

My Vocational Profile

A journey from Year 7 to adulthood and the world of work.

Name

Supporting
Adult

Job Title

Parent /
Carer Name

EHCP

☐

YES

☐

NO

Date of
1st update

Date of
3rd update

Dates of
2nd update

Additional
update
dates



Education & Learning



Personal Development
& Support



Independence &
Transitions



Employment &
Progression

Welcome to Your Vocational Profile Workbook

This workbook is all about **you** — your strengths, your interests, your goals, and the support that helps you thrive. You will use it from **Year 7 all the way until you move into work or further education**.

- You **don't** complete this book all at once.
- Instead, you add to it **gradually**, as you learn more about yourself.

Each section has a coloured label and a box that tells you:

WHEN TO ADD TO THIS SECTION

This makes it clear when that part of the workbook becomes relevant.

You can also update any section whenever:

- something changes,
- you learn something new about yourself, or
- you want to add new achievements or experiences.

By the time you leave school or college, you'll have a complete vocational profile to help teachers, employers, and support staff understand how to help you succeed.



Education & Learning

Understanding how you learn



Personal Development & Support

Knowing yourself and what supports you



Independence & Transitions

Building skills for life



Employment & Progression

Exploring jobs and planning your future

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Education & Learning

Understanding how you learn



Education & Learning

Understanding how you learn

WHEN TO START:

- ✓ Begin in Year 7
- ✓ Add more in Year 8–9
- ✓ Update only when something changes

1.1 About Me – The Basics

This section shares the important things people need to know about you — how you communicate, who supports you, and what helps you feel comfortable at school. These details help teachers and support staff get things right from the start.



Name



School / College



Who do I live with?



First Language



Do I need any support to communicate?

Yes

No

☐☐

My preferred communication method is:



Symbol

☐

Interpreter

☐

Signing

☐

Type

☐

Support I need to communicate



Do I take any medication or need help managed it?

Yes

No

☐☐

If yes please give details

People who help me complete this workbook



Education & Learning

Understanding how you learn

WHEN TO START:

- ✓ Begin in Year 7
- ✓ Add more in Year 8–9
- ✓ Update only when something changes

1.2 My Learning Profile

Everyone learns differently. This section helps you explore what learning looks like for you — what you enjoy, what challenges you, and how teachers can support you. This grows as you do.



What subjects do you enjoy most? Why?



What subjects or topics do you find difficult?

How do you learn best?



Doing



Listening



Watching



Reading



Repeating



Talking



What helps you focus in class?



What makes it harder for you to concentrate?



What is something you've been proud of learning recently?



WHEN TO START:

- ✓ Year 7–8
- ✓ Update when you discover something new that helps

1.3 What Helps Me Learn Well?

This page helps adults understand the practical things that support your learning.

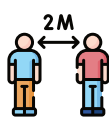
What helps you feel comfortable in the classroom?



Routine



Clarity



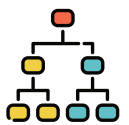
Space



Quiet



Choice



Structure



Please provide examples of any specific requirements you need for a comfortable classroom.

Are there any classroom environments that help you (quiet, calm, structured)?



Calm



Quiet



Structured



Bright



Flexible



Supportive



Please provide examples of any specific classroom environments that help you to learn.

WHEN TO START:

- ✓ Year 7–8
- ✓ Update when you discover something new that helps

Education & Learning
Understanding how you learn

1.3 What Helps Me Learn Well?

This page helps adults understand the practical things that support your learning.

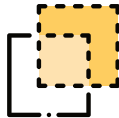
Do you use any equipment to help you learn?



Laptop

☐

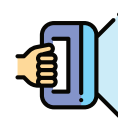
Headphone

☐

Overlay

☐

Checklist

☐

Reader

☐

Tools

☐

Please provide examples of specific equipment that you use to help you learn.

What routines work best for you?



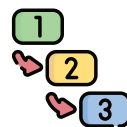
Warm-ups

☐

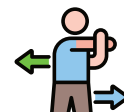
Steps

☐

Timetable

☐

Breaks

☐

Focus

☐

Please provide examples of routines that help you learn.

