



MCI Self Delivery in Alternative Settings

Navigator & LOOKOUT

Presented by Karen Pritchard and Rebecca Sanders



Acknowledgement of Country

On behalf of the Australian Centre for Career Education, we would like to acknowledge the traditional owners of Country throughout Australia and recognise their continuing connection to land, waters and culture.

We pay our respects to their elders past, present and emerging.



Artwork by Lacey Yeomans

Presentation Overview

- My Career Insights (MCI) Program Overview
- Introduction to Morrisby Profiles
- Understanding Morrisby Profile Types
- Delivering MCI in Navigator and LOOKOUT Settings
- Optional Aptitudes Training Overview
- Accessing Morrisby Manager as a Trained Advisor
- The MCI Student Journey in Alternative Settings
- Self-Delivery Requirements
- Next Steps for Implementation
- Resources and Ongoing Support
- Questions

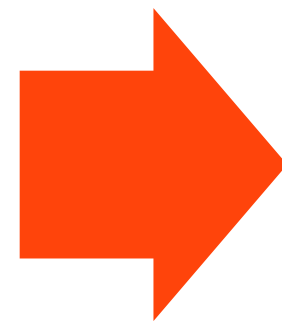
What is My Career Insights (MCI)?

- My Career Insights (MCI) is a Department of Education funded program available to all Year 9 students in Victorian Government secondary schools, including specialist and alternative education settings
- Students complete a series of online questionnaires and assessments to create a personalised Morrisby Profile
- Students then explore their results with a Morrisby-trained Careers Consultant through either: a one-to-one Unpacking Interview, or a Group Unpack session
- The program helps students understand their strengths, interests and abilities, supporting informed decisions about future education and career pathways

Two Key Phases:

Profiling

Complete online assessments
to create a personalised
Morrisby Profile



Unpacking Interview

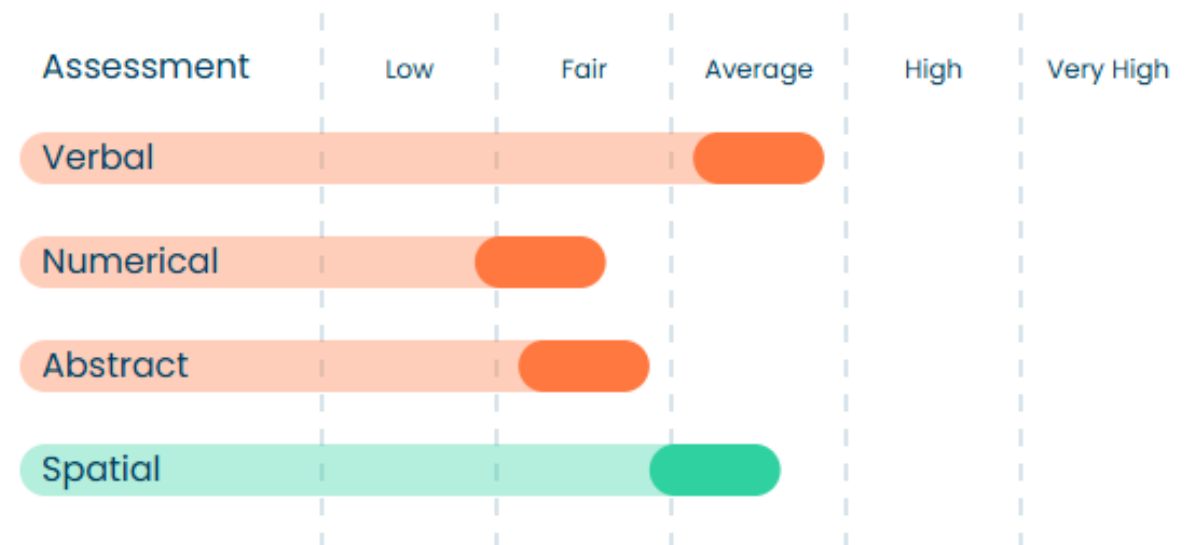
30-minute one-to-one interview
(face-to-face or Webex) or
Group Unpack session



