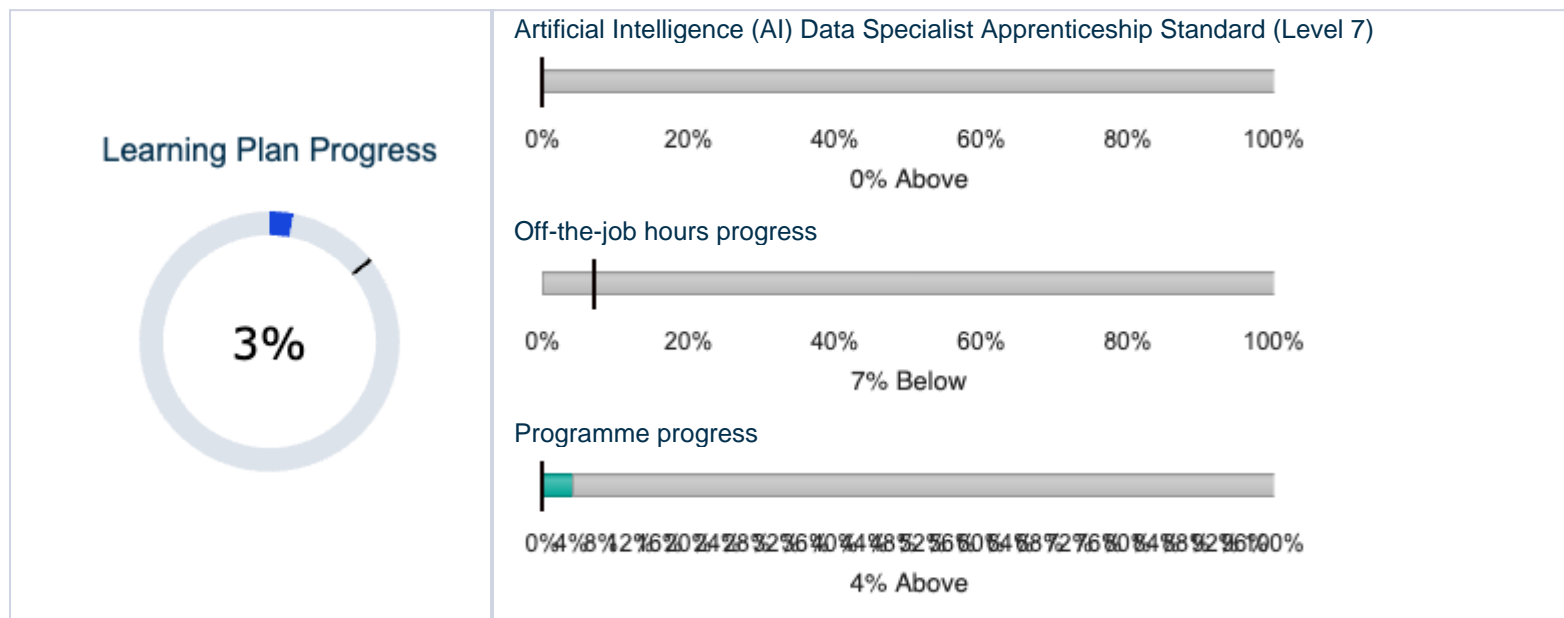


## Initial Progress Review 2022

Information		
Valere Demelier	<b>Programme Name:</b> <b>Programme Start Date:</b> <b>Planned End Date:</b> <b>Employer:</b> <b>Manager:</b>	L7 AI Data Specialist Apprenticeship 28/09/2023 27/12/2024 Nepa UK Ltd Luke Brown

What training/learning/development has taken place since last visit?
<i>No activity recorded</i>

## Learning Progress



## Functional Skills Discussion

**English Update/Development Comments:** Evidence Provided – UK ENIC to check  
- development opportunities. academic reading clubs, reflective writing in OTJ log etc

**Maths Update/Development Comments:** Evidence Provided – UK ENIC to check  
- development opportunities. Advanced Maths, regressions models etc

## Progression Discussion

**Progression Discussion**

Reflect and comment on your / your learner's progress since the last review including workshops attended, EduKATE activities, Aptem learning plan progress and progress towards EPA and planned OTJ hours.

**Coach Comments:** Valere has completed 96% of module 1 and making progress in the ML module as well. Safeguarding and OTJ has not been uploaded to Aptem (taken as action)

**Learner Comments:** Valere found the beginning of the course a struggle due to the travel and demands on the conference presentations. Also had a week off when the first live session was happening. Module 1 had a lot of content (videos) and this was time consuming. Hard to sit and watch all of those when there was pressure of work. More recently the content has been more manageable. The past few weeks have been out of the norm and so recognition of that is important.

**Employer Comments:** Luke agrees that travel has impacted but confident that Valere is more settled now and going forward from this week.

**Planned OTJ Discussion**

**Comments on progression against the planned OTJ training hours** We discussed OTJ and monthly log uploaded to Aptem - hours not uploaded yet.