WHEN TO START:

- ✓ Year 7–8
- ✓ Update when you discover something new that helps

Education & Learning
Understanding how you learn

1.3 What Helps Me Learn Well?

This page helps adults understand the practical things that support your learning.



Can you describe what a good learning day looks like for you?



What should teachers/support staff know to help you do your best?



Personal Development & Support

Understanding myself, my feelings, and what helps me feel happy and confident.



Personal Development & Support

Knowing yourself and what supports you

WHEN TO START:

- ✓ Start in Y7–8
- ✓ Add again as you grow

2.1 My Personality

Your personality is a big part of who you are. This section helps you describe yourself in ways that feel true to you — using words, emojis, or short statements.

Choose emojis that describe you.

 Quiet	 Chatty	 Shy	 Confident	 Moody	 Cheerful	 Anxious	 Loud
☐	☐	☐	☐	☐	☐	☐	☐



How would you describe your personality in your own words?



What do other people say you're like?

What are three things you like about your personality?

1

2

3



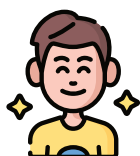
- ✓ Start in Year 7
- ✓ Add whenever new interests appear
- ✓ Especially useful in Y8–Y10

2.2 My Interests & What Makes Me Happy

What you enjoy says a lot about your strengths and potential. This section grows as you discover new hobbies or activities.



What hobbies do you enjoy?



What activities make you feel happy?



What helps you feel calm when things get tricky?



Are there clubs, groups, or teams you like being part of?



What do you enjoy doing in your free time?



Personal Development & Support

Knowing yourself and what supports you

WHEN TO START:

- ✓ Start in Year 8 or 9
- ✓ Add more as you learn what supports you
- ✓ Update in times of change

2.3 My Challenges & What Helps Me

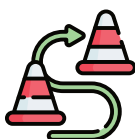
Everyone finds some things difficult. This page helps you explain what's tough and what support works for you.



What things can upset you or make things difficult?



What helps when this happens?



What should people avoid doing when you're upset or stressed?



What helps you feel safe, happy and healthy?



What support do you find most helpful in school or at home?



- ✓ Start in Y7–8
- ✓ Add as your strengths grow

2.4 My Strengths & Support Network

This page celebrates your strengths and the people who support you. It grows as you discover more about yourself and your abilities.

What are you really good at?



Home



College



School



Work



What are you proud of about yourself?

Who are the important people in your life? How do they help you?



Family



Teachers



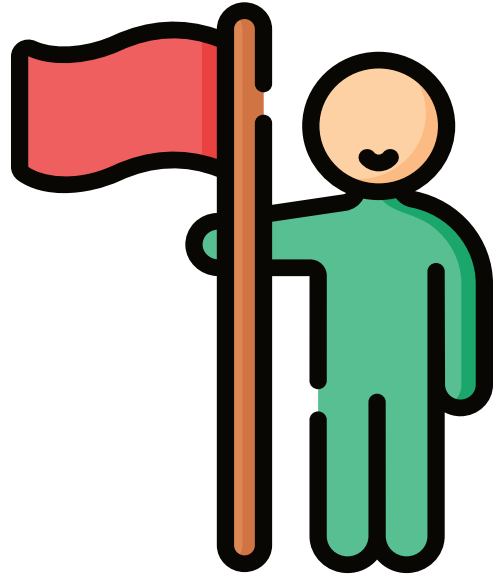
Friends



Support Staff



What new strengths have you discovered about yourself recently?



Independence & Transitions

Building life skills and getting
ready for new steps.



Independence & Transitions

Building skills for life

WHEN TO START:

- ✓ Start in Year 8 or 9
- ✓ Add more in Years 10–13

3.1 My Home & Life Skills

Life skills help you become confident and independent. This section helps you reflect on what you can do now and what you're still learning.

What skills can you do on your own at home?



House Work



Laundry



Cooking



Managing Money



Travelling Independently



What skills are you learning right now?

What skills do you want to learn next?

What support helps you become more independent?

Do you manage money on your own? What helps you with this?

How confident do you feel travelling to places?



Independence & Transitions

Building skills for life

WHEN TO START:

- ✓ Complete in Year 7
- ✓ Update only if needs change

3.2 Physical, Sensory & Mobility Needs

This helps adults understand your physical or sensory needs and adjustments that support you.

Do you have any difficulties with the following? *(Tick all that apply)*

 Seeing ☐	 Hearing ☐	 Smells ☐	 Taste ☐	 Touch ☐	 Standing ☐	 Sitting ☐
 Balance ☐	 Walking ☐	 Kneeling ☐	 Lifting ☐	 Carrying ☐		

If yes, what helps you?

Do you use any special equipment to support you in education or work?

 Special Chair ☐	 Large Screen ☐	 Interpreter ☐	 Other ☐	
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What helps you feel comfortable at school or work?



Independence & Transitions

Building skills for life

WHEN TO START:

- ✓ Start in Year 9
- ✓ Add again in Y10–11
- ✓ Add again in Y12–13 for post-16/18

3.3 Preparing for Change

Transitions can feel big. This section helps you prepare for new schools, classes, or environments and understand what makes change easier.



What helps you feel prepared for change?



What makes change difficult for you?



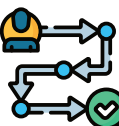
What support helps you in new places or situations?



What do you want to know before starting somewhere new?



Would things like maps, photos, or meeting new staff help you?



Do you need practice travelling or help planning journeys?



Independence & Transitions

Building skills for life

WHEN TO START:

- ✓ Start in Year 10
- ✓ Add to it through Y11–13
- ✓ Finalise before leaving school or college moves

3.4 Preparing for Adulthood (PfA)

As you get older, you start thinking more about adult life — where you want to live, how you'll stay healthy, be part of the community, and find work. This section helps you set goals.

Independent Living:



What do you want to be able to do by yourself as you grow older?

What support will help you do this?

Community Inclusion:



How would you like to be part of your community?

What activities or groups would you like to try?

Health:



What helps you stay healthy and well?

Are there any health goals you want to work on?

Employment (early thinking):



What skills would you like to develop for adult life or work?

What support might you need to reach your goals?



Employment & Progression

Exploring careers, getting
experience, and planning my
future pathway.



Employment & Progression

Exploring jobs and planning your future

WHEN TO START:

- ✓ Begin around Year 9
- ✓ Add new experiences and ideas through Y10–13
- ✓ Finalise when moving into work or training

4.1 Discovering Jobs

This is where you begin exploring the world of work. There are thousands of jobs out there — this page helps you notice the ones that interest you.



What jobs are you curious about?



What do you like about those jobs?



What skills do those jobs use?



Have you seen people doing jobs that interest you? Who?



Employment & Progression

Exploring jobs and planning your future

WHEN TO START:

- ✓ Start in Year 10
- ✓ Build on it in Year 11
- ✓ Update when choosing post-16 or post-18 options

4.2 My Career Ideas

As you grow, you'll discover what matters to you — helping people, making things, earning money, solving problems, or working with animals. This page helps you explore those ideas.



What is your dream job?



What other jobs might suit you?



Why do these jobs interest you?



What skills do you have that match these jobs?

What matters most to you in a job?



Helping people



Routine



Earning money



Being creative



Working outdoors



Working indoors



Meeting people





Employment & Progression

Exploring jobs and planning your future

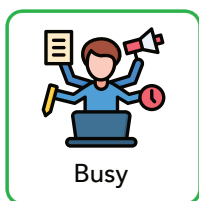
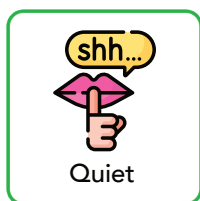
WHEN TO START:

- ✓ Start around Year 10
- ✓ Add more after work experience (Y10–Y13)

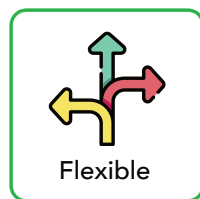
4.3 My Work Preferences

What kind of workplace suits you best? Busy or quiet? Indoors or outdoors? This page helps you figure that out.

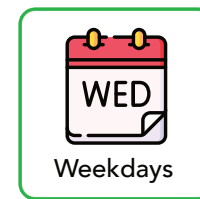
Would you prefer to work in a: (tick all that apply)

☐☐☐☐☐☐

What hours would suit you? (tick all that apply)

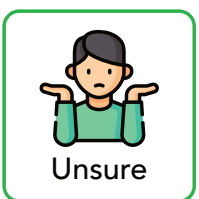
☐☐☐☐☐

Would you prefer to work: (tick all that apply)

☐☐☐☐☐☐

Do you have any travel needs?

Would I like to run my own business or be self-employed?

☐☐☐



Employment & Progression

Exploring jobs and planning your future

WHEN TO START:

- ✓ Every time you do something new
- ✓ Mostly Y10–Y13

4.4 Experiences That Help Me Learn

Work experience, volunteering, part-time jobs — these help you understand what you enjoy. Use this page to record each one.



What was the experience? (Work experience, volunteering, taster, visit, job)



Where did you go?



What did you do?



What did you enjoy?



What was difficult?



What did you learn about yourself?



Would you like to do something like this again? why?



Employment & Progression

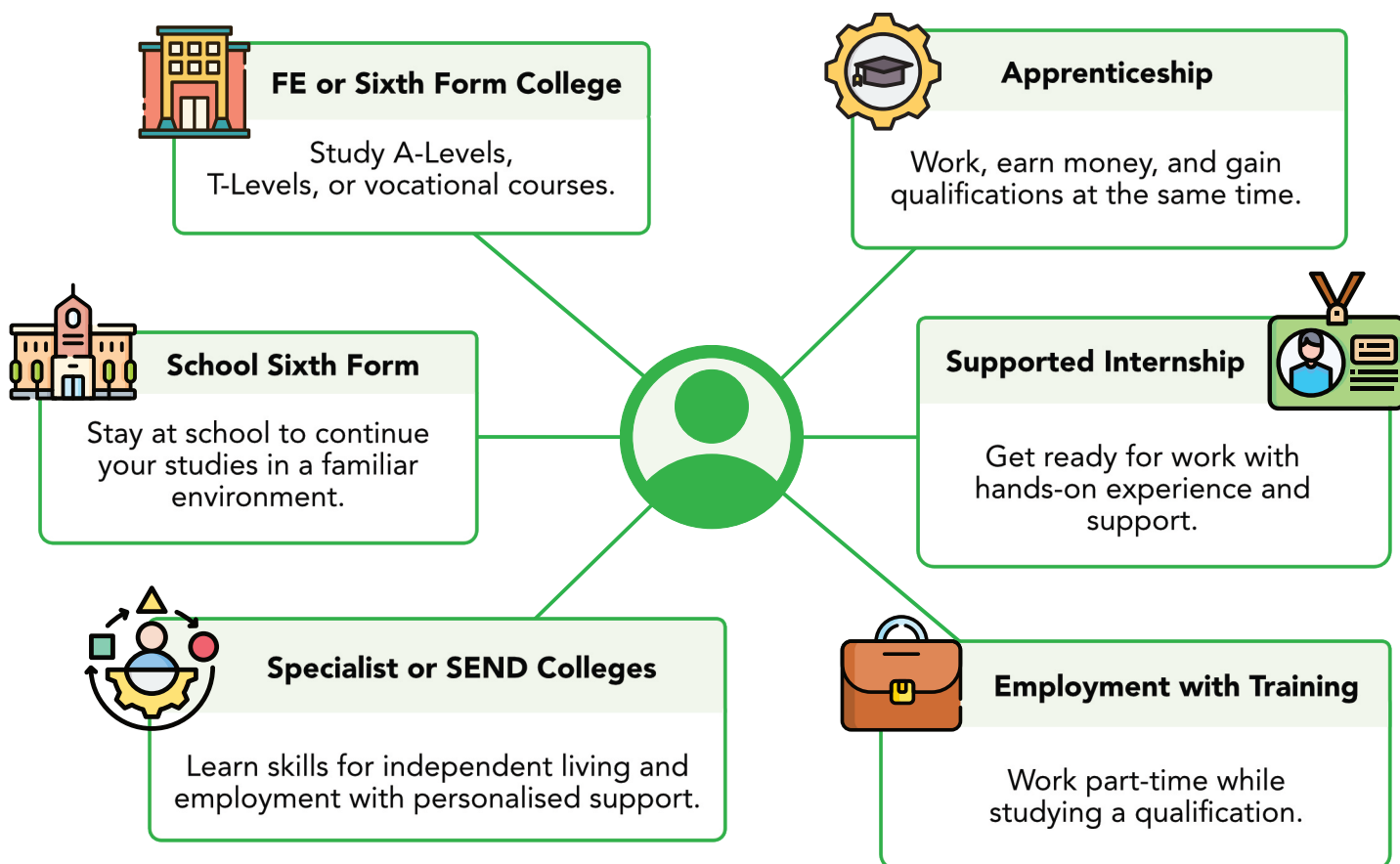
Exploring jobs and planning your future

WHEN TO START:

- ✓ Complete in Year 10–11
- ✓ Update when you make a decision

4.5 My Post-16 Pathway

After Year 11, you'll choose what to do next. This page helps you explore your options and choose the right one.



What are my top 3 options after Year 11?

 School Sixth Form	 FE or Sixth Form Colleges	 Apprenticeship	 Supported Internship	 Employment with Training	 Specialist or SEND Colleges
☐	☐	☐	☐	☐	☐

What are your top 3 options for after Year 11?



Employment & Progression

Exploring jobs and planning your future

WHEN TO START:

- ✓ Every time you do something new
- ✓ Mostly Y10–Y13

4.5 My Post-16 Pathway Cont...

What interests you about each one?



Have you visited any colleges or sixth forms? Who have you visited?



What support would you need in your next place?



Who can help you make your decision?



Employment & Progression

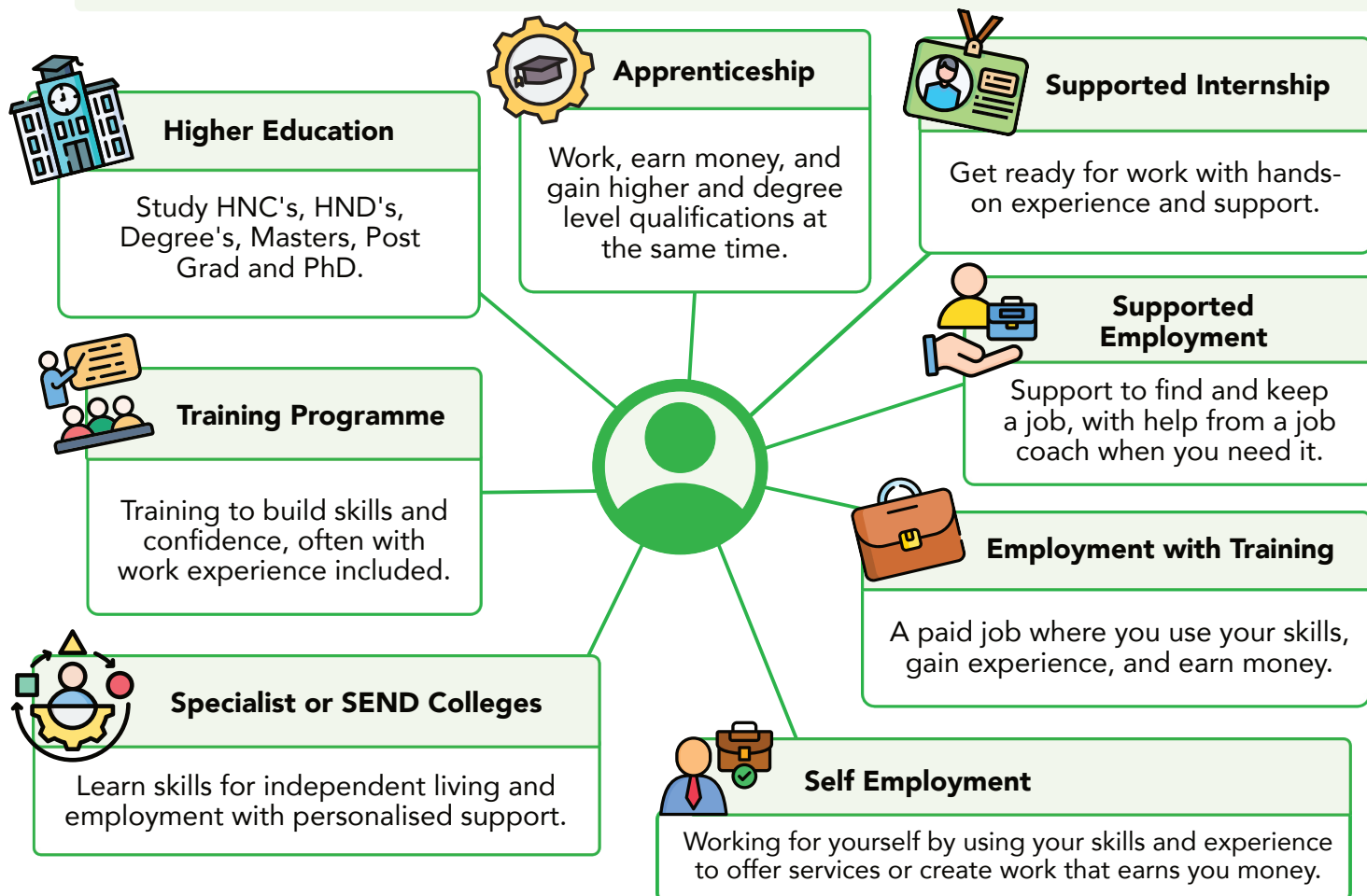
Exploring jobs and planning your future

WHEN TO START:

- ✓ Start in Year 12
- ✓ Finalise in Year 13

4.6 My Post-18 Plans

This page is for the next step after college or sixth form.



What are my top 3 options after Year 13 or College?

Higher Education	Apprenticeship	Supported Internship	Supported Employment	Employment with Training	Self-employment	Specialist or SEND Colleges	Training Programme
☐	☐	☐	☐	☐	☐	☐	☐

People / places I want to visit or attend taster sessions?



Employment & Progression

Exploring jobs and planning your future

WHEN TO START:

- ✓ Start in Year 12
- ✓ Finalise in Year 13

4.6 My Post-18 Plans Cont...

What interests you about each one?



Have you visited any University or other post-18 settings? Who have you visited?



What support would you need in your next place?



Who can help you make your decision?



Employment & Progression

Exploring jobs and planning your future

WHEN TO START:

- ✓ Start in Year 11
- ✓ Add steps in Y12–13
- ✓ Finalise before moving into

4.7 My Career Action Plan

This is your final planning page — your personal road map into work.



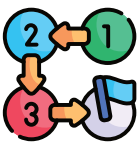
What are your short-term goals?



What are your medium-term goals?



What is your long-term career goal?



What steps do you need to take next?



Who can help you?



What support do you need to achieve these goals?



What is your next action? (with date)

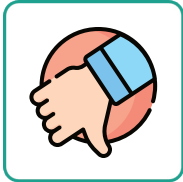
5.1 Parent Carer Views

Your parents or carers know you well and have watched you grow. This section gives them a space to share their thoughts, hopes, and ideas to help you on your journey.

What's going well for your child or young person?



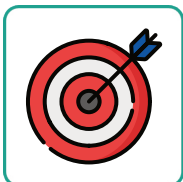
What could be better?



What are your short term hopes for them?



What are your long term hopes for them?



What support will help them achieve this?

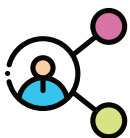
Do you have any worries about next step planning that you would like to share?

5.2 Consent & Sharing

This section explains how your information can be shared and gives you a chance to say who you're happy for it to be shared with as you plan your next steps.



Who can see this profile?



What support will help your child or young person get ready for their next steps?



Young Person Signature

Date



Parent/Carer Signature

Date



Adviser Signature

Date