



Vocational Profile

Pre-16



Name:		School:	
Name of Adviser:		Date profile started:	
Review dates:			

Please type / handwrite / use voice to text (shortcut: Windows  key plus H)

1. Thinking about me

*If you have had a meeting with people that are important to you / have had them fill out their questionnaires add them in here! A picture / post-its / random things they may have said to you all count 😊



I would describe my personality as ...

Quiet		Chatty		Shy		Confident	
Moody		Cheerful		Anxious		Loud	
Ambitious		Caring		Friendly		Sociable	

How do you like to spend your spare time? Tick all that apply.

Cinema 	Parks 	Sports 	
Gaming 	Family time 	Music 	
Eating out 	Animals 	Reading 	
Other hobbies: (please write below)			

Are the choices about how I spend my free time helping me be successful?

Activity	When? Amount of time?	Healthy Choice? Yes (Y) No (N)
Sleep		
Screen Time		
Exercise		

One small change I would like to make.

Breaking habits can be tough. Your brain will come up with excuses because it takes energy to make changes.

Be honest- Be prepared- what might stop you achieving your goal?

My goal	Benefits of making this change	My worries about making this change
<i>I want to make healthier choices about.... I want to change...</i>	<i>How will you feel when you've made this change? What difference will it make?</i>	
<i>My Action Plan</i>		
Small, realistic, steps to success		I would be more successful if...
<i>Think about the steps you will take to help you make that change- one small change at a time.</i>		<i>Who would be able to help you achieve these goals</i>

Which of the following are important in your life?

Diet:	
Festivals and holidays:	
Religious Observations:	
Any communities or groups you belong to / identify with:	
Other languages I	Listen to Speak Read/Write
Anything else?	

What type of clothes do you like to wear?

I like to wear a uniform	
I like to dress smart	
I like to dress casually	
I like to wear specific clothes only	

What do others like and admire about you? (You can use your VIP questionnaire here)

What do you like about yourself?

Thinking about school-

It can be difficult when..	It helps when...

Thinking about your future work environment what challenges might you face?

(Think about new spaces, new people, communication, noise, physical challenges...)

It's important that people supporting you know what you need and what works best for you.

Thinking about things that are 'barriers' and things you find 'difficult'

– what might help? What might need to change?

The Barriers / Difficulties I face are..	→	I work best when.. I need...Things would be better if..

What qualifications are you working towards?

On a scale of 1-5, how confident as a person do you think you are, and why?

1 😞	2 😞	3 😊	4 😊	5 😍
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On a scale on 1-5, how motivated do you think you are, and why?

1 😞	2 😞	3 😊	4 😊	5 😍
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On a scale of 1-5, how well do you feel you communicate with others? (more in section 5)

1 😞	2 😞	3 😊	4 😊	5 😍
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What forms of ID do you have (for Year 11's this could include a National Insurance Number)? Do you know where it is?

Is there any other information that is important to you to include here?

Reflection: There are so many brilliant things about you – did you agree with what other people thought? Could you spend some time over the next few weeks really noticing what you are doing well, what your friends love about you, any compliments you get, skills and things that come easily to you that maybe don't to others – jot them down just for your eyes only. You could also come up with 3 sentences to say to yourself each day / as you need (these are called affirmations). Mine are: I am a kind friend. I am creative. It's ok if I don't get everything on my to-do list done.

2. Things you might get support with in school



Do you have any triggers that make you feel angry, upset, frustrated or worried that people might need to be aware of?

Is there anything you do or things you use that helps you feel calm and in control?

Things that others do which is helpful	Things that others do, which is not helpful

3. Health



Tell us about your health conditions.

For example, do you have eczema, diabetes, asthma?

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Do you take medication regularly?

YES		NO	
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Do you need help taking your medication at home or work?

YES		NO	
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If 'YES' who helps you.....

Do you have difficulty standing up or being on your feet for long periods of time e.g., 30mins or more?

YES		NO	
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How comfortable do you feel about sitting down for long periods of time?

1 😞	2 😞	3 😌	4 😊	5 😍
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How confident are you walking?

1 😞	2 😞	3 😌	4 😊	5 😍
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How confident are you handling and lifting different shaped/sized objects?

1 😞	2 😞	3 😌	4 😊	5 😍
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Are you good at using your hands?

1 😞	2 😞	3 😌	4 😊	5 😍
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How is your balance/co-ordination?

1 😞	2 😞	3 😌	4 😊	5 😍
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Do you have any of the following health or sensory barriers?

