Reception

Week 2			
Experiences/Tasks/Challenges/Lessons *(highlight hotel department)*	**Shift** *(Date/Time)*	**Student Signature**	**Hotel Mentor Signature**
ⓐ To understand reservations ⓑ communication and Team work	6:45 to 3:15 27/01/25 6:45 to 3:15 28/01/25	BJayk	
To Handover shift and administration.	28/01/25 6:45 to 3:15	BK	

Week 3

Reception

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
① geast service experience and standard and professional setting	6'45 to 2-45 10/02/25	BJays	Limane Evisa Limane
② Team work- ③ Task management and include time management abilites and resource allocation	6:45 to 3:15 11/02/25	BJay	Tulija Stangoesne.

Week 4

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

APPENDIX 1

F&B

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**
① To Develop Financial report skill ② Team works	6:45 to 2:45 20/04/25		