Morrisby Profile

A personalised profile bringing together Aptitudes, Interests, Personality and Work Style preferences

Aptitudes - Natural strengths and potential



Interests - What motivates and engages you

People



Information



Things



Work Style - How you contribute in different environments



Personality - How you prefer to think and work



What the Morrisby Profile Provides

Personalised career and subject recommendations based on a student's assessment results

Career Exploration



Career

Teacher - Primary

83%

Show related career



Career

Mental Health Worker

80%



Career

Careers Adviser

79%



Career

Teacher - Secondary

78%



Career

Counsellor/Psychotherapist

77%



Career

Social Worker

77%

Show related career

Supporting informed subject, pathway and career decisions through personalised exploration.

Subject Recommendations

Subject	Rating i	Considering		
VCE VET Hair and Beauty (VCE)		☒	☐	☐
Psychology (VCE)		☒	☐	☐
Health and Human Development (VCE)		☒	☐	☐
Sociology (VCE)		☒	☐	☐
VCE VET Hospitality (VCE)		☒	☐	☐
VCE VET Applied Fashion Design and Technology (VCE)		☒	☐	☐
VCE VET Health (VCE)		☒	☐	☐
Texts and Traditions (VCE)		☒	☐	☐
Religion and Society (VCE)		☒	☐	☐
VCE VET Design Fundamentals (VCE)		☒	☐	☐
Philosophy (VCE)		☒	☐	☐
Food Studies (VCE)		☒	☐	☐

Three Profiling Types (Mainstream and Alternative settings)

Navigator and LOOKOUT Morrisby Careers (MC) profile



My Career Insights

Discover, Develop, Drive

Morrisby Profiling Pathways

Different profiling pathways are available to provide accessibility and flexibility for every student to participate in the MCI program.

	Morrisby Full Profile	Morrisby Optional Aptitudes	Morrisby Careers
Aptitudes	✓	Optional	✗ Consent Required
Interests	✓	✓	✓
Personality	✓	Optional	Optional

Full Profile (requires parent/guardian consent)

The online questions are grouped in 10 sections. The Aptitude quizzes consist of 2 Verbal, 2 Numerical, 2 Abstract, 1 Spatial and 1 Mechanical module (timed) as well as 2 untimed questionnaires - Interests (Aspirations) and Personality.

Optional Aptitudes (requires parent/guardian consent)

This profiling pathway has been designed for students who may not be ready to engage with a full profile at this stage. It begins with the Interests (Aspirations) questionnaire which takes 15- 20 minutes to complete. Students can access full profiling including Personality and Aptitudes at any time.

Careers

This profiling pathway has been designed for students who have not been able to gain consent to undertake the full profile. It begins with the Interests (Aspirations) questionnaire which takes 15 - 20 minutes to complete, and allows the option of completing the Personality questionnaire. With consent, students can access full profiling at a later date.

Morrisby Careers (MC) Profile for Navigator and LOOKOUT Settings

Students in Navigator and LOOKOUT settings begin with a Morrisby Careers (MC) Profile

Suitable for students who:

- May find it difficult to obtain parent/guardian consent
- May benefit from a shorter and more manageable profiling pathway, including:
 - Students with identified learning needs
 - EAL students developing English proficiency
 - First Nations students
 - Students who are disengaged or have difficulty sustaining focus
 - Students with high absenteeism or school refusal

Important:

- Not all students in these cohorts require a Morrisby Careers Profile.
- Use professional judgement to determine whether a Full Profile may be more appropriate
- Aptitude assessments can be enabled at any time for students aged 18+ or once parent/guardian consent has been obtained.

