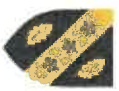


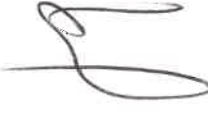
Level 6 Hotel Placement – Weekly Progress Tracker

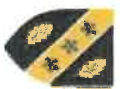
Task: Maintain a weekly progress tracker documenting your experiences, tasks performed, challenges faced, and lessons learned.

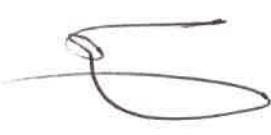
Bullet points format is welcome. You must submit this document to the designated Turnitin link by **[Friday 7th March 2025]** at 23:59pm.

Week 1				
Experiences/Tasks/Challenges/Lessons (outline hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
FRONT DESK; CHECK-IN, BAR CHECK-IN → WELCOME GUESTS, ASSIGN ROOMS, TAKE PAYMENTS BAR → SERVING GUESTS WITH DRINKS AND SNACKS MAKING PIZZAS AND TOASTIES	15.01.2025 14:00 - 22:00			
FOOD AND BEVERAGE / FRONT DESK F&B – PREPARING BEVERAGES FOR GUESTS, CLEANING TABLES AND DISHES FRONT DESK – CHECK-OUTS, SERVING GUESTS WITH DRINKS AND SNACKS, CHECKING ROOMS FOR HOUSEKEEPING	17.01.2025 06:00 - 14:00			



Week 2			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
FRONT DESK: CHECK-IN, BAR CHECK-IN - WELCOME GUESTS, ASSIGN ROOMS, TAKE PAYMENTS BAR - SERVING GUESTS WITH DRINKS AND SNACKS, MAKING PIZZAS AND TOASTIES	22.01.2025 14:00 - 22:00		
FOOD AND BEVERAGE / FRONT DESK F&B - PREPARING BREAKFAST FOR GUESTS, CLEANING TABLES AND DISHES FRONT DESK - CHECK-OUTS, SERVING GUESTS WITH DRINKS AND SNACKS, CHECKING ROOMS FOR HOUSEKEEPING	24.01.2025 06:00 - 14:00		

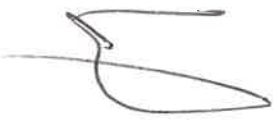


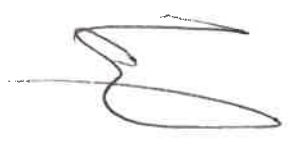
Week 3				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
FRONT DESK: CHECK-IN, BAR CHECK-IN - WELCOME GUESTS, ASSIGN ROOMS, TAKE PAYMENTS BAR - SERVING GUESTS WITH DRINKS AND SNACKS, MAKING PIZZAS AND TOASTIES	29.01.2025 14:00 - 22:00			
FOOD AND BEVERAGE / FRONT DESK F&B - PREPARING BREAKFAST FOR GUESTS, CLEANING TABLES AND DISHES FRONT DESK - CHECK-OUTS, SERVING GUESTS WITH DRINKS AND SNACKS, CHECKING ROOMS FOR HOUSEKEEPING	31.01.2025 06:00 - 14:00			



Week 4				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
FRONT DESK: CHECK-IN, BAR CHECK-IN - WELCOME GUESTS, ASSIGN ROOMS, TAKE PAYMENTS BAR - SERVING GUESTS WITH DRINKS AND SNACKS, MAKING PIZZAS AND TOASTIES	05.02.2025 14:00 - 22:00			
FOOD AND BEVERAGE / FRONT DESK F&B - PREPARING BREAKFAST FOR GUESTS, CLEANING TABLES AND DISHES FRONT DESK - CHECK-OUTS, SERVING GUESTS WITH DRINKS AND SNACKS, CHECKING ROOMS FOR HOUSEKEEPING	07.02.2025 06:00 - 14:00			



Week 5			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
FRONT DESK: CHECKIN, BAR CHECKIN - WELCOME GUESTS, ASSIGN ROOMS, TAKE PAYMENTS BAR - SERVING GUESTS WITH DRINKS AND SHAKES, MAKING PIZZAS AND TOASTIES	12.02.2025 14:00 - 22:00		
FOOD AND BEVERAGE / FRONT DESK AGB - PREPARING BREAKFAST FOR GUESTS, CLEANING TABLES AND DISHES FRONT DESK - CHECK-OUTS, SERVING GUESTS WITH DRINKS AND SHAKES, CHECKING ROOMS FOR HOUSEKEEPING	14.02.2025 06:00 - 14:00		

Week 6				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
FRONT DESK: CHECK-IN, BAR CHECKIN - WELCOME GUESTS, ASSIGN ROOMS, TAKE PAYMENTS BAR - SERVING GUESTS WITH DRINKS AND SNACKS, MAKING PIZZAS AND TORTAS	19.02.2025 14:00 - 22:00			
FOOD AND BEVERAGE / FRONT DESK F&B - PREPARING BREAKFAST FOR GUESTS, CLEANING TABLES AND DISHES FRONT DESK - CHECK-OUTS, SERVING GUESTS WITH DRINKS AND SNACKS, CHECKING ROOMS FOR HOUSEKEEPING	21.02.2025 06:00 - 14:00		