



Transcript

Legal name: Simon Paul Kear

Simon Paul Kear

Username: SimonKear-9079

Contact email: Simon.Kear@sivico.co.uk

Number of Applied Skills

2

Learning paths completed

9

Exams passed

3

Modules completed

28

Active certifications

3

Training hours completed

21 hr 6 min

Applied Skills

Applied Skills Title	Credential number	Earned on
Microsoft Applied Skills: Streamline business workflows with AI chat	B8495C40BB950154	14 Jun 2026

Applied Skills Title	Credential number	Earned on
Microsoft Applied Skills: Generate reports with AI research agents	6BC927867650042A	11 Jun 2026

Active certifications

Certification title	Certification number	Earned on	Expires on
Microsoft 365 Certified: Copilot and Agent Administration Fundamentals	A30839-946A2A	18 Jun 2026	N/A
Microsoft Certified: AI Transformation Leader	4524DA-DABDFB	4 Jun 2026	N/A
Microsoft Certified: AI Business Professional	EB1B6C-598B8T	21 May 2026	N/A

Passed exams

Exam title	Exam number	Passed date
Microsoft 365 Certified: Copilot and Agent Administration Fundamentals	AB-900	18 Jun 2026
AI Transformation Leader	AB-731	4 Jun 2026

Exam title	Exam number	Passed date
Microsoft Certified: AI Business Professional	AB-730	21 May 2026

Learning paths completed

N/A means either not all module assessments exist or there is no pass record. All Learning Paths in this table are complete.

Learning path title	Description	Completed on	All module assessment results
Explore Microsoft 365 Copilot and agent administration	This Learning Path explores how to boost productivity and security in Microsoft 365 by using Copilot and AI-powered agents, while examining how to manage, customize, and govern these tools across your organization.	17 Jun 2026	All module assessments passed 17 Jun 2026
Explore Microsoft 365 administration	This Learning Path introduces the Microsoft 365 experience by helping you set up core services, manage users and access securely, and protect your organization's data using built-in tools and best practices.	16 Jun 2026	All module assessments passed 16 Jun 2026
Optimize business processes with Microsoft 365 Copilot	Learn how to optimize business processes using Microsoft 365 Copilot.	11 Jun 2026	All module assessments passed 11 Jun 2026

Learning path title	Description	Completed on	All module assessment results
Enhance your productivity with prebuilt Microsoft 365 Copilot agents	This Learning Path explores how prebuilt agents in Microsoft 365 Copilot enable users to streamline tasks, retrieve information efficiently, and enhance productivity through AI-powered conversational tools.	8 Jun 2026	 All module assessments passed 8 Jun 2026
Discover Microsoft AI for business leaders in the healthcare industry	In this learning path, healthcare business leaders will find all the knowledge and resources to adopt AI in their organizations. It discusses available resources, strategy, responsible practices, and finance use cases.	5 Jun 2026	 All module assessments passed 5 Jun 2026
Drive business value with AI solutions	Discover how Copilot and Azure AI can transform work across your organization.	3 Jun 2026	 All module assessments passed 3 Jun 2026
Transform your business with Microsoft AI	Transform your business with Microsoft AI	1 Jun 2026	 All module assessments passed 1 Jun 2026
Explore the business value of generative AI solutions	Discover how generative AI can transform your business processes and drive innovation.	29 May 2026	 All module assessments passed 29 May 2026

Learning path title	Description	Completed on	All module assessment results
Transform business workflows with generative AI	This learning path enables students to use Microsoft 365 Copilot and generative AI to simplify tasks, boost productivity, and make smarter decisions. Through practical, no-code scenarios, learners gain confidence in integrating AI into their workflows for high business impact.	18 May 2026	N/A

Modules completed

N/A in the module assessment result column means either the module assessment doesn't exist or there's no pass record for it. All modules in this table are complete.

Module title	Description	Completed on	Duration	Module assessment result
Perform basic administrative tasks for Microsoft 365 Copilot agents	This module guides administrators through configuring user access and permissions for agents, creating, editing, testing, and publishing Copilot agents, managing agent approval and governance, and monitoring the full lifecycle of agents using Microsoft 365 and Power Platform tools.	17 Jun 2026	1 hr 10 min	Module assessment passed 17 Jun 2026

Module title	Description	Completed on	Duration	Module assessment result
Perform basic administrative tasks for Microsoft 365 Copilot	This module guides administrators on how to manage Microsoft 365 Copilot, including licensing and access control, billing and usage monitoring, prompt governance, and strategies for tracking and driving user adoption.	16 Jun 2026	55 min	Module assessment passed 16 Jun 2026
Explore Microsoft 365 Copilot and agents	This module provides a comprehensive introduction to Microsoft 365 Copilot and agents, explaining their architecture, capabilities, licensing models, deployment strategies, and practical use cases.	16 Jun 2026	1 hr 14 min	Module assessment passed 16 Jun 2026
Protect and govern Microsoft 365 data	This module provides a comprehensive overview of data protection and governance in Microsoft 365, equipping learners to understand and manage sensitive information, compliance, risk, and secure collaboration.	16 Jun 2026	1 hr 2 min	Module assessment passed 16 Jun 2026
Introduction to Microsoft 365 core services and admin controls	This module introduces the Microsoft 365 admin center and basic configurations for core services like Teams, Exchange, and SharePoint.	16 Jun 2026	1 hr 3 min	Module assessment passed 16 Jun 2026

Module title	Description	Completed on	Duration	Module assessment result
Explore Microsoft 365 security foundations	This module provides a comprehensive overview of Microsoft 365 security foundations, guiding learners through Zero Trust principles, integrated security tools, layered protection strategies, threat intelligence, identity and access management, and best practices for maintaining a secure cloud environment.	15 Jun 2026	1 hr 21 min	Module assessment passed 15 Jun 2026
Uncover new data insights with AI	Learn how Copilot in Microsoft Excel can streamline your workflow by analyzing and visualizing data.	11 Jun 2026	35 min	Module assessment passed 11 Jun 2026
From inbox to impact: Improve your email workflows with AI	Learn how you can simplify email and meeting administration using Copilot in Microsoft Outlook.	11 Jun 2026	35 min	Module assessment passed 11 Jun 2026
Present with Copilot in Microsoft PowerPoint	Learn how to create and improve your presentations using Copilot in Microsoft PowerPoint.	11 Jun 2026	35 min	Module assessment passed 11 Jun 2026
Draft impactful documents using AI	Learn how to use Copilot in Microsoft Word to draft, edit, and enhance your content.	11 Jun 2026	35 min	Module assessment passed 11 Jun 2026

Module title	Description	Completed on	Duration	Module assessment result
Unlock productivity and unleash creativity with AI powered chat	Learn how Microsoft Copilot Chat works with both work and web grounded data.	11 Jun 2026	40 min	Module assessment passed 11 Jun 2026
Explore prebuilt Microsoft 365 Copilot agents	This module provides a practical guide to using Microsoft 365 Copilot Chat's prebuilt agents, which enable users to streamline tasks, retrieve information efficiently, and enhance productivity through AI-powered conversational tools.	8 Jun 2026	1 hr 12 min	Module assessment passed 8 Jun 2026
Define a Microsoft AI strategy to create business value in healthcare	Discover AI use cases and scenarios for healthcare. Get familiar with Microsoft AI tools and services for healthcare. Learn from real success stories.	5 Jun 2026	33 min	Module assessment passed 5 Jun 2026
Drive business value with Azure AI solutions	Learn how to use Azure AI solutions to drive business value.	3 Jun 2026	30 min	Module assessment passed 3 Jun 2026
Drive business value with Microsoft Copilot solutions	Understand how Microsoft Copilot solutions can drive business value by enhancing productivity, improving decision-making, and fostering innovation.	3 Jun 2026	38 min	Module assessment passed 3 Jun 2026

Module title	Description	Completed on	Duration	Module assessment result
Scale AI in your organization	Learn enterprise AI management with our free open online course, including scaling AI.	1 Jun 2026	23 min	Module assessment passed 1 Jun 2026
Embrace responsible AI principles and practices	Explore six principles to guide AI development and use - fairness, reliability and safety, privacy and security, inclusiveness, transparency, and accountability	1 Jun 2026	58 min	Module assessment passed 1 Jun 2026
Create business value from AI	Understand the key elements that make a culture AI-ready and a framework to drive the change needed in your organization for a successful AI strategy.	1 Jun 2026	31 min	Module assessment passed 1 Jun 2026
Leverage AI tools and resources for your business	Learn the primary concepts and technologies of AI, and how Microsoft is turning the latest AI into tools, products, and services that organizations can use.	1 Jun 2026	42 min	Module assessment passed 1 Jun 2026
Build effective generative AI solutions in your organization	Discover how to make generative AI work for your organization. Learn the essential elements of building reliable, responsible AI solutions that align with your business goals and ethical standards.	29 May 2026	28 min	Module assessment passed 29 May 2026

Module title	Description	Completed on	Duration	Module assessment result
Understand the foundations of generative AI for business leaders	Generative AI is reshaping business operations, enabling organizations to automate tasks, personalize experiences, and accelerate innovation. In this module, you explored the core concepts of generative AI, compared solution types, and learned how to align AI capabilities with your strategic goals. With a clear understanding of models, cost factors, and responsible practices, you are equipped to lead your organization's AI transformation and realize measurable outcomes.	29 May 2026	34 min	Module assessment passed 29 May 2026
What is Microsoft 365?	What is Microsoft 365?	18 May 2026	22 min	Module assessment passed 18 May 2026
Define the role you want Microsoft 365 Copilot to play in your business workflow	Learn practical applications of Microsoft 365 Copilot in business workflows.	18 May 2026	49 min	N/A
Manage meetings and collaboration using Microsoft 365 Copilot	Learn how to use Microsoft 365 Copilot to manage meetings and enhance collaboration.	18 May 2026	45 min	Module assessment passed 18 May 2026

Module title	Description	Completed on	Duration	Module assessment result
Analyze and visualize data using Microsoft 365 Copilot	Learn how to use Microsoft 365 Copilot to analyze and visualize your data.	18 May 2026	46 min	Module assessment passed 18 May 2026
Draft and refine business content using Microsoft 365 Copilot	Learn how to use Microsoft 365 Copilot to draft, edit, and enhance your content.	18 May 2026	46 min	Module assessment passed 18 May 2026
Employ Copilot Chat as your AI assistant	Learn about Microsoft 365 Copilot Chat - a tool that leverages generative AI to enhance productivity and streamline workflows.	16 May 2026	54 min	Module assessment passed 16 May 2026
What is generative AI?	Learn about Generative AI - a technology that uses machine learning models to generate new content, ideas, or solutions based on existing data.	16 May 2026	30 min	Module assessment passed 16 May 2026