## West Dunbartonshire Leisure Skills Passport

## 

## Employee Name

## Employee Number

New Employee Skills Passport

| FACE TO FACE SITE SPECIFIC - Induction Day 1 | Date <br> Completed | Line Manager Sign | Employee Sign |
| :--- | :--- | :--- | :--- |
| WDLT Tour of Place of Work |  |  |  |
| WDLT Overview and Structure of Leisure Trust |  |  |  |
| WDLT Security of Valuables |  |  |  |
| WDLT Uniform Issue (if applicable) |  |  |  |
| WDLT Name badge issue |  |  |  |
| WDLT Shift pattern issue / work hours - core 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 Check lif applicable) |  |  |  |
|  |  | Date |  |
| READING |  |  |  |
| WDLT NOP (if required) |  |  |  |
| WDLT EAP (if required) |  |  |  |
| WDLT Relevant Operational Procedures (if required) |  |  |  |


| ICT | Date <br> Completed |  |
| :--- | :--- | :--- |
| WDLT Accessing - Email (If required) |  |  |
| WDLT Accessing - Ilearn |  |  |
| WDLT Accessing HR21 (if required) |  |  |
| WDLT Accessing MRM (lf required) |  |  |
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|  |  |  |


| Day 1 - The Line Manager will assign relevant <br> work with support | Date <br> Completed | Line Manager Sign | Employee Sign |
| :--- | :--- | :--- | :--- |
| Example - Shadowing - other employees |  |  |  |
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| Week 1 - Employee to access llearn and complete the following training sessions |  |  |  |  | (Headphones Advised) |
| :---: | :---: | :---: | :---: | :---: | :---: |
| E-Learning | Course No | time Required |  | Date Completed | Employee Sign |
| WDLT Mission \& Values | WDLT003 | 15 min | Y |  |  |
| WDLT New Employee Orientation | WDLT002 | 15 min | 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 | 30 min | Y |  |  |
| WDLT Health and Safety Awareness | WDLT039 | 20 min | Y |  |  |
| Policy \& Procedure | Course No | Time Required |  | Date Completed | Employee Sign |
| WDLT Supporting Employee Wellbeing | WDLT091 | 20 min | N |  |  |
| WDLT Code of Conduct | WDLT009 | 20 min | N |  |  |


| Week 2 |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| E-Learning | Course No | time Required | $0$ | Date Completed | Employee Sign |
| WDLT COSHH | WDLT004 | 20 min | Y |  |  |
| WDLT Moving \& Handling | WDLT005 | 20 min | N |  |  |
| WDLT Slips and Trips | WDLT001 | 20 min | Y |  |  |
| Policy \& Procedure | Course No | Time Required | $0$ | Date Completed | Employee Sign |
| WDLT Social Media Policy | WDLT006 | 15 min | N |  |  |


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


| By end of Week 6 |  |  |  |  |  |  |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: |
| Policy \& Procedure | Course No | Time <br> Required |  | Dote <br> Completed | Employee Sign |  |
| WDLT Equality and Diversity in Employment | WDLT007 | 25 min | N |  |  |  |
| WDLT Emotional Wellbeing | WDLT057 | 20 min | N |  |  |  |
| Healith \& Safety | Course No | Time <br> Required | N | Date <br> Completed | Employee Sign |  |
| WDLT Understanding and recognizing <br> violence and aggression | WDLT047 | 20 min | N |  |  |  |


| By end of week 8 |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Policy \& Procedure | Course No | Time Required |  | Date Completed | Employee Sign |
| WDLT Alcohol and Substance Misuse Policy | WDLT134 | 20 min | N |  |  |
| E-Learning | Course No | Time Required | $(0,)$ | Date Completed | Employee Sign |
| WDLT - Disability Awareness Plain Talking | WDLTI12 | 20 min | N |  |  |

From week 1 until Week 12, your Line Manger will guide you on any other job related training for your post and details must be logged below.

| E-Learning / Face to face with Line <br> manager | Duration | Date <br> Completed | Manager Sign / TA <br> Sign | Employee Sign |
| :--- | :--- | :--- | :--- | :--- |
| Example - Risk management |  |  |  |  |
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| New Employee Passport |  |
| ---: | :--- |
| My Line Managers name is |  |
| Their contact detoils |  |
| Email: |  |
| Phone: |  |
| Mobile: |  |

As an employee, you may attend any of the Generic Training Sessions below. If these centres are not your work location, please phone the site to advise of your attendance.

| Vale of Leven Pool | Meadow Sports Centre | Clydebank Leisure Centre |
| :--- | :--- | :--- |
| Tuesdays 9am - 10am | Thursdays 9am - 10am | Wednesdays 9am - 10am |
| 01389756981 | 01389734094 | 01419514321 |

Having completed your first 12 weeks of employment, you will now have a 1-2-1 meeting with your Line Manager and move to your next passport.

In preparation for that meeting, please note any gaps you have identified and require support.
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ו-1 Meeting - Your Line Manager will confirm action required and issue the next passport.

