

# SCHOOL ADMINISTRATION GUIDE

## MY CAREER INSIGHTS



# CONTENTS

<b>GETTING PREPARED</b> .....	<b>3</b>
ESSENTIALS.....	3
ADDITIONAL PROFILING PATHWAYS .....	3
MONITORING THE PROGRESS AND COMPLETION RATE OF YOUR STUDENTS .....	4
BEFORE THE PROFILING SESSION .....	5
REGISTRATION CODE.....	5
TECHNICAL REQUIREMENTS .....	5
RESOURCES CHECKLIST .....	5
<b>THE PROFILING SESSION</b> .....	<b>6</b>
STUDENT PROFILING KIT .....	6
STUCTURING YOUR SESSION .....	6
STUDENT ACCESS TO THEIR MORRISBY PROFILE .....	7
MORRISBY ADVISER ACCESS.....	7
SESSION PLANNING.....	7
PROFILING SET UP.....	8
TIMING CONTROL.....	8
STUDENT PREPARATION .....	9
PROFILING CONDITIONS .....	9
MORRISBY PROFILE REPORTS .....	9
PROFILING SESSION CHECKLIST .....	10
<b>PROFILING DAY</b> .....	<b>11</b>
DURING THE SESSION.....	11
HELPFUL TIPS FOR RUNNING A SUCCESSFUL PROFILING SESSION .....	12
SESSION INSTRUCTIONS FOR ADMINISTRATORS .....	13
CONCLUDING THE SESSION.....	14
MISSED PROFILING SESSIONS.....	14
<b>UNPACKING INTERVIEWS</b> .....	<b>14</b>
INTERVIEW DELIVERY MODELS .....	14
1. Face to face interviews at school .....	15
2. Remote interviews at School using Webex .....	17
3. Remote interviews at home using Webex .....	19
MISSED INTERVIEWS.....	21
<b>DATA PACKAGE FOR SCHOOLS</b> .....	<b>21</b>
SCHOOL CLOSURE REPORT .....	21
<b>USEFUL TERMS</b> .....	<b>22</b>
<b>USEFUL LINKS</b> .....	<b>23</b>

# GETTING PREPARED

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It is important for reliable and accurate results that the Morrisby profiling session runs smoothly and follows a standard format. This guide covers the planning and administration of such a session. Students are more likely to engage positively with the process if they feel it is a worthwhile and valuable exercise. This requires a little planning and preparation in your school.

## ESSENTIALS

It's suggested that you discuss the logistical aspects of this program with relevant people in your school.

Your conversations will need to consider:

- Timetables – including sports carnivals, music events, school camps and other activities that might make it hard for students to complete their profiling session and subsequent interview
- Availability of devices such as computers/laptops/iPads
- Room allocations that ensure quiet and privacy – for profiling and interviews
- Supervising teachers if you are not administering the profiling session yourself; and
- Identification of any students that you may wish to offer a different profiling pathway (optional aptitudes).

Please consider students who speak English as another language at home, students that have Intellectual or physical disabilities, or are disengaged with frequent absenteeism. That is, any students that may find a full profile difficult.

- It is recommended that you and other staff who will be involved with the Morrisby profiling session, familiarise yourselves with this Guide and how the Morrisby Profile works. A link to some practice questions is available here: <https://www.morrisby.com/practice-questions>
- Career Education Funding is available to support the implementation of My Career Insights program. Some schools accessed the funding to support delivery of profiling sessions and subsequent interviews by utilising a CRT or some administrative support. Discuss with your school leadership access to the CEF. Further information can be found at the following link <https://www2.education.vic.gov.au/pal/student-resource-package-srp-targeted-initiatives/guidance/career-education-funding-reference>

## ADDITIONAL PROFILING PATHWAYS

In addition to the standard profiling pathway where students complete the timed aptitudes assessment and untimed interests and personality type questionnaires, students can now engage in one of two additional profiling pathways. Please speak with Program Coordinator if you require further information about the alternate pathway options shown below.

### Optional aptitudes pathway













Upon registration, students begin with the Interests questionnaire. They then have the option of completing the aptitudes assessment and/or Personality Questionnaire at a later date. Career and subject suggestions are included in the report.

This profile may suit students who are EAL, have learning or intellectual disabilities and/or are disengaged with frequent absent.

## Elemental aspirations pathway

Upon registration, students are logged in to a modified version of the Interests questionnaire. They do not have the option of completing the aptitudes assessment at a later date. Career and subject suggestions are NOT included in the report.

