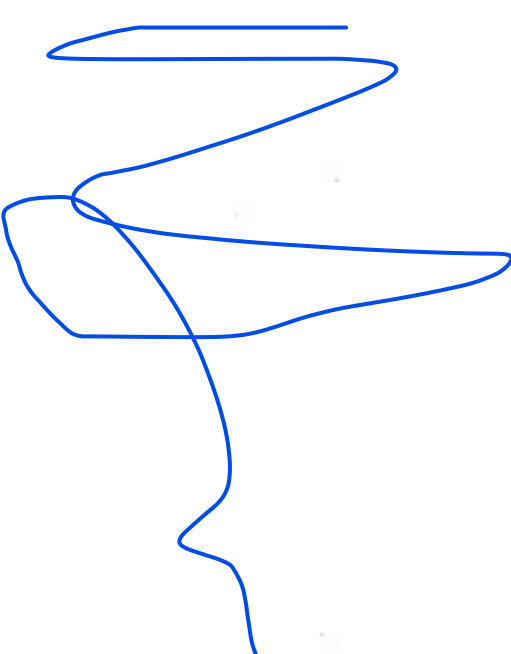
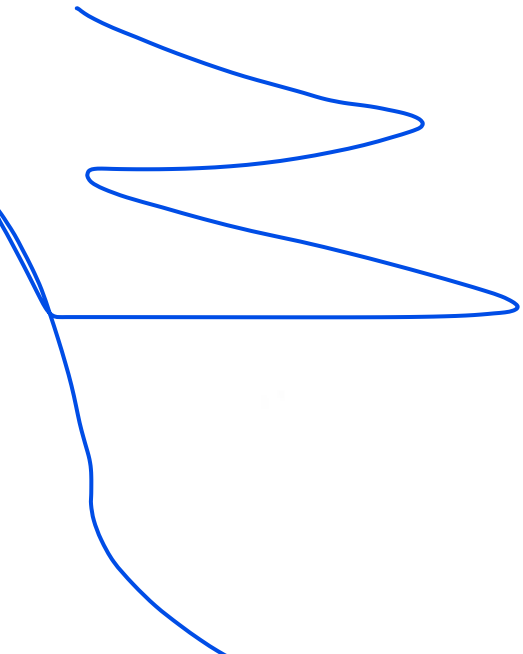
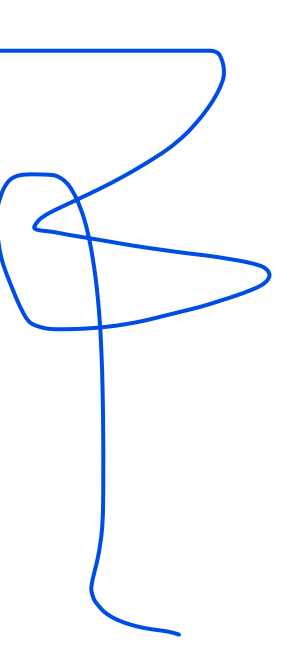
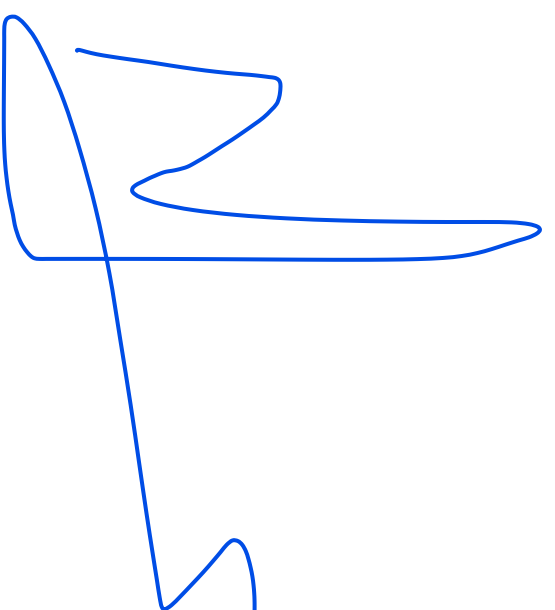
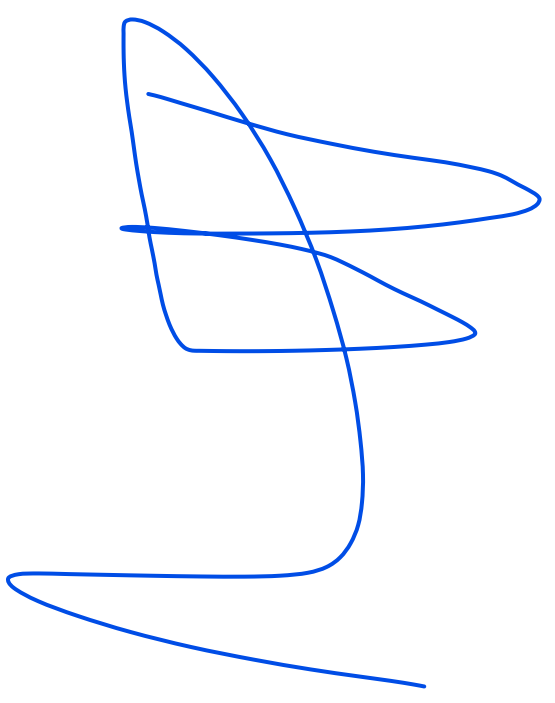


