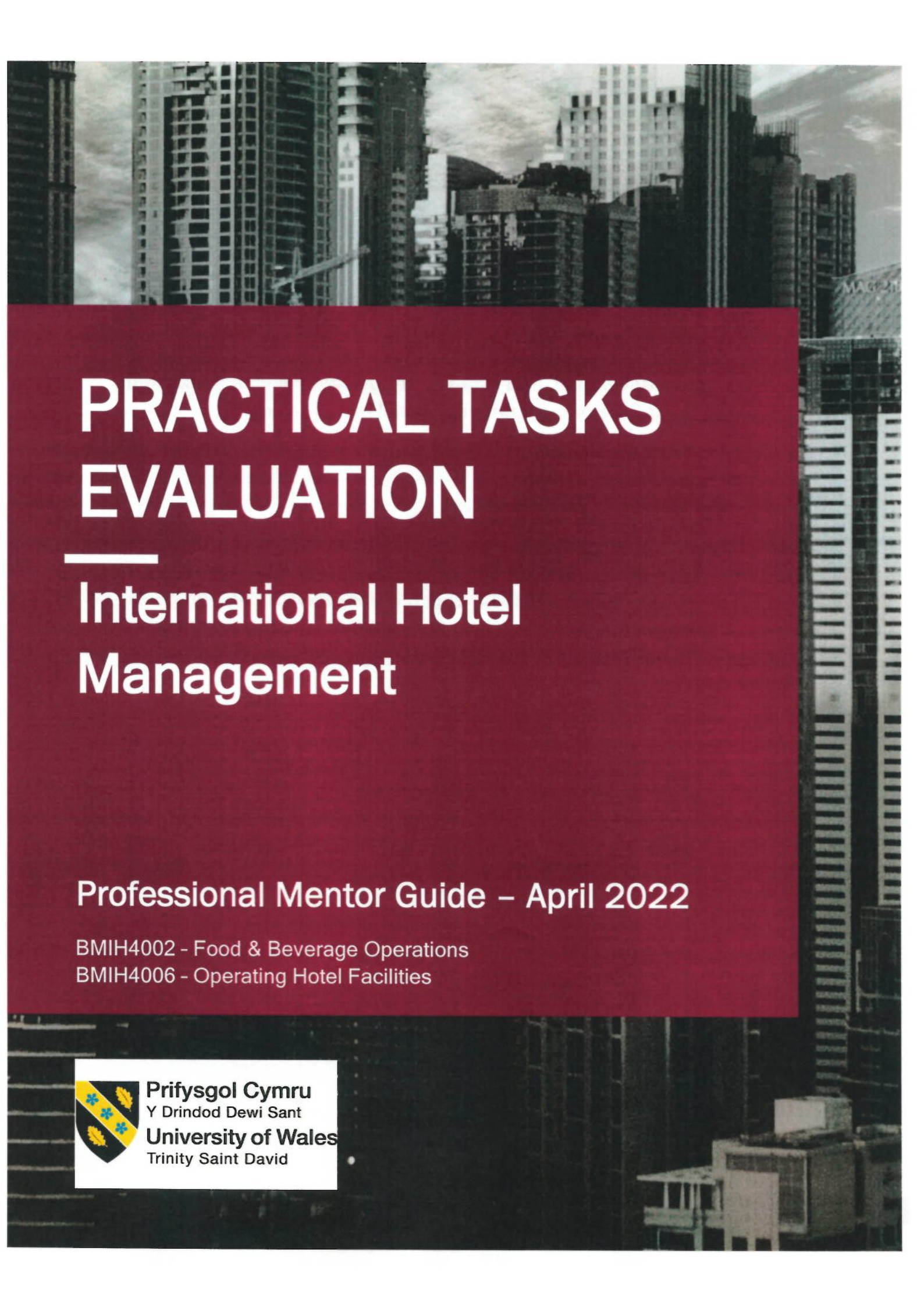




PRACTICAL TASKS EVALUATION

International Hotel Management

Professional Mentor Guide – April 2022

BMIH4002 - Food & Beverage Operations
BMIH4006 - Operating Hotel Facilities



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



You should then complete the Professional Mentor statement on page 2 of the form. Where applicable, the Professional Mentor statement should include specific examples of work the student has undertaken which have contributed to overall team or placement organisation goals. See the Professional Mentor statement section of the marking criteria for examples of the types of activities and achievements which could be included within the Professional Mentor statement. Please note, this is not an exhaustive list.

Please ensure that you familiarise yourself with the criteria and complete both pages of the form (skills matrix and professional mentor statement).

UWTSD Lecturers will use the marking criteria to award a mark for the evaluation (which forms 25% of the overall module mark) based on the completed skills matrix and professional mentor statement, in accordance with the University common marking scale and normal University procedures.

Marking Criteria: Practical Tasks Evaluation Combined Skills Matrix and Professional Mentor Statement

	<40%	41-49%	50-59%	60-69%	70%+
Relates to Skills Matrix (page 1 of Practical Tasks Evaluation form). A point value is allocated to each tick. Where ticks are distributed across more than one matrix column, a numeric score will be awarded accordingly.	Four 'unsatisfactory' equivalent to a score of <40.	Four 'satisfactory' equivalent to a score of 41+.	Four 'good' equivalent to a score of 50+.	Four 'very good' equivalent to a score of 60+.	Four 'excellent' is equivalent to a score of 70+.
Relates to Professional Mentor statement (page 2 of Practical Tasks Evaluation form). Provide specific examples of student actions that explicitly evidence that:	Professional Mentor statement not completed.	Student seemed unaware of or unconcerned with team and/or organisational goals OR Professional Mentor statement not completed.	Student had a clear understanding of team and/or organisational goals and contributed to these in a meaningful way e.g. • Addressed some organisational needs. • Received some positive feedback from guests / team members. • Completed departmental tasks well.	Student had a clear understanding of team and/or organisational goals and contributed to these in a meaningful way e.g. • Suggested ideas after facing challenges. • Addressed organisational needs. • Received positive feedback from guests / team members. • Completed departmental tasks very well.	Student helped formulate team and/or organisational goals and made a substantial contribution to these e.g. • Providing critical resources for increasing the productivity of others. • Increased organisational revenue / productivity. • Improved service user satisfaction. • Produced performance levels equal to that of permanent staff. • Addressed organisational needs that otherwise would not have been met. • Completed departmental tasks to an excellent standard.

Professional Mentor Statement

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

Cristian completed his placement in the Food & Beverage department and was vital to the smooth running of the service ensuring the cutlery is consistently polished up to standard and that clean plates are always restocked. He followed instructions well, ensuring that tasks allocated to him were completed. When the service was busy, Cristian did not wait for a Supervisor to delegate work to him and took the initiative to complete these tasks without being asked.

Signed:	
Professional Mentor (please print):	Joana Monteiro
Date:	8 th 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 8th 2022**.