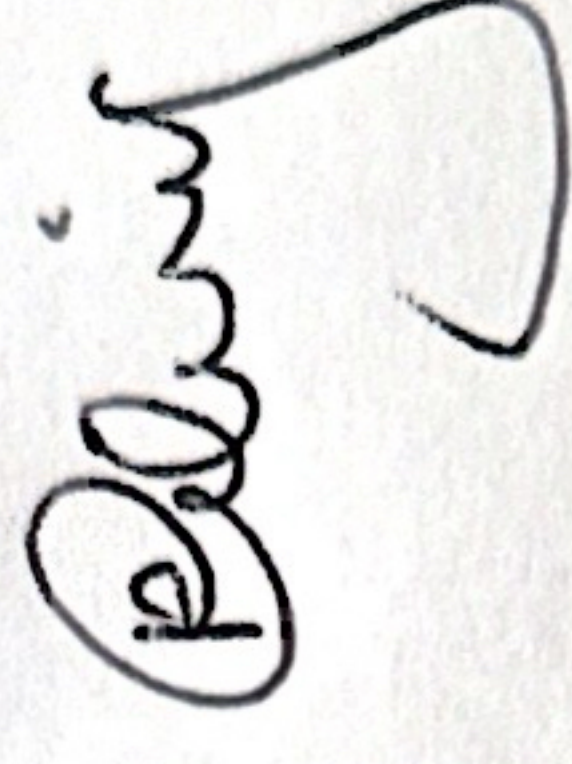
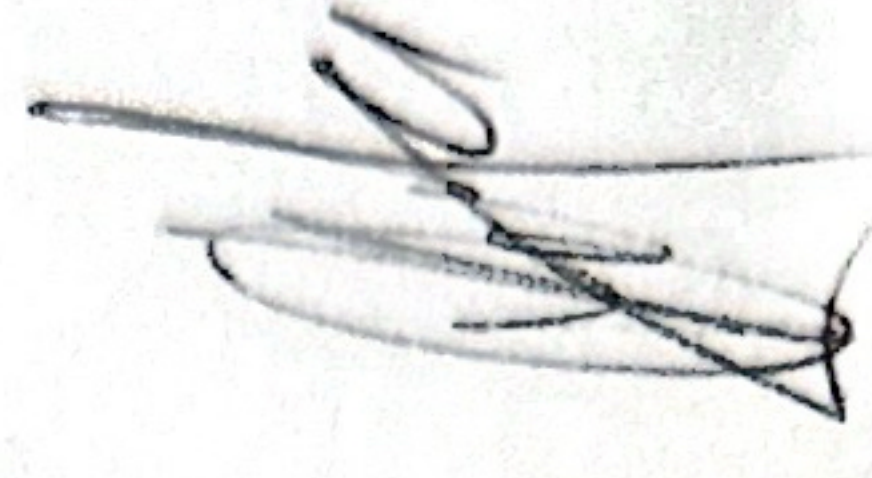
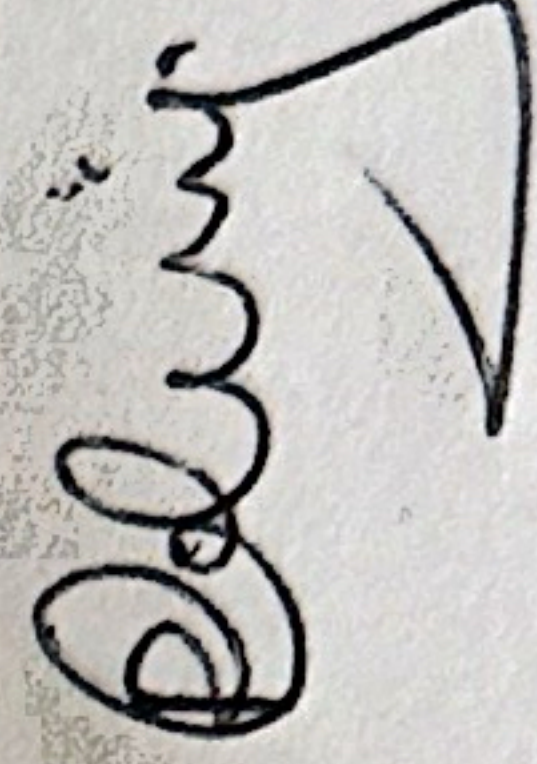
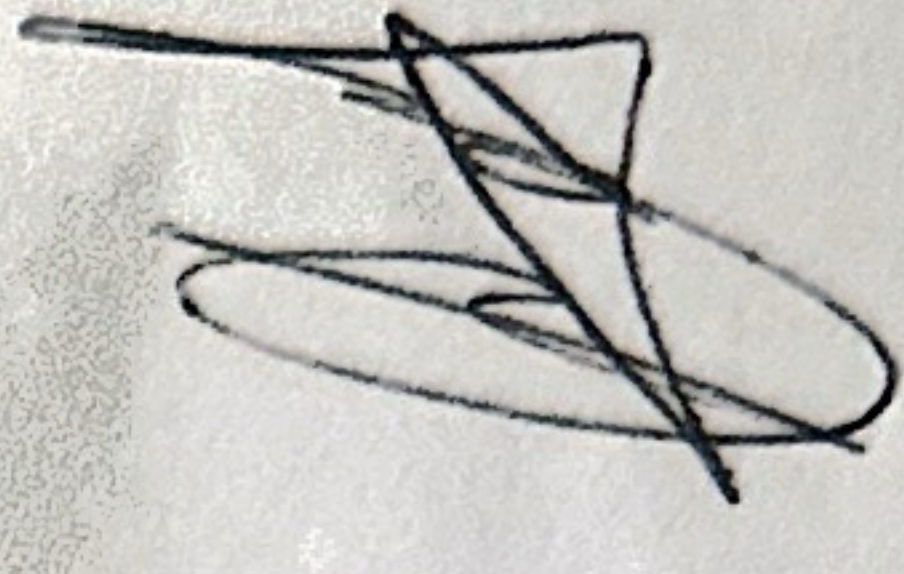
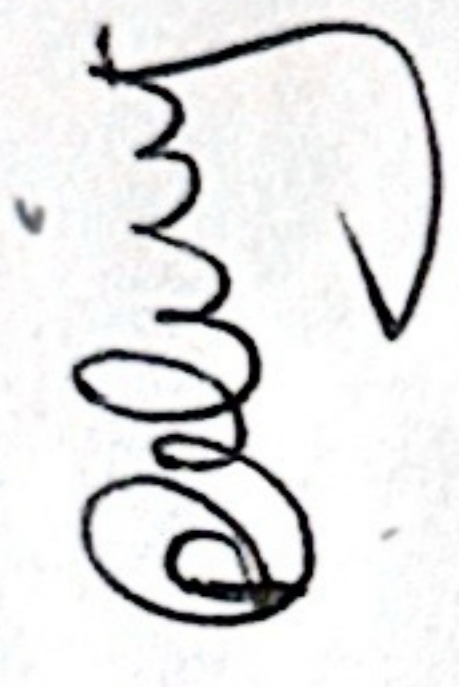
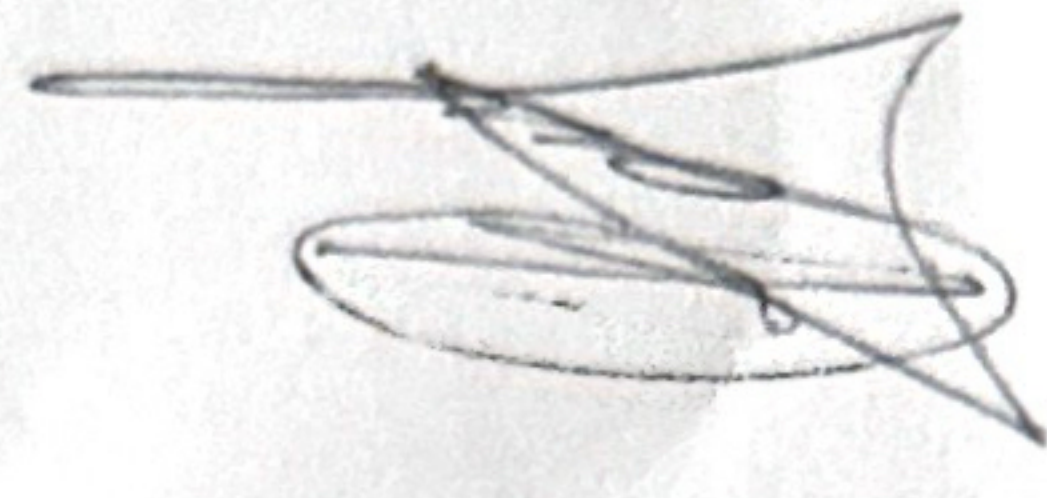
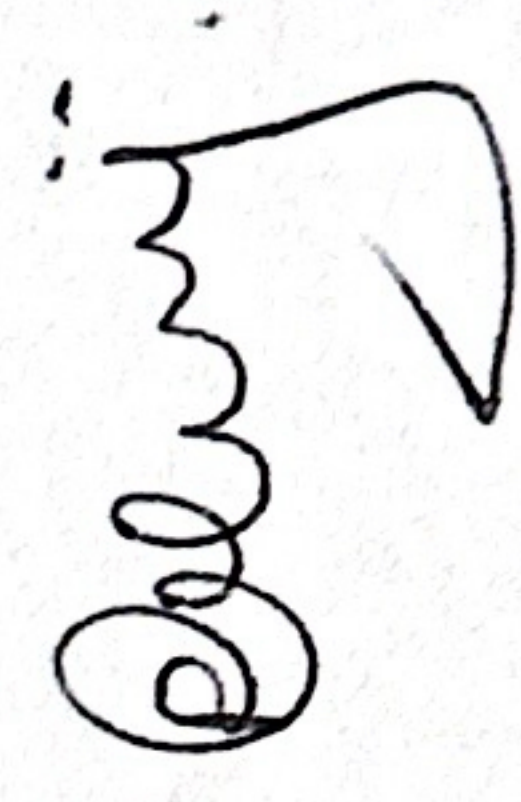
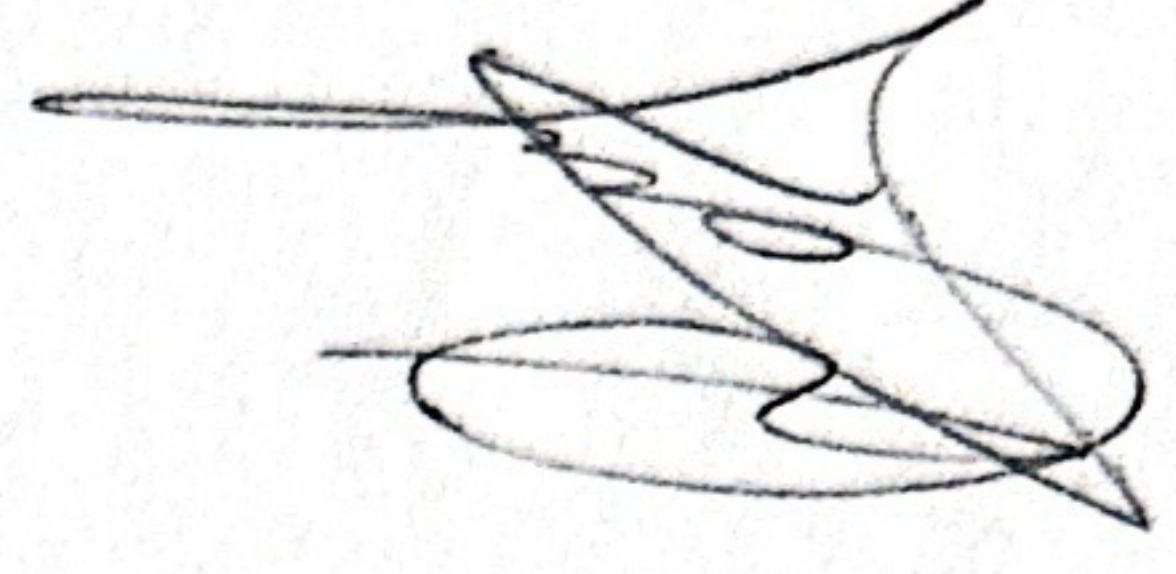
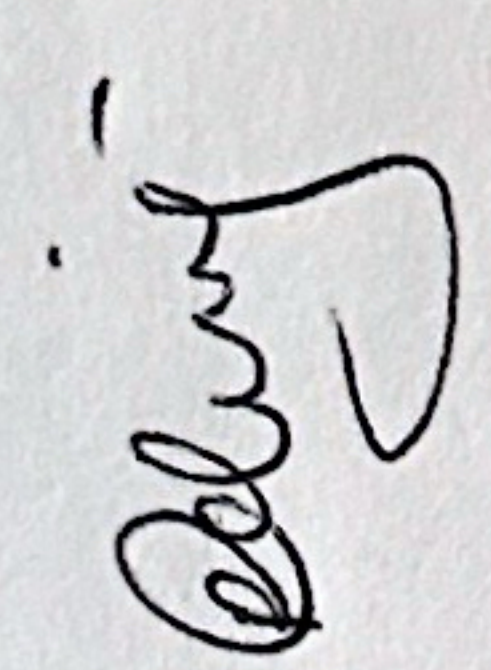
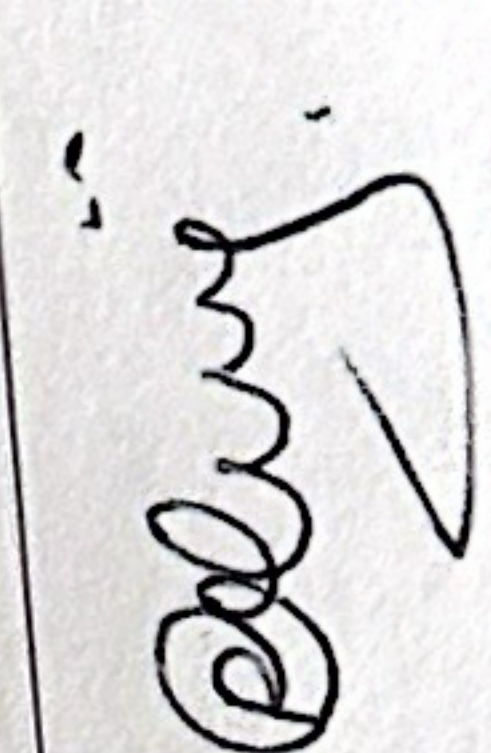
