

NSB  
Able, Gifted and Talented

# Student Profiling Pack

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## What is Profiling?

Profiling is a procedure that helps you to get the most out of your studies at school. It is a way of taking responsibility for your work and managing your activities at NSB in a way that will help you to succeed academically and to lay the foundations for your future career.

Profiling is all about recording your achievements, identifying your strengths and weaknesses, and setting clear targets for the future. It is a continuous process of appraisal, reflection and planning. You will have a meeting with a Gifted and Talented Co-ordinator to discuss your profile, but maintaining your profile and managing your learning is **up to you**.

The overall objective of profiling is to enable you to build up a personal profile or portfolio that includes a record of your academic success, of the skills that you have acquired and of the experience that you have gained. As the profile grows year by year you will use it to help you make choices about your academic pathway and to identify the portfolio of skills, knowledge and experience that you can carry forward into your future career.

## How does Profiling Help?

Profiling enables you:

- To learn and practice self-appraisal and personal management
- To take responsibility for your own learning
- To manage your time and your activities
- To review and record your achievements
- To identify and consolidate your strengths
- To recognise weaknesses that you need to work on
- To improve your academic performance
- To develop skills that will increase your employability in the future
- To set clear goals for yourself
- To assemble information for your future university applications, CV and job applications.
- To build an impressive portfolio to show universities and potential employers

## The Purpose of this Profiling Pack

Your profiling pack, which includes these introductory notes, is given to you right at the start of your selection to the NSB Honours Programme. It has all the information that you need to start developing your profile, along with copies of all the forms that you will need to complete as part of the profiling procedure over your years of study. The first thing you should do is read these notes, and then start to prepare for your first profiling meeting.

## How does Profiling Work?

Profiling is based on you getting into the habit of thinking hard about what you are doing, what you are getting out of it, and what you should be aiming to achieve in the immediate future. As part of that you will keep a record of your activities, make notes on targets and achievements as you progress through your school career, and have meetings with relevant teachers to discuss your profile. To help you, we provide you with documents that you can fill in and keep as a record of your developing profile. Your AG&T Key Stage Co-ordinator will keep a record of your meetings, **but it will be up to you** to keep your profiling documents up to date, to keep all the forms together as they develop into a substantial portfolio, and to take charge of the management of your profile.

## What do I need to do?

The following 5 simple steps should be completed and filed every term;

1. At the end of each term **you** will need to complete the 'Term Record Profile' using your end of term report card available to you online.
2. Once you have completed and evaluated your 'Term Record Profile' you should fill out the self-assessed 'Skills Profile' based upon your last terms data and self-reflection.
3. After carefully reflecting upon your 'Skills Profile' you should devise 3 priority targets for the coming term taking into account not only your self-appraisal skill profile but also your academic requirements for success, your personal aspirations, and your career plans.
4. Immediately after every term, you should complete the "Plan" section of the 'Action Plan' form in light of your self-assessment on your "Skills Profile and Priorities" form.
5. You should then complete the "Outcomes" sections of the 'Action Plan' form immediately once you have received your end of term test score each term, to record what progress you have made towards achieving your plans.

## Your profiling folder

Your profiling pack should be kept in a folder that you can use to store all the documents that you produce as part of your profile. These will include each terms "Skills Profiles and Priorities" forms, the "Action Plan" forms and the "Term Record" forms that you complete. It would also be a good idea to print of your termly report card and file it. You can also use the folder to keep information on any work experience or extra-curricular activities (a form is provided for recording details of these), and an up-to-date copy of your CV (if appropriate). By the time you leave NSB, your folder will be an impressive Student Profile.

## Parental Involvement

We know that parents, carers and families are by far the most important influences on students' lives. Parents who take on a supportive role in their children's learning make a difference in improving achievement. Their support can play a vital role at all stages of education.

The active involvement of parents in your life at school can help promote a learning community in which students can engage positively with school staff and their peers.

As this profile is about you and the responsibility of keeping it up to date lies with you, a good way of keeping your parents informed and involving in your life at school and academic studies would be to complete each terms profile together.

## Meetings with your Key Stage Co-ordinator

Your profiling Key Stage Co-ordinator will aim to invite you to 2 meetings through the year. Each meeting will last about 15 minutes, and it will provide an opportunity to:

- Discuss your NSB Able, Gifted and Talented Student Profile
- Identify strengths and weaknesses in your academic profile.
- Agree a brief Action Plan.
- Discuss any other matters that you may wish to raise.

