



Careers Education and Guidance Policy



UTC Sheffield Olympic Legacy Park

Vision statement

To be the number one outstanding 13 to 19 technical education provider and talent pipeline creator for the health sciences, computing, and sports science sectors.

Mission Statement

To create a future workforce of aspirational and inspirational young adults through the delivery of an exemplary technical education that meets the needs of UK health, digital, and sports industries

Policy Statement

UTC Sheffield Olympic Legacy Park offers students from Year 9 to Year 13 the opportunity to study high-quality technical qualifications, including T-Levels, in Health Sciences, Sports Science and Computing, alongside GCSEs and A Levels. The UTC works in partnership with providers such as The University of Sheffield, Sheffield Hallam University, and other regional education and training organisations to ensure that all students have access to high-quality Careers Education, Information, Advice and Guidance (CEIAG). Equally, the UTC works extensively with local and national employers, including partners in the NHS, elite sport, and the digital technology sector, to give students valuable work experience and enrichment opportunities that equip them with the skills and knowledge to progress into employment, apprenticeships, or higher education.

As the UTC's curriculum is aligned with regional and national skills gaps in health, sport and computing, students are in high demand on completion of their courses, and all students are supported to secure positive destinations.

We acknowledge that CEIAG contributes significantly to student retention, achievement, and motivation by:

- Demonstrating the relevance of academic and technical studies to future careers,
- Promoting the development of lifelong career management skills,
- Raising self-esteem and aspiration through high-quality, impartial advice and opportunities.

To ensure that CEIAG is fully embedded into the UTC's strategic plans, the Gatsby Benchmarks are used as the guiding framework for careers provision at OLP.

Eight benchmarks for providing good career guidance

[Gatsby Benchmarks Explained](#)

1. A Stable Careers Programme	UTC Sheffield Olympic Legacy Park will deliver an embedded programme of career education and guidance that is understood by students, parents, teachers, governors
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	and employers. This programme is published on our website, reviewed annually, and forms an integral part of the UTC's strategic intent.
2. Learning from career and labour market information	Students and parents will have access to high-quality information about future study options and labour market opportunities in the health, sport and digital technology sectors , supported by impartial advisers who can help them interpret and act upon this information.
3. Addressing the needs of each student	Our careers provision is designed to meet the diverse needs of all learners, with tailored support at each stage from Year 9 to Year 13. Special focus is given to progression routes in health sciences, computing, and sports science , while ensuring that equality and diversity are embedded throughout.
4. Linking curriculum learning to careers	Teaching staff will actively highlight career pathways related to their subjects. STEM, health and digital staff will demonstrate the relevance of their curriculum to a wide range of future professions, from NHS careers to elite sport performance roles to emerging digital industries.
5. Encounters with employers and employees	Students will have multiple opportunities to engage directly with employers through activities such as visiting speakers, mentoring programmes, enterprise initiatives and live project briefs set by NHS partners, tech firms and sports organisations .
6. Experiences of workplaces	Every student will access first-hand experiences of the workplace, through visits, shadowing or work experience placements. These may include hospital and clinical settings, laboratories, sports facilities, tech firms, or other professional environments that align with their chosen pathway.
7. Encounters with further and higher education	Students will explore the full range of learning opportunities available to them, including vocational and academic routes. Links with The University of Sheffield, Sheffield Hallam University, and regional colleges ensure students understand progression into higher education and training, particularly in health, sport and computing.

8. Personal Guidance	All students will have opportunities for one-to-one guidance interviews with a trained careers adviser at key transition points, including before choosing GCSE options, post-16 pathways, and post-18 destinations. This impartial guidance ensures every student is supported to make informed, aspirational choices.
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Strategic Goal 1:**Raise the awareness of CEIAG available at UTC Sheffield
(in relation to Gatsby benchmark 2, 3 & 8)**

UTC Sheffield Olympic Legacy Park differs from a standard secondary school in that students follow a mixed academic and technical curriculum within specialist pathways in Health Sciences, Sports Science, and Computing. Whilst students study these specialist subjects alongside GCSEs and, at Post-16, a range of A Levels, they are not limited to a single career direction. Our students progress to a wide variety of destinations, including higher education, apprenticeships, and employment across health, sport, and digital industries.

In recent years, students at OLP have secured apprenticeships and employment in key growth sectors, with many progressing to higher or degree-level apprenticeships and university programmes, reflecting both the demand for their skills and the strength of the UTC's employer partnerships.

