

SIGNED BY THE OPERATIONS MANAGER
MARIA MAZON



APPENDIX 1

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
Front Office • Training Bookings • Check in • Check out • Charged payments from arrivals • Replying emails	05/02/25	Simona Militaru	
Front Desk • Check out • Online check in • Send invoices	06/02/25	Simona Militaru	

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Week 2			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Front Office • Training Bookings • Check in • Check out • Charged payments from arrivals • Replying emails • Check rooms	12/02/25	Simona Militaru	

Front Desk • Check out • Online check in • Send invoices	13/02/25	Simona Militaru	
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Week 3			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Front Office • Training Bookings • Check in • Check out	19/02/25	Simona Militaru	

• Charged payments from arrivals • Replying emails • Check rooms			
Off sick	20/02/25	Simona Militaru	

Experiences/Tasks/Challenges/Lessons <i>(highlight hotel department)</i>	Shift <i>(Date/Time)</i>	Student Signature	Hotel Mentor Signature
Front Desk • Check out • Online check in • Send invoices	26/02/25	Simona Militaru	
Housekeeping • Clean dust • Hoovering rooms • Changing bed sheets	27/02/25	Simona Militaru	

Week 5			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Housekeeping • Clean dust • Hoovering rooms • Changing bed sheets	05/03/25	Simona Militaru	
Housekeeping • Clean dust • Hoovering rooms • Changing bed sheets	06/03/25	Simona Militaru	

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Week 6			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature

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