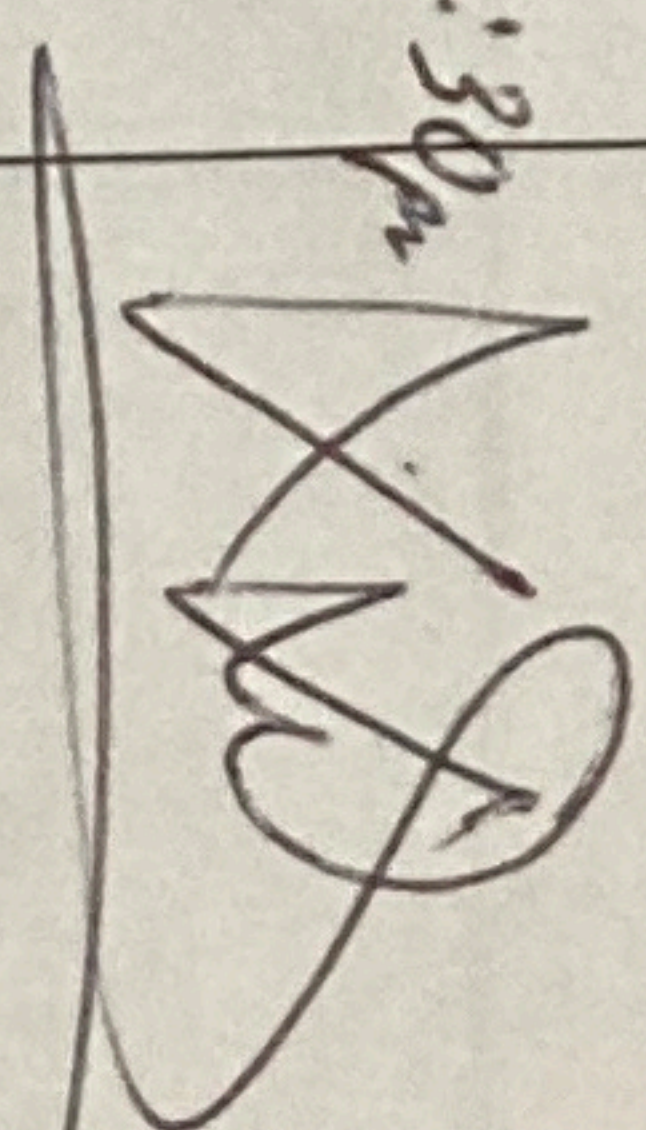
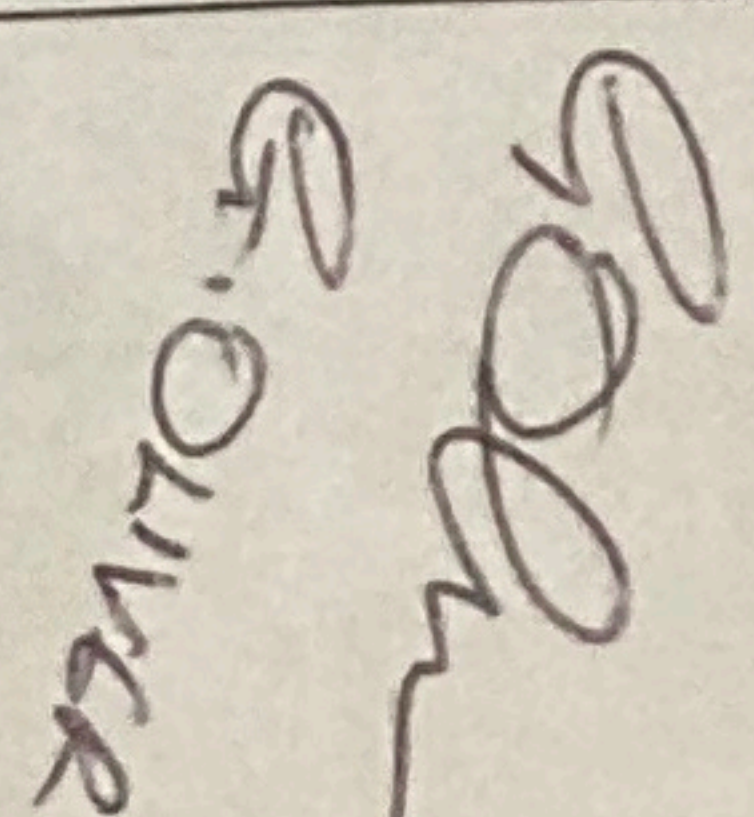
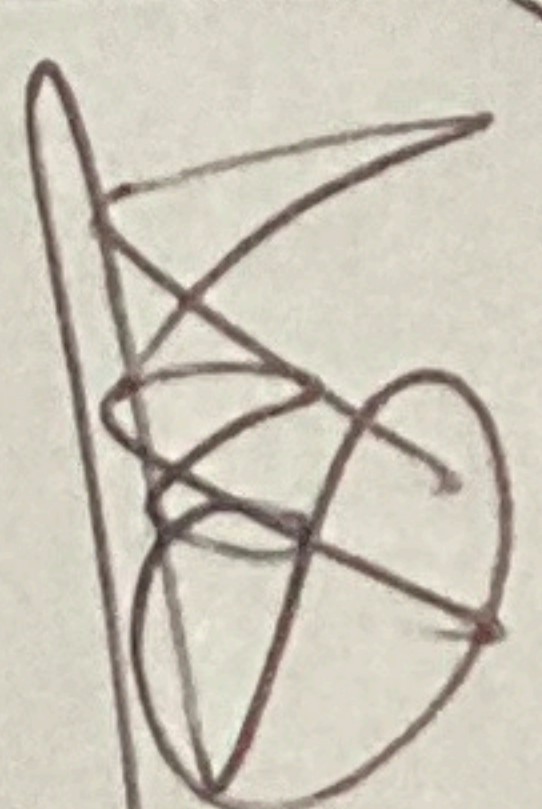
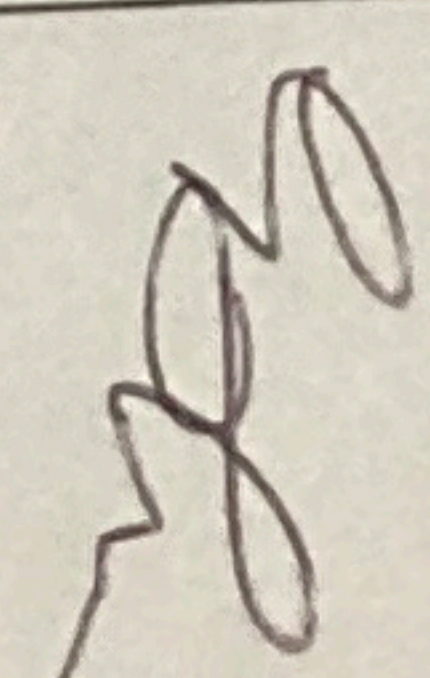
