

## Certificate of Attendance

This certificate is awarded to

**ZIN ZIN HTWE**

**Work Permit Number: 0 94860946**

**Date of Application: 02/03/2020**

For successfully completing  
Foreign Domestic Worker (FDW)  
Settling-In Programme

Conducted on: 27/03/2020



Director, GMC

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




Cert Number: 575167



**GMC**

Grace Management &  
Consultancy Services Pte Ltd

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

FDW Name: <u>ZIN ZIN HTWE</u>	FDW WP No: <u>0 94860946</u>
Height: <u>157.0</u>	Weight: <u>52.0</u>
Date of SIP: <u>27/03/2020</u>	Signature of Trainer: 
Room: <u>SIP ROOM 7</u>	Seat No: <u>2</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 <sup>nd</sup> attempt	Yes, but only on 3 <sup>rd</sup> 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	✓			
	(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):					
<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> )	✓			
	(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):					