Self Delivery

Unpacking Morrisby Profiles

All students who complete a Morrisby profile can participate in a 30-minute unpack interview

Purpose of the Interview

Students:

- Understand their profile results
- Explore strengths, interests and preferences
- Review and save favourite career and subject suggestions
- Learn to use Morrisby independently
- Customise profile settings and preferences

Self-Delivery Requirements:

- Unpack interviews can be self-delivered by **Morrisby Trained Advisers**
- In Navigator and LOOKOUT settings, trained in-house staff can conduct unpack interviews
- **Aptitude assessment results can only be unpacked by a Fully Certified Morrisby Adviser**



My Career Insights

Discover, Develop, Drive

Self-Delivery Training Morrisby Certification

Objectives:

1. **Familiarisation** - By completing a personal profile yourself, you will find it easier to determine which profile will provide meaning for your students, and to support them through the profiling process.
2. **Knowledge** - By learning about the content of Morrisby profile reports, you can best support students to understand their results and discuss their aspirations in ongoing career conversations.
3. **Self-Delivery** - As a Morrisby Trained Adviser, you will be granted permissions that enables you to 'impersonate' a student's profile, deliver the 'unpacking' interview, and complete all necessary record keeping steps.

Two Types of Training - *Online, Self-Paced, and free!*

Full Aptitudes Training

- Completion of a personal Morrisby profile
- 4 - 6 hours of self-paced training modules
- Understanding all types of Morrisby profile reports
- Ability to 'unpack' all sections of a profile, including the Aptitude results

Optional Aptitudes Training

- Completion of a personal Optional Aptitudes Morrisby profile
- 1 - 1.5 hours of self-paced training modules
- Understanding of Optional Aptitudes, Morrisby Careers and Elemental Aspirations profile reports (not including Aptitudes)
- Ability to 'unpack' Interests and Personality Questionnaires

Optional Aptitudes Training – Six Modules

1. Registration & completion of personal Morrisby profile

- Optional Aptitudes (MO)
- Important for familiarisation
- Use personal email to register (not your work email)

2. Suitability of different Profile Types

- Mainstream & Alternative settings
- Specialist & Special settings
- Optional Aptitudes profiling steps

3. 'Unpack' Interviews

- Interview modes
- Overview of Purpose
- Self-delivering an 'unpack' interview

4. Self-Delivery requirements

- Learn how to assign, impersonate and save notes for an Unpack interview in Morrisby Manager

5. Resources and Support

- Familiarisation with Morrisby Manager Adviser Access
- Website and additional resources
- Key Contacts

6. Completion and Quiz

- Quiz to test understanding
- Certificate of Completion
- Trained Adviser Access in Morrisby Manager

***Already completed the training? Due to recent updates, we encourage you to register and complete the revised Optional Aptitudes training. Registration Form Link: <https://www.morrisby.com.au/victoria-de-staff-application>**

Morrisby Manager Trained Advisor Access

Upon Completion of Training:

- Receive a Certificate of Completion
- Gain access to Morrisby Manager as a Trained Career Adviser
- Access student profiles and reports
- Support students through unpack interviews

Key Permissions:

- Monitor profiling progress
- View and download reports
- Impersonate students for unpacking interviews
- Create recovery codes and reset modules
- Transfer students and access administration features

Important

Only access profiles of students you are directly supporting

MCI Student Journey in Alternative Settings

Step 1: Check Student Eligibility

- Year 9 or 15+ years of age
- Enrolled, or intending to enrol, in a Victorian Government school
- Has not previously completed a Morrisby profile
- Contact MCI Support to check for or recover existing profiles:
support@acce.org.au
 - Provide Full name, DOB, School enrolled or previous school

Step 2: Student Registration

- The Morrisby Careers (MC) Profiling Kit, contains step-by-step instructions and a unique registration code for your setting
- Support the student to register if required
- Students require name, date of birth, email address and creation of a password

Step 3: Profiling

- Students complete the Interests and Personality questionnaires
- Approximately 20-30 minutes
- Aptitudes assessments can be enabled later if the student is 18+ or consent is obtained

Step 4: One-to-one Unpack interview

- 30-minute unpack interview
- Review profile results and explore career options
- Conducted by a Morrisby Trained Adviser
- Aptitude results require a Fully Certified Morrisby Adviser
- Parent/guardian participation optional

MCI Self-Delivery Requirements

Following a Morrisby unpack interview, the following steps must be completed in Morrisby Manager

- 1 **Assign** the student to yourself for interviewing
- 2 **Impersonate** the student's profile
- 3 **Add notes** upon completion of the interview
- 4 **Save and Share** interview notes

