

FAQs Greenwich Employability Passport

Student guide 2025/2026

What is the Greenwich Employability Passport (GEP)?

The GEP is an online flexible and modular award scheme hosted on the University's employability 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 parallel with your studies, supporting and complementing your programme learning and helping you apply your skills to develop your employability and career skills.

Terminology

Please note we will be using the term Passport and GEP interchangeably. We are referring to the same thing! Greenwich Employability Passport (GEP).

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 **in any one academic year of your studies at the University of Greenwich**. Completing each Pathway will award you 50 points. So, to obtain a full passport, you must complete five different pathways. However, we encourage you to go beyond this and complete as many Pathways as you can as the information you will learn will help you on your career journey.

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

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

Pathways are flexible learning modules 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.
- GEP Micro-learning pathways

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

Yes, when you enrol in 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 points for completion. However, once you complete the **“Getting Started” Pathway**, a menu of Pathway options will open up for you, and for each GEP Pathway you complete, you will be awarded 50 points. You will be free to choose the Pathways that interest you the most. The **“Getting Started” Pathway** includes a reflective exercise that will recommend some starting Pathways. Please note that you only get GEP points for completing pathways that have **“GEP”** in their title.

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 during **any one academic year of your studies at the University of Greenwich**. The deadline for when you need to complete your GEP Pathways is June 30th, 2026. Don't worry; we will send you reminders throughout the year. We will also contact you with an exact deadline after the end of term three.

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 on their careers.

I successfully achieved a GEP Certificate last academic year. Can I engage with GEP again and get another GEP certificate this year?

Congratulations on successfully earning a GEP Certificate last academic year! While we're glad you enjoyed the program, the GEP Certificate is an introductory course, and as such, you are not eligible to complete it again.

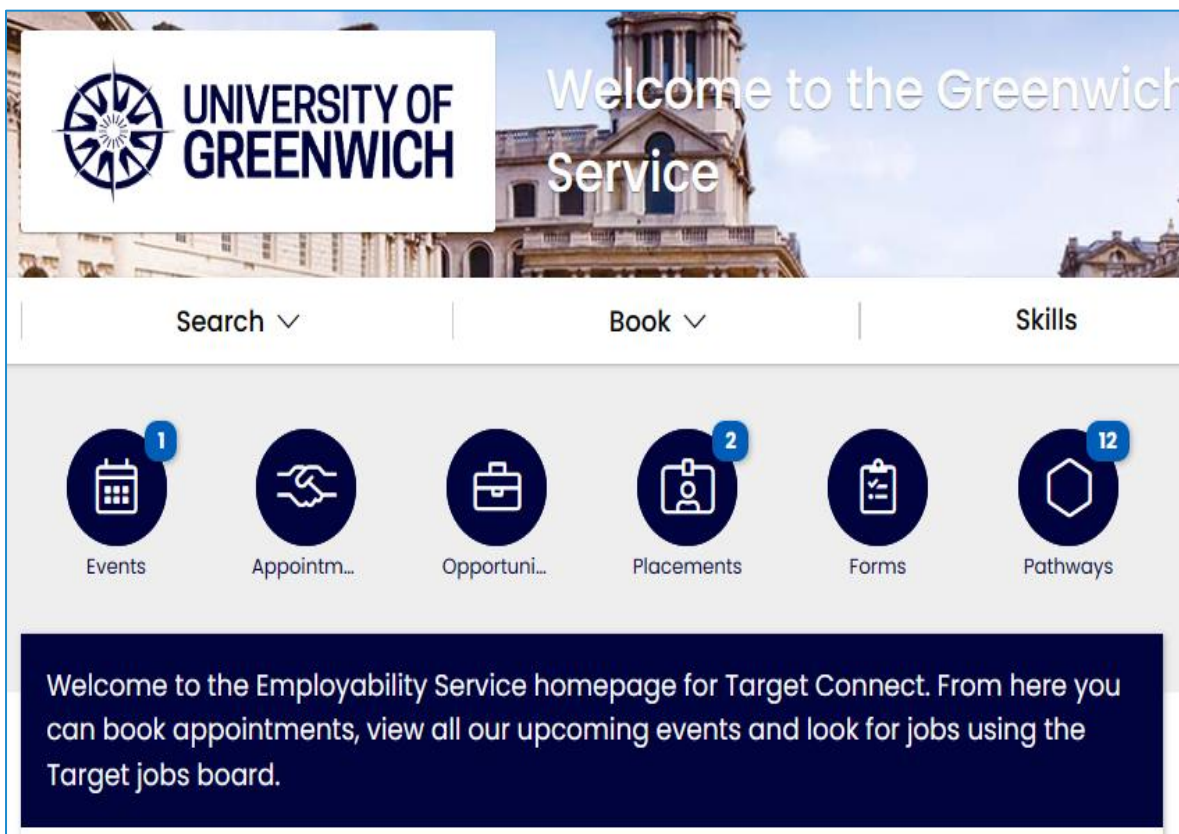
We also highly recommend meeting with a Skills Advisor to create a personalised action plan to help you build confidence and prepare for your future career. **To book an appointment, please log in to Target Connect by [clicking here](#).**

