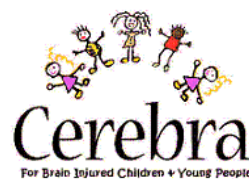


# Help us to help you produce a 'Personal Portfolio'

*A guide to gathering information to help  
us produce a 'Personal Profile'*



working with





**Contents**

Introduction .....	2
What is a 'Personal Portfolio' .....	2
What should it include .....	2
Gathering information .....	3
Introducing myself and my family .....	4
Hobbies and favourite things .....	5
My life's story so far .....	6
Why I am different .....	7
How you can help me .....	8
My education/ school .....	9
Circle of support .....	10
Contact details .....	11
Pictures/ Photographs .....	12
What happens next .....	13



## Introduction

This booklet has been produced to help you through the simple process of supplying information about the person you would like a 'Personal Profile' for.

Don't worry about how to put this information into a booklet or how to combine pictures into the document - that's what we are here for.

This booklet will encourage you to think of information needed.

**IF YOU HAVE ANY QUESTIONS, CONCERNS OR WANT ADVICE ON HOW TO GO ABOUT THIS TASK OR WHAT TO INCLUDE, PLEASE CALL 0800 328 1159**

## What is a 'Personal Profile'








A 'Personal Profile' describes a document that contains information, history, interests and any other information that you might want to be made available to those involved in supporting, teaching or helping anyone with special needs.

This can be a valuable source of information for anyone involved in the education and care for a person with special needs. It can be a source of information for family and friends who may be involved with a person with special needs.

For example a 'Personal Profile' is useful at transition times when a child or young person changes schools or moves to college.

## What should a 'Personal Profile' include

Typical information included in a 'Personal Profile' includes:

-  Name, age, date of birth, where I live
-  Brief view of life so far (events, details of needs, achievements, milestones)
-  Interests, hobbies, pets, and things I like to do
-  Family information (who to contact and for what)
-  Outline of special needs (what difficulties you may have, why I am different)
-  Strategies (things other people can do to help overcome difficulties)
-  Circle of support - names of family, friends and professionals



## **Information Gathering**

This part of the booklet will give you the opportunity to record information to be included in the 'Personal Profile'.

Simply write down your information in the space provided.

You will be prompted to think of and record key information areas.





## Introducing myself and my family

This section will prompt you to provide information about my family and me.  
If you run out of space, please attached any extra notes you would like included:



**Things to think about:** Full name, how old I am, date of birth, where I live



**Check List**

- Full name
- Date of birth
- Where I was born
- What I weighed
- Photo of house where I live
- My address & postcode
- About my personality / character

**Things to think about:** Parent details, siblings, family and friends



**Check List**

- Mums name
- Dads name
- What mum does for a living
- What dad does for a living
- Hobbies of mum/dad
- What mum/dad like doing with me
- Names of siblings
- What I like doing with Siblings
- Photo of mum
- Photo of dad
- Photo of siblings



## Hobbies and favourite things

This section will prompt you to provide information about hobbies, what I like to do, any pets I have and anything else that tells us what I enjoy doing.

### Things to think about:

Hobbies, pets, favourite music, TV programs I watch, things I like to do.



### Check List

- What are my hobbies?
- What I like to do
- My favourite T.V program
- My favourite Music/ Band
- Any clubs I go to
- Who is my best friend?
- Any pets
- Photos of me doing things

*Don't forget if you run out of space please just attach extra notes*

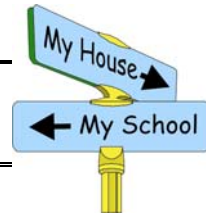


## My life's story so far

This section will prompt you to provide information about my life so far. This will include any important or special events that have happened to me.

### Things to think about:

Where I was born, where I live, what school(s) I have attended, holidays and any key events such as accidents/illnesses etc.



### Check List

- Any key family events
- Any major family holidays
- Trips/visits to hospital
- Have you moved house?
- When I started school
- Any accidents/illnesses
- Any photos of the above
- Is any medication being Taken?

*Don't forget if you run out of space please just attach additional notes*



## Why I am different

This section will prompt you to provide information about why I am different. Explain in simple terms any impairment, disabilities or special needs. Do I react and behave differently etc.

