MINISTRY OF MANPOWER

Certificate of Attendance

This certificate is awarded to

ARIAS GJISSEL DELA CRUZ

Foreign Identification Number: P2372112A

For successfully completing

Foreign Domestic Worker (FDW)

Settling-In Programme

Conducted on: 11/09/2018

Director, GMC

Trainer Signature: LIZANDRO GMCS LIZANDRO

Cert Number: LOE