

West Dunbartonshire Leisure



SKILLS PASSPORT 2

2026-2028

This Passport is for West Dunbartonshire Leisure employees to build skills and confidence in your job role. The likely grade is 4-6, with employees being in supervisory roles or involved with planning and delivering front line customer services.

Employees should identify time to complete the modules to have strong procedural knowledge to maintain excellent safety standards, great customer care and offer consistent employee support.

As you complete the items in the passport it is expected that you will discuss your learning with your manager at your regular 1-2-1/ or meetings and review how you can 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 and achieve your goals.

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

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| Employee Name | | |
| Designation | | |
| Employee Number | | |
| Issue Date | Valid Until | |

| ICT Users Only | Date Completed |
|-------------------------------|-----------------------|
| WDLT Information Security | 2 years |
| WDLT Information Management | 2 years |
| WDLT Display Screen Equipment | 2 years |
| Data Protection and GDPR | 2 years |
| MRM | As required |

| Recommended learning | Recommended Frequency | Date completed |
|---|-----------------------|----------------|
| WDLT Alcohol and Substance Misuse Policy | 2 years | |
| WDLT Antibribery Policy / Fraud Awareness | 2 years | |
| WDLT Assistance Dogs / Guide Dogs | 2 years | |
| WDLT Business Continuity Management | Annually | |
| WDLT Child Protection Policy | 2 years | |
| WDLT Code of Conduct | 2 years | |
| WDLT Customer Show Round | 2 years | |
| WDLT Disability Awareness | 2 years | |
| WDLT Disciplinary Policy and Procedure | 2 years | |
| WDLT Domestic Violence / Gender Based Violence Policy | 2 years | |
| WDLT Equality and Diversity in Employment | 2 years | |
| WDLT Respect at Work Policy | 2 years | |
| WDLT Social media Policy | 2 years | |
| WDLT Switch - Redeployment Policy | 2 years | |
| WDLT Supporting Employee Wellbeing Overview | Annually | |
| WDLT Supporting Employee Wellbeing Manager Guidance | Annually | |
| Health and Safety Recommended Learning | | |
| WDLT Health and Safety Awareness | 2 years | |
| WDLT Fire Investigation for Staff | 2 years | |
| WDLT Fire Investigation for Panel Members | 2 years | |
| WDLT RPO Guidance | 2 years | |
| WDLT Electricity at Work | 2 years | |
| WDLT Managing Stress an Employee Guide | 2 years | |
| WDLT Incident Reporting and Investigation | 2 years | |
| WDLT Slips, Trips and Falls | 2 years | |
| WDLT Moving and Handling | 2 years | |
| See, check and Notify (SCAN) Staff Awareness | 2 years | |

| Personal learning and development |
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| <i>Use this space to record other training completed</i> |
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| Qualifications | Date Achieved |
|-------------------------|---------------|
| First Aid at Work (FAW) | |
| IOSH Managing Safely | |
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