**It is essential that you bring your profiling folder, with everything up-to-date, to each meeting.**

## Your 1st Profiling Meeting

You will be invited to your first meeting early in the academic year. **It is your responsibility to make sure you attend.**

In advance of this meeting you must:

- Complete the "NSB Able Gifted and Talented Student Profile" form.
- Complete an initial "Skills Profile and Priorities" form.

**You must take all these documents, and the rest of your profiling pack, to the meeting.**

Following the meeting you must:

- Complete the "Plan" sections of the "Action Plan" form.

## Subsequent Meetings

**When invited to a meeting with your Key Stage Co-ordinator you must remember to take all your profiling documents to the meeting. These must be up to date and filed in an orderly manner.**

# NSB Able, Gifted and Talented Student Profile

**Name of student:**

**Year Group:**

**End of Year Average Assessment Score:**

**Date put on register:**

1. What specific subject areas would you say you were more able or gifted in? Why do you think this is?
2. What do you consider to be your main achievements, either in school or out of school, academic or otherwise? (e.g. in sports, academic work, music or personal life.)
3. How do you rate your academic skills and learning so far at school and what do you see as your greatest (academic) strengths and weaknesses?
4. What are your current career aspirations? Do you know what you need to do to enter that career?
5. Please give details of your current Extra Curricular involvement whilst at NSB.
6. Outside of school please give details of your interests and hobbies.

7. What do you most want to get out of your time on the Honours Programme? (e.g. academic skills, new friends, develop non-academic interests, develop future career interests?)

8. Please give details of any external AG&T provision you are involved in.

9. Please consider 3 targets you would set yourself for the coming academic year;

**Target 1**

**Target 2**

**Target 3**

**Signed AG&T Coordinator:.....**

**Student:.....**

**Parent:.....**

# Meeting Attendance Record

(to be completed by the tutor)

**Student's Name:** .....

<b>Meeting</b>	<b>Date</b>	<b>Tutor</b>	<b>Attendance</b>	<b>Comments</b>
1				
2				
<b>Space for additional meetings or comments</b>				

# Other Activities and Work Experience

You can use these forms to keep a record of your main activities outside of school, and what you have learned from them. Give examples of the problems you have dealt with and the qualities or skills you have demonstrated. You can photocopy this form if you need additional copies.

Your Name .....

Dates / Period: .....

Employer / Organisation / Location / Contact
Nature of job / activity
Skills developed / Qualities demonstrated (give evidence and examples)
Relevance to academic studies or career plans
Main benefit to you arising from this activity
Other Comments



# Skills Profile and Priorities

Student's Name ..... Date: ..... Term:.....

## Skills: self-appraisal

Please rate your performance or ability in each of the skills listed below, grading "A" for excellent, "B+" for good, "B-" for average, "C" for poor, or "D" for very poor. Take your time to think carefully about your abilities, and answer honestly and realistically. Do not worry if some of your grades are low: it is important to identify areas that need attention, as well as areas where you are already doing well.

SKILL	Personal Rating	SKILL	Personal Rating
STUDY SKILLS (e.g. information searching, note taking, etc...)		EXTRA READING (how much extra reading have you done)	
LITERACY (Grammar, spelling, construction, etc)		COGNITIVE SKILLS (e.g. conceptualising, problem solving, reflection...)	
VERBAL COMMUNICATION (e.g. presentations, discussion...)		INTERPERSONAL SKILLS (e.g. teamwork, dealing with people...)	
ICT (e.g. computers, word processing, e-mail...)		CURRENT AFFAIRS & GENERAL KNOWLEDGE (knowledge of world events relevant to curriculum subjects)	
NUMERACY (e.g. maths, data handling...)		EXTRA CURRICULAR INVOLVEMNET	

## Priorities

Please identify below the skills that you feel you most need to improve, listing up to three in order of priority. Take into account not only your self-appraisal (above) but also your academic requirements for success, your personal aspirations, and your career plans.

The three skills you most want to work on improving are;

1. ....
2. ....
3. ....

# Action Plan

**Name:** ..... **Term:**.....

Immediately after every term, you should complete the "Plan" sections of this form in light of your self-assessment on your "Skills Profile and Priorities" form.

You should complete the "Outcomes" sections of this form immediately once you have received your end of term test score each term, to record what progress you have made towards achieving your plans.

Study SKILLS
Plan
Outcomes

Academic Progress
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Outcomes

Extra-Curricular Involvement
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4. ....

5. ....

6. ....

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7. ....

8. ....

9. ....

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10. ....

11. ....

12. ....

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13. ....

14. ....

15. ....

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16. ....

17. ....

18. ....

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