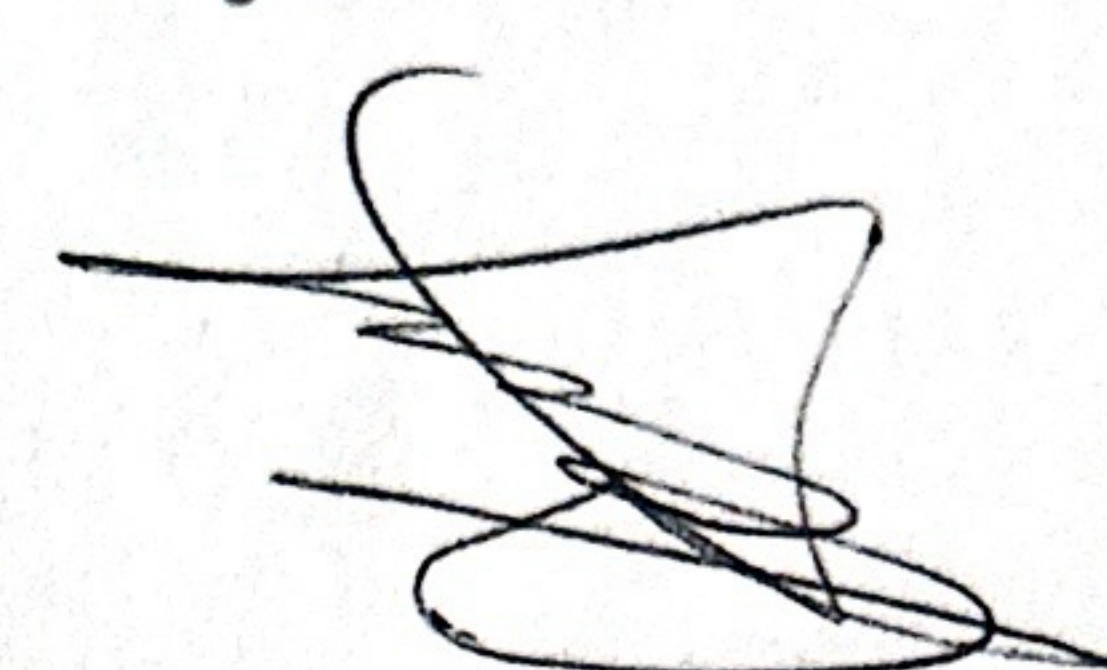


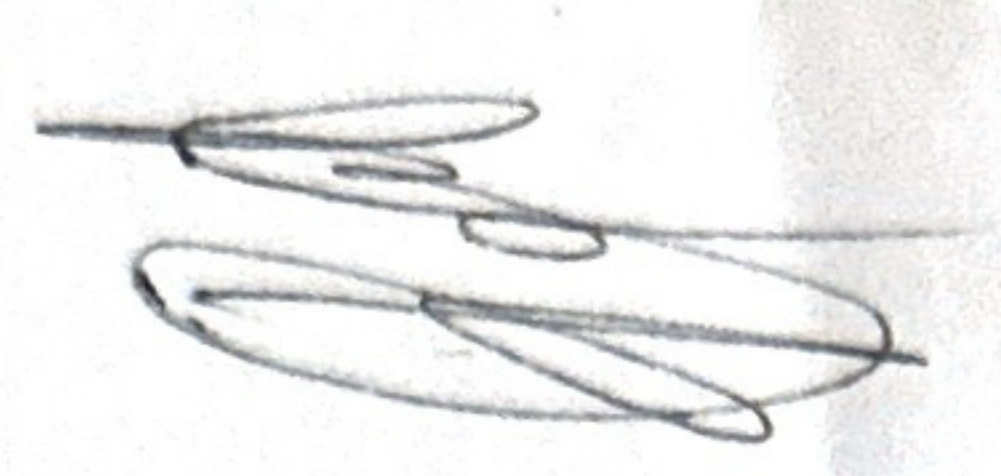
Level 6 Hotel Placement – Weekly Progress Tracker

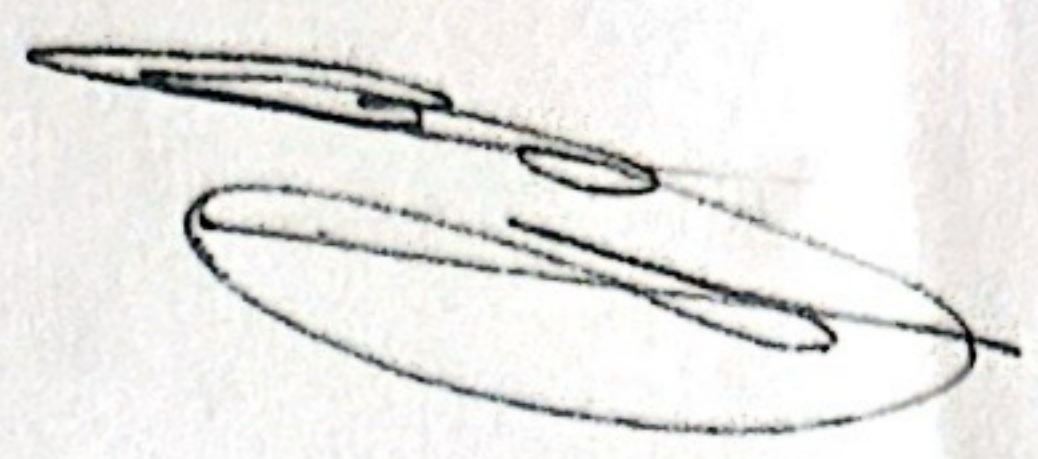
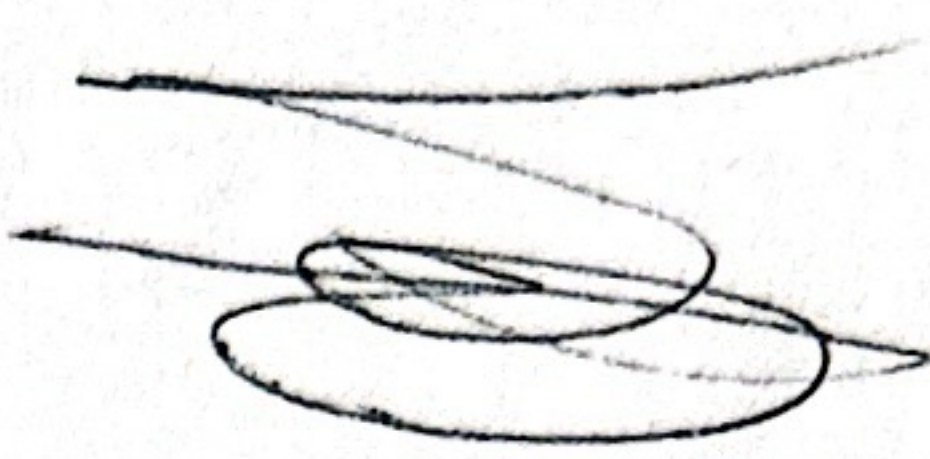
Task: Maintain a weekly progress tracker documenting your experiences, tasks performed, challenges faced, and lessons learned. Bullet points format is welcome. You