

Certificate of Attendance

This certificate is awarded to

TOE TOE WAI

Work Permit Number: 0 94439361

Date of Application: 07/09/2018

For successfully completing

Foreign Domestic Worker (FDW)

Settling-In Programme

Conducted on: 18/10/2018



Director, GMC

Trainer
Signature:



Cert Number: 499440



GMC

Grace Management &
Consultancy Services Pte Ltd

TRAINER'S OBSERVATION CHECKLIST
FDW PRACTICAL SESSION AT THE SETTLING-IN PROGRAMME (SIP)

| | |
|--------------------------------|--|
| FDW Name: <u>TOE TOE WAI</u> | FDW WP No: <u>0 94439361</u> |
| Height: <u>159.0</u> | Weight: <u>48.0</u> |
| Date of SIP: <u>18/10/2018</u> | Signature of Trainer: <u></u> |
| Room: <u>SIP ROOM 7</u> | Seat No: <u>7</u> |
| Nationality: <u>MYANMAR</u> | |

This checklist is used by the SIP Trainer to note down his/her observations of the above-mentioned FDW when she practised hanging laundry and cleaning window at the SIP. This information hopes to highlight areas where the FDW may require closer supervision and additional training.

| Practical Elements | Safety Practices to be Followed | Did the FDW Follow the Safety Practices? | | | |
|--|---|--|--|--|-------------------------------|
| | | Yes | Yes, but only on 2 nd attempt | Yes, but only on 3 rd attempt | No (Despite after 3 attempts) |
| (1) Hanging Laundry | (a) FDW does not place more than <u>one</u> piece of heavy clothing on the bamboo pole | / | | | |
| | (b) FDW is able to place heavier clothing (e.g. big towel or jeans) near the bracket and lighter clothing (e.g. t-shirt) at the far end of the bamboo pole | / | | | |
| | (c) FDW is able to secure clothing with clothes pegs | / | | | |
| | (d) FDW ensures that the floor is dry before hanging laundry | / | | | |
| | (e) FDW is able to stand firmly on ground(feet slightly apart; does not lean out of the window) without tip-toeing. | / | | | |
| Additional Comments (Include only if there are key observations made): | | | | | |
| (2) Cleaning Windows | (f) FDW is able to lock and check that window grilles are locked before cleaning the <u>window exterior</u> (employer/adult supervision also required) | | / | | |
| | (g) FDW is able to use extended cleaning tool to clean window exterior and hard-to-reach areas on window | / | | | |
| | (h) FDW is able to lock and check that window is locked before cleaning the <u>window interior</u> | / | | | |
| | (i) FDW is able to stand firmly on ground(feet slightly apart; does not lean out of the window) without tip-toeing. | / | | | |
| Additional Comments (Include only if there are key observations made): | | | | | |