

West Dunbartonshire Leisure



SKILLS PASSPORT 1

2026-2027

This Passport is for employees to build skills and confidence in their job role.

Line managers will identify time for you to complete the modules to develop strong procedural knowledge to maintain excellent safety standards and deliver great customer care. Line Managers will also support you with access to the i-Learn digital learning platform.

Some of the modules will assist in you developing a deeper understanding important policies and procedures applicable to all employees.

As you complete the items in the passport it is expected that you discuss your learning with your manager and use this learning and apply it in your day-to-day role.

You will also receive role specific training to advance your skills set enabling you to be a confident worker.

There are many additional modules for you to explore on i-Learn for information, wellbeing and personal development.

Employee Name			
Designation			
Employee Number		Issue Date	

ICT Users Only	Date Completed
WDLT Information Security	
WDLT Information Management	
WDLT Display Screen Equipment	
Data Protection and GDPR	
Digital Literacy / Digital skills modules	
MRM	

Digital Learning Plan 2026 – 2027	Time frame	Date completed
WDLT Antibribery Policy / Fraud Awareness	April 2026	
WDLT Equality and Diversity in Employment	May 2026	
WDLT Customer Service	June 2026	
WDLT Child Protection Policy and Missing Child Procedures	July 2026	
WDLT Mental Health Awareness	August 2026	
WDLT Fire Safety Awareness / WDLT Fire Investigation for Staff	September 2026	
See, check and Notify (SCAN) Staff Awareness	October 2026	
WDLT Alcohol and Substance Misuse Policy	November 2026	
WDLT Domestic Violence Policy	December 2026	
WDLT Supporting Employee Wellbeing Overview	January 2027	
WDLT Slips, Trips and Falls	February 2027	
WDLT Moving and Handling	March 2027	
Recommended learning – Customer Focus		
WDLT Assistance Dogs / Guide Dogs		
WDLT Customer Show Round (if required)		
WDLT Disability Awareness		
Policy and Procedure		
WDLT Respect at Work Policy		
WDLT Social Media Policy		
WDLT Code of Conduct		
Health and Safety Essential Learning		
WDLT Health and Safety Awareness		
Normal Operating Procedures (NOP) Part 1	CLC/ MSC /VOL	
Normal Operating Procedures (NOP) Part 2	CLC/ MSC /VOL	
Normal Operating Procedures (NOP) Part 3	CLC/ MSC /VOL	
Normal Operating Procedure (NOP) Appendix	CLC/ MSC /VOL	
Emergency Action Plan	CLC/ MSC /VOL	

Personal learning and development <i>Use this space to record other training completed</i>

Qualifications	Date Achieved