Allergies Yes / No

Hearing Yes / No

Taste Yes / No

Being in crowded places Yes / No

sight Yes / No

Smells Yes / No

Touch Yes / No

Using lifts / feeling claustrophobic Yes / No

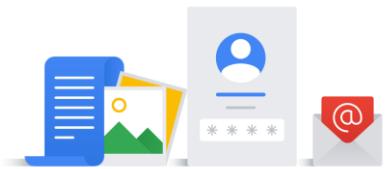
Any others?

What needs to be in place to keep you healthy and safe?

Is there any other information that is important to you to include here?

Reflection: Do you think an employer should know all your medical and health needs? Why / why not?

4. How you communicate



Do you use words to speak? Yes / No

Do you use any other things to support your communication?

Makaton signing	
BSL signing	
Pictures / symbols	
Electronic device	
Other	

What is the best way for you to learn things?

Being told what to do	
Being shown what to do	
Have list of things to do	
Use pictures to show what to do	

Is there any other information that is important to you to include here?

5. Travel

How do you travel to school at the moment?



Can you travel by yourself to school, or outside of school?

Yes / Sometimes / No

What is your preferred way to get around (tick *all* that apply)?

	Walk to places on my own
	Walk to places with support
	Get a lift in a car
	On the bus myself
	On the bus with support
	On the train myself
	On the train with support
	On my bike
	Taxi by myself
	Taxi with support
	Use special transport like Dial a Ride

Is there any other information that is important to you to include here?

6. Money

Do you have your own money?

Pocket money

Bank account



Which way do you prefer to use money?

Cash	
Card	
Phone	
Cashpoint / Bank App	

How confident do you feel managing your own money? (i.e. making sure you have enough lunch money for the whole week / saving for something / paying a bill such as your phone bill on the right date)

1 😞	2 😞	3 😌	4 😊	5 😍
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Is there any other information that is important to you to include here?



7. How do you tell the time?

Other people make sure I know the time and get where I need to be	
I use my phone to tell the time	
I use a watch	
I understand the 24 hour clock and can use this to tell the time	
I understand the 12 hour clock and can use this to tell the time	

Is there any other information that is important to you to include here?



8. Thinking about getting a job

My ambitions and life goals

A successful, happy future me would... (circle as many as you like and feel free to add your own)

Be in college doing...	Have an apprenticeship working with...	Have had the chance to go to University, to study...	Have a job, working as ...
Be working from home	Have my own business	Be abroad	Be close to where my family live
Be travelling and visiting different places like...	Have a family	Have my own home	

Things that are important to me and motivate me (Circle as many as you want).

Money £	Working with friendly people	Being part of a team.	Being able to work on my own.
Having a job that lets me work at my own pace	Being in places that are busy and lively	Feeling safe	Feeling valued
Having clear goals to work towards- I need my day to have structure and routine.	Supporting or helping others	Being trusted to do things independently	Being accepted and included
Being somewhere that feels calm and quiet	Having lots of variety- I get bored when I have to keep doing the same task.	Being outdoors	Being indoors
Being able to do practical, hands-on work.	Being somewhere clean and organised	Being somewhere where I keep learning new skills	Feeling supported

Thinking about the people around you, what jobs do they do?

Have you done any of the following:



Visited a workplace	Yes / No
Spoken to an employer	Yes / No
Work experience	Yes / No
Work placement	Yes / No

Volunteering Yes / No

Paid work Yes / No

Work Experience:

If you have done any work experience, volunteering or paid work, what support did you get?

What went well? What *did* you enjoy?

What did not go so well? What did you find difficult? What did you *not* enjoy?

Next steps..

Reflection: Is there anyone you know that you could ask to see their workplace / ask them questions about their job to find out more? (In the job world, we call this 'networking'!)



9. Planning your future career

Do any of the following job areas interest you?

Admin / Office		Animal Care		Art	
Beauty & Wellbeing		Catering		Caring for people	
Childcare		Cleaning		Construction	
Computing & digital media		Customer service		Emergency and uniform services	
Environment		Engineering		Gardening	
Hospitality		Maintenance		Performing Arts	
Retail (shop)		Science / laboratory		Social care	
Sport & Leisure		Transport		Warehouse / delivery driver	

Other:

What hours would you prefer to work?

Full time		Part time		Either	
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Can you work a full day - up to 8 hours?

YES		NO		DON'T KNOW	
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Have you had a 1:1 careers appointment (this could be with your in-school careers advisor or someone who has visited from out of school?) Yes / No

If yes, do you feel clear about the options available to you? Yes / No

Do you have a dream job in mind?

Is there any other information that is important to you to include here?

Can you think of a couple of goals would you like to achieve in the next 12 months?

Vocational Profile Review

Date: Supporting Adult:



Summary of main discussion points highlighting any areas of the Vocational Profile which have been updated.

My Views:

Views of my VIPs:

Views/ feedback from work experience:

Things to do next:

