

Certificate of Attendance

This certificate is awarded to

HTET HTET TUN

Foreign Identification Number: MD562912

For successfully completing

Foreign Domestic Worker (FDW)

Settling-In Programme

Conducted on: 02/10/2018



Director, GMC

Trainer
Signature:



Cert Number: LOE1713

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

FDW Name: HTET HTET TUN

FDW Foreign Identification No: MD 562912

Height: 154.0

Weight: 49.5

Date of SIP: 02/10/2018

Signature of Trainer: [Signature]

Room: SIP ROOM 7

Seat No: 2

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>2nd</u> attempt | Yes, but only on <u>3rd</u> 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 | <u>/</u> | | | |
| | (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 | <u>/</u> | | | |
| | (c) FDW is able to secure clothing with clothes pegs | | <u>/</u> | | |
| | (d) FDW ensures that the floor is dry before hanging laundry | <u>/</u> | | | |
| | (e) FDW is able to stand firmly on ground(feet slightly apart; does not lean out of the window) without tip-toeing. | | <u>/</u> | | |
| 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) | | <u>/</u> | | |
| | (g) FDW is able to use extended cleaning tool to clean window exterior and hard-to-reach areas on window | | <u>/</u> | | |
| | (h) FDW is able to lock and check that window is locked before cleaning the <u>window interior</u> | | <u>/</u> | | |
| | (i) FDW is able to stand firmly on ground(feet slightly apart; does not lean out of the window) without tip-toeing. | | <u>/</u> | | |
| Additional Comments (Include only if there are key observations made): | | | | | |