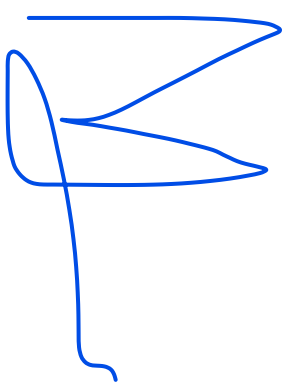
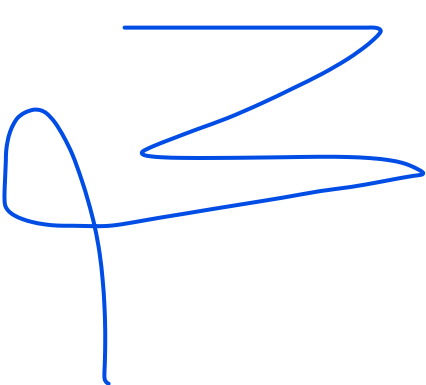
Level 6 Hotel Placement – Weekly Progress Tracker

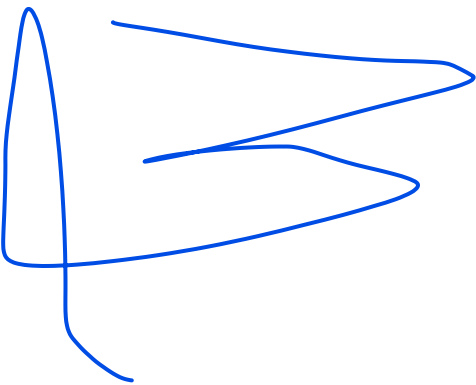
Week 1			
Experiences/Tasks/Challenges/Lessons (outline hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
In my first week I have done housekeeping, 4 room by self with no support. Challenges the hover is too heavy which gives you back problems Lessons, I try next day to follow a proper lifting technique avoiding twisting.	22/01/2025 8:00-16:00		
Again housekeeping, doing the beds also can give you back pain, they have heavy blankets. Lessons, always to use leg leverage, proper lifting etc.	23/01/2025 08:00- 16:00		

Week 2			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
They had a lunch, we needed to prepare the tables before the quest arriving. Challenges, different accents which I have seen struggling to taking orders. Lessons, always ask what drinks they have and what's the menu for the day.	29/01/2025 08:00- 16:00		
House keeping only 4 hrs , than I been with the supervisor that explained me about the hotel and how to respond to online reviews.	31/01/2025 08:00- 16:00		

Week 3			
Experiences/Tasks/Challenges/Lessons <i>(highlight hotel department)</i>	Shift <i>(Date/Time)</i>	Student Signature	Hotel Mentor Signature
Lunch event again, feeling a bite confident taking orders and serving.	5/02/2025 08:00- 16:00		
	7/02/2025 08:00- 16:00		
I done Housekeeping and helping in the kitchen.			

Week 4			
Experiences/Tasks/Challenges/Lessons <i>(highlight hotel department)</i>	Shift <i>(Date/Time)</i>	Student Signature	Hotel Mentor Signature
I have done front desk, doing the check in and check out. Challenges, nothing. Lessons, make sure before check out if the quests have don't have anything left to pay.	12/02/2025 08:00- 16:00		
I cleaned 5 room today bathrooms and restocked supplies. The cleaning products have a fresh smell that was a challenge and after a while I felt dizzy. Take short breaks, open the window if you can and try avoid getting sick from the words.	13/02/2025 08:00-16:00		

Week 5			
Experiences/Tasks/Challenges/Lessons <i>(highlight hotel department)</i>	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Served breakfast and cleared tables after guests left. Challenges, balancing trays with lots of plates was hard, almost dropped one.	20/02/2025		
Lessons, stack plates carefully and don't rush even if it's busy. I cleaned the lobby area and vacuumed carpets after a busy day. Challenges, the vacuum cord kept getting tangled, which slowed me down. Lessons, keep the cord behind me and move in straight lines to avoid knots.	21/02/2025		

Week 6			
Experiences/Tasks/Challenges/Lessons <i>(highlight hotel department)</i>	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Served breakfast and cleared tables after guests left. Challenges, balancing trays with lots of plates was hard, almost dropped one. Lessons, stack plates carefully and don't rush even if it's busy.	26/02/2025		
Worked with a team to deep clean a conference room after an event. Challenges, moving heavy chairs hurt my back a little. Lessons, ask for help with big furniture and use my legs more when lifting.	27/02/2025	