

Level 6 Hotel Placement – Weekly Progress Tracker

Task: Maintain a weekly progress tracker documenting your experiences, tasks performed, challenges faced, and lessons learned. Bullet points format is welcome. You must submit this document to the designated Turnitin link by [Friday 7th March 2025] at 23:59pm.

Week 1			
Experiences/Tasks/Challenges/Lessons (outline hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
- Participation in supervisory work task - Guest Service - Study the techniques to improve guest service.	5pm to 12AM	R. Faei	AK
- Team work meeting - Develop workable solution.	5pm to 12AM	R. Faei	AK