

Vocational Profile

Note: This tool forms part of a suite of guidance documents, tools and templates developed by the IPS Grow consortium. It should be read in conjunction with document "2.0 Introduction to IPS Grow delivery tools". Further information can be found at www.ipsgrow.org.uk. Please ensure you adapt this document fully to comply with local requirements. This tool was last updated June 2018.

Date Completed:

Summary of Vocational Profile

Please provide a **summary** of the key points discussed during the Vocational Profiling sessions. This should include: *personal situation, health, occupation, work history, finances, job match, strengths and barriers etc.*

The Employment Goal(s) agreed:

Next step actions agreed:

These should also be transferred over to the Action Plan and should include actions to enable the individual to become competitive for employment

General Information

Name	
Telephone number(s) to contact on/ likely to be answered	
Email address	
Length of time unemployed at referral (Months)	

National Insurance Number (Yes/No)	
Proof of right to work i.e. passport, Utility Bill, Bank account or Visa if needed (Please list)	
Drivers licence or access to a car?	

Vocational Interest Section	
What is your PAID employment goal?	
Are you looking for full time or part time work?	
Are there any other areas of employment you would consider? What are these?	
Short term employment goal (if applicable)	
Long term employment goal	
Needs in relation to work: <ul style="list-style-type: none"> • Childcare • Hours • Travel to work – drivers licence or car needed? Support with learning public transport? • Salary 	
Are there any days that you can't work and why?	
Who is supporting you with your vocational goal?	

Are you currently claiming benefits which you feel would be affected by you gaining employment? Would you like more support with finding out how?

Refer client to <https://www.entitledto.co.uk> or <https://www.turn2us.org.uk/Find-Benefits-Grants>

Recovery College Benefits module, Citizens Advice or local support services.

Are you currently in any debt?

Signpost client to relevant local services for support

What type of assistance would be most helpful to you in supporting you to return to work? *Start populating action plan with the below*

- | | |
|---|---|
| <input type="checkbox"/> Help contacting employers/job leads | <input type="checkbox"/> Work attire |
| <input type="checkbox"/> Contacting you with job leads | <input type="checkbox"/> Re-training |
| <input type="checkbox"/> Exploring alternative job types | <input type="checkbox"/> Interview skills |
| <input type="checkbox"/> Help looking into on the job training | <input type="checkbox"/> In work support |
| <input type="checkbox"/> Help using email/job websites | <input type="checkbox"/> Help explaining gaps in employment |
| <input type="checkbox"/> Explaining Personal Information to employers | |
| <input type="checkbox"/> Help building a CV/writing covering letters/applications | |

Employment Discussion: Please refer to the client's referral form, CV or start a CV in order to capture this information

On a scale of 0-10, how important is a job to you?

0	1	2	3	4	5	6	7	8	9	10
<i>Not at all</i>					<i>extremely</i>					
<i>important</i>										
<i>Important</i>										

Reasons: *(please consider personal, social, financial)*

On a scale of 0-10, how confident are you that you can secure employment?

0 1 2 3 4 5 6 7 8 9 10

Not at all *extremely*

confident

Confident

Reasons: *(include positives and negatives)*

Summarise previous work history based on discussion from CV including:
positions held, likes and dislikes, longest amount of time in one positions, reasons you have left previous roles

What are your strengths?

What do you feel are your barriers to gaining employment?

How have you successfully gained work in the past? Do you have friends or family members who could help you to find employment within their own organisations or networks?

What skills have you gained in previous employment, or voluntary work which could be transferrable into a new position? (e.g.: *problem solving, IT, organising, working to deadlines, management and leadership, negotiating, making decisions, research skills*)

In deciding on the right job, what is important to you?

Environment, financial gain, skills, type of work, other

Mental Health	
What is your understanding of your mental health condition and how it might affect you? (<i>Concentration, anxiety, social skills, distracted by voices</i>)	
What would help you to address these issues when you return to work?	
How do you currently manage your mental health?	
When did you last become unwell, and how might people notice if you were to become unwell in future?	
Have you ever discussed your condition with any employers in the past and what was your experience of this?	

Please refer to [IPS Grow document 2.8: Managing personal information for pros and cons of sharing personal information with employers.](#)

Physical Health	
How would you rate your physical health at present?	

<p>Do have any difficulties which would affect you within the workplace? <i>(Standing, walking, sitting, lifting, concentration, or using Display Screen Equipment (DSE))</i></p>	
<p>Do you have any cognitive or sensory impairment, or any learning difficulties?</p>	
<p>Current treatment <i>(medication, therapies)</i></p>	
<p>Some roles may require you to complete a drug or alcohol test. Do you have any concerns about use of drugs or alcohol which may affect your ability to work?</p> <p><i>If yes, please provide details</i></p>	
<p>Is confirmation required from your GP that you are fit to work?</p>	

Criminal Convictions

Do you have Criminal Convictions? *Please Circle below*

Yes/No

If yes, please provide details:

Convicted for:

Spent/unspent:

Conviction date:

Sentence type and length:

Any restrictions/probation:

Research into Job Goal

Review 2-3 job search websites and identify the amount of available opportunities within the clients preferred area of work

Contact employers of chosen job goal to investigate employment opportunities and industry trends

- Where do they recruit?
- What do they look for in their candidates?
- Would they be prepared to meet with the client?

Personal Information Plan

I give my consent for my Employment Specialist to share my personal information with prospective employers in my job seeking journey:

Yes

No

<p>If you decide to discuss your health or other personal information with an employer in an application, during an interview, after the job offer, please outline what you will say.</p>	
<p>What would you like us to say to an employer regarding your mental health condition? The agreed statement will be used by your Employment Specialist when they talk to employers</p> <p>Please consider if you would also like to include information about any of the following personal information:</p> <ul style="list-style-type: none"> • Addictions • Physical health • Disability • Criminal Convictions 	

If no to the above, please state reasons

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Client Name

(printed).....

Signed (Client)

Date.....

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