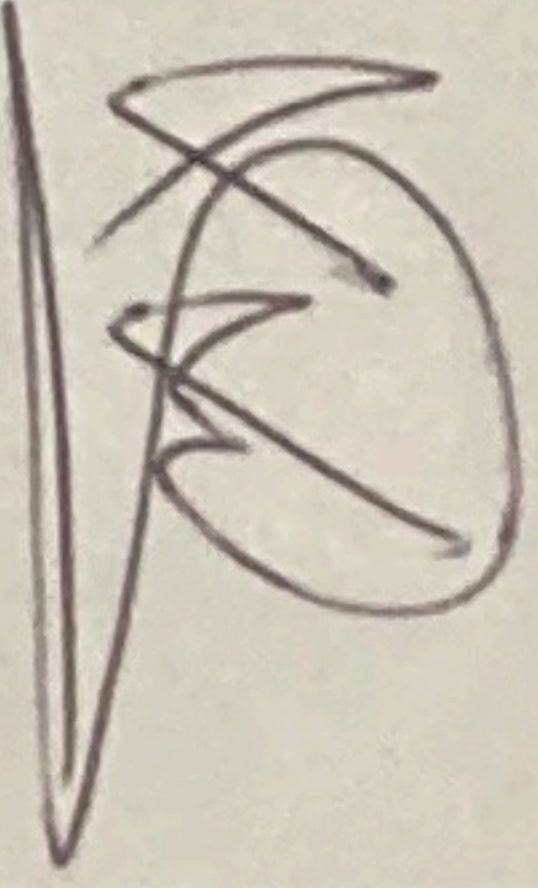
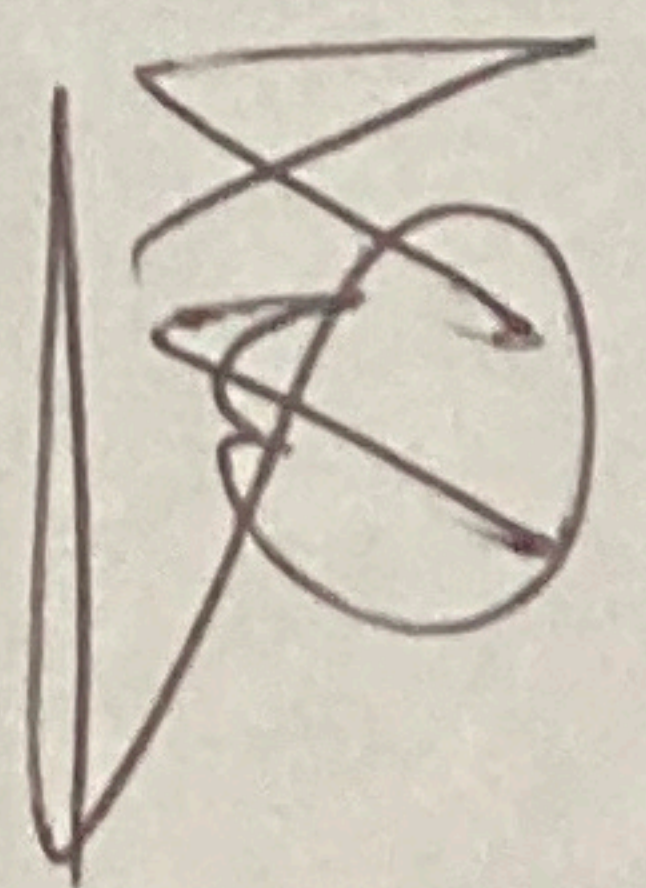
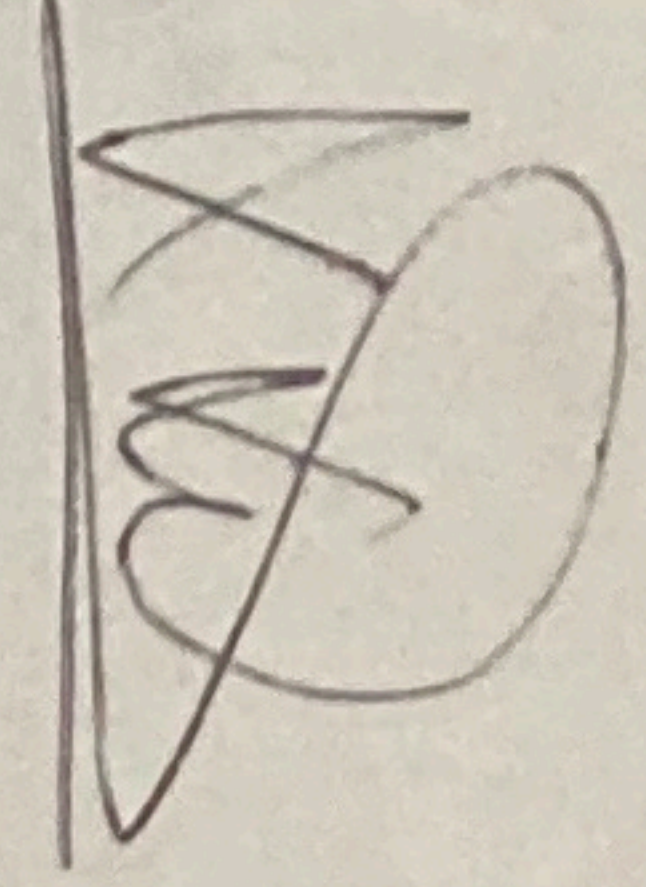
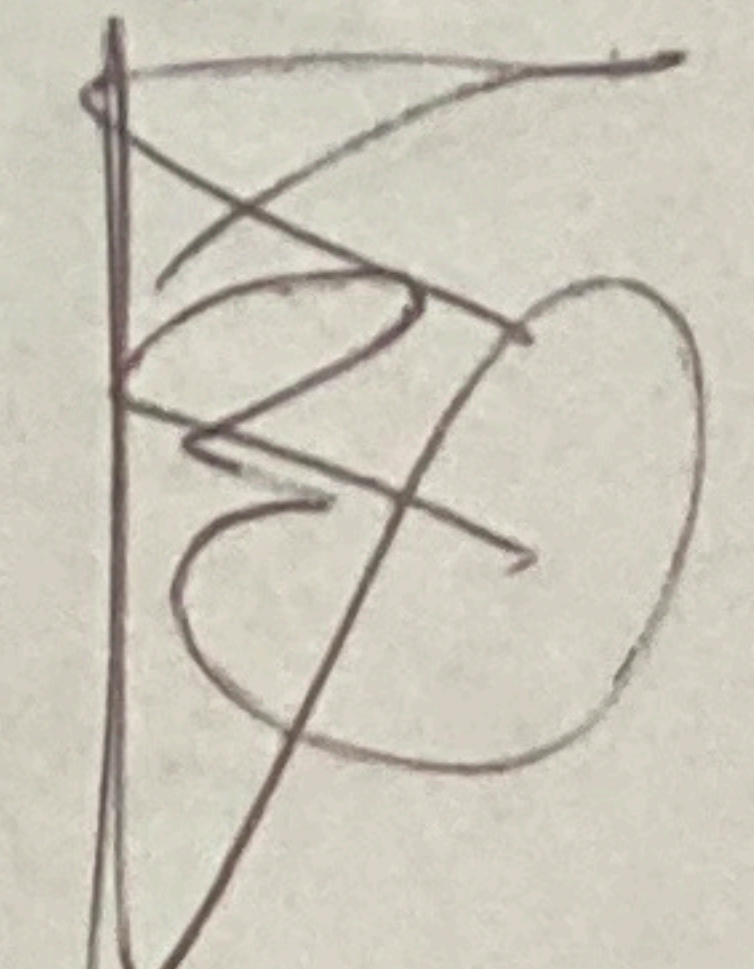


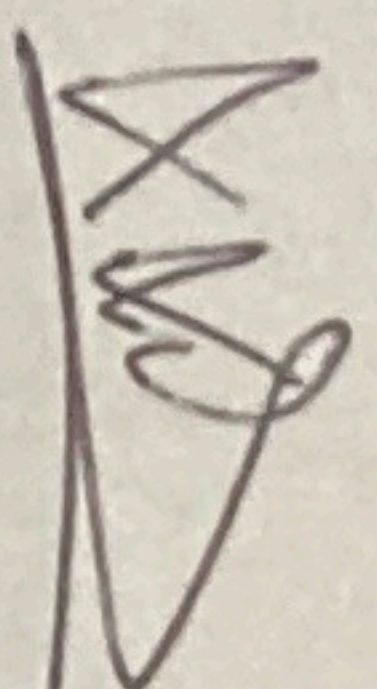
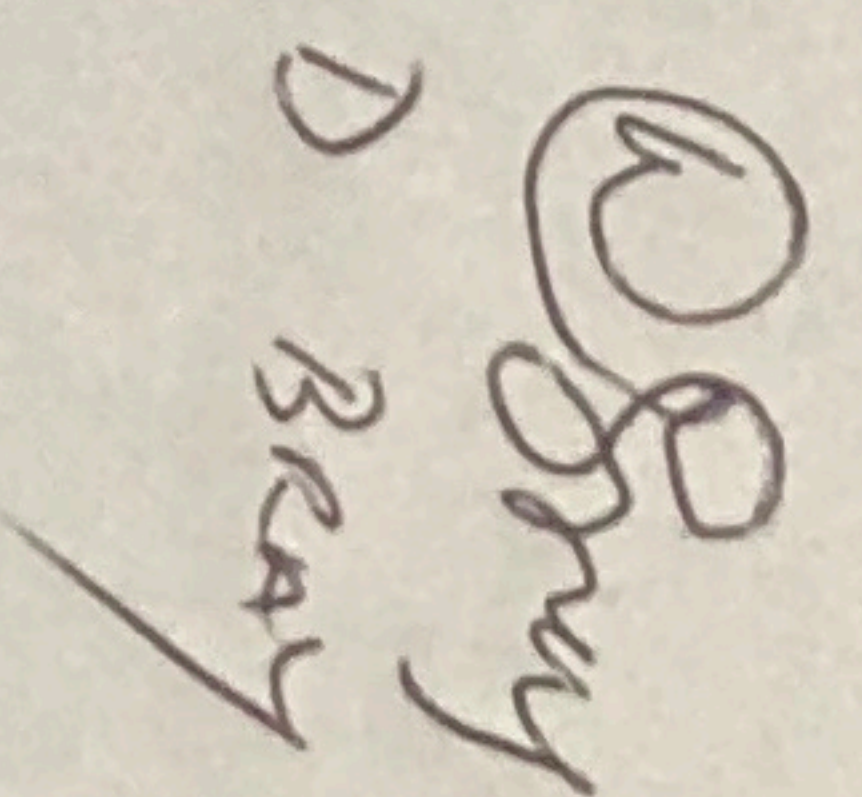
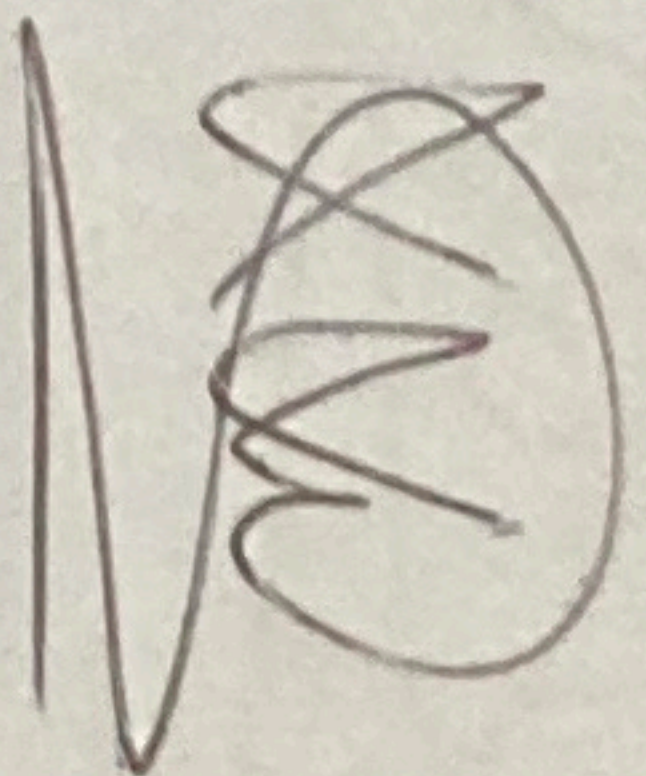
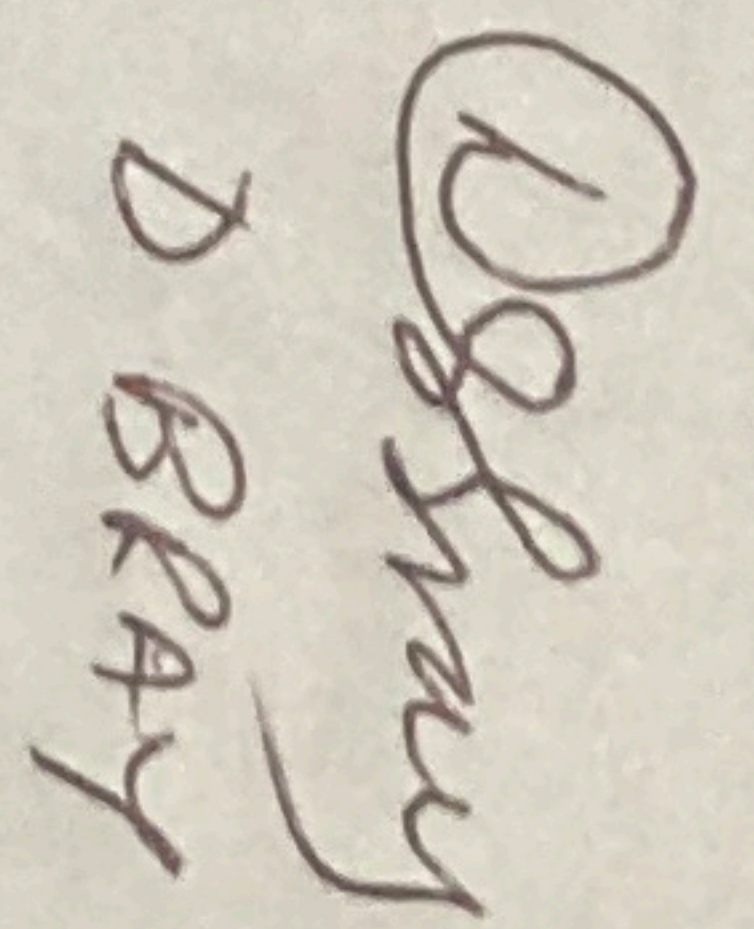
