1. Gain Consent
Required to participate in the MCI program

- ☐ Promote program to key school staff
- ☐ Send / Collate Consent from parents / guardians (hardcopy, electronically, verbally)
- ☐ Click HERE for **2026** Consent form
- ☐ Click HERE and HERE for School and Family Info flyers. Click HERE for translated Consent form and flyers

2. Profiling Preparation

- ☐ Check school calendar and schedule profiling date/s. Notify key school staff and MCI Program Coordinator
- ☐ Complete a school-based IT check using Morrisby IT Check Guidelines
- ☐ Check availability of suitable IT devices and book them (School supply or student BYOD?)
- ☐ You may register students on their behalf in advance (use student school email for username and school generated passwords). Keep secure list of usernames / passwords for logging in at a later date

3. Identify appropriate student profile type

Three Morrisby Profile Pathways

Full Profile: *Students with higher capability*
Optional Aptitudes: *Most students*
Elemental Aspirations: *Students with greater challenges*

- ☐ Every student (15+) can complete one of the 3 available profiles – Review Profiling matrix and Additional Pathways for outline of profiling types. Identify most suitable Profiling type for each student
- ☐ Check you have received your school's **2026** Student Profiling Kit with embedded Morrisby registration code
- ☐ If required, request **2026** Elemental Aspirations Student Profiling Kits and registration code
- ☐ Familiarise with Morrisby Advisor Access. Login to Morrisby Manager with your 'education' email
- ☐ Request Adviser Access for additional key staff

4. Prepare Students & Supervisors

Why, What, How & When

"Preparation results in higher completion rates and more accurate self-reflection and possible career suggestions"

- ☐ Consider accessibility needs inc. literacy, comprehension, concentration, disability) eg. use text -> audio software, visual cards (emojis, milk glasses in 'Boardmaker' magnified screen, translators / support staff
- ☐ Schedule / deliver a class to prepare / familiarise students with profiling process and format inc. practice questions. You may use 'Getting Prepared' PPT - Specialist and some slides from 'Getting Prepared' - Aptitudes for any students attempting additional modules
- ☐ Book rooms that suit the task eg. with whiteboard / screen, tables & chairs, quiet and free from distraction
- ☐ Brief supervising staff inc. learning supporters, about profiling process (inc. using the correct registration codes, help with understanding questions, keeping students on task, saving / logging off once completed)
- ☐ Notify students and key staff of event

5. Profiling Day/s

- ☐ Display appropriate Morrisby registration code, and support students to follow registration and profiling steps outlined in relevant Student Profiling Kit (have backup list available for login if you pre-registered students)
- ☐ Advise students when to rest and when to stop profiling eg. after Interests questionnaire / before Aptitudes
- ☐ Assist students with reading, explanation of terms / concepts, laptop entry, and other identified need
- ☐ Observe / support student progress. Monitor using Morrisby Manager (refer to Adviser Guide for instructions)
- ☐ Have additional activities / tasks for students who complete early or ask to leave room to minimise distractions
- ☐ Contact MCI Program Coordinator with any questions, or contact MCI-IT support if experiencing any tech issue

6. Profiling Catch-up Session

- ☐ Identify students who didn't complete their profile or were absent on profiling day using Morrisby Manager
- ☐ Arrange a catch-up profiling session for these students and generate recovery codes if login details lost

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Helpful Resources: *(Ctrl+Click to open all links in blue)*

Morrisby Adviser Access Guide
MCI Website / Specialist setting schools resources

MCI Key Contacts during Interviews

Program Coordinator *(issues inc. Consultants, Schedule changes / disruptions, Wellbeing concerns)*
Suzanne Morelli: 0427 993 989 / suzanne.morelli@acce.org.au
General & Tech support / (03) 9433-8033 *(issues inc. Webex setup / Technical / Audio)*