West Dunbartonshire Leisure Skills Passport



## NEW EMPLOYEE PASSPORT

**Employee Name** 

**Employee Number** 

**Passport Issue Date** 

Expiry Date
12 weeks from issue

New Employee Skills Passport						
FACE TO FACE SITE SPECIFIC - Induction Day 1		Date Complete	d	Line M	anager Sign	Employee Sign
WDLT Tour of Place of Work						
WDLT Overview and Structure of Leisure Trus	st					
WDLT Security of Valuables						
WDLT Uniform Issue (if applicable)						
WDLT Name badge issue						
WDLT Shift pattern issue / work hours – core	e times					
WDLT Absence notification						
WDLT Health and Safety Induction / Roles &	Responsibilities					
WDLT First Aid and Accident Reporting						
WDLT Building Evacuation Procedure						
WDLT Insurance Check / MOT Check / Licence Cl	neck (if applicable)					
READING		Date Complete	d		Employ	yee Sign
WDLT NOP (if required)						
WDLT EAP (if required)						
WDLT Relevant Operational Procedures (if re	equired)					
ICT		Date Complete	d	Employee Sign		
WDLT Accessing – Email (If required)						
WDLT Accessing – Ilearn						
WDLT Accessing HR21 (if required)						
WDLT Accessing MRM (If required)						
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Day 1 - The Line Manager will assign relevant work with support		Date Complete	d	Line Manager Sign		Employee Sign
Example - Shadowing – other employees						
Week 1 - Employee to access Ilearn o	and complete t	he following	trai	ning sessi	ons	(Headphones Advised)
E- Learning	Course No	Time Required			Date Completed	Employee Sign
WDLT Mission & Values	WDLT003	15min		Y		
WDLT New Employee Orientation	WDLT002	15min		N		
WDLT Getting to Know our Organisation	WDLT017	10min		N		
Health & Safety	Course No	Time Required			Date Completed	Employee Sign
WDLT Fire Safety and Awareness	WDLT056	30min		Y		
WDLT Health and Safety Awareness	WDLT039	20min		Y		
Policy & Procedure	Course No	Time Required			Date Completed	Employee Sign
WDLT Supporting Employee Wellbeing	WDLT091	20min		N		
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20min

WDLT009

WDLT Code of Conduct

Week 2						
E- Learning	Course No	Time Required		Date Completed	Employee Sign	
WDLT COSHH	WDLT004	20min	Y			
WDLT Moving & Handling	WDLT005	20min	Ν			
WDLT Slips and Trips	WDLT001	20min	Y			
Policy & Procedure	Course No	Time Required		Date Completed	Employee Sign	
WDLT Social Media Policy	WDLT006	15min	N			

By end of Week 4						
Policy & Procedure	Course No	Time Required		Date Completed	Employee Sign	
WDLT Safeguarding Children Policy (if required)	WDLT008	20min	N			
WDLT Data Protection (GDPR)	WDLT129	30min	N			
WDLT Stress Awareness an Employee Guide	WDLT024	20min	N			

By end of Week 6						
Policy & Procedure	Course No	Time Required		Date Completed	Employee Sign	
WDLT Equality and Diversity in Employment	WDLT007	25min	N			
WDLT Emotional Wellbeing	WDLT057	20min	N			
Health & Safety	Course No	Time Required		Date Completed	Employee Sign	
WDLT Understanding and recognizing violence and aggression	WDLT047	20min	N			

By end of week 8						
Policy & Procedure	Course No	Time Required		Date Completed	Employee Sign	
WDLT Alcohol and Substance Misuse Policy	WDLT134	20min	N			
E-Learning	Course No	Time Required		Date Completed	Employee Sign	
WDLT - Disability Awareness Plain Talking	WDLT112	20min	N			

E-Learning / Face to face with Line manager	Duration	Date Completed	Manager Sign / TA Sign	Employee Sign
Example - Risk management				

New Employee Passport						
My Line Managers name is						
Their contact details						
Email:						
Phone:						
Mobile:						
As an employee, you may atter site to advise of your attendanc	d any of the Generic Training Sessions below. If e.	f these centres are not your	work location, please phone the			
Vale of Leven Pool	Meadow Sports Centre	Clydebank	Leisure Centre			
Tuesdays 9am – 10am	Thursdays 9am – 10am	Wednesday	ys 9am – 10am			
01389 756931	01389 734094	0141 951 43	321			
n preparation for that meeting, please note any gaps you have identified and require support.						
1-2-1 Meeting – Your Line Mana	ger will confirm action required and issue the n	ext passport.	Date of Meeting:			