An overview of these pathways can be viewed below.

<b>PATHWAY 1</b> <b>FULL</b> <b>PROFILING</b>	<b>PATHWAY 2</b> <b>ASPIRATIONS</b> (Optional Aptitudes)	<b>PATHWAY 3</b> <b>ELEMENTAL</b> <b>ASPIRATIONS</b>	
	<i>Optional</i> 		<b>Aptitude Assessment</b>
		 <i>Modified Version</i>	<b>Aspirations Questionnaire</b>
	<i>Optional</i> 		<b>Personality Questionnaire</b>
			<b>Career and Subject Selections</b>

## MONITORING THE PROGRESS AND COMPLETION RATE OF YOUR STUDENTS

**Students will only receive a digital Morrisby Profile Report or be provided with an interview opportunity, if they complete the profile pathway they are working on.**

You can monitor this by ensuring students are actively engaging and that the group is tracking well against allocated times for the session. Please note that the Full Profiling session runs for approximately 120 minutes and for the majority of students, this is enough time to complete.

Morrisby “**Adviser Access**” will also give you line of sight into student progress. To arrange your access, please contact your Program Coordinator who will ensure that a dedicated log in can be created for you.

## BEFORE THE PROFILING SESSION

There are **five actions** that you need to consider at this point:

1. Parental/Guardian consent is required for students to participate in profiling
2. A school-based IT check is required prior to profiling
3. Your school has a unique profiling code that students will need to use when they begin the profile
4. Consideration of students who may benefit from an alternate pathway profile
5. Preparation – schools that have run through a preparatory lesson, allowing students to view practice questions and to know what the profile offers have a higher completion rate

## REGISTRATION CODE

Students access the Morrisby profiling tool using a registration code provided by your Program Coordinator that is unique to your school. The code enables all students who complete the profiling session to be linked to your school. For the Alternate profiles a different code will be provided.

We can also provide you with a Student Profiling Kit as PDF guide with your Unique school profiling registration code for the Full (aptitudes) Profile and/or the Optional Aptitudes Profile.

If students register more than once, this will be identified and corrected by the CEAV Help Desk. If you suspect inappropriate use of your school registration code, please call your Program Coordinator.

Ahead of your profiling session, please ensure that you have an appropriate code. If not, please contact your Program Coordinator

## TECHNICAL REQUIREMENTS

To ensure your profiling session runs smoothly, a number of technical requirements must be met.

For information, these requirements are listed on: <https://newapp.morrisby.com/technical-requirements>

If there are any broad IT issues, your Program Coordinator will discuss these with you and provide this information to the CEAV Helpdesk. If there have been any major changes or updates to your IT system in recent times, please advise your Program Coordinator. This information will be assessed by the IT Helpdesk to decide if technical tests need to be completed for your school.

If there is a significant IT failure during your profiling session or interviews, the CEAV Helpdesk can be contacted directly on email: [support@ceav.vic.edu.au](mailto:support@ceav.vic.edu.au) or via telephone on 9433 8033.

## RESOURCES CHECKLIST

There are a number of resources that will help you prepare your students as well as support you to have conversations with other school staff. Please visit <https://ceav.vic.edu.au/my-career-insights/>

To get you started, the following resources are available on our website:

1. Parent Consent Form – this needs to be completed and returned to your school before students can begin profiling.

2. Translated materials for students who speak English as a second language at home
3. School administration guide
4. 'Getting prepared' presentation for class or assemblies to support student preparation
5. Adviser Access webinar and information pack
6. Career education funding information
7. DET fact sheet – Morrisby online FAQ's

Other resources include:

- Lesson plans for teachers
- Student e-Workbook
- Webex information packs to support students and schools doing online interviews.
- Important Webex guidelines for your schools IT department

If you require further assistance, please contact your Program Coordinator.

## THE PROFILING SESSION

There are two options available for administering profiling:

- Self-directed by students independently using the Student Profiling Kit.
- During class time/lessons administered and facilitated by staff.

### STUDENT PROFILING KIT

This can be used by students at home or at school and contains full instructions for registering and profiling independently. Your unique school registration code is embedded in this kit and is also very useful if you have a range of staff assisting you to complete the profiling process.

### STRUCTURING YOUR SESSION

Your Program Coordinator will work with you to structure the format and delivery of your profiling session.

It's an opportunity to discuss how the session will run in your school, including whether your school would like students to complete their profile in one sitting or whether it would be preferable to break the session up in line with your school timetable. Your Program Coordinator will also be able to share best practice examples of delivery that may help you with these decisions.

Ideally you would find a block of at least 140 minutes to enable 120 minutes of profiling and a small break. You may also choose to have more than one session in different rooms, at different times or even across several days.

We recommend if your students are infrequent attenders, that you profile on a single day.

For students with additional needs, it is suggested that you discuss these needs with your Program Coordinator in regard to alternate profiling pathways.

The Student Profiling Kit that you will be sent with your school code embedded, prior to profiling, can be used for any students profiling at home. Speak with your Program Coordinator about whether this might be a suitable option for your students.

## **STUDENT ACCESS TO THEIR MORRISBY PROFILE**

Results from the Morrisby profiling session will be 'unlocked' online and available to students just prior to your interview period. Digital reports will be made available to your School prior to your interview dates.

Students will be able to share their online results with parents, guardians, family or friends.

You will also be able to view the student profiles via the "Adviser View" functionality.

## **MORRISBY ADVISER ACCESS**

This package includes instructions for schools on how to navigate the Adviser Access functionality within the Morrisby online platform. Adviser Access provides schools with access to the following:

- Information on participating students' progress in completing the Morrisby Profile (i.e., completion of the assessments and questionnaires)
- The ability to reset student passwords
- Access to each student's online Morrisby Profile Report, once students have completed the assessments and questionnaires.

This level of access can be provided to multiple staff within the school, as required to support students' participation in the program, and to ensure they get the most from the Morrisby Profile.

School staff who have been provided with Adviser Access will be able to view each students' online Morrisby Profile Report. This online report each student is provided with, includes the results of the assessments and questionnaires, suggested career options and pathways, as well as summary notes from the follow-up interview.

Adviser Access will give you an introduction to some of the functions within the Morrisby Manager platform. Further training is available should you wish to upgrade to full Morrisby Manager access.

Speak with your Program Coordinator about registering for Adviser Access or upgrading to full Morrisby Manager access.

## **SESSION PLANNING**

The overall profiling session takes a minimum of 120 minutes to complete but we recommend some additional time for breaks, logging in etc. It is suggested that on profiling days that you ensure that students are able to take short breaks. It is also important to give yourself additional time for set-up and clearing of rooms.

Please note: If using an Alternate Profiling Pathway such as, Optional Aptitudes, this will not require the same length of time. Students can generally complete this in 15- 20 minutes. It is untimed.

Each student will need access to a computer device (not a phone), internet and a stable surface to work on.



## PROFILING SET UP

On the day of profiling, please make sure you allow time for students to create their log in. Five to ten minutes should be ample time. **Students will need an email address for this.**

Each task in the Aptitudes section is timed and is shown below. There are also practice questions that take approximately two minutes ahead of each timed section.

You will also see that there are suggested times for breaks. It's important that students do have a chance to refocus as you conduct your profiling.

Your Program Coordinator will work with you to develop a plan to best run your profiling sessions for your students and how the profiler can be adjusted to work with your timetable.

Morrisby Online Aptitudes Profiling Setup	
Section	Time
Verbal 1 Assessment	7 Minutes
Verbal 2 Assessment	7 Minutes
Numerical 1 Assessment	12 Minutes
Numerical 2 Assessment	12 Minutes
<b>Break:</b> You are more than a third of the way through. Have a break and rest your eyes for a few minutes. Start again when you are ready. 	
Abstract 1 Assessment	12 Minutes
Abstract 2 Assessment	12 Minutes
Personality Type Questionnaire	About 5 Minutes
<b>Break:</b> Almost there! About half an hour to go. Give your eyes a break for a few minutes and start the final section when you are ready. 	
Spatial Ability	12 Minutes
Mechanical Ability	12 Minutes
Aspirations	About 9 minutes

## TIMING CONTROL

All timings are handled by the Morrisby Profile website.

A count-down timer is shown on the screen during each Aptitude assessment. Practice items, questionnaires and breaks are not timed.

If a student does not reach the end of an assessment in the allotted time (as per the above profiler view), that section will close, and the student will be presented with the next section.

If the student finishes early, they will need to wait until the time expires. Students should use this time to revisit questions and review their answers during this period.



If students try to race through to the end, believing that they can move to the next section, or in order to try to shorten the overall session time, this will just lead to guessing and therefore inaccurate results.

If you notice students rushing through, please ask them to slow down and to think their answers through.

As mentioned earlier, it is useful to monitor the group to see that everyone is keeping pace and starting similar sections at the same time.

