

Form I –3A

INTERN'S DAILY DIARY

(To be filled by the Intern- Please ensure to upload duly filled set of forms at end of four weeks to the provided folder)

Intern's Information

Intern's Name

Student ID

Internship Information

Internship Title

Specialisation

Supervisor Name

Training Information For the Week 1 (to be filled by the intern)

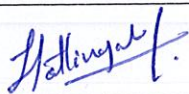
DATE	DETAILS AND NOTES OF WORK CARRIED OUT, PROBLEMS ENCOUNTERED AND HOW SOLVED ETC., SKETCHES AND DIMENSIONS TO BE GIVEN WHEREVER POSSIBLE.
17/04/2023	This was my first day at the company. The day started with an informative orientation session. We were given a brief introduction about the company, company's culture, values, etc. After the orientation, we received our work devices. Setting up the device took some time, but the IT team was there to assist. By the end of the day, I was all set to start my internship journey.
18/04/2023	Today was all about getting to know the people I'll be working closely with for the next few months. I had the privilege of meeting my team lead and fellow team members. They were warm and welcoming, making me feel right at home. During our team meeting, we discussed ongoing projects and my role in contributing to them.

19/04/2023	The remainder of the week was focused on getting access to the various tools and systems I'll be using during my internship. This involved obtaining admin access for software like SQL Server Management Studio (SSMS) and other essential tools. I started by raising tickets to obtain access for them.
20/04/2023	Continuing my journey to gain access to the necessary tools and systems, Day 4 was filled with more ticket-raising and approvals. I started by following up on the pending approvals from the previous day. It's clear that the company takes security seriously, as multiple levels of approval are required for access to sensitive data and systems.
21/04/2023	On the fifth day of my internship, I was determined to finalize my access to all the software and portals I needed. I continued to follow up on pending approvals and was equipped with most of the tools necessary to contribute effectively to the team's projects.

SUPERVISOR COMMENTS FOR THE WEEK

Quickly adapted to the working culture

 Supervisor's
Signature



Date 28/04/2023

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Internship Information

Internship Title

Specialisation

Supervisor Name

Training Information For the Week 2 (to be filled by the intern)

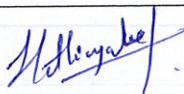
DATE	DETAILS AND NOTES OF WORK CARRIED OUT, PROBLEMS ENCOUNTERED AND HOW SOLVED ETC., SKETCHES AND DIMENSIONS TO BE GIVEN WHEREVER POSSIBLE.
24/04/2023	<p>The second week of my internship started with a change of pace. Instead of diving into technical work right away, I began a series of courses offered by LSEG. These courses aim to give interns a comprehensive understanding of the company's culture, values, and history.</p> <p>Today's course focused on the company's mission and values. It was insightful to learn about what makes LSEG unique and how our work contributes to the bigger picture. I also received an overview of the financial markets, given the nature of my internship at London Stock Exchange Group.</p>
25/04/2023	<p>Tuesday's course delved deeper into the financial markets. We covered topics like stock exchanges, trading, and market dynamics. It was fascinating to see how complex and interconnected the financial world is. In the afternoon, we continued with the company-focused courses. I gained a better understanding of the company's organizational structure and how different departments collaborate to achieve our goals.</p>

26/04/2023	The mid-week point brought a course on ethics and compliance. This topic is crucial in the financial industry, and I learned about the ethical standards that guide our work and the importance of regulatory compliance. The second part of the day was dedicated to more company-specific training. I was introduced to the tools and software commonly used within the organization, which will be invaluable as I progress in my internship.
27/04/2023	Thursday's course centered around risk management in financial markets. I learned about the various types of risks and how professionals in the industry work to mitigate them. It's essential knowledge for anyone working in this field.
28/04/2023	The week concluded with a course on customer focus and the importance of delivering value to clients in the financial sector. It emphasized the company's commitment to providing top-notch services to its customers. As the week wrapped up, I felt like I had gained a solid foundation in both company culture and financial market basics. The combination of these courses will undoubtedly be beneficial as I continue my internship.

SUPERVISOR COMMENTS FOR THE WEEK

Agreed.

