## West Dunbartonshire Leisure



## **SKILLS PASSPORT 2**

## 2025-2026

Employee Name	
Employee Number	

Job Role	Tick	Job Role	Tick
Duty Officer		Live Active Advisor	
Relief Duty Officer		Data and Digital Media Officer	
Fitness Officer		Technical Officer	
Assistant Sports Development Officer		Training Co-ordinator	
Assistant Swimming Development Officer			

**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. However any staff member can attend these sessions if they wish and Duty Officers delivering this training can sign off on their own Skills Passport that they have completed that training.

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 (weather warnings / emergency 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 mo via the i-Learn platform on the intran	(Headphones Advised)			
Generic Training accessed through i-Learn	Course No	Time Required	$\mathbf{i}$	Date Completed
WDLT Respect at Work Policy	WDLT1144	25 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	25 Mins	No	
WDLT Gender Based Violence Policy	WDLT1146	25 Mins	No	
WDLT Preparing for Winter and Adverse Weather	WDLT1030	20 Mins	No	
WDLT Supporting Employee Wellbeing Policy overview	WDLT1091	25 Mins	No	
WDLT Social Media Policy	WDLT1006	25 Mins	No	
WDLT Managing Stress – An Employee Guide	WDLT1140	20 Mins	Yes	

The additional training to be complete	2025 – 2026 (Headphones Advised)			
Additional Training Required on i-Learn	Course No	Time Required		Date Completed
WDLT GDPR & DPA 2024 Updated	WDLT1129	30 Mins	No	
WDLT Information Security	WDLT1140	30 Mins	No	
WDLT Information Management	WDLT1141	30 Mins	No	
WDLT Responsible Premises Officer - if required	WDLT131	30 Mins	No	
WDLT Fire Investigation for Staff	WDLT1136	20 Mins	No	
WDLT Fire Investigation Guide for Panel Observers	WDLT1137	20 Mins	No	

The other training listed below may b	(Headphones Advised)			
E- Learning	Course No	Time Required		Date Completed
WDLT Display Screen Equipment (if required)	WDLT1042	20 Mins	No	
WDLT Business Interruption Plan (If required)	WDLT1019	20 Mins	No	
WDLT Accident Investigation Procedure	WDLT1044	20 Mins	No	
WDLT Customer Show Round	WDLT1130	10 Mins	No	

## Other Relevant Training

Your manager will also guide you on any additional training you need to do to assist you in your role. Place details in the area below.

Topic / Details of Training	Date to do this training	Sign when complete
Child Protection Training (if required)		
IOSH Managing Safely (if required)		
First Aid at Work (FAW) (Renewal)		

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 only on a professional level but also in terms of personal development and supporting your mental and physical wellbeing.

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 ilearn 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 Plan and Skills Passport with your Line Manager.