What are the benefits of completing GEP?

We know that many of you join University to have a greater impact on your career. The GEP was developed to make sure we help you have this positive impact. The Employability Service professionals oversee the content to ensure the information we provide continuously evolves with the constantly changing practices in early career 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 degree will help you stand out, shine and beat the competition!

How do I count my GEP points?

You can easily see how many pathways you have completed by logging into Target Connect and then selecting Pathways in the notification bar, here is a screenshot showing you how to do this:



This will bring you to the Pathways homepage, which shows you the progress of all pathways you have started. Select The Employability Passport Scheme category if you wish only to see GEP Pathways:

Pathways







Develop the skills you need to succeed in your career through guided workflows, feedback and support provided by universities and leading employers.

Type ▾ Status ▾ Career readiness ▾ Category ▾ Associated skill ▾ Reset · 1

☒ The Employability Passport Scheme Sort by: Newest First ▾

Reset · 1 Filter

You can see that this student has completed four pathways, so they currently have 200 points: Completing each Pathway will award you 50 points.

 <p>GEP - Lab Skills Pathway THE EMPLOYABILITY PASSPORT SCHEME GEP Lab Skills Pathway - specialist skills series</p> <p>10%</p>	 <p>GEP - Recognising Previous GEP Points Pathway THE EMPLOYABILITY PASSPORT SCHEME This Pathway has been specifically designed to ensure returning students can carry over their GEP points from InfoHub. This pathway is not relevant to new students...</p> <p>100%</p>	 <p>GEP - Aptitude Test Pathway THE EMPLOYABILITY PASSPORT SCHEME Aptitude tests are an important tool for employers. These tests help employers closely check if candidates have the important skills and qualities...</p> <p>100%</p>
 <p>GEP - Assessment Centre Pathway THE EMPLOYABILITY PASSPORT SCHEME Follow this detailed step-by-step pathway to make the most of these resources and become a standout candidate in your future Assessment Centre.</p> <p>100%</p>	 <p>GEP - Activity Pathway: Career Exploration THE EMPLOYABILITY PASSPORT SCHEME Did you know you can earn GEP points by attending events organised by the University, for example, Autumn Career Fair, ConnectFest, Employability...</p> <p>100%</p>	 <p>GEP - Creating and Improving your LinkedIn Profile THE EMPLOYABILITY PASSPORT SCHEME Getting Started With LinkedIn</p> <p>100%</p>

You only get points from completing GEP Pathways with **“GEP” in their title**. You do NOT get points for the GEP—Getting Started Tutorial, as it doesn’t contain learning modules.

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