

a. Presentation on Vocational Profiling Tools

Vocational profiling tools

How to choose the most effective, and how they can be used to support progression.

What is a Vocational Profile?

- A vocational profile is a form of assessment to understand an individual's **experience, skills, abilities, interests, aspirations and needs** in relation to employment.
- The aim is to understand the person in depth and to allow for the **best possible job match** or work experience placement. It provides a picture of the **ideal conditions** needed in a workplace for the student to be successful.
- It is helpful to start working on a vocational profile from year 9 so that any **information collected informs future choices** - subjects, work experience, weekend or holiday job options as well as feeding into an Education, Health and Care (EHC) Plan if the young person has one.
- If there are existing student-centred planning documents, it will be important to ensure that any vocational profile used is **complementary** to them rather than simply duplicating information.
- The compiling of the vocational profile can be a part of the **normal curriculum or tutorial time** and should be agreed with the young person.
- The profile needs to be **kept up to date** as the student experiences the world of work.

<https://www.ndti.org.uk/>

Typical Vocational Profile Components

Dreams and Aspirations	Interests	Existing Talents, Skills, Knowledge
Learning Styles	Positive Personality Traits	Environmental Preferences
Dislikes	Support System	Specific Challenges, Creative Solutions & Adjustments (RAs)

How do the most effective profiles work?

- List as many points as possible. The more information provided, the more the student is helped to accurately define their preferred job goal over time and ensure it matches their interests and strengths.
 - **Dreams and Goals:** What do you really want out of life and work? What would be fun and satisfying to you?
 - **Interests:** What tasks or activities have you been most enthusiastic about, or have the most meaning for you? Why?
 - **Talents, Skills and Knowledge:** What skills can you bring to the workplace? What new skills have you learned?
 - **Learning Styles:** What works best when you need to learn new tasks?
 - **Positive Personality Traits:** What traits do you have that help you be successful?
 - **Environmental Preferences:** What about the environment helps you be successful? Are there things about an environment that make it more difficult e.g. hot/cold, noisy/quiet, fast/slow paced?
 - **Dislikes:** Are there things about tasks or job settings that you do not like? Consider tasks at home, work experience, part-time jobs.
 - **Support System:** With whom do you talk for support or honest feedback?
 - **Specific Challenges:** What employability weakness or areas of inexperience do you have that could impact your job search?
 - **Creative Solutions to Your Challenges:** What support or adjustments were helpful to get a task done? Are there tasks or situations you should avoid in order to manage your disability?

Why use a Vocational Profile to guide someone towards Employment?

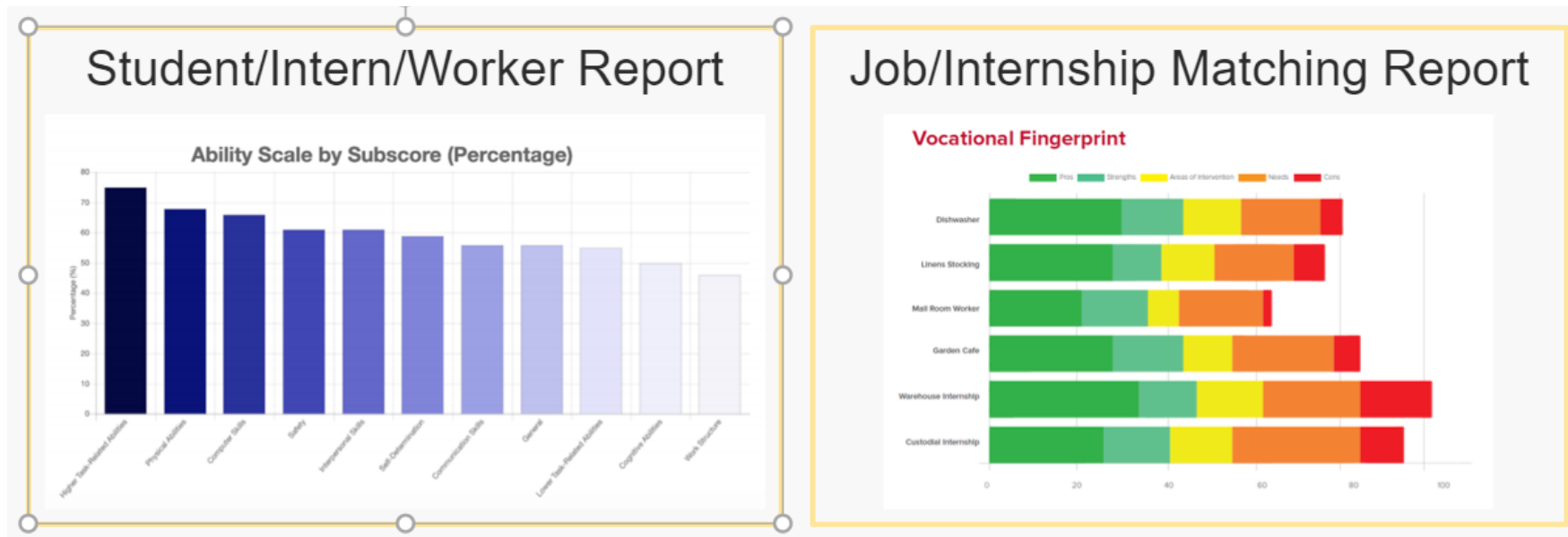
Having a job is not just the next step after leaving education. The right job is a good match for the person.

