## **West Dunbartonshire Leisure**



## SKILLS PASSPORT 3

## 2025-2026

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		System and Administrator Officer	

The undernoted policies are available on the WDC Intranet and many available on i-Learn platform	Date Completed
WDLT Supporting Employee Wellbeing Overview	
WDLT Supporting employee Wellbeing Managers Guide	
WDLT Special Leave Scheme	
WDLT Code of Conduct	
WDLT Social Media Policy	
WDLT Antibribery Policy	
WDLT Discipline Policy & Procedure	
WDLT Grievance Policy	
WDLT Gender based Violence Policy	
WDLT Domestic Violence and Abuse Policy	
WDLT Equality and Diversity in Employment	
WDLT Respect at Work Policy	
WDLT Right to Disconnect Policy	
WDLT Health & Safety Policy	
WDLT Slips & Trips	
WDLT Moving & Handling	
WDLT Safeguarding Children Policy – (if applicable)	
WDLT Domestic Violence and Abuse Policy	
WDLT Stress Management Policy	
WDLT GDPR & DPA 2024 Updated	
WDLT Information Security	
WDLT Information Management	
WDLT HR21 for Managers (if applicable)	
WDLT Risk Management – (if applicable)	
WDLT Recruitment & Selection (if applicable)	

These policies and check may be required in your role	Method of delivery	Employee signature	Date of Training
WDLT Driving and Vehicle Licence Checks – (if applicable)			
WDLT Flexible Working Policy			
WDLT Switch Policy			
WDLT Carers Policy			
Child Protection Training (if applicable)			

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

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 work place safety measures.

 $\label{thm:constantly} The \ West \ Dunbartonshire \ ilearn \ Platform \ is \ constantly \ evolving \ and \ accessible \ to \ all \ employees.$ 

Discuss your Learning and Development Plan and Skills Passport with your Line Manager.