



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 main sites generic training can be accessed via the I-Learn platform on the intranet				 (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	

Identify any additional training you require to support you in your role.

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