- If you have the right job, you:
 - can get there easily
 - do things you like and things you're good at
 - work in places you're comfortable, with people you like
 - become a valued colleague
 - earn enough money

Vocational Profiles help ensure a personalised and outcome-focused positive progression route to employment in the local community.



Tracking Progress over time using a Vocational Fit Assessment



Choose the most effective in school Vocational Profile for your student

- Keep a Vocational Profile list with your Year 11 student and make sure it moves and develops with the student – Vocational Profile hand out attached
- Use a Centre for Mental Health IPS version as homework -
<https://www.centreformentalhealth.org.uk/5-vocational-profiling>
- Use an easy-read profile with a family member, friend or job coach –
Preparing for Adulthood
<https://www.preparingforadulthood.org.uk/SiteAssets/Downloads/wpykaifl636379632195713341.pdf>
- Use a family friendly format for completion at home – Picture Profiling 4 hand out attached
- Vocational Fit Assessment – Contact DFN Project SEARCH:
Email ***info@dfnprojectsearch.org*** Tel ***0203 955 5280***



The role of the Job Coach

Supported employment services can sometimes provide or train job coaches to get to know the student, discover their interests, skills and preferences and complete a Vocational Profile.

Job coaches help find out about people before they start looking for a job or employment pathway.

- They get to know the person and people they know and trust, like:
 - friends, family or neighbours
 - people they've worked with during work experiences or part time jobs
 - teachers – that they have now or used to have
 - other people who support them

If you use an external job coach, make sure they are attached to a successful supported employment service local to where the student lives so that they can continue to assist them as they progress through, finish school and begin to look for a job.

Even if you don't use an external job coach, there may already be a vocational profile form in use by a service in your area supporting adults with learning disabilities to move into work. If your student is going to use their service in the future, make sure you gather the information they need.



For further Vocational Profiling Tools see:

- NDTi
 - How to support young people with SEN and disabilities into work
https://www.ndti.org.uk/uploads/files/How_to_Support_Young_People_With_Special_Educational_Needs_into_Work_FINAL.pdf
- Preparing for Adulthood
 - Vocational Profile Workbook
<https://www.preparingforadulthood.org.uk/SiteAssets/Downloads/wpykaifl636379632195713341.pdf>
- Ask your school, local college(s), Local Authority social worker(s), transition worker(s), or Job Centre Plus.
- Your local authority website provides information about what help there is to get a paid job
<https://www.gov.uk/find-local-council>
- British Association for Supported Employment <https://www.base-uk.org/>
- Engage To Change <http://www.engagetochange.org.uk/>

