

1. Gain Consent Allows students to complete a Full Morrisby or Optional Aptitudes profile	<ul style="list-style-type: none"> <input type="checkbox"/> Promote program to key school staff <input type="checkbox"/> Send / Collate Consent from parents / guardians (hardcopy, electronically, verbally) <input type="checkbox"/> Click HERE for 2025 Consent form <input type="checkbox"/> Click HERE and HERE for School and Family Info flyers <input type="checkbox"/> Click HERE for translated Consent form and flyer
2. Profiling Preparation	<ul style="list-style-type: none"> <input type="checkbox"/> Check school calendar & schedule profiling date/s. Notify key school staff and MCI Program Manager <input type="checkbox"/> Recommend scheduling 120 minutes (minimum) of class time in one day (Click HERE for 'Best Practice Profiling' flyer) <input type="checkbox"/> Check you have received and completed an IT check using 'Important IT guidelines' doc <input type="checkbox"/> Check availability of suitable IT devices and book them (School supply or student BYOD?)
3. Identify appropriate profile type for each student: Three Profile Pathways <ul style="list-style-type: none"> • Full Profile: Most students • Optional Aptitudes: Identified Priority Cohorts • Morrisby Careers: Students without consent 	<ul style="list-style-type: none"> <input type="checkbox"/> Every Year 9 student completes one of the 3 available profiles – Click HERE for outline of profiling types <input type="checkbox"/> Identify most suitable Profiling type for each student <input type="checkbox"/> Check you have received your school's 2025 Student Profiling Kit with embedded registration code <input type="checkbox"/> Request 2025 Optional Aptitudes and Morrisby Careers Student Profiling Kits and registration codes if required <input type="checkbox"/> Login / familiarise with Advisor Access in Morrisby Manager. Go to -> Morrisby Manager <input type="checkbox"/> Request Adviser Access for additional key staff
4. Prepare Students & Supervisors <i>"Preparation results in higher completion rates and more accurate career suggestions"</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule / Deliver "Getting Prepared" presentation at an assembly or in class groups. Will take approximately 20 minutes. Click HERE for PPT or HERE for 11 minute video <input type="checkbox"/> Book profiling rooms with whiteboard / screen in a quiet location where students will not be distracted <input type="checkbox"/> Consider a separate room for students that will be completing Optional Aptitudes or Morrisby Careers profiles <input type="checkbox"/> Notify students and key staff of event <input type="checkbox"/> Brief supervising staff inc. any learning support staff assisting, about the profiling process (inc. using the correct registration codes, keeping students on task, saving / logging off once completed) <input type="checkbox"/> Ensure students know school email address for registration (have list ready for backup)
5. Profiling Day	<ul style="list-style-type: none"> <input type="checkbox"/> Supervisors to follow instructions in School Administration Guide (pages 11 – 14) <input type="checkbox"/> Students follow registration and profiling steps outlined in relevant Student Profiling Kit <input type="checkbox"/> Monitor individual students' progress using Morrisby Manager <input type="checkbox"/> Have additional work for students who complete early <input type="checkbox"/> Contact MCI Program Coordinator with any questions or MCI IT support if experiencing any tech issue
6. Profiling Catch-up Session	<ul style="list-style-type: none"> <input type="checkbox"/> Identify students who didn't complete their profile or were absent on profiling day using Morrisby Manager <input type="checkbox"/> Arrange a catch-up profiling session for these students and generate recovery codes if needed to log in again

Helpful Resources: (CTRL+Click to open all links in Blue)

[Morrisby Adviser Access Guide](#)
[MCI: School Administration Guide](#)
[MCI Website for additional Information & Resources](#)

MCI Key Contacts

Program Coordinator
[General & Tech support](#) / (03) 9433-8033