Supervisor's
Signature



Date 28/04/2023

Form I –3A**INTERN'S DAILY DIARY**

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Intern's Information

Intern's Name

Chandrasena M.C

Student ID

IT20183554

Internship Information

Internship Title

Application Management

Specialisation

Data Science

Supervisor
Name

Ishani Pathinayake

Training Information For the Week 3 (to be filled by the intern)

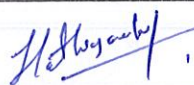
DATE	DETAILS AND NOTES OF WORK CARRIED OUT, PROBLEMS ENCOUNTERED AND HOW SOLVED ETC., SKETCHES AND DIMENSIONS TO BE GIVEN WHEREVER POSSIBLE.
01/05/2023	Week 3 commenced with a continuation of our courses. Today, we explored financial instruments and investment products. This knowledge is essential for understanding the products and services offered by the London Stock Exchange Group.
02/05/2023	Tuesday's course focused on financial analysis and reporting. I learned how financial professionals analyze data and prepare reports for decision-making. It was eye-opening to see the importance of accurate financial information in the industry.

03/05/2023	Today's course was all about market regulation and compliance. We delved into the various rules and regulations that govern the financial markets and how they ensure fair and transparent trading. In the afternoon, I continued to explore the tools and resources available to me within the company, which will be crucial as I begin to work on my assigned projects.
04/05/2023	Thursday's course centered on financial technology (fintech) and its impact on the industry. It's evident that technology is rapidly shaping the financial landscape, and staying updated with fintech trends is vital. In the second part of the day, I had the chance to meet with my mentor, who provided insights into my upcoming projects and goals for the remainder of my internship.
05/05/2023	The week concluded with a course on information security. Understanding how to mitigate risks related to information security is crucial in the financial markets, and this knowledge will be invaluable as I work on real projects. As the third week came to an end, I felt more confident and prepared to take on the challenges ahead. The combination of company culture and financial market courses has equipped me with a strong foundation for the rest of my internship at London Stock Exchange Group.

SUPERVISOR COMMENTS FOR THE WEEK

Agreed

Supervisor's
Signature



Date 02/06/2023

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Training Information For the Week 4 (to be filled by the intern)

DATE	DETAILS AND NOTES OF WORK CARRIED OUT, PROBLEMS ENCOUNTERED AND HOW SOLVED ETC., SKETCHES AND DIMENSIONS TO BE GIVEN WHEREVER POSSIBLE.
08/05/2023	<p>Fourth week as an intern marked a significant shift in my role. I transitioned into Business as Usual (BAU) activities, starting with one of the simplest tasks known as the NCA check. This task involves monitoring whether the company submits regulatory reports to the relevant authorities and receives responses within the expected timelines.</p> <p>Today, my journey into BAU activities began with knowledge transfer sessions. Senior members of the team patiently walked me through the NCA check process. I shadowed them as they explained the flow of the task, from understanding the regulatory requirements to the tools and systems we use to track submissions and responses.</p>
09/05/2023	<p>On the second day of the week, I continued to shadow my colleagues during their NCA check routine. They demonstrated how to access the necessary databases and systems, locate the relevant reports, and ensure compliance with regulatory deadlines. The attention to detail required for this task became apparent as we combed through various records.</p>

10/05/2023	Wednesday was another day of closely observing and learning from the experienced team members. They shared practical insights on how to cross-reference data, identify discrepancies, and escalate any issues or delays in regulatory submissions. I began to take notes and create a checklist to keep track of the steps involved in the NCA check process.
11/05/2023	As the week progressed, I continued to shadow my colleagues, but today they allowed me to take on some more active roles in the NCA check process. Under their guidance, I started reviewing reports and tracking submissions, while they supervised and provided feedback.
12/05/2023	The week concluded with a review of my progress in the NCA check process. My mentors provided constructive feedback on my performance and highlighted areas where I could improve. The knowledge transfer sessions and shadowing experience have set a strong foundation for my responsibilities in the coming weeks.

SUPERVISOR COMMENTS FOR THE WEEK

Agreed

Supervisor's
Signature



Date 02/06/2023