1:

What

- work the required hours.

- understand overall goal of the team by attending meetings

How

- I have worked the required 37 hours, all of these hours have been recorded and are in my timesheet on SharePoint.

- I have attended required meetings, as well as playing an important role as note taker in Hartham Park meeting.

2

What

- I will complete all applicable QA online course modules on Canvas by the review date

How

- I have completed all required tasks on the Canvas website, as well as attending all QA training in Bristol. I have passed 2 of the QA exams: Desktop Operating Systems and Cloud Computing (networking being the only exam I need to retake).

3

What

- Support TTE test manager to understand and complete any necessary work assigned to me, ensuring it is completed to quality required, within the time frame set.

How

- I have completed required work assigned to me, for example I completed the requirements document, insuring each requirement was SMART.

4

What

- Do ITIL course, complete all course material by the end of April and pass the exam

How

- I have completed the ITIL course and got the certificate, I have emailed the certificate to you.

5

What

- Be a team player and build effective positive relationships by networking

How

- Once a month I have been attending an Apprentice Portfolio Discussions meeting, my last meeting was on the 24th of January.

- I have also networked by talking to other apprentices, Im part of an Instagram group chat consisting of the other Infrastructure Technician apprentices: James Smith, Jamie Scriven, and Bradley Joness, Brad Cox.

Last update: 27-04-2020