

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 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	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	

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

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 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.