## West Dunbartonshire Leisure



## SKILLS PASSPORT 2

## 2024-2025

**Employee Name** 

**Employee Number** 

Job Role	Tick	Job Role	Tick
Duty Officer		Health Counsellor	
Relief Duty Officer		Information and Systems Officer	
Fitness Officer		Customer Service and Support Officer	
Assistant Sports Development Officer		Technical Officer	
Assistant Football Development Officer		Training Co-ordinator	
Assistant Swimming Development Officer			

**Passport Issue Date** 

Generic Training is delivered in a weekly basis in our main sites between 09:00 – 10:00 on the following days

Vale of Leven Pool	Meadow Sports Centre	Clydebank Leisure Centre
Every Tuesday	Every Thursday	Every Wednesday
01389 756931	01389 734094	0141 951 4321

The table below shows the months on which each session will be delivered by Duty Officers for Leisure Centre staff. However any staff member can attend these sessions if they wish and Duty Officers delivering this training can sign off on their own Skills Passport that they have completed that training.

Required Generic Training Delivered in Main Sites April 2024 – March 25	Dates	Date Completed
Complete outstanding Generic Training from 2023 - 2024 Skills Passport	April 2024	
WDLT Completing Patient Report Form / WDLT Anaphylaxis Awareness	May 2024	
WDLT Delivering Better Customer Service	June 2024	
WDLT Catch Up Month – outstanding training	July 2024	
WDLT Catch Up Month – outstanding training	August 2024	
WDLT Supporting Employee Wellbeing	September 2024	
WDLT Guidance on Transgender People using our Centres / WDLT Breast and Bottle Feeding in our Centres	October 2024	
WDLT Alcohol and Substance Misuse Policy	November 2024	
WDLT Fire Safety and Awareness	December 2024	
WDLT Moving and Handling	January 2025	
WDLT Slips and Trips	February 2025	
WDLT COSHH	March 2025	

For staff that are not based in the mo via the I-Learn platform on the intran	(Headphones Advised)			
Generic Training accessed through I-Learn	Course No	Time Required		Date Completed
WDLT Completing Patient Report Forms	WDLT138	25 Mins	No	
WDLT Anaphylaxis Awareness	WDLT111	10 Mins	No	
WDLT Delivering Better Customer Service	WDLT139	35 Mins	No	
WDLT Guidance on Transgender People using our Centres	WDLT014	15 Mins	No	
WDLT Breast and Bottle Feeding in our Centres	WDLT100	10 Mins	No	
WDLT Alcohol and Substance Misuse Policy	WDLT134	20 Mins	No	
WDLT Fire Safety and Awareness	WDLT056	25 Mins	No	
WDLT Supporting Employee Wellbeing Overview	WDLT091	25 Mins	No	
WDLT Moving and Handling	WDLT005	20 Mins	Yes	
WDLT Slips and Trips	WDLT001	25 Mins	No	
WDLT COSHH	WDLT004	20 Mins	No	

The additional training to be completed by employees on a Skills 2 Passport in 2024 – 2025 💦 (Headphones Advised)				
Additional Training Required on I-Learn	Course No	Time Required		Date Completed
WDLT GDPR & DPA 2023 Updated	WDLT129	30 Mins	No	
WDLT Information Security	WDLT040	30 Mins	No	
WDLT Information Management	WDLT041	30 Mins	No	
WDLT Code of Conduct	WDLT009	20 Mins	No	
WDLT Responsible Premises Officer - if required	WDLT131	30 Mins	No	
WDLT What is PAM Assist	WDLT131	20 Mins	No	
WDLT Fire Investigation for Staff	WDLT136	20 Mins	No	
WDLT Fire Investigation Guide for Panel Observers	WDLT137	20 Mins	No	

The other training listed below may be required, depending on your job role				(Headphones Advised)
E- Learning	Course No	Time Required		Date Completed
WDLT Display Screen Equipment (if required)	WDLT042	20 Mins	No	
WDLT Business Interruption Plan (If required)	WDLT019	20 Mins	No	
WDLT Accident Investigation Procedure	WDLT044	20 Mins	No	
WDLT Customer Show Round	WDLT130	10 Mins	No	

## Other Relevant Training

Your manager will also guide you on any additional training you need to do to assist you in your role. Place details in the area below.

Topic / Details of Training	Date to do this training	Sign when complete

Identify any other training you have completed for CPD or Skills Development.

West Dunbartonshire Leisure recognise that employee Learning and Development has never been more important than today. Not only on a professional level but also in terms of personal development, mental health and wellbeing, and the overall progression and career path.

Digital learning and well as face to face training will help you bridge any widening skills gaps, provide a deeper knowledge of work place policies and procedures and reinforce work place safety measures.

The West Dunbartonshire I learn Platform is constantly evolving and accessible to all employees. Courses are regularly added to meet service demands and to provide valuable information on a variety of topics covering policies, procedures, disability, safety and service development.

Discuss your Learning and Development Plan with your Line Manager