



# 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 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 (if applicable)			

READING	Date Completed	Employee Sign
WDLT NOP (if required)		
WDLT EAP (if required)		
WDLT Relevant Operational Procedures (if required)		

ICT	Date Completed	Employee Sign
WDLT Accessing – Email (If required)		
WDLT Accessing – Ilearn		
WDLT Accessing HR21 (if required)		
WDLT Accessing MRM (If required)		

Day 1 - The Line Manager will assign relevant work with support	Date Completed	Line Manager Sign	Employee Sign
Example - Shadowing – other employees			

Week 1 - Employee to access Ilearn and complete the following training sessions					 (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		
WDLT Code of Conduct	WDLT009	20min	N		



## New Employee Passport

My Line Managers name is

### Their contact details

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.

<b>Vale of Leven Pool</b>	<b>Meadow Sports Centre</b>	<b>Clydebank Leisure Centre</b>
<b>Tuesdays 9am – 10am</b>	<b>Thursdays 9am – 10am</b>	<b>Wednesdays 9am – 10am</b>
<b>01389 756931</b>	<b>01389 734094</b>	<b>0141 951 4321</b>

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.

1-2-1 Meeting – Your Line Manager will confirm action required and issue the next passport.

Date of Meeting: