

# Practical Tasks Evaluation

## BMIH4002 & BMIH4006

|                      |                  |
|----------------------|------------------|
| Student Name:        | Ruxandra Laczko  |
| Student Number:      | 2107521          |
| Placement Hotel:     | Cardiff Marriott |
| Professional Mentor: | Karol Toth       |
| Placement Tutor:     |                  |
| Hours Completed:     | 32               |

## Skills Matrix

In the grid below: U=Unsatisfactory; S=Satisfactory; G=Good; VG=Very Good; E=Excellent/Exceptional

Ideally, the Professional Mentor will discuss this evaluation with the student at the start, in the middle and at the end of the placement.

Please use the descriptors of competence for all levels and across all four skill areas as provided in the practical tasks criteria to inform your evaluation of the student's performance during their time on placement.

| Competence                                  | Definition                                                                                                                                     | U | S | G | VG | E |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|----|---|
| Time Management, Behaviours and Attendance. | Manage time effectively and display a hospitality mindset in order to achieve goals. Complete required hours.                                  |   |   |   | x  |   |
| Communication                               | Use speech, writing, non-verbal methods and technology (where applicable) effectively to present and exchange opinions, ideas and information. |   |   |   | x  |   |
| Team Working                                | Build effective working relationships and collaborate with others.                                                                             |   |   |   | x  |   |
| Personal Enterprise                         | Use problem solving to respond to opportunities to improve own performance and work processes.                                                 |   |   |   | x  |   |

Please now complete the Placement Mentor Statement overleaf.

1

## Professional Mentor Statement

How has the student contributed to your team/organizational goals? Please provide specific examples and see the Placement Evaluation marking criteria and additional guidance for details and descriptors.

-Student has performed well all required duties and assignments

|                                     |                   |
|-------------------------------------|-------------------|
| Signed:                             | <i>Karol Toth</i> |
| Professional Mentor (please print): | Karol Toth        |
| Date:                               | 3/07/2022         |

This evaluation is worth 25% of each practical module. It should be completed electronically or by hand and printed for signature before returning to the student for them to submit after completion by the deadline of **Friday July 8<sup>th</sup> 2022**.

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## Practical Tasks Evaluation

### BMIH4002 & BMIH4006

|                      |                   |
|----------------------|-------------------|
| Student Name:        | Ruxandra Laczko   |
| Student Number:      | 2107521           |
| Placement Hotel:     | Marriott Cardiff  |
| Professional Mentor: | Akram Ahmer       |
| Placement Tutor:     | Ffion Cumberpatch |
| Hours Completed:     | 32                |

## Skills Matrix

In the grid below: U=Unsatisfactory; S=Satisfactory; G=Good; VG=Very Good; E=Excellent/Exceptional

Ideally, the Professional Mentor will discuss this evaluation with the student at the start, in the middle and at the end of the placement.

Please use the descriptors of competence for all levels and across all four skill areas as provided in the practical tasks criteria to inform your evaluation of the student's performance during their time on placement.

| Competence                                  | Definition                                                                                                                                     | U | S | G | VG | E |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|----|---|
| Time Management, Behaviours and Attendance. | Manage time effectively and display a hospitality mindset in order to achieve goals. Complete required hours.                                  |   |   |   |    | x |
| Communication                               | Use speech, writing, non-verbal methods and technology (where applicable) effectively to present and exchange opinions, ideas and information. |   |   |   |    | x |

|                     |                                                                                                |  |  |  |  |   |
|---------------------|------------------------------------------------------------------------------------------------|--|--|--|--|---|
| Team Working        | Build effective working relationships and collaborate with others.                             |  |  |  |  | x |
| Personal Enterprise | Use problem solving to respond to opportunities to improve own performance and work processes. |  |  |  |  | x |

Please now complete the Placement Mentor Statement overleaf.

1

## Professional Mentor Statement

How has the student contributed to your team/organizational goals? Please provide specific examples and see the Placement Evaluation marking criteria and additional guidance for details and descriptors.

The student has completed all the required task given, with good behavior and excellent teamwork, friendly and professional.

|                                     |                           |
|-------------------------------------|---------------------------|
| Signed:                             | Ahmer Akram               |
| Professional Mentor (please print): | Akram Ahmer               |
| Date:                               | 4 <sup>th</sup> July 2022 |

This evaluation is worth 25% of each practical module. It should be completed electronically or by hand and printed for signature before returning to the student for them to submit after completion by the deadline of **Friday July 8<sup>th</sup> 2022**.

