West Dunbartonshire Leisure



SKILLS PASSPORT 3

2024-2025

Employee Name

Employee Number

Job Role	Tick	Job Role	Tick
Development Officer		Football Development Officer	
Sports Development Co-ordinator		Community Sports Development Officer	
Club and Coach Development Co-ordinator		Active Schools Co-ordinator	
Swimming Development Officer			

I-Learning	Date Completed
WDLT Supporting Employee Wellbeing	
WDLT Supporting employee Wellbeing Managers Guide	
WDLT Special Leave Policy	
WDLT Stress Management Policy	
WDLT Responsible Premises Officer (If required)	
WDLT Social Media Policy	
WDLT Code of Conduct	
WDLT Discipline Policy & Procedure	
WDLT Grievance Policy	
WDLT Anti-Bribery Policy	
WDLT Fire Investigation Guide for Staff	
WDLT Fire Investigation for Panel Observers	
WDLT Health & Safety Policy	
WDLT Slips & Trips	
WDLT Moving & Handling	
WDLT Safeguarding Children Policy – (if applicable)	
WDLT Domestic Abuse Policy	
WDLT GDPR & DPA 2023 Updated	
WDLT Information Security	
WDLT Information Management	
WDLT HR21 for Managers (if applicable)	
WDLT Risk Management – (if applicable)	
WDLT Recruitment & Selection (if applicable)	
WDLT Equality & Diversity In Employment (if applicable)	
WDLT What is PAM Assist	
WDLT Stress Awareness - An Employee Guide	

Subject	Method of delivery (Online) (Face to Face)	Employee signature	Date of Training
WDLT How to be Mentally Healthy at Work			
WDLT Driving and Vehicle Licence Checks – (if applicable)			

Identify any additional training you require to support you in your role.			
Identify any other training you have com	npleted for CPD or Skills Developme	ent.	

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.

Discuss your Learning and Development Plan with your Line Manager.