Level 6 Hotel Placement – Weekly Progress Tracker

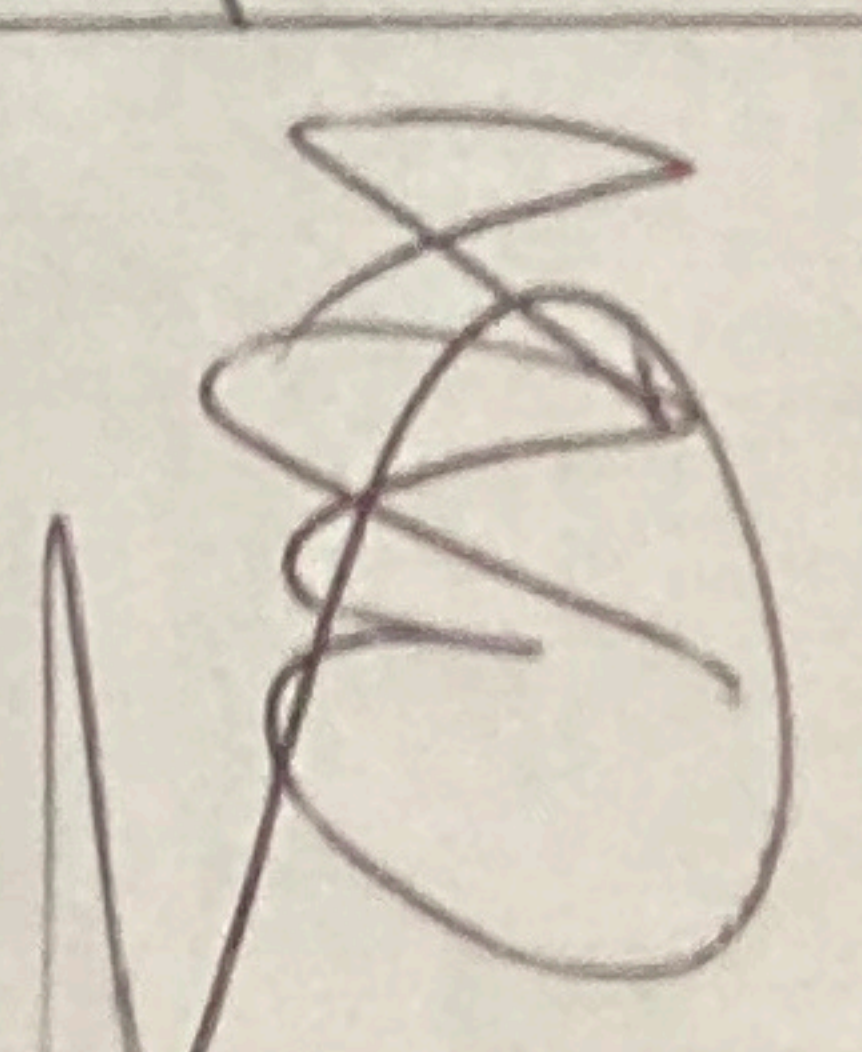
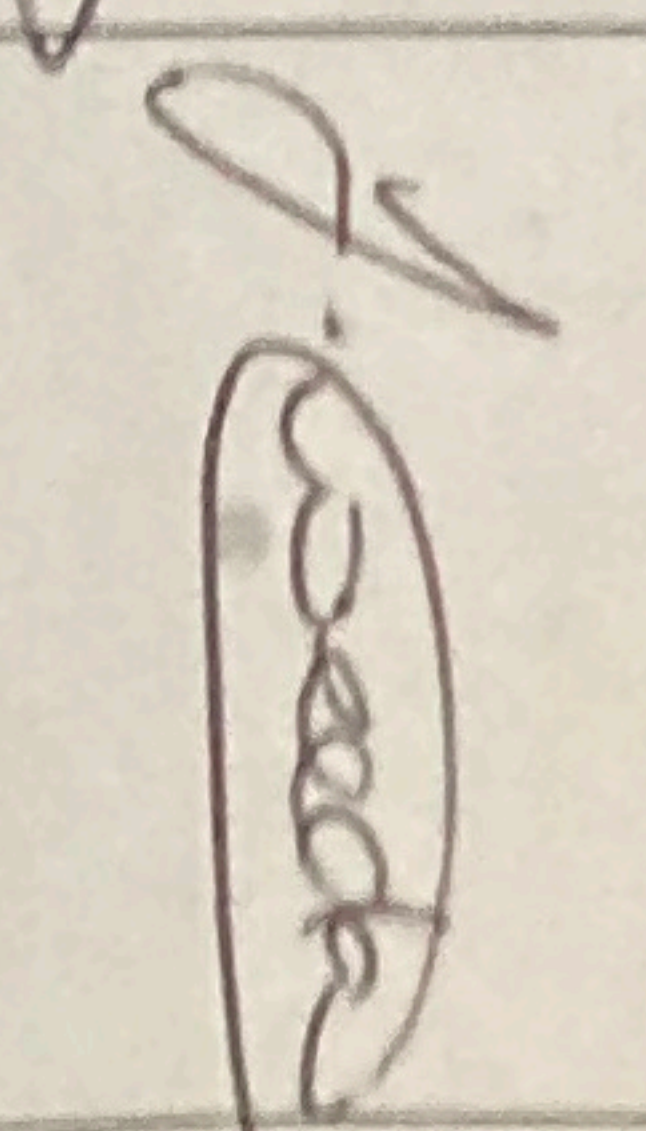
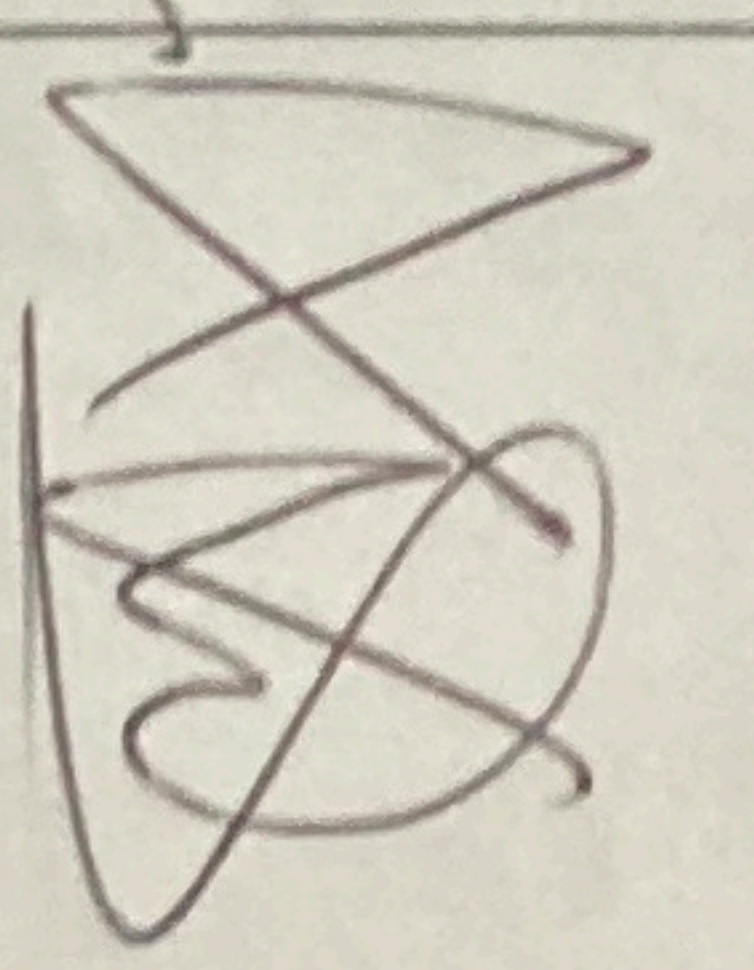
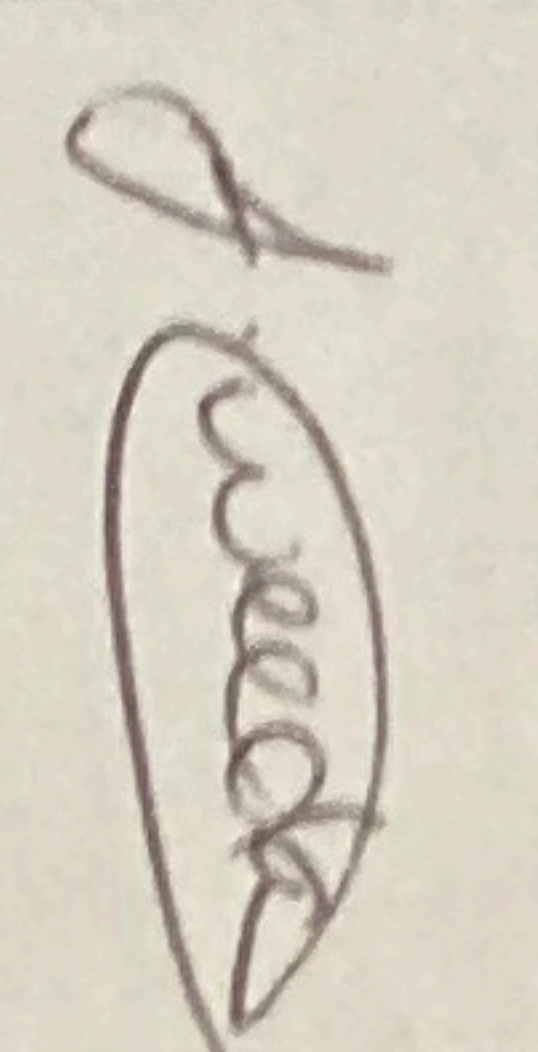
Task: Maintain a weekly progress tracker documenting your experiences, tasks performed, challenges faced, and lessons learned. Bullet points format is welcome. You must submit this document to the designated Turnitin link by [Friday 7th March 2025] at 23:59pm.