Next Steps:

1. Register for Training

- Complete the Full or Optional Aptitudes Training
- Complete your own Morrisby Profile
- Register at: <https://www.morrisby.com.au/victoria-de-staff-application>

When registering please provide:

Two email addresses

- Personal: for profile completion
- Work: for access to Morrisby Manager

Detail about your setting:

- Navigator Region and Service Provider
- Lookout Region

Navigator Example

Region: Western Melbourne
Service Provider: Anglicare

LOOKOUT Regions:

SWVR – South Western
SEVR – South Eastern
NWVR – North Western
NEVR – North Eastern

2. Submit Your Certificate

Email your Program Coordinator:

- Training Certificate
- Full Name
- Work Email Address
- Navigator Region and Service Provider or LOOKOUT Region

3. Activate Morrisby Manager

- Access will be enabled
- Set up your password using your work email

4. Start Delivering MCI

- Receive your Morrisby Careers Student Profiling Kit
- Begin profiling and unpack interviews

Resources and Support

1. MCI Website: <https://acce.org.au/services/my-career-insights/resource-library/>

General info & key resources including Resource library and Specialist resources

- Webinars & Videos
- Planning Checklists
- Adviser Access Guide

2. Morrisby Manager: <https://manager.morrisby.com/login/>

Access to impersonate students, student data & profile reports, Assigning, Interview notes

3. My Career Insights Team

Ongoing support is available to assist with facilitating the MCI program

- MCI Program Coordinator: Rebecca Sanders – rebecca.sanders@acce.org.au
- MCI Support: (03) (9033 8033) / support@acce.org.au

Enhanced MCI pilot

The Enhanced My Career Insights Pilot Program (EMCI) connects Year 9 and 10 students from priority cohorts with additional supports to build capability to engage with work-based learning opportunities.

Qualified Career Practitioners work in schools on a scheduled basis to provide, career and work readiness support to referred students within the following priority cohorts.

- Disability
- First Nations
- Out of Home Care
- Refugees and Aylum Seekers
- Youth Justice

EMCI management:

Program Manager: Karen Pritchard. Email: kpritchard@acce.org.au

Team Lead: Cassie Davis. Email: cassie.davis@acce.org.au

Enhanced MCI pilot schools and team contact

School/s	EMCI Career Consultant	Email
Braybrook College, Copperfield College, Lakeview Senior, Sunbury College, Sunbury Downs SC	Alaa Alboarab	alaa.alboarab@acce.org.au
Ashwood School, Parkdale SC, South Oakleigh SC, Wellington Sc, Yarra Hills SC	Carol McCaskie	carol.mccaskie@acce.org.au
McClelland SC (Yr10), Mornington SC, Mount Erin Sc, Naranga School	Cassie Davis	cassie.davis@acce.org.au
Ararat SC, Kyneton HS, Melton SC, Seymour College, Seymour SDS, Woodman's Hill SC, Yuille Park College	Denise Hanaphy-Shearer	denise.hanaphy@acce.org.au
Sale College	Graeme Barwise	graeme.barwise@acce.org.au
Boronia K-12, Diamond Valley SC, Reservoir HS, Scoresby SC, The Pavillion School, McClelland SC (Yr9)	Jenny Banks	jenny.banks@acce.org.au
Bannockburn P-12, Brauer SC, Lake Bolac College, Northern Bay P-12, Oberon HS, Portland SC	Kelsey Bourke	kelsey.bourke@acce.org.au
Alkira SC, Elisabeth Murdoch College, Keysborough SC, Noble Park SC, Rowville SC, Warragul Regional College	Liam Duffy	liam.duffy@acce.org.au
Hopper Crossing SC, Tarneit P-9 ad Senior, The Grange P-12	Farheen Rauf	farheen.rauf@acce.org.au
Bundoora SC, Edgras Creek SC, Epping SC, Healesville HS, Wallan SC	Rebekah Lilley	rebekah.lilley@acce.org.au
Benlla P-12, Numurkah SC, Wangaratta HS, Wodonga Middle Years and Senior	Tanya Honeychurch	tanya.honeychurch@acce.org.au