

FAQs Greenwich Employability Passport

New students

What is the Greenwich Employability Passport (GEP)?

The GEP is an online flexible and modular award scheme hosted in the University's employability online platform.

You can find the GEP in the University's employability platform here:

<https://greenwich.targetconnect.net>

Whatever stage you are at in your career – looking for a new job; planning your next move; looking for ways to challenge and develop yourself; – the Greenwich Employability Passport (GEP) is here to support you and offer you a range of training, resources and tools to build your career confidence. The GEP has been designed to run in parallel with your studies, supporting and complementing your programme learning and helping you apply your skills to develop your employability and career skills.

How does it work?

The Passport works on a points-basis and the overall aim is to make you job-ready when you graduate with all the key skills and knowledge that employers look for when they hire. You earn points by completing the different modules that we call Pathways. Many of the Pathways are guided learning journeys through resources and tasks that will help you become confident in a range of practical skills to help you become career ready. Upon completion of each Pathway you get awarded points.

How many points must I earn?

To achieve the full Passport, you need to receive and earn a total of 250 points throughout your studies at the University of Greenwich. Completing each Pathway will award you 50 points. So to achieve the full Passport you have to complete five different Pathways. However, we encourage you to go beyond this, and complete as many Pathways as you can.

Are there rewards along the way?

There are indeed rewards along the way for points earned.

- 250 points (5 Pathways): Greenwich Employability Passport (GEP) Certificate
- 300 points (6 Pathways): LinkedIn Recommendation
- 400 points (8 Pathways): A professional headshot photograph to add to your networking sites

Can you explain a little bit more what the Pathways are?

Pathways are flexible learning modules that you can complete remotely at your own pace. There are two types of GEP Pathways to choose from:

- GEP Activity Pathways: These are Pathways where you can show evidence of your involvement in work experience, extracurricular activities, and career exploration.
- GEP Career Learning and Support Pathways: These pathways provide step-by-step guidance on essential employability skills, career-related topics, and valuable resources, with a special focus on AI tools.

Is there a tutorial that explains clearly how to make the most of the GEP?

Yes, when you enrol on the GEP you will see the "Getting Started" Pathway. This is a step-by-step tutorial on how to get the most out of the GEP. This is the only Pathway where you will not be awarded any point for completion. However, once you complete the "Getting Started"

Pathway a menu of Pathway options will open up for you, and for each GEP Pathways you complete you will be awarded 50 points. You will have the freedom to choose the Pathways that interest you the most. The “Getting Started” Pathway includes a reflective exercise that will recommend some starting Pathways for you. So, go ahead and embark on this exciting journey, and make it your own!

Is there a deadline by when I must complete my Pathways?

To achieve the full Passport, you need to receive and earn a total of 250 points throughout your studies at the University of Greenwich. The GEP will allow you at the end of term three (7th June 2024) to submit all the Pathways you have completed and claim one of the awards. Don't worry we will send you reminders throughout the year!

Will you be adding more GEP Pathways throughout the Academic year?

Yes, we have quite a few Pathways that we plan to add throughout the Academic year. We are keen to develop the Pathways so they are as useful and helpful to as many students as we can.

What have previous students said about the GEP?

The GEP has been running for over five years and has helped thousands of University of Greenwich students in their careers. Perhaps, one of the most compelling pieces of feedback is that the University of Greenwich Career Service has consistently been at the top 10 of the Student Crowd Award. We were No.1 in 2023: Student Crowd Award for No.1 Career Service In 2023. The GEP is always quoted by our students as one of the schemes that had a positive impact in their careers.

What are the benefits of completing GEP?

We know that many of you join University to have a greater impact in your career. The Passport was developed to make sure that we help you to have this positive impact in your careers. The Employability Service professionals oversee the content, to ensure the information we provide is continuously evolving with the constantly changing practices in early careers recruitment. The current job market is highly competitive; employers want graduates to be work ready and with distinctive, relevant experience and the key employability skills required for today's workplace. Your extra-curricular activities and your degree are going to help you to stand out, shine and beat the competition!

Is the GEP also open to postgraduate students?

Yes, the Passport is also open to all our postgraduate students.

Can the GEP be used as proof for Extenuating Circumstances?

No, under no circumstances should the Passport affect your coursework or exams that are part of your degree. The Passport will not be accepted as a reason to submit EC Extenuating Circumstances.

Please do not hesitate to drop us an email if you need any support from us at employability@gre.ac.uk