Week 1			
Experiences/Tasks/Challenges/Lessons (outline hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
<u>Maintenance</u> was a great experience where I was shown to change a electric door lock. I had to wait ^{the first} care fully to learn, the second one I had to do. I completed it successfully	27/01/25 8am - 4:30pm		 G. Oliver
Everything had to be logged into the computer what was carried out. I was given the opportunity to go on to the computer and follow instruction	28/01/25 ~~8am~~ 7:30-4pm 30/01/25 7:30-4pm		 G. Oliver

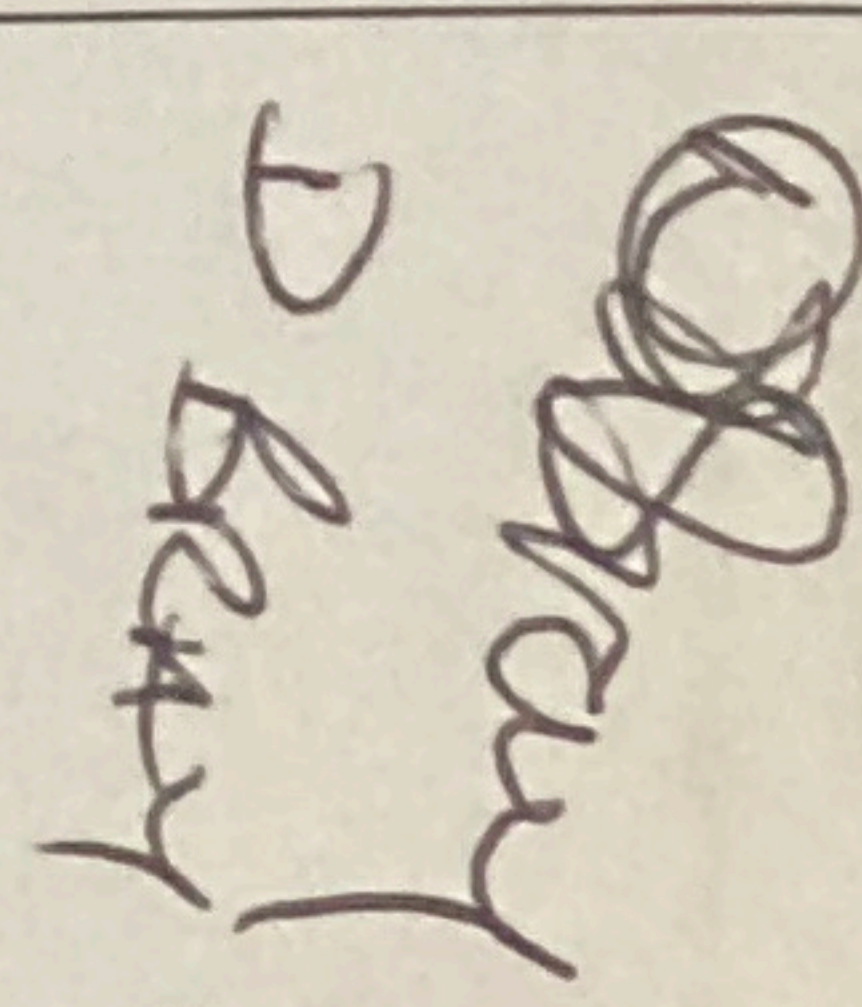
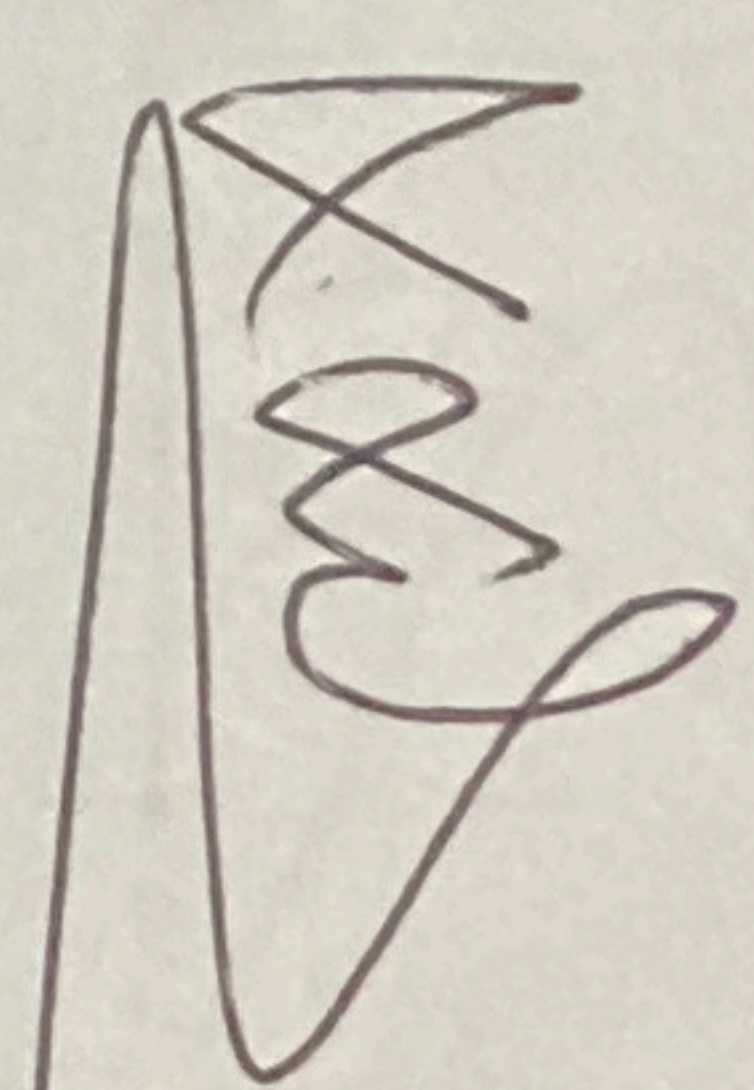
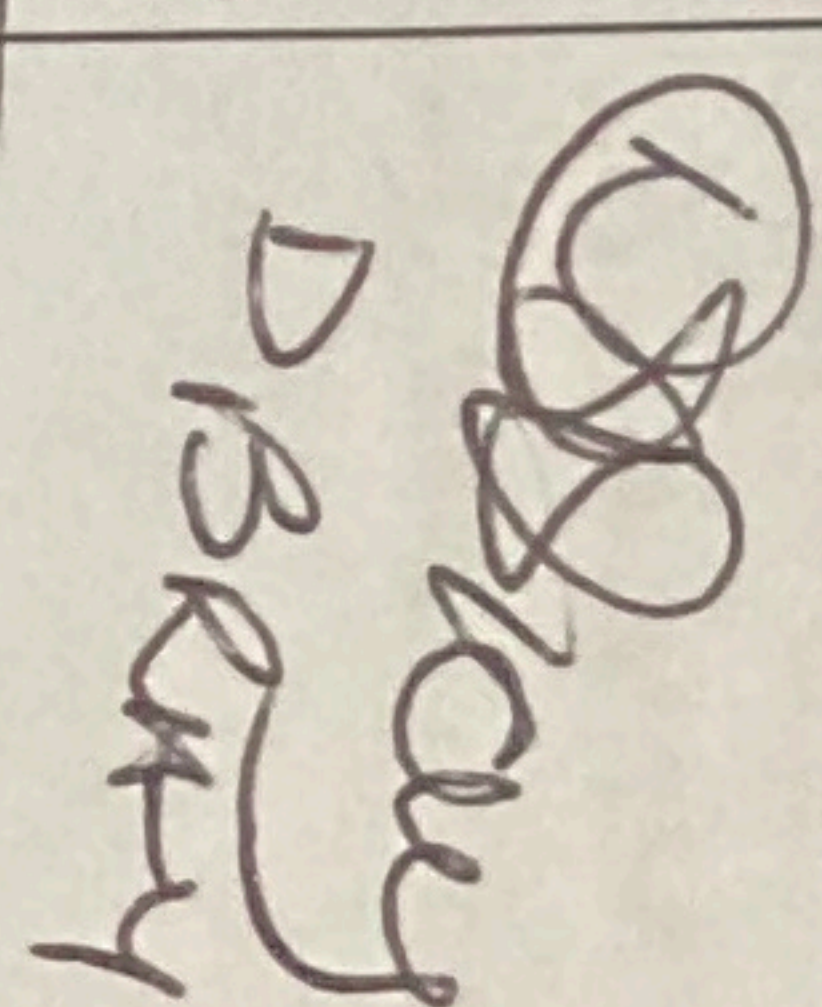
Week 2			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
~~Housekeeping~~ <u>Housekeeping</u> where I was taken into rooms and change sheets and check toiletries, pillow covers. It was challenging first but was successfully	02/02/25 7am - 3:30pm		Gebaska Lulu
<u>Housekeeping</u> I was given a task to go and sort out the ^{dirty} linen. which includes taking it outside and make sure everything was put in order. Again this was done to perfection	03/02/25 7am - 3:30pm		Gebaska Lm

Week 5			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
<u>RECEPTION</u> WAS SHOWN HOW TO TAKE BOOKINGS ON TO THE COMPUTER DINNERS VOUCHERS TO BE CUT OUT, CAR PARKING VALIDATION	25/02/25 7am - 3:30 pm		Sophie Willemann Huelsen
