

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
-working on FB department, dealing with customers, breakfast, helping cleaning tables and closing breakfast.	20.01.2025 8:00 - 16:00	Gamil	
-working on FB department, helping with breakfast, cleaning tables and closing breakfast.	21.01.2025 08:00 - 16:00	Gamil	

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Week 2	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
<u>Housekeeping</u> - helping clearing a room, replacing amenities, towels, clearing a bathroom - learning about standards		28.01.2025 08:00 - 16:00	Garif	
<u>Housekeeping</u> - clearing corridors and public area - re-filling trolleys for next shift		29.01.2025 08:00 - 16:00	Garif	



Week 3			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
F&B - break fast - dealing with customers - clearing tables	04.02.2025 08:00 - 16:00	Garid	
Reception - stay in touch with HK department - check-out, stay overs (OPERA tool) - He shows needs to be charged for the first night or day - loyalty point given to customers	05.02.2025 08:00 - 16:00	Garid	