## STUDENT PREPARATION

In advance of the profiling session, it is important to explain to students the purpose of the session, and to explain the nature of how the profiling works.

Students who complete the practice questions in advance of the session are also likely to be more comfortable and perform better. Practice questions are available here:

<https://app.morrisby.com/Morrisby-Online-Practice-Questions> To better prepare your students explain that:

- The purpose of the session is to complete a set of assessments and questionnaires, which will help you discover your own unique strengths, preferences, and interests. These will be interpreted and analysed in the context of careers and educational choices, giving you suggestions for career areas, subject choices and educational pathways.
- You're not expected to be good at all of the assessments because it's all about relative strengths - the aptitude assessments will help to identify the direction of your abilities which will help when you are making decisions about future career and course options.
- It's a great opportunity for you to learn about yourself and you can use it for the rest of your life to plan your future pathways.

## PROFILING CONDITIONS

The profiling session is preferably taken under 'test like' conditions and students will be expected to work quietly.

No special preparation is required for the session.

- Students should be encouraged to work as quickly as they can - but not so fast that they are bound to make mistakes.
- If students are stuck, it's okay to help students who do not understand a question so long as this advice does not answer the question for them.
- For students who require support, please ensure appropriate adjustments are made in terms of space and time, including any support aides that you see as relevant.

## MORRISBY PROFILE REPORTS

Students should also be informed that:

- They need to complete all of the sections in the profiler – or the entire questionnaire in Optional Aptitudes – to get a digital report and to be eligible for an unpacking interview.

- Their results will be released ahead of their one-on-one unpacking interview.
- The unpacking interview will help them to understand their results and to learn how to use the Morrisby Profile tool as part of future careers conversations.

The following checklist outlines some suggested steps to support the profiling session to go smoothly and to help you think about how to support the people in your school who are administering the assessment.

PROFILING SESSION CHECKLIST	Complete
Number of students confirmed with completed permissions slips	
Students have been fully briefed about date, time and purpose of session	
Technical requirements reviewed and verified by your IT Support team	
Device (PC, Tablet, iPad) availability confirmed	
Registration code for students received	
Type of session decided (one, two or three sessions for example)	
Assessment supervisors to be briefed and provided with instructions	
Venue booked from _____ to _____ on _____	
Any needed supports for students have been organised – learning support, translators, readers, quiet room	
Other staff are aware of the event and possible disruption	
On completion of the profiling session, students should: <ul style="list-style-type: none"> <li>• Work quietly on other tasks until the session is concluded •</li> <li>• Quietly leave the room</li> </ul>	

If students are absent or unable to complete the profile, please set aside time for them to catch up, including those that go slower than expected during the initial profiling session. Students can only be interviewed if they have completed their profile.

Please note: You will be able to use your registration code for new students for the remainder of the year. Please continue to liaise with your Program Coordinator if this is the case for your school.

## PROFILING DAY

Students need to be proactively supported to complete their profile. The following suggestions may be of use.

- Remember to replicate test-like conditions. For groups that benefit from more relaxed environments, it's possible for them to do the profile separately from other classmates.
- Place a "Profiling in Progress – Do Not Disturb" sign on the door.
- Provide a copy of the relevant registration code to your students.
- Ensure all students can see the necessary web address (app.morrisby.com)
- Ensure that all devices are switched on and have web access.
- Ensure that students only have the Morrisby Profile page open - other programs and browser windows should be closed.
- If possible, organise the room for all students to face in the same direction. This prevents the temptation of students getting distracted by another student's progress.
- Otherwise, ensure that students are spaced so they are not overlooking the screens of others.

## DURING THE SESSION

As the student's log-in and start profiling, it's suggested that you or a nominated staff member should discreetly ensure that individuals are working their way through the profile on their own and that there is no talking or copying from another student's screen. If you have "Adviser Access" you can monitor student progress in real time.

Staff might need to pay particular attention to those who habitually finish each section early, especially those who wish to draw attention to that fact.

Students should be encouraged to find a balance between accuracy and speed when answering timed questions.

Reassure the group that they are not expected to complete all of the questions in every section.

There are instructions and practice questions at the start of each section which students should read before they move onto the timed assessment. If students are stuck or require clarification, it's okay for them to seek advice.

If internet connectivity is lost for whatever reason, all results will be saved, and the countdown timers will stop. However, there will be some delay in displaying the next question.

In the event of an unexpected interruption to the session, such as a fire alarm or bushfire evacuation, or similarly, if a machine 'dies', or there is a power cut, all assessments that have been completed will be saved and the countdown timers halted.