**Additional OTJ Discussion**

**Please detail any additional off the job (OTJ) activities that you have completed in the workplace outside of the activities delivered by Cambridge Spark** discussed what additional OTJ looks like - examples identified were: conferences (B7, B5 & B8) knowledge shared and gained from conference presentations etc. And then hours spent on DS challenges / exercises. Will be in line with hours or potentially starting to build up a buffer.

**Are these activities recorded in the 'Additional OTJ' component within your learning plan?** No

**Smart Targets****SMART: Specific - Measurable - Achievable - Realistic - Timebound**

SMART Targets are an easy way to identify outstanding areas of development and the actions set against them will support your success. We will outline the agreed SMART Targets established in your discussions today around progression, OTJ training, the impact of the course and any additional support requirements.

**SMART Objectives: Review your progress towards your initial SMART Objectives, as set at the beginning of your programme, and discuss the progress you feel you have made towards these** has ideas but would like time to ensure they are right and SMART.

Gain more of a foundation of technical knowledge and application to support career growth within Data Science.

**SMART Targets: As a result of todays discussion the following SMART Targets have been set to support progression between now and your next progress review** 1.finalise SMART objectives ready to share with me at the next PR Jan 23

2. Read through and understand the assessment criteria for AM2 (professional discussion) ready to discuss with your DM at the first meeting. Getting an understanding of what areas you need clarification on or have concerns being able to evidence during the course of the programme.

[https://www.instituteforapprenticeships.org/media/3685/st0763\\_artificial-intelligence-ai-data-specialist\\_l7\\_ap-for-publication\\_qm.pdf](https://www.instituteforapprenticeships.org/media/3685/st0763_artificial-intelligence-ai-data-specialist_l7_ap-for-publication_qm.pdf)

task to be completed ahead of the first meeting with your DM, likely to be December 23

3. Complete the safeguarding module on Aptem by 2nd Nov 2023 (due to work travel)  
 4. Complete the OTJ monthly log and upload to Aptem by 2nd Nov 2023 (due to work travel)

**Is there an additional action plan in place due to the learner being significantly behind target?** No

### Additional Support Discussion

**Learner: (First review only) Do you have any additional support requirements? (Subsequent reviews) Has anything changed in regards to your support requirements? Do you have any concerns around the programme at the moment?** No concerns currently (today has been helpful to clear up

OTJ, KATE and Aptem. Module 2 has been much better as suits Valere's learning style.

The only one slight concern would be suitability of project to meet the requirements of the course - to discuss with DM Dec/Jan. ML is in situ at Nepa.

**Employer: Please detail here, if any, arrangements have been made within the workplace to support the apprentice's needs**

**Coach: Detail any action if necessary**

**Does this learner require or have an SEN Support Plan in place?**

### Safeguarding Guidance

**Safeguarding and British Values are a core element of being an apprentice and is driven throughout all UK Education.**

The promotion of Safeguarding and keeping our learners safe whilst in education is a paramount priority for Cambridge Spark.

Embedded within our learning, environment and experience, Cambridge Spark aims to promote British Values to our learners to ensure that they are prepared for life in modern Britain. Learners are encouraged to regard people of all faiths, races and cultures with respect and tolerance, and to understand that while different people may hold different views about what is 'right' and 'wrong', all people living in England are subject to its law.

We would like you to think about any topics or examples of safeguarding and British Values you may have experienced and discuss these with your coach.

If you have a safeguarding concern please contact our safeguarding team via [Safeguarding@cambridgespark.com](mailto:Safeguarding@cambridgespark.com)

### Safeguarding, Prevent and British Values Discussion

**Detail discussions around safeguarding, Prevent and British Values** Discussed importance of safeguarding and the module in the learning plan. Also asked what good worklife balance looked like: Valere says work life balance is really important. Nepa support this, great culture. Finish by 5pm. having time that is clear set focus and one doesn't impact the other. Asked for tell tell signs of when the balance is starting to shift: Over the weekends Valere does get involved with some DS challenges at the weekend as it is a good growth exercises. Luke and Valere to work out what that could look like in terms of TOIL and OTJ.

## RAG Status

**Initial Progress Review 2022 - 30/10/2023**

Amber

## Comments

### Learner

Valere feels things are progressing well despite it being an unusual time at work with travel and conferences. Feeling in a better place with the course with Module 2 being better than 1.

### Tutor

see above

**Employer**

Luke has someone else in the team and so wanted to know about flexibility to miss sessions in peak times. We spoke about an element of flexibility to offer the learners more time in advance or after. Meets with them weekly and will be asking about progress with the apprenticeship.

**Date of next review****Date/Deadline for next Progress Review** 22/01/2024**Coaching session****Would you like to schedule a coaching session?** No**Date for coaching session (Coach add to Aptem learning plan)****Advisor****Name:** Becky Britten**Position:** Coach**Signature:****Date:** 31/10/2023

**Employer**

**Name:**  
**Position:**

**Signature:**

**Date:**

**Participant**

**Name:**

**Signature:**

**Date:**