

<b>1. Gain Consent</b>  Allows students to complete a Full Morrisby or Optional Aptitudes profile	<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 <a href="#">HERE</a> for Consent form <input type="checkbox"/> Click <a href="#">HERE</a> and <a href="#">HERE</a> for School and Family Info flyers <input type="checkbox"/> Click <a href="#">HERE</a> for translated Consent forms and flyers
<b>2. Profiling Preparation</b>	<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 <a href="#">HERE</a> for 'Best Practice Profiling' flyer) <input type="checkbox"/> Check availability of suitable IT devices and book them (School supply or student BYOD?)
<b>3. Identify appropriate profile type for each student:</b>  <b>Three Profile Pathways</b> <ul style="list-style-type: none"> <li>• <b>Full Profile:</b> Most students</li> <li>• <b>Optional Aptitudes:</b> Identified Priority Cohorts</li> <li>• <b>Morrisby Careers:</b> Students without consent</li> </ul>	<input type="checkbox"/> Every Year 9 student completes one of the 3 available profiles – Click <a href="#">HERE</a> 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 Student Profiling Kit with embedded registration code <input type="checkbox"/> Request Optional Aptitudes and Morrisby Careers Student Profiling Kits and registration codes if required <input type="checkbox"/> Login / familiarise yourself with your Advisor Access in Morrisby Manager. Go to -> <a href="#">Morrisby Manager</a> <input type="checkbox"/> Refer to the <a href="#">Advisor Access Guide</a> for information on how to use Morrisby Manager <input type="checkbox"/> Request Adviser Access for additional key staff
<b>4. Prepare Students &amp; Supervisors</b> <i>"Preparation results in higher completion rates and more accurate career suggestions"</i>	<input type="checkbox"/> Schedule / Deliver "Getting Prepared" presentation at an assembly or in class groups. Will take approximately 20 minutes. Click <a href="#">HERE</a> for PPT or <a href="#">HERE</a> 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)
<b>5. Profiling Day</b>	<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 <a href="#">Morrisby Manager</a> <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
<b>6. Profiling Catch-up Session</b>	<input type="checkbox"/> Identify students who didn't complete their profile or were absent on profiling day using <a href="#">Morrisby Manager</a> <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)

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

**MCI Key Contacts**

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