When the student next logs-in they will be able to resume at the start of the section in progress.

## HELPFUL TIPS FOR RUNNING A SUCCESSFUL PROFILING SESSION

The administrator is the nominated person who is overseeing the physical administration of the assessment.

The following is a summary of an end-to-end best practice profiling session.

1. Welcome and introduce yourself and any other staff or support people who will be supervising the profiling session.
2. Inform students that during the session, they will complete a set of assessments and questionnaires, the results of which will help them with future conversations about subject selection and career choices.
3. The idea of the profile is to help students identify their strengths and interests, suggested subjects, pathways and careers that may suit these.
4. Some questions may seem easy, and some may seem hard, but students are not expected to finish all of the questions in each section in the time allowed.
5. To get the best results, they must work quietly and carefully during the session as if in a test situation. It's important to not just 'click through' the results because their profile will not be accurate if they aren't actively engaged.
6. If anyone has a question, they must raise their hand to gain attention. You can help with meaning and clarification of questions, but not give answers.
7. Ensure all mobile phones are switched off, and that students don't have other programs open on their computer.
8. Students should carefully read the instructions at the start of each section. There are examples and some practice questions before each part begins.
9. The time allowance for each assessment is precise and a countdown timer will display the time remaining.
10. If students finish an assessment early, they will need to wait for the timer to finish before moving on to the next section. If this happens, they should use this time to review their answers.
11. Although each section is quite short, the full assessment will take at least 110 minutes – it's good to build in breaks.
12. The session concludes with a careers interest questionnaire called Aspirations. This is untimed.
13. Translation devices and integration supports may be used by students who speak English as another language as required.
14. Calculators are not required and using one will slow the student's response rate. (If a student is overly anxious about this, allow them access to their calculator during the numerical assessment, to alleviate potential stress.)
15. Assist the students to progress through the Sign-Up process. They should make a note of the email address and password they used so as to be able to return to the site at a later date.
16. Ask if there are any questions. Answer these as appropriate.

## SESSION INSTRUCTIONS FOR ADMINISTRATORS

The following suggestions may be helpful on the day of profiling.

Say	Do
Open your browser and visit: app.morrisby.com	Show web address on the white board
Click 'Sign Up'	
Enter your registration code	Show registration code on the board.
Add your name, date of birth, school email address and choose a memorable password.	Help with any registration issues, including any email issues.
Please make a note of the email and password you used because you will need this for your interview and access in the future.	
Once you have entered these, click the Submit button.  A copy of the email address/username you entered will be forwarded to your nominated email address.	
Now complete the 'Personal Details' section. When you have completed this page, click the 'Continue' button. You will then be shown the list of assessments/questionnaires you are to complete.	Monitor your "Adviser Access" if registered.
Today the session will be _____ minutes long. Don't forget, you can have a break in between sections.	Across the session, check to see whether students are progressing, whether they're taking too long on the practice item or clicking through. Attend to any concerns.  You can also monitor live progress via the "Adviser Access".
As soon as you are ready to begin, click the 'Start' button, and follow the onscreen instructions.	
If you're splitting the sessions, you will need to indicate when students should stop.	Provide the session summaries on the whiteboard in the room so students can see what sections are coming up.

## CONCLUDING THE SESSION

Students will not always finish profiling at the same time. Once they have finished the profiling session students will be shown a message.

This message will read:

*“Well done on completing your profile. A follow-up interview with a Careers Consultant will soon be scheduled at your school. Your results will be made available ahead of your interview. The interview provides an opportunity for you to discuss your results and learn more about the career exploration resources available in the online Morrisby tool. You can also refer back to your profile when having future career discussions at school”.*

Please note: The online Profile will be available to students one business day prior to scheduled unpacking interviews.

## MISSED PROFILING SESSIONS

If students miss their scheduled profiling session, there is still an opportunity for students to undertake the profile session at a time that suits your school at a later date. The unique school registration code is valid until the end of the school year and students can continue to profile until the end of the school year.

In addition, if you have new enrolments and students have not yet participated in My Career Insights, then you may use the code to enable the student to complete their Morrisby Profile. You will need to speak to your Program Coordinator about a catchup interview.

It is important to encourage students who commence profiling to complete so they can be scheduled for an interview.

## UNPACKING INTERVIEWS

After completing their profile, students will attend a 30-minute unpacking interview session with a qualified Careers Consultant who has been trained in the Morrisby Profile. The Careers Consultant will then spend 15 minutes writing up interview notes into an interview proforma.