## Practical Tasks Evaluation

BMIH4002 & BMIH4006

|                      |                  |
|----------------------|------------------|
| Student Name:        | Ruxandra Laczko  |
| Student Number:      | 2107521          |
| Placement Hotel:     | Cardiff Marriott |
| Professional Mentor: | Front Desk team  |
| Placement Tutor:     | Afon Cumberpatch |
| Hours Completed:     | 32hr             |

### Skills Matrix

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Please use the descriptors of competence for all levels and across all four skill areas as provided in the practical tasks criteria to inform your evaluation of the student's performance during their time on placement.

| Competence                                  | Definition                                                                                                                                     | U | S | G | VG | E |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|----|---|
| Time Management, Behaviours and Attendance. | Manage time effectively and display a hospitality mindset in order to achieve goals. Complete required hours.                                  |   |   | ✓ |    |   |
| Communication                               | Use speech, writing, non-verbal methods and technology (where applicable) effectively to present and exchange opinions, ideas and information. |   |   |   | ✓  |   |
| Team Working                                | Build effective working relationships and collaborate with others.                                                                             |   |   |   | ✓  |   |
| Personal Enterprise                         | Use problem solving to respond to opportunities to improve own performance and work processes.                                                 |   |   |   | ✓  |   |

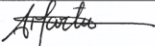
Please now complete the Placement Mentor Statement overleaf.

1

### Professional Mentor Statement

How has the student contributed to your team/organizational goals? Please provide specific examples and see the Placement Evaluation marking criteria and additional guidance for details and descriptors.

- \* always willing to help
- \* filled documents and pdg receipts
- \* assisted with amenity requests to be sent up to rooms
- \* flexible with schedule

|                                     |                                                                                     |
|-------------------------------------|-------------------------------------------------------------------------------------|
| Signed:                             |  |
| Professional Mentor (please print): | Ariana                                                                              |
| Date:                               | 06/07                                                                               |

## Practical Tasks Evaluation

BMIH4002 & BMIH4006

|                      |                   |
|----------------------|-------------------|
| Student Name:        | Alexandra Lacako  |
| Student Number:      | 2107521           |
| Placement Hotel:     | Cardiff Marriott  |
| Professional Mentor: | Natalia Wolauk    |
| Placement Tutor:     | Ffion Cumberpatch |
| Hours Completed:     | 32                |

### Skills Matrix

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Ideally, the Professional Mentor will discuss this evaluation with the student at the start, in the middle and at the end of the placement.

Please use the descriptors of competence for all levels and across all four skill areas as provided in the practical tasks criteria to inform your evaluation of the student's performance during their time on placement.

| Competence                                  | Definition                                                                                                                                     | U | S | G | VG | E |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|----|---|
| Time Management, Behaviours and Attendance. | Manage time effectively and display a hospitality mindset in order to achieve goals. Complete required hours.                                  |   |   |   |    | ✓ |
| Communication                               | Use speech, writing, non-verbal methods and technology (where applicable) effectively to present and exchange opinions, ideas and information. |   |   |   |    | ✓ |
| Team Working                                | Build effective working relationships and collaborate with others.                                                                             |   |   |   |    | ✓ |
| Personal Enterprise                         | Use problem solving to respond to opportunities to improve own performance and work processes.                                                 |   |   |   |    | ✓ |

Please now complete the Placement Mentor Statement overleaf.

1

### Professional Mentor Statement

How has the student contributed to your team/organizational goals? Please provide specific examples and see the Placement Evaluation marking criteria and additional guidance for details and descriptors.

Time management through attendance, time keeping and completion of required hours were excellent. The student showed exceptional teamwork skills through the ability to create effective working relationships, therefore contributing to an improvement of our work processes. All of the tasks assigned to the student have been completed to an excellent standard. The student managed to complete a variety of team roles; from housekeeping through public area to supervisor, all have been performed very effectively, using a range of communication methods.

|                                     |                |
|-------------------------------------|----------------|
| Signed:                             | Natalia Wolauk |
| Professional Mentor (please print): | NATALIA WOLAUK |
| Date:                               | 05/07/2022     |

This evaluation is worth 25% of each practical module. It should be completed electronically or by hand and printed for signature before returning to the student for them to submit after completion by the deadline of Friday July 8<sup>th</sup> 2022.