

## Certificate of Attendance

This certificate is awarded to

**NILAR WIN**

Foreign Identification Number: **MD503860**

For successfully completing

Foreign Domestic Worker (FDW)

Settling-In Programme

Conducted on: 13/09/2018



Director, GMC

Trainer  
Signature: \_\_\_\_\_



Cert Number: LOE1656



**GMC**

Grace Management &  
Consultancy Services Pte Ltd

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

FDW Foreign Identification No: **MD503860**

FDW Name:	NILAR WIN		
Height:	149.0	Weight:	46.0
Date of SIP:	13/09/2018	Signature of Trainer:	<i>[Signature]</i>
Room:	SIP ROOM 7	Seat No:	3
Nationality:	MYANMAR		

*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 <u>2<sup>nd</sup></u> attempt	Yes, but only on <u>3<sup>rd</sup></u> attempt	No (Despite after 3 attempts)
<b>(1) Hanging Laundry</b>	(a) FDW does not place more than <u>one</u> piece of heavy clothing on the bamboo pole	<input checked="" type="checkbox"/>			
	(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	<input checked="" type="checkbox"/>			
	(c) FDW is able to secure clothing with clothes pegs	<input checked="" type="checkbox"/>			
	(d) FDW ensures that the floor is dry before hanging laundry	<input checked="" type="checkbox"/>			
	(e) FDW is able to stand firmly on ground(feet slightly apart; does not lean out of the window) without tip-toeing.		<input checked="" type="checkbox"/>		
Additional Comments (Include only if there are key observations made):					
<b>(2) Cleaning Windows</b>	(f) FDW is able to lock and check that window grilles are locked before cleaning the <u>window exterior</u> ( <b>employer/adult supervision also required</b> )		<input checked="" type="checkbox"/>		
	(g) FDW is able to use extended cleaning tool to clean window exterior and hard-to-reach areas on window	<input checked="" type="checkbox"/>			
	(h) FDW is able to lock and check that window is locked before cleaning the <u>window interior</u>		<input checked="" type="checkbox"/>		
	(i) FDW is able to stand firmly on ground(feet slightly apart; does not lean out of the window) without tip-toeing.	<input checked="" type="checkbox"/>			
Additional Comments (Include only if there are key observations made):					