Interviews are booked in with your Program Coordinator at a mutually agreed time based on Careers Consultant availability and your school timetable.

A copy of the report and interview notes are available to school staff via “Adviser Access” if you have registered.

It is expected that the Morrisby Profile Report and interview notes will form the basis of future career conversations and may be revisited to support subject selection into the senior years.

## INTERVIEW DELIVERY MODELS

There are 3 options available for interview delivery:

- Face to face at school
- Remote at school using Webex
- Remote with students at home using Webex.

Considerations and checklist for each option can be found below, please also discuss these with your Program Coordinator.

## 1. Face to face interviews at school

**Planning Information** - Please provide the following information to your Program Coordinator

- School address
- Contact person/s during interviews (mobile preferred)
- Contact person for your school wellbeing team
- Bell/break times - Start of day, recess, lunch, end of day
- Time and arrival information for consultants and relevant sign in procedures
- Name of person consultants meet on arrival
- Parking advice for consultants
- Availability of staff room for breaks/lunch for consultants. Availability of coffee/tea
- Consultant access to school Wi-Fi. Yes/No. Or need to hotspot. Yes/No
- Advise if any parents or support staff will be attending the interviews
- Advise any students who will complete the optional aptitudes pathway and education level to be set
- Advise any COVID considerations – E.g., masks, hand sanitiser, RAT test requirements
- School IT support contact details
- Any other considerations to note?

### Interview schedule

Your schedule will be emailed to you once interview times have been confirmed with your Program Coordinator. You can allocate students to an interview time using your latest student status report accessed via Adviser View. **Only students with complete profiles are eligible for interviews.**

### On Interview day

- Check for student absences at the start of each interview day and backfill where possible

Face to Face Interviewing Checklist	Complete
Planning information provided to your Program Coordinator	
School planner checked for events that may impact on student availability	
School staff advised of interview dates and entered in school calendar	
Appropriate interview locations booked. Ensure the space is comfortable and allows quiet and privacy	
Digital reports received	
IT Support provided guest Wi-Fi/internet connection instructions if available	
Staff organised to be available during the interview period. (It is recommended to have staff available to ensure students arrive for their interview on time and support consultants)	
Secondary contact organised, should you become unavailable during interviews	
Student profiling status report reviewed for incomplete profiles and final interview numbers	
Interview schedule finalised with your Program Coordinator Students assigned on interview schedule; any special considerations discussed with Program Coordinator.	
Students are advised of the time and date for interview. Parents or learning support invited to attend?	
Process organised to advise and remind students of their interview date and time. E.g., via Compass/email	
Process has been organised to check and replace absent students for interviews. Eg: later time or date	
<p>On completion of the interviews:</p> <ul style="list-style-type: none"> <li>• Contact your Program Coordinator if there are students who were not able to attend their interview.</li> <li>• If you are not from the Careers team, notify them that the program has been completed.</li> </ul>	



## 2. Remote interviews at School using Webex

**Planning Information** - Please provide the following information to your Program Coordinator

- Contact person/s during interviews (mobile preferred)
- Contact person for your school wellbeing team
- Bell/break times - Start of day, recess, lunch, end of day
- Advise if any parents or support staff will be attending the interviews
- Advise any students who have completed the optional aptitudes pathway
- School IT support contact details
- Any other considerations to note

### Interview schedule

Your Program Coordinator will email this to you once interview times have been confirmed. You can allocate students to an interview time using your latest student status report access via Adviser View. **Only students with complete profiles are eligible for interviews.** Consultant Webex links and meeting room numbers will be included in your schedule.

### Technology

- Has your IT support actioned the recommendations in the “Important Webex Guidelines”?
- Do you have school laptops/tablets/PC’s available, or will students be using their own?
- Does the school/students have headsets (ideally with a microphone) available?
- Consider having a practice Webex session with your Program Coordinator

### On Interview day

- Check for student absences at the start of each interview day and backfill where possible
- It is recommended to have Webex loaded onto school devices (Laptop/PC), one for each consultant. Using the Webex details provided open the consultant meeting room at start of day. Students can come in for interviews progressively. Remind students not to logout of Webex after their interview
- If students are using their own devices, make sure they have access to “Webex guide for students” for PC/tablet/Apple connection instructions. The document can be found here [Webex Interviews Step-by-Step Guide for Students \(ceav.vic.edu.au\)](https://ceav.vic.edu.au/Webex-Interviews-Step-by-Step-Guide-for-Students)
- Troubleshooting tips can be found here, have available on day of interviews [webex-tech-issues-tips-tricks.pdf \(ceav.vic.edu.au\)](https://ceav.vic.edu.au/webex-tech-issues-tips-tricks.pdf)
- The My Career Insights website has additional information and resources [CEAV - Resources to Support Remote Delivery](https://ceav.vic.edu.au/My-Career-Insights-Resources-to-Support-Remote-Delivery)

Remote Interviews at School Checklist	Complete
Planning information provided to your Program Coordinator	
School planner checked for events that may impact on student availability	
School staff advised of interview dates and entered in school calendar	
Appropriate interview locations booked. Ensure the space is comfortable and allows quiet, privacy and sufficient internet access	
PC devices have been sourced and set up with Webex	
IT Support has been arranged for any tech issues	
Digital reports accessible for download and printing if required	
Staff organised to be available during the interview period. (It is recommended to have staff available to ensure students arrive for their interview on time and support consultants)	
Secondary contact organised, should you become unavailable during interviews	
Student profiling status report reviewed for incomplete profiles and final interview numbers	
Interview schedule finalised with your Program Coordinator Students assigned on interview schedule; any special considerations discussed with Program Coordinator.	
Consultant Webex meeting room access checked prior to interview day	
Students are advised of the time/date/Webex link (where relevant) for interview. Parents or learning support invited to attend? (You may like to use the email template in “Webex Info Sheet For schools”)	
Process organised to advise and remind students of their interview date and time. E.g., via Compass/email	
Process has been organised to check and replace absent students for interviews. Eg: later time or date	
<p>On completion of the interviews:</p> <ul style="list-style-type: none"> <li>• Contact your Program Coordinator if there are students who were not able to attend their interview.</li> <li>• If you are not from the Careers team, notify them that the program has been completed.</li> </ul>	

### 3. Remote interviews at home using Webex

**Planning Information** - Please provide the following information to your Program Coordinator

- Contact person/s during interviews (mobile required). Ideal to have a secondary contact
- Contact person for your school wellbeing team
- Bell/break times - Start of day, recess, lunch, end of day
- Advise if any parents or support staff will be attending the interviews
- Please advise of any students who have completed the optional aptitudes pathway
- School IT support contact details
- Any other considerations to note, including privacy, use of videos etc.

#### Interview schedule

Your Program Coordinator will email this to you once interview times have been confirmed. You can allocate students to an interview time using your latest student status report access via Adviser View. **Only students with complete profiles are eligible for interviews.** Consultant Webex links and meeting room numbers will be included in your schedule, these will need to be sent to students in preparation for at home interviews.

#### Technology

- Consider having a practice Webex session with your Program Coordinator prior to remote interviews to check accessibility and log in procedures
- Do students have headsets (ideally with a microphone) available?

#### On Interview day

- Check for student absences at the start of each interview day and backfill where possible
- Do students have access to “Webex guide for students” for PC/tablet/Apple connection instructions? [Webex Interviews Step-by-Step Guide for Students \(ceav.vic.edu.au\)](https://ceav.vic.edu.au/webex-interviews-step-by-step-guide-for-students)
- Troubleshooting tips can be found here [webex-tech-issues-tips-tricks.pdf \(ceav.vic.edu.au\)](https://ceav.vic.edu.au/webex-tech-issues-tips-tricks.pdf)
- Whilst video use is preferable, students may be required or prefer to turn the camera off.
- Remind students to log in to the consultants meeting room five minutes early and wait to be admitted
- The My Career Insights website has additional information and resources [CEAV - Resources to Support Remote Delivery](#)

Remote Interviews at Home Checklist	Complete
Planning information provided to your Program Coordinator	
School planner checked for events that may impact on student availability	
School staff advised of interview dates and entered in school calendar	
Staff organised to be available during the interview period. (It is recommended to have staff available to ensure students arrive for their interview on time and assist with any queries)	
Digital reports accessible for download and printing if required	
Student profiling status report reviewed for incomplete profiles and final interview numbers	
Interview schedule finalised with your Program Coordinator Students assigned on interview schedule; any special considerations discussed with Program Coordinator.	
Students know how to communicate with key contact person and can be contacted via, phone, email, compass or teams to remind of interviews or to notify if late	
Secondary contact organised, should you become unavailable during interviews.	
Consultant Webex meeting room access checked prior to interview day	
Students are advised of their interview time/date and Webex link for their consultant. Parents or learning support invited to attend? (You may like to use the email template in “Webex Info Sheet For schools”)	
Students have access to “Webex guide for students” and “Webex Troubleshooting Tips”	
Students have been reminded to find a quiet area at home free from distractions where possible	
Process organised to advise and remind students of their interview date and time. Eg. via Compass/email	
Process has been organised to check and replace absent students for interviews. Eg. later time or date	
On completion of the interviews: <ul style="list-style-type: none"> <li>• Contact your Program Coordinator if there are students who were not able to attend their interview.</li> <li>• If you are not from the Careers team, notify them that the program has been completed.</li> </ul>	

## **MISSED INTERVIEWS**

If students miss their scheduled one-on-one session, there are a number of options for them to get their feedback. Please discuss this with your Program Coordinator.

