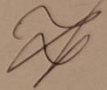
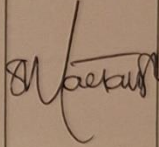
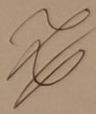
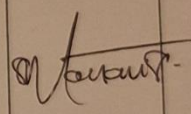
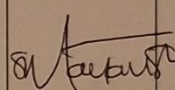
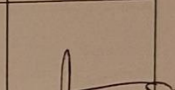
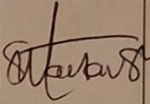
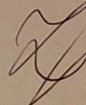
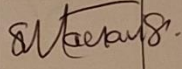


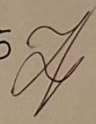
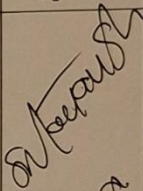
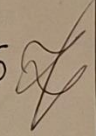
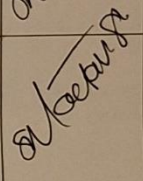
Level 6 Hotel Placement – Weekly Progress Tracker

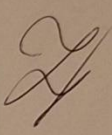
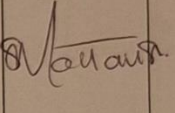
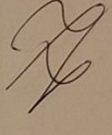
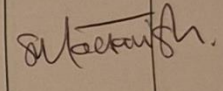
Task: Maintain a weekly progress tracker documenting your experiences, tasks performed, challenges faced, and lessons learned. Bullet points format is welcome. You must submit this document to the designated Turnitin link by [Friday 7th March 2025] at 23:59pm.

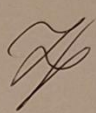
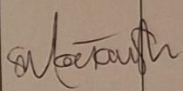
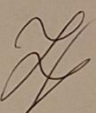
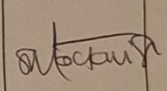
Week 1			
Experiences/Tasks/Challenges/Lessons (outline hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Induction day - meeting the team.	14/01/25 09:00 - am 03:00 - pm +5		
Training for front-office, rules and regulations, specific tasks at front office, staff have to do on daily basis.	15/01/25 09:00 am 03:00 pm		

Week 2			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Training for Bar Staff. Rules and regulations. - Legal drinking age - UK law. You must not serve alcohol to anyone under the age of 18.	21/01/25 09:00 am 03:00 pm		
Weights and Measures Accuracy: ensure all measures are precise, never serve free poured drinks.	22/01/25 09:00 am 03:00 pm		

Week 3			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Meeting and events. Prepare conference room for meeting and work closely with the meeting and event team and management to ensure that all details for events are done on time.	28/01/25 09:00 am 03:00 pm		
	29/01/25 09:00 am 03:00 pm		

Week 4			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Making and events	25/02/2025		
Front-office	25/02/2025		

Week 5			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Front office day. Working closely with the front office team and observe daily tasks at the reception, including check-in, check-out and more.	04/02/25 09:00 am 03:00 pm		
	05/02/25 09:00 am 03:00 pm		

Week 6			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Maintenance	11/02/25 09:00 am 03:00 pm		
Housekeeping	12/02/25 09:00 am 03:00 pm		



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
FOOD BEVERAGE - helping around the kitchen, observing, planning the menu, observing food and safety rules.	04/03/25		
MEETING AND EVENTS Preparing venue for wedding.	05/03/25 08:00 am 03:00 pm		

Week 2			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature