



WEEKLY PROGRESS TRACKER

Level 6 Hotel Placement



MARCH 3, 2025
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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	
➤ Food and beverage My placement mentor, Holly, greeted me. Then I met with other people that work in the restaurant. Breakfast hour was really busy. I learnt how to wipe the table after the customer finishes their breakfast and set the table for the next customer. I learnt how to place cutlery after breakfast, I learnt how to prepare the table for lunch. I finished it nicely. It was a very pleasant journey for me. I have enjoyed the new environment.	20/01/2025 26/01/2025			

Week 2				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
➤ Food and Beverage I welcomed them and took them to the table. The breakfast was self-service. I showed the guests the buffet area. Restaurant was busy, but I worked well with the other team members. After breakfast, we prepare for lunch, followed by tea. I have learnt how to make several varieties of coffee.	27/01/2025 02/02/2025			

Week 3				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
➤ Front desk I welcome guests. I handled the check-in and check-out process, which I learnt from another employee who trained me.	03/02/2025 09/02/2025			

Week 4				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
➤ Food and beverage I received drinks orders from guests and served them at the restaurant. I collected dinner orders from guests and served the food. After serving the lunch, I went to the table and asked the guests how their food was and if there was anything wrong with it. The guests were really happy.	10/02/2025 16/02/2025			

Week 5

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
➤ Housekeeping My placement mentor sent me to Linda, a housekeeping assistant who welcomed me to work with her. She taught me how to start housekeeping. We begin by cleaning the guest room, removing dust, changing the bedsheets, cleaning the toilet, changing the towel, replacing linens, and making beds.	24/02/2025 25/02/2025		

APPENDIX 1

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
➤ Food and Beverage Serving customers for afternoon tea and drinks. Clear the table and accept payment.	27/02/2025 01/03/2025		