

Additional Info for NEW school contacts or if wanting to REFRESH on program delivery

The Department of Education encourages schools to provide all 15+ students in specialist and alternate settings the opportunity to complete one of the [three available profiles](#) where appropriate.

- a. You are in the best position to decide if Morrisby profiling is **appropriate** for your individual students and which profiling type they would be best suited to.
 - o You can request examples of Interests questions and view sample reports here: [Optional Aptitudes Sample Report](#), [Elemental Aspirations Sample Report](#)
- b. **Permission** to participate in the MCI program may be obtained from parents/families in whichever ways you believe will be most successful inc. signed paper form, verbal permission in a phone-call (template can be provided) or via a digital platform. If you use Compass, we suggest doing the following:
 - o Create an event, and attach the DE permission form provided by your Program Coordinator (Note: The attached permission form cannot be summarised or altered)
 - o Parents/guardians can consent by ticking a check box yes/accept -> student can participate in MCI
 - o No response to event -> student cannot participate in the program
 - o As long as parents/guardians have consented via this event, there is no need for a printed, signed returned form.
- c. Registration, completion of profile, and unpack interview must all occur in the **same year** (students registered /profiled in a previous year are not eligible for an unpack interview in a following year).
 - o With your permission, older registrations / profiles can be deleted for fresh participation in 2026
 - o You may request a 2025 status report to review and cross-check which of your senior students have registered / participated in the program in previous years
 - o Previously registered students can be encouraged to retake their profiling, or if not already interviewed, they could re-register for a fresh profile to make them eligible for a 2026 interview.
- d. You may choose to **register** students on their behalf using school email addresses and school-generated passwords.
 - o The registration code should not be used by staff or by students outside of the 15+ cohort
- e. Students and staff can use the student profile kits as a guide when **assisting students** to register and profile.
 - o Staff may support students to read and understand questions and answers, but should not provide answers for them
 - o Some schools have found [Boardmaker 7 | Software | Arc](#) to be useful for creating visual responses to questions.
 - o Ensure answers are **SAVED** before taking any breaks and stay logged in if returning on same day. If returning on a later date, student will see the questionnaire restart from Question 1. Previously answered and saved responses will be highlighted in blue answers and the student can click NEXT to move on to new questions.
- f. All profiling options allow you to download and print **student profile reports** which can be used for multiple purposes eg. SSG's, developing Career Action Plans, conversations in handovers to SLES or supported workplaces.
 - o Student reports can be **locked** until interviews commence for those that have completed profiling. These reports show sensitive information that is better 'unpacked' alongside an MCI Career Consultant or qualified staff member. If students who registered for [Optional Aptitudes](#) profiling want to complete additional questionnaires or to attempt Aptitude modules, profiles should remain **unlocked**. Let me know if you would like my help with this
 - o So that more appropriate careers are suggested, the **qualification level** for OA / EA profiles will be set to 'VPC / FT Employment by default. This can be changed at any time by yourself or by the student once unlocked (note that selecting 'Don't Know' for post-school usually generates higher level occupations)
 - o Students who completed **Elemental Aspirations** profiling do not see suggested careers. You will be able to see suggestions by viewing their Adviser Report in Morrisby Manager (refer to Adviser Guide for instructions to view / download reports for single or multiple students)
- g. All students with a completed 2026 profile will be eligible for a **1-1 interview** with an external career consultant provided by MCI or self-delivered by a qualified, trained staff person within your school.