

APPENDIX 3: Placement Year Learning Objectives – Progress Review 2 - EXAMPLE

This exercise should be carried out approximately 1 month before your placement report is due. You should complete parts 1 and 2 independently and then discuss this with your line manager. Your line manager should complete part 3 giving one tick per category. Part 4 should be completed by you after discussion with your manager. Both you and your manager need to sign the document.

Learning Categories	1. Learning Objectives Taken from Review 1	2. Evidence of progress to date What have you been doing?	3. Line Manager to complete (Tick as appropriate – one tick per category)		
			Does not meet expectations	Meets expectations	Exceeds expectations
Technical Skills	<ul style="list-style-type: none"> Improving SQL skills to an advanced level Improve HTML and Java Script programming to an advanced level 	<ul style="list-style-type: none"> Working on data maintenance tasks and configuring data and relevant tables, using stored procedures to insert new data *Using TeamCity and Octopus to deploy changes from DEV 210 source control to DEV 210 Working through the errors posed by the build and reverse engineering to resolve the issue Creating stored procedures and unit tests using the tSQLt framework and testing the changes As my knowledge increases, I am being assigned more complex tasks In the last months of my placement, I will be working with Fabrizio to increase my knowledge of Node JS 			x
Working with Others	<ul style="list-style-type: none"> Communicating with the support team and other departments Attention to detail 	<ul style="list-style-type: none"> Daily support call/chat with India and constant communication with Indian colleagues Full support handover with Brian and India team *Working on specific clients and communicating with the relevant department 			x
Self-Management	<ul style="list-style-type: none"> Working from an assigned task list Proof-reading documents 	<ul style="list-style-type: none"> Recording my work and tasks daily in written notes and reviewing at the data scrum every morning Following up tasks from the previous day Double checking files and documents before they are sent out 			x
Commercial Awareness	<ul style="list-style-type: none"> To gain an understanding of what asset management is To gain an understanding of the tools and products we offer 	<ul style="list-style-type: none"> Speaking to Greg about how asset management works and what companies are considered as key players Working on the different products through support tickets such as doc portal, secure portal in specific and communicating how the products work to colleagues 			x
Personal and professional development	<ul style="list-style-type: none"> To encourage myself in terms of learning new skills and scoping out new opportunities Take on board improvements 	<ul style="list-style-type: none"> Request list made to Steve of things I'd like to learn before I leave in July, some are data related and some are focused on other parts of the business Visiting the data centre in order to understand how the information is stored and the hardware involved Asking for help when I find an error or I am unable to resolve something Data mapping and analysis for Sarah and applying business logic where necessary Note down improvements suggested that can be done to avoid issues in the next round and noting down the process. 			x

4. Use this space to record any action points arising from the review meeting and any new or amended goals that you will be taking forward for the final part of your placement.

	Action points/goals
Technical Skills	<ul style="list-style-type: none"> • Improve Python skills to an advanced level
Working with others	<ul style="list-style-type: none"> • Presentation skills
Self-management	<ul style="list-style-type: none"> • Attention to detail • Proof-reading documents
Commercial Awareness	<ul style="list-style-type: none"> • To gain a better understanding of our clients
Personal and professional development	<ul style="list-style-type: none"> • To network with others • To take on board feedback from others

Date	Student Name	Student signature	Supervisor signature