

West Dunbartonshire Leisure



SKILLS PASSPORT 1

2025-2026

Employee Name	
Employee Number	

Job Role	Tick	Job Role	Tick
Leisure Attendant		Receptionist	
Fitness Attendant		Lead Coach	
General Operative		Assistant Coach	
Facilities Assistant		Membership Advisor	
Clerical Assistant		Active Schools Coach	



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. Any staff member can attend these sessions if they wish. If you do not work at these centres, please call in advance to notify them of your attendance.

Required Generic Training Delivered in Main Sites April 2025 – March 26	Dates	Date Completed
Complete outstanding Generic Training from 2024 - 2025 Skills Passport	April 2025	
WDLT Respect at Work Policy	May 2025	
WDLT Code of Conduct	June 2025	
WDLT Catch Up Month - outstanding training	July 2025	
WDLT Catch Up Month - outstanding training	August 2025	
WDLT See, Check and Notify (SCaN) Staff Awareness	September 2025	
WDLT Disability Awareness	October 2025	
WDLT Gender Based Violence Policy	November 2025	
WDLT Preparing for Winter and Adverse Weather Situations	December 2025	
WDLT Supporting Employee Wellbeing Policy overview	January 2026	
WDLT Social Media Policy	February 2026	
WDLT Managing Stress - an Employee Guide	March 2026	

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 Respect at Work Policy	WDLT1144	20 Mins	No	
WDLT Code of Conduct	WDLT1009	20 Mins	No	
WDLT See, Check and Notify (SCaN) Staff Awareness	WDLT1024	35 Mins	Yes	
WDLT Disability Awareness	WDLT1028	20 Mins	No	
WDLT Gender Based Violence Policy	WDLT1146	20 Mins	No	
WDLT Preparing for Winter and Adverse Weather Situations	WDLT1030	20 Mins	No	
WDLT Supporting Employee Wellbeing Policy overview	WDLT1091	25 Mins	No	
WDLT Social Media Policy	WDLT1006	20 Mins	No	
WDLT Managing Stress – an Employee Guide	WDLT1140	20 Mins	Yes	

Generic Training is for every employee and can be completed face to face in the main centres or by logging onto i-Learn and completing the sessions online.

If you do face to face sessions, you will be asked to sign in to record attendance. i-Learn training will record all your training and be able to be seen on your dashboard.

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 policies and procedures and reinforce workplace 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 progress and Skills Passport with your Line Manager.