First, if Careers Consultants are still in your school, just add them back into the schedule and let your Program Coordinator know.

If a new time cannot be made you will need to discuss your options and bookings with your Program Coordinator.

## **DATA PACKAGE FOR SCHOOLS**

Once your school has completed the interview process, your Program Coordinator will send you a school data package. The package includes the following materials to support schools and their Year 9 students to get the most from their participation in My Career Insights.

## **SCHOOL CLOSURE REPORT**

The School Closure Report includes a summary of your school's data based on the students who participated, including:

- The number of Year 9 students that completed each component of the program (assessment and interview)
- The top 20 career and post-secondary course suggestions for participating students
- The top 20 career, senior secondary subjects, and post-secondary courses selected by participating students
- Results from the questionnaires completed by participating students, including data on preferred work styles, preferred work environment, learning styles, interests and special interests.

The aggregate data provided in the Closure Report provides schools with a useful snapshot of the careers and pathways suggestions for participating students.

## USEFUL TERMS

Career Analysts Pty Ltd	Career Analysts is the Australian and New Zealand distributor for the Morrisby Organisation – the UK’s leading provider of vocational guidance tests to secondary schools and the adult guidance sector.
Career Education Association of Victoria	The CEAV is a not-for-profit charity that supports career development as a lifelong process. The CEAV operates on the belief that through the development and delivery of ethical and professional career education and training, careers counselling services and products, individuals can become successful career self-managers. The CEAV is the lead organisation in the delivery of the Career Advisory Service.
Careers Consultant (CC)	Careers Consultants are contracted through the CEAV. These individuals have met a minimum requirement of: <ul style="list-style-type: none"> <li>• Holding a current working with children’s check.</li> <li>• Completion of the My Career Insights induction.</li> <li>• Completion of Morrisby Profile training; and</li> <li>• Qualified in the Graduate Certificate in Career Development.</li> </ul>
Morrisby Profile	Morrisby Profile is the online assessment tool that has been chosen by the Victorian Government for the My Career Insights program. Morrisby Profile assessments and questionnaires are used to create a profile report that summarises people’s strengths and interests, their motivations, skills, personality and desires.  These results help give recommendations for education and career choices that match people’s abilities and interests. Career Analysts is the Australian distributor of Morrisby Profile.
Morrisby Profile Report	The summary report created for students that outlines the student’s attributes and aptitudes.
Profiling session	The dedicated time for students to complete their assessments. The sessions are conducted in assessment conditions. The assessments may be taken over a number of sittings, depending on student need.

Program Coordinator	<p>Program Coordinators appointed by the CEAV will work across Victoria to ensure that students are able to participate in My Career Insights.</p> <p>Each CEAV Program Coordinator has been assigned a catchment of schools and will act as the primary contact for those schools. Program Coordinators are also available to brief parents, staff and your local careers network about the program.</p>
Webex	Online conferencing software used for one-on-one interviews.

## USEFUL LINKS

Department of Education and Training	<p>Transforming Career Education activities in Victorian government school's initiatives</p> <p><a href="https://www.vic.gov.au/transforming-career-education">https://www.vic.gov.au/transforming-career-education</a></p>
Career Education Association of Victoria	<p>Victorian peak association for career practitioners in schools</p> <p><a href="http://www.ceav.vic.edu.au">www.ceav.vic.edu.au</a></p>
Career Analysts	<p>Australian and New Zealand distributor of Morrisby Online</p> <p><a href="https://www.careeranalysts.com.au/">https://www.careeranalysts.com.au/</a></p>
Morrisby Profile	<p>Morrisby Profile is a product from The Morrisby Organisation which has been adapted for Australia <a href="https://www.morrisby.com/">https://www.morrisby.com/</a></p>
Career Industry Council of Australia	<p>National peak industry body for the careers industry <a href="https://cica.org.au/">https://cica.org.au/</a></p>

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