



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)			

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	WDLT1156	30min	Y		
WDLT Health and Safety Awareness	WDLT1039	20min	Y		
Policy & Procedure	Course No	Time Required		Date Completed	Employee Sign
WDLT Supporting Employee Wellbeing Overview	WDLT1091	20min	N		
WDLT Code of Conduct	WDLT1009	20min	N		

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- Email (if required)		
WDLT Accessing – i-Learn		
WDLT HR21 (if required)		
WDLT 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			

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 manager	Duration	Date Completed	Manager Sign / TA Sign	Employee Sign
Example - Risk management				



Week 2

E- Learning	Course No	Time Required		Date Completed	Employee Sign
WDLT COSHH	WDLT1004	20min	Y		
WDLT Moving & Handling	WDLT1005	20min	Y		
WDLT Slips and Trips	WDLT100	20min	Y		
Policy & Procedure	Course No	Time Required		Date Completed	Employee Sign
WDLT Social Media Policy	WDLT1006	15min	N		

By end of Week 4

Policy & Procedure	Course No	Time Required		Date Completed	Employee Sign
WDLT Safeguarding Children Policy (if required)	WDLT1008	20min	N		
WDLT Data Protection (GDPR)	WDLT1129	30min	N		
WDLT Stress Awareness -access ilearn / employee wellbeing section for modules					

By end of Week 6

Policy & Procedure	Course No	Time Required		Date Completed	Employee Sign
WDLT Equality and Diversity in Employment	WDLT1007	25min	N		
WDLT Emotional Wellbeing	WDLT1144	20min	N		
Health & Safety	Course No	Time Required		Date Completed	Employee Sign
WDLT COSHH	WDLT1001	20min	Y		

By end of week 8

Policy & Procedure	Course No	Time Required		Date Completed	Employee Sign
WDLT Alcohol and Substance Misuse Policy	WDLT1134	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.

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

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: