

Constantin Nans

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.

WC 18/01/2025

Week 1			
Experiences/Tasks/Challenges/Lessons (outline hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
18/01/1) Today first day of my hotel placement i work front reception	17 ⁰⁰ - 23 ⁰⁰ 18/01	Nans	David Nans
19/01/2) Today i start my new challenge on the housekeeping and help with serving dinner	13/01 17 ⁰⁰ -23 ⁰⁰	Nans	David Nans
3) Today on my shift i was doing front desk			
4) Today i help into kitchen			
20/01/5) Today i was doing all my shift into bar	20/01 17 ⁰⁰ -23 ⁰⁰	Nans	David Nans
Today i was doing bar and front desk	22/01 8 ⁰⁰ -20 ⁰⁰	Nans	David Nans
	23/01 8 ⁰⁰ -20 ⁰⁰	Nans	David Nans

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Week 2				
	Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
27/01	Today i work in maintenance helping to check and fix.	08 ⁰⁰ /20 ⁰⁰	Nanu	Nanu
28/01	Today i work in front desk	08/20 ⁰⁰	Nanu	Nanu
29/01	Today i was helping with breakfast and the rest of the shift doing cleaning.	08/20 ⁰⁰	Nanu	Nanu
30/01	Today i help with breakfast and helping into chicken	08 ⁰⁰ /20 ⁰⁰	Nanu	Nanu

Week 3

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
3d/01 Today i was helping in front desk after i goin maintenance	0800/2000	Nana	Buffy
01/02 Today i work cleaning and helping into bar.	0800/1800	Nana	Buffy
02/02 Today. i work in front desk and helping. in maintenance.	0800/1800	Nana	Buffy
03/02 Today we observing reception Ck eck in, check outs. procedure	0800/1600	Nana	Buffy

Week 4

	Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
04/02	Today i was joined team from housekeeping, iclened some rooms and help. the team	08 ⁰⁰ /16 ⁰⁰	Nan4	
05/02	Today i work in restaurant, helping and serving, cooking after guests serving bar.	08 ⁰⁰ /16 ⁰⁰	Nan4	
07/02	} working into restaurant area } working into reception	17 ⁰⁰ /23 ⁰⁰	Nan4	
08/02				
09/02				

Week 5

Experiences/Tasks/Challenges/Lessons <i>(highlight hotel department)</i>	Shift <i>(Date/Time)</i>	Student Signature	Hotel Mentor Signature

Experiences/Tasks/Challenges/Lessons (<i>highlight hotel department</i>)	Shift (<i>Date/Time</i>)	Student Signature	Hotel Mentor Signature