must submit this document to the designated Turnitin link by [Friday 7th March 2025] at 23:59pm.

Week 1				
Experiences/Tasks/Challenges/Lessons (outline hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
Housekeeping – Introduction to the department – learning about brand standards	20/01/25 7am – 3pm	Roxana Macarie 		
Housekeeping – Learning about the operation of the department – making the room attendants lists and checking rooms	21/01/25 7am – 3pm			

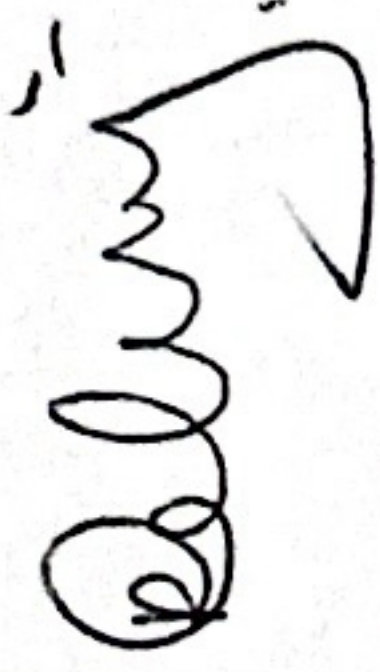
Week 2					
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature		
Housekeeping – making orders and checking	27/01/25 7am – 3pm				
Housekeeping – working in laundry and learning about inhouse laundry operation	28/01/25 7am – 3pm				

Week 3			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Housekeeping – setting up the right cleanliness standards for QA Audit	03/02/25 7am – 3pm		
	04/02/25 7am – 3pm		
Housekeeping – making an action plan for QA Audit and checking rooms			

Week 4				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
Housekeeping – Learning about payroll and checking rooms for QA	10/02/25 7am – 3pm			
	11/02/25 7am – 3pm			
Housekeeping – QA Audit – checking rooms				

Week 5				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
Housekeeping – Checking rooms	17/02/25 7am - 3pm			
Housekeeping – working in Laundry	18/02/25 7am - 3pm			



Week 6			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Housekeeping – running the shift with the supervisor	24/02/25 7am – 3pm		
	25/02/2025 7am – 3pm		
Housekeeping – checking rooms			