### Things to think about:

What is my impairment/disability or need? How I react in certain situations. Do I have special needs and if so what are they/? Is my behaviour different?



### Check List

- Any diagnoses
- What are my problems?
- Any special equipment/aids
- My character / personality
- What makes me angry
- What upsets me
- Any special requirements
- Any special dietary needs

*Don't forget if you run out of space please just attach additional notes*



**What you can do to help me**

This section will prompt you to provide information about any strategies or advice on how to best communicate with me and how I respond best.

**Things to think about:**

Are there any therapies or strategies that can be used to help my difficulties?  
How best to give me instructions/ get me to do something. Any advice on memory and concentration. Any advice or tips on hygiene and dressing. Any awareness issues (i.e. awareness to dangers, traffic)



**Check List**

- How to best communicate with me
- How to deal with me
- Do I need help dressing
- Do I need help with personal hygiene
- Do I need help eating?
- Do I need to be supervised?
- Do I have an awareness and understanding of dangers

*Don't forget if you run out of space please just attach extra notes*



## My education/ current school

This section will prompt you to provide information about my education. Which schools I have attended and what school am I current attending.

### Things to think about:

Previous schools. My current school.  
What I am good at. My favourite subjects.  
Any special arrangements or equipment used in my education.

My school and education



### Check List

- List of schools / playgroups I have attended
- What am I good at
- What are my favourite Subjects
- Teachers name
- Support / helper names
- Any special equipment used
- Any photos of school / school activity





*Don't forget if you run out of space please just attach extra notes*



## Circle of support

This section will prompt you to provide information about the various people (family, friends, professional) who support me. This will enable us to provide a graphic/ visual picture of all the people who have contact with me or involved in supporting me (circle of support).



<b>Things to think about:</b>	Names of immediate family and close friends
	
<b>Things to think about:</b>	Names of other relatives and friends
	
<b>Things to think about:</b>	Names of people involved with my education, clubs and organisations I am involved in and any other names of people providing specialist support.
	
<b>Things to think about:</b>	Names of professional people involved in supporting me (Occupational therapists, speech therapists, physio therapists, doctors, consultants)
	

*Don't forget if you run out of space please just attach additional notes*



## Contact details

This section will prompt you to provide information about any contact details that other people might want to know.

### Things to think about:

Home telephone, Doctors name, address and telephone, nearest hospital and any other important contact information.



#### Check List

- Name and address of Parents
- Emergency contact Numbers
- E-mail address (if you have one)
- Doctors name and surgery Address and tel. no.
- Nearest hospital and address

*Don't forget if you run out of space please just attach extra notes*



## Picture and photographs

Please provide photographs\* that you would like included into the 'Personal Portfolio'. Do not worry about quality or size. We can manipulate photos to suit accordingly.

Photos of the following make the Portfolio more interesting to read:



Pictures of me



Picture of family



Pictures of where I live



Pictures of me doing things I like to do



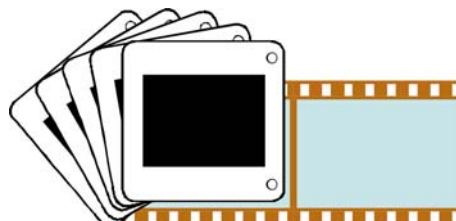
Pictures of any pets



Pictures of me on holiday or days out



Pictures of me at school



Do not worry if you cannot find or have all the types of photos listed above. Just give us as many as you would like included and we will do the rest.

\* If you have digital photos, you can either put them on a CD or email them to us. It means the quality of the photos will be better.



## What happens next

Try to complete as much information as you can. It's always better to have too much information than not enough at this stage.

If you would like any advice or to discuss any information that you would like to include please contact us on 0800 328 1159.

When we have received the information from you, we will produce a 'Personal Portfolio'. We will use the information you have provided to make it as individual as possible and try to make it as interesting and as visual as possible.

We will produce a draft copy for you to look at and ask for your comments and to check for any mistakes or errors.

We will then provide you with a colour copy and provide you with a CD-ROM that will enable you to view and print further copies using Acrobat. This is FREE software and will be included on the CD for you to install if you do not have it.

*Good luck*

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Please return your completed information (including photos) to:

Parent Support  
Cerebra  
FREEPOST SWC3360  
Carmarthen SA31 1ZY