

Greenwich Employability Passport (GEP) Guide for Staff

The Greenwich Employability Passport (GEP) was refreshed in the summer of 2023 after the adoption of a new online employability platform, Target Connect. This platform has replaced CareerHub and Abintegro, streamlining the student experience.

We listened to feedback from students and staff, using this opportunity to reevaluate the scheme in line with the 2030 strategic objectives. We are confident that the new scheme will broaden the students we can reach, enabling us to deliver high quality events and opportunities for UG and PG students across all faculties.

Terminology

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

The five main changes to GEP implemented in 2024

1. New location

Login information

Staff can access the site by going to <https://greenwich.targetconnect.net>

Employability & Apprenticeships

Select a login option below to access our services, including our jobs board, appointment availability and events calendar

Student sign in



Graduate sign in and registration



University of Greenwich staff members / academics



Select University of Greenwich staff members/academics. The first time you go to the site you'll need to register.

Register

Register



It is important that you use your greenwich staff username shortcode in the username and preferred email address boxes ('br91' and br91@gre.ac.uk) as this is what the system uses to identify you.

New user registration – University of Greenwich staff members / academics

User details

First name: *

Last name: *

Preferred telephone number

Login details:

Username: *

Preferred email address: *

Password * 

Confirm password: *

Fields marked * are mandatory.

✓ Create User

Once you complete this registration, it will be sent to us for approval and will be processed within 24 hours. Email Employability@gre.ac.uk for any general queries.

2. New admin support for tutors in validating activities

The new version of the scheme is hosted and managed by the Employability Service within the Directorate of Employability and Apprenticeships. Personal tutors should encourage their tutees to complete Pathways, show interest in what they are learning, and discuss further engagement in activities, but they are now not responsible for administering/validating evidence for the scheme. Yes, you read that right. Less admin work for Personal Tutors!

3. The Passport career learning and support modules

The new Passport includes a series of career learning and support Pathways. Students complete short online modules that include a mix of activities to help them gain confidence and build their skills. Many activities are guided learning journeys through resources and tasks that aim to help our students become confident in various practical skills. These are designed to be completed at the student's own pace **within any one academic year of their studies at the University.**

4. The streamlined rewards are now organised around three levels of achievement:

- 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 site

5. Revised Points System and Learning Flexibility

In the GEP Programme, students earn 50 points for completing each learning and activity Pathway. To obtain the full Passport, they must accumulate 250 points by completing five Pathways. However, students are encouraged to explore and complete as many Pathways as they can during their time with us.

The learning journey begins with the **“Getting Started Tutorial” Pathway**, which unlocks various Pathway options once completed. This freedom allows students to tailor their GEP experience to their interests and needs, enhancing the flexibility of their learning journey.

There are two types of Pathways:

- **Activity Pathways:** These Pathways enable students to provide evidence of their engagement in work experience, extracurricular activities, and career exploration.
- **Career Learning and Support Pathways:** These Pathways offer step-by-step guidance on employability skills, career-related topics, and recruitment resources, with a particular emphasis on AI tools.

For students seeking guidance on which pathways to start with, the Getting Started Pathway includes a reflective exercise that suggests initial pathways to consider.

Supplementary FAQs Staff Guide

Can someone from the Employability Service come and promote the new Passport to my students?

Yes, we'd be happy to support the promotion of the new Passport in your programme. Please complete the FORM (<https://forms.office.com/e/GAaXyJeH4v>) and we will be in touch to schedule a 10-20 minute shout-out session, with one of our Employability Champions explaining how the scheme works.

What other resources are there for me to explain the scheme to my students?

We have FAQs and a PowerPoint slide deck you can share with your students:

- [Introduction to GEP.pptx](#)
- [GEP 2024 FAQs New Students.pdf](#)

Who can they contact if they have any further questions about the GEP Scheme?

Please encourage them to contact the Employability Service and email us at employability@gre.ac.uk if they have any specific queries.

How do I sell the new Passport to my students?

As staff, we know that higher education study is about more than just modules and assignments. We also know that students can struggle to navigate all the opportunities that are available to them through the University. The new Passport has been designed to facilitate access to all the employability resources the University have to support our students. This applies to every stage of the student career journey, from looking for a new part-time job, planning their next career or promotion move, looking for ways to challenge and develop themselves or working out which graduate outcome they aim for.

The new Passport has new AI tools and resources, which are a fully integrated part of current recruitment practices. These include an online tool which uses AI to assess their CV and cover letters, giving immediate feedback to help them improve these; practising online video interviews that help them hone their video interview skills in private and introduce them to the same technology hiring managers use. These tools are introduced in clear step-by-step learning Pathways, ensuring students understand the pros and cons of these tools and how to use them ethically and efficiently. A key goal of the Pathway is to build the confidence of our students through the introduction of new learning and support Pathways.

The new Passport emphasises the message that their active participation in extra-curricular activities, skills development and gaining relevant experience during their degree will help them to stand out, shine and beat the

competition. These are set out in our 2030 strategy, and engaging students with employability and career support will help us to reach the target of being 'placed in the top quartile for modern universities in the Graduate Outcomes Survey' by 2030 while meeting our promise that students will have 'meaningful support that maximises their graduate employment potential'.

Do you have a plan to develop and add additional Pathways?

Yes. In the next three years, we will be developing new Pathways and improving existing ones and are keen to gather as much feedback as possible. We are planning focus groups and surveys in term 2 and 3 to gather feedback from all our stakeholders. At the end of term 3, we will close the Passport for summer development time and re-open in Term 1. Please email us at employability@gre.ac.uk if you are interested in participating. We have focussed this iteration on activities applicable to all students across all programmes. We can see the future scope for specific industry Pathways and have these in mind as we develop our employer engagement strategies.