Check card was done on the computer customers date very important Receipts was placed in an envelope	26/02/25 7am - 3:30 pm		Sophie Willemann Huelsen

Week 3			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Kitchen/RESTAURANT Hot food Tray kept separate to cold. catering kept in different tray. Everything has to be filled up when finished. Carrying food to the table as required. Everything is done in a system so nothing is confusing	09/02/25 7am - 3:30pm		
	10/02/25 7am - 3:30pm		

Week 6				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
<u>SHADOWING THE DM</u> BEING THE DM IT'S TO BE EVERYWHERE. ONE MINUTE RECEPTION, NEXT IN THE RESTAURANT, CHECK IN THE KITCHEN. ALSO MAKE SURING THE MEETING IS READY FOR COOPERATE	03/03/25 7am - 3:30pm			
WAS SHOWN TO CHECK THE ROOMS AFTER CUSTOMERS CHECKED OUT. HOW THIS SHOULD BE DONE PROPERLY DEALING WITH CUSTOMERS AND CLIENTS. WENT TO MEETING ROOM WHEN EVERYTHING	04/03/25 7am - 3:30pm			

IS ORGANISED FOR THE DAY
AND TALKED ABOUT ANY ISSUES

Week 4			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
<u>RESTAURANT</u> cleaning and reset tables replank food. Task was given and was completed in orderly manner	17/02/25 7am - 3:30pm		 D Barry
was confused about catering in wrong tray napkins placed for dinner from white to brown. Task couple head	18/02/25 7am - 3:30pm		 D Barry