1. Gain Consent *Required to participate in the MCI program*	☐ 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	☐ Check school calendar & schedule profiling date/s. Notify key school staff and MCI Program Coordinator ☐ Complete a school-based IT check using IT Check Guidelines ☐ Check 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** ***Full Profile:*** *Students with higher capability* ***Optional Aptitudes:*** *Most students* ***Elemental Aspirations:*** *Students with greater challenges*	☐ 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** *"Preparation results in higher completion rates and more accurate self-reflection and possible career suggestions"*	☐ Consider accessibility needs inc. literacy, comprehension, concentration, disability) eg. convert questions & answers using Text -> Audio software, magnified screen, Visual cards (emojis, milk glasses in 'Boardmaker'? ☐ 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). Refer to Getting Prepared PPT (customise instructions pages 12-14 if not doing Aptitude modules) ☐ Notify students and key staff of event
5. Profiling Day/s	☐ Supervisors to write appropriate school registration code on visible screen, and support students to follow registration and profiling steps outlined in relevant 2025 Student Profiling Kit ☐ Ensure students can recall email address and password for registration (have backup list available for login if you registered students with school email and generated password) ☐ Assist students with typing, reading, explanation of terms, and other identified need ☐ Observe / support students' progress or monitor using Morrisby Manager (refer to Adviser Access Guide for instructions) ☐ Have additional activities / tasks for students who complete early or ask to leave room to minimize distractions ☐ Contact MCI Program Coordinator with any questions, or contact MCI-IT support if experiencing any tech issue
6. Profiling Catch-up Session	☐ 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 Manager Adviser Access Guide
MCI Website *(inc. orange Specialist button at bottom of page)*

MCI Key Contacts

Inclusion Support Coordinator: Suzanne Morelli: 0427 993 989 / suzanne.morelli@acce.org.au
General & Tech support / (03) 9433-8033