What we do:

- During showcase evenings, our partner universities, local colleges and a wide range of employers from the NHS, elite sport, and digital sectors attend to share career and study opportunities with students and parents.
- Every new student attends a one-to-one guidance meeting prior to admission. This ensures a smooth transition from their previous school, and that students and families understand the unique balance of academic and technical learning at OLP.
- From Year 9 onwards, students access timetabled careers education sessions where they develop decision-making skills, explore career information and education, and are supported in applications through Sheffield Progress. Students receive impartial advice on apprenticeships, sixth form and college routes, and higher education.
- Students with EHCPs have regular reviews and access to tailored careers support throughout their time at the UTC.
- Our Level 7 qualified Trust Careers Guidance Adviser provides impartial one-to-one guidance interviews at key points during the year.
- The UTC works in partnership with Hepp and HeppSY, engaging in their activities such as university visits, group sessions, and one-to-one support.
- We maintain strong outreach links with Sheffield Hallam University and The University of Sheffield, including experience days, tours and challenge events.

- Subject teachers and Learning Managers embed careers education into their teaching and signpost students to Labour Market Information (LMI) and careers resources.
- Learning Managers, alongside key staff, support the UCAS process, apprenticeship applications, and provide one-to-one guidance for students and parents.

Strategic Goal 2:

UCAS Applications and Smooth Transitions for Students
(in relation to Gatsby Benchmarks 1, 3 & 7)

UTC Sheffield Olympic Legacy Park has a strong track record in supporting students with successful progression to higher education, apprenticeships, and employment. Our provision recognises that students' destinations are diverse, ranging from healthcare professions and clinical sciences, to computing and digital careers, to sports science, performance and coaching pathways. Ensuring that every student makes a successful and well-supported transition is central to our CEIAG programme.

What we do:

- Ensure that all form tutors and key staff are fully trained in the UCAS system, and confident in their responsibilities to guide students through the application process.
- Embed the use of Unifrog across all year groups, allowing students to explore careers, track experiences, and record skills and attributes that prepare them for their future pathways.
- Maintain strong links with The University of Sheffield, Sheffield Hallam University, and regional higher education providers, encouraging students to attend UCAS fairs, university/college open days and subject-specific events.
- Support students who choose to enter employment or apprenticeships directly by offering CV guidance, interview preparation, and tracking destinations via SIMS and Baker Dearing databases.
- Deliver an annual Higher Education Day for Year 12, focusing on the benefits of university study, application processes, finance, and progression pathways in health, sport and computing.
- Provide regular assemblies and workshops led by university staff, employers, and apprenticeship providers, alongside dedicated sessions for parents and carers to support informed decision-making
- Have a careers day for all year groups with multiple employers and universities represented.

Strategic Goal 3:

Work Experience and Employability within the Curriculum
(in relation to Gatsby Benchmarks 4, 5 & 6)

At UTC Sheffield Olympic Legacy Park, the curriculum is built around specialist pathways in Health Sciences, Sports Science, and Computing. From Year 9 to Year 13, students gain a deep

understanding of their chosen sector, with employability and technical skills developed through direct input from employers and higher education partners.

What we do:

- Students gain practical experience in simulated environments that mirror professional practice, such as clinical and healthcare simulation suites, sport science labs, and computing facilities.
- Students work on live employer-set projects with partners including the NHS, Sheffield Sharks, English Institute of Sport, and digital/tech companies based on the Olympic Legacy Park campus, receiving feedback from industry professionals.
- Work experience is embedded into the curriculum. Every student has opportunities to complete placements, visits, and shadowing experiences in healthcare settings, sports organisations, and digital/tech firms.
- Employer visits and workplace tours are arranged throughout the year, giving students first-hand exposure to professional environments and helping them understand sector expectations.
- Employers and apprenticeship providers regularly attend UTC assemblies and careers events, providing up-to-date labour market information and showcasing the wide range of careers available to students.
- Employers frequently approach the UTC directly with apprenticeship and job opportunities; the UTC supports students through application, CV development, and on-site interview preparation.

This approach ensures that employability is not an add-on but a core element of every student's experience at OLP, equipping them with the resilience, adaptability and confidence needed to succeed in the health, sport, and digital industries.

Coverage and Scope of Policy and Student Entitlement

Coverage and Scope of Policy and Student Entitlement

Careers Education activities at UTC Sheffield Olympic Legacy Park are designed to be:

- Inclusive and accessible to all learners, including those with SEND and additional needs.
- Differentiated to meet the diverse needs of students across Health Sciences, Sports Science, and Computing pathways.
- Progressive, allowing students to build on prior knowledge and experiences from Year 9 through to Year 13.
- Embedded across the curriculum, ensuring that careers learning is integral to both academic and technical education.

- Delivered by relevant individuals, including subject teachers, Learning Managers, careers advisers, and employer and university partners.

Parents and carers are actively engaged in CEIAG through parents evenings and drop in sessions held for each year group, both in person and virtually. These sessions include opportunities to hear from employers, universities, and apprenticeship providers.

