



Career Passport Overview

QUEEN MARY 2

QUEEN VICTORIA

QUEEN ELIZABETH

QUEEN ANNE

Introduction

A Career Passport is a structured competency development journey to lead you to your next role.

To be enrolled onto a passport, you'll need to be excelling in your current role, displaying our White Star Service values and living our Culture Essentials.

There'll be a series of competencies that you'll be assessed against to measure your knowledge, skills and behaviours within that area. If you feel you need to develop in certain areas before being assessed, you can ask for support from your Line Manager.

Crew Process Flow



Roles and Responsibilities

Crew Member	Line Manager	Assessor	Verifier	LDO
Actively engage in learning opportunities	Provides support to you throughout your career passport journey	Evaluate your progress through key competencies	Review the competencies assessed	Provide a briefing and general process information to all involved
Apply any new skills learnt to your daily tasks	Provide guidance, feedback and resources to help you succeed	Provide constructive feedback for areas of improvement	Ensure accuracy of information provided	Register successful candidate on GLADIS
Drive your career passport journey by sharing when you are ready to be observed and assessed	Your first point of contact for any questions or concerns		Provide feedback when appropriate	Check in with line managers and assessors to review progress
Spend time learning, observing and shadowing where there's time and opportunity	Work with the assessor to help arrange observations and assessment of competencies			Provide support and answer questions where required

Frequently Asked Questions

Crew

- **What if I go on leave before I finish my career passports journey?**
- Your program will stay open and ready for your return, if you move to another ship the programme will follow you.
- **When can I expect to get promoted?**
- Once you've completed your passport, you'll be placed in the succession pool until a vacancy becomes available, but the passport campaigns are based from demand.
- **Can I act up while on my Career Passport Journey?**
- Yes, you may have the opportunity to act up.
- **How long will it take for me to complete my Career Passport Journey?**
- We anticipate Career Passports to take on average 3 months to complete. However, this programme is personal to you, so can be completed quicker by speaking to your line manager and assessor regularly.

