepare Students & Supervisors Why, What, How & When <i>"Preparation results in higher completion rates and more accurate self-reflection and possible career suggestions"</i>	<ul style="list-style-type: none"> □ Sample questions received? Consider converting answers using Boardmaker eg. Emojis, milk glasses? □ Schedule / deliver a class to prepare / familiarise students with profiling process and format inc. practice questions. Show / explore sections of the following resources? 'Getting Prepared' Video; 'Getting Prepared' slides; Getting Prepared PPT; Lesson Plan 1 □ Book rooms with whiteboard / screen, tables & chairs, in a quiet location where students will not be distracted □ Consider a separate room for students completing alternative profiling pathways □ Brief supervising staff inc. learning supporters, about the profiling process (inc. using the correct registration codes, help with understanding questions, keeping students on task, saving / logging off once completed) □ Notify students and key staff of event
5. Profiling Day/s	<ul style="list-style-type: none"> □ Ensure students have school email address and password for registration (have backup list available for login if you have already registered students) □ Supervisors to follow instructions relevant to student's profile type in School Administration Guide (pages 11–14) □ Support students to follow registration and profiling steps outlined in relevant Student Profiling Kit □ Assisting students with typing, reading, explanation of terms, and other identified need □ Observe / support students' progress or monitor using Morrisby Manager (refer to Morrisby Adviser Access Guide for instructions) □ Have additional activities / tasks for students who complete early or ask to leave room so don't distract others □ Contact MCI Program Coordinator with any questions, or contact MCI IT support if experiencing any tech issue
6. Profiling Catch-up Session	<ul style="list-style-type: none"> □ Identify students who didn't complete their profile or were absent on profiling day using Morrisby Manager □ Arrange a catch-up profiling session for these students and generate recovery codes if login details lost

Helpful Resources: (CTRL+Click to open all links in Blue)

[Morrisby Adviser Access Guide](#)
[MCI: School Administration Guide](#)
[MCI Website for Additional Information & Resources](#) (inc orange Specialist button at bottom of page)

MCI Key Contacts

Program Coordinator
[General & Tech support](#) / (03) 9433-8033