Learning Outcomes

Work Experience

- Understanding the nature of paid and voluntary work in healthcare, sports, and digital sectors.
- Experiencing professional environments such as hospitals, sports facilities, and tech firms. As well as other sectors not directly linked to the UTC specialisms, such as law and construction.
- Developing a realistic awareness of personal strengths and potential.
- Using local and national Labour Market Information (LMI) to understand employment trends.
- Recognising financial aspects of work, including taxation, student finance and university fees.
- Understanding health and safety in workplaces and, where appropriate, developing first aid awareness.
- Learning how to contact employers, complete applications, and prepare for interviews.

Career

- Recognising a wide range of future options and potential career directions.
- Developing familiarity with FE, HE, apprenticeships, and employment routes.
- Exploring occupational opportunities linked to health professions, elite sport roles, and digital careers.
- Understanding the financial implications of different career and study choices.

Transition

- Preparing for transitions from UTC to higher education, employment, or training.
- Building positive self-image and confidence in professional self-presentation.
- Recognising that careers are flexible and jobs evolve over time.
- Developing adaptability, resilience, and openness to new opportunities.
- Learning when and how to seek advice and guidance.
- Gaining research and job-search skills to support applications.
- Using electronic application systems effectively (e.g., UCAS, apprenticeship portals).

Delivery Mechanisms

CEIAG at OLP is delivered through a variety of approaches including:

- Initial guidance and induction meetings for all new students.
- Structured action planning, review and achievement tracking systems.
- A wide programme of work experience, workplace visits, and shadowing.

- Access to impartial careers information and 1:1 interviews with a Level 7 qualified Careers Adviser.
- Talks and workshops from employers, apprenticeship providers, and higher education institutions.
- Employer-set assignments which contribute to technical qualifications in health, sport and computing.
- Group tutorials with Learning Managers and form tutors.
- Mock interviews, CV development, and application workshops.
- Opportunities to identify personal strengths, explore career options, and prepare personalised action plans.

Organisation and Responsibility

All teaching and support staff at UTC Sheffield Olympic Legacy Park are committed to embedding CEIAG into the curriculum. Careers education is recognised as a whole-school responsibility, ensuring that every student has access to timely and impartial support that prepares them for future success.

Key Staff

- Principal: Jessica Stevenson
- Trust Careers Adviser: Ruth Mellors (Level 7 qualified)
- Vice Principal: Ryan Sheehan
- Assistant Principal, Standards: Katie Wigham
- Assistant Principal / SENDCO: Seana Sleaford
- Assistant Principal / Safeguarding: Theresa Clark
- Curriculum Director for Computing and Employer & Careers Lead: Ifatgar Ahmed
- Curriculum Director for Health Sciences: Ben Hugill
- Post-16 Learning Manager and IAG Adviser: Callam West

Staff Development

Key staff, such as Post-16 Form Tutors and Learning Managers, receive training in Unifrog, UCAS processes, and apprenticeship applications to ensure they can provide up-to-date guidance. The Trust Careers Adviser attends CEIAG network meetings at Sheffield Futures and maintains strong links with advisers across the region. OLP staff also participate in employer-led CPD, particularly with NHS partners, sports organisations, and digital/tech employers, to ensure they remain aware of sector trends and opportunities.

Equal Opportunities

UTC Sheffield Olympic Legacy Park is committed to being an inclusive provider that actively promotes equality of opportunity and challenges stereotypes in education and employment. Students are supported to pursue careers in health sciences, sports science, and computing regardless of gender, background, or prior attainment.

We actively encourage students to explore pathways that may not traditionally reflect their demographic profile, for example:

- Promoting computing and digital careers to female students,
- Encouraging male and female students equally into health and clinical professions,

- Ensuring that both male and female students see sport science as a broad field of opportunities, spanning coaching, analysis, research, rehabilitation and elite performance.

All students are supported to recognise their strengths and to respect and value the strengths of others, fostering a culture of acceptance, inclusion and equality.

Students in Year 9 are admitted through a non-selective process, ensuring that learners of all abilities have the opportunity to engage with the UTC's distinctive model of technical and academic education.

Students with SEND are supported from the beginning of their learning journey. The SENDCO liaises closely with previous schools, families and external agencies to put the right support in place, ensuring that students have equitable access to CEIAG and are able to make well-informed and aspirational choices about their future.

Evaluation and Monitoring:

The CEIAG policy at UTC Sheffield Olympic Legacy Park will be reviewed annually, incorporating feedback from governors, parents/carers, students and employer partners. This ensures the programme remains responsive to labour market changes and continues to meet the needs of students preparing for careers in health sciences, sports science and computing.

Evaluation will include:

- Annual review by the senior leadership team and the Trust Careers Adviser.
- Reports to governors, including updates on student destinations and progress against Gatsby Benchmarks.
- Student and parent voice activities to measure the impact of CEIAG and identify areas for development.
- Monitoring of careers guidance activities through Compass+ to track benchmark coverage.
- Feedback from employer partners and higher education institutions on the preparedness and employability of UTC students.

This policy is published on the UTC Sheffield Olympic Legacy Park website in line with statutory requirements and Gatsby Benchmark 1.