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| **Student name:** | | *Adam Worley* |
| **Employer:** | | *Bard Ltd* |
| **Line Manager/Supervisor name:** | | *Matt Saunders* |
| **Visiting tutor:** | | *Emmanouil Panaousis (Manos)* |
| **Month:** | | *August 2015* |
| **Date of review:** | | *06/08/2015* |
| **Use the box below to summarise the month’s activities. Include technical and administrative work undertaken, any training and development, events attended *etc.*** | | |
| *Setup my own laptop and configured the software*  *VPN*  *Supportworks*  *Helpdesk meetings*  *HR induction*  *Social media training – compliance wire*  *Business ethics*  *Data protection*  *Foreign corrupt practices act*  *Evacuation and fire safety*  *Security awareness*  *Information protection*  *Logmein rescue*  *Bard2Go* | | |
| **Use the box below to summarise any help or support required** | | |
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| **Use the box below to summarise any help or support obtained:** | | |
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| **Use the box below to summarise any achievements:** | | |
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| Signed (Student) |  | |
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| Date of next monthly review |  | |

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| **Student name:** | | *Adam Worley* |
| **Employer:** | | *Bard Ltd* |
| **Line Manager/Supervisor name:** | | *Matt Saunders* |
| **Visiting tutor:** | | *Emmanouil Panaousis (Manos)* |
| **Month:** | | *September 2015* |
| **Date of review:** | | *24/09/2015* |
| **Use the box below to summarise the month’s activities. Include technical and administrative work undertaken, any training and development, events attended *etc.*** | | |
| *DR*  *Helpdesk meeting*  *Encryption*  *Placed details form* | | |
| **Use the box below to summarise any help or support required** | | |
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| **Use the box below to summarise any help or support obtained:** | | |
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| **Use the box below to summarise any achievements:** | | |
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| Signed (Student) |  | |
| Signed (Line Manager) |  | |
| Date of next monthly review |  | |

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| **Student name:** | | *Adam Worley* |
| **Employer:** | | *Bard Ltd* |
| **Line Manager/Supervisor name:** | | *Matt Saunders* |
| **Visiting tutor:** | | *Emmanouil Panaousis (Manos)* |
| **Month:** | | *October 2015* |
| **Date of review:** | | *15/10/2016* |
| **Use the box below to summarise the month’s activities. Include technical and administrative work undertaken, any training and development, events attended *etc.*** | | |
| *General Security Awareness Training 2015* | | |
| **Use the box below to summarise any help or support required** | | |
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| **Use the box below to summarise any help or support obtained:** | | |
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| **Use the box below to summarise any achievements:** | | |
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| Signed (Student) |  | |
| Signed (Line Manager) |  | |
| Date of next monthly review |  | |

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| **Student name:** | | *Adam Worley* |
| **Employer:** | | *Bard Ltd* |
| **Line Manager/Supervisor name:** | | *Matt Saunders* |
| **Visiting tutor:** | | *Emmanouil Panaousis (Manos)* |
| **Month:** | | *November 2015* |
| **Date of review:** | | *26/11/2015* |
| **Use the box below to summarise the month’s activities. Include technical and administrative work undertaken, any training and development, events attended *etc.*** | | |
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| **Use the box below to summarise any help or support required** | | |
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| **Use the box below to summarise any help or support obtained:** | | |
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| **Use the box below to summarise any achievements:** | | |
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| Signed (Student) |  | |
| Signed (Line Manager) |  | |
| Date of next monthly review |  | |

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| **Student name:** | | *Adam Worley* |
| **Employer:** | | *Bard Ltd* |
| **Line Manager/Supervisor name:** | | *Matt Saunders* |
| **Visiting tutor:** | | *Emmanouil Panaousis (Manos)* |
| **Month:** | | *December 2015* |
| **Date of review:** | | *23/12/2015* |
| **Use the box below to summarise the month’s activities. Include technical and administrative work undertaken, any training and development, events attended *etc.*** | | |
| *Bard Ethics Policy and Annual Certification 2015-2016*  *Meeting with Manos*  *AIX and unix training* | | |
| **Use the box below to summarise any help or support required** | | |
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| **Use the box below to summarise any help or support obtained:** | | |
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| **Use the box below to summarise any achievements:** | | |
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| Signed (Student) |  | |
| Signed (Line Manager) |  | |
| Date of next monthly review |  | |

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| **Student name:** | | *Adam Worley* |
| **Employer:** | | *Bard Ltd* |
| **Line Manager/Supervisor name:** | | *Matt Saunders* |
| **Visiting tutor:** | | *Emmanouil Panaousis (Manos)* |
| **Month:** | | *January 2016* |
| **Date of review:** | | *28/01/2016* |
| **Use the box below to summarise the month’s activities. Include technical and administrative work undertaken, any training and development, events attended *etc.*** | | |
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| **Use the box below to summarise any help or support required** | | |
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| **Use the box below to summarise any help or support obtained:** | | |
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| Signed (Student) |  | |
| Signed (Line Manager) |  | |
| Date of next monthly review |  | |

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| **Student name:** | | *Adam Worley* |
| **Employer:** | | *Bard Ltd* |
| **Line Manager/Supervisor name:** | | *Matt Saunders* |
| **Visiting tutor:** | | *Emmanouil Panaousis (Manos)* |
| **Month:** | | *February 2016* |
| **Date of review:** | | *17/02/2016* |
| **Use the box below to summarise the month’s activities. Include technical and administrative work undertaken, any training and development, events attended *etc.*** | | |
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| **Use the box below to summarise any help or support required** | | |
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| **Use the box below to summarise any help or support obtained:** | | |
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| **Use the box below to summarise any achievements:** | | |
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| Signed (Student) |  | |
| Signed (Line Manager) |  | |
| Date of next monthly review |  | |

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| **Student name:** | | *Adam Worley* |
| **Employer:** | | *Bard Ltd* |
| **Line Manager/Supervisor name:** | | *Matt Saunders* |
| **Visiting tutor:** | | *Emmanouil Panaousis (Manos)* |
| **Month:** | | *March 2016* |
| **Date of review:** | | *24/03/2016* |
| **Use the box below to summarise the month’s activities. Include technical and administrative work undertaken, any training and development, events attended *etc.*** | | |
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| **Use the box below to summarise any help or support required** | | |
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| **Use the box below to summarise any achievements:** | | |
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| Signed (Student) |  | |
| Signed (Line Manager) |  | |
| Date of next monthly review |  | |

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| **Student name:** | | *Adam Worley* |
| **Employer:** | | *Bard Ltd* |
| **Line Manager/Supervisor name:** | | *Matt Saunders* |
| **Visiting tutor:** | | *Emmanouil Panaousis (Manos)* |
| **Month:** | | *April 2016* |
| **Date of review:** | | *21/04/2016* |
| **Use the box below to summarise the month’s activities. Include technical and administrative work undertaken, any training and development, events attended *etc.*** | | |
| *Equipment transfer*  *Townhall meeting*  *Updating CV* | | |
| **Use the box below to summarise any help or support required** | | |
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| **Use the box below to summarise any help or support obtained:** | | |
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| **Use the box below to summarise any achievements:** | | |
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| Signed (Student) |  | |
| Signed (Line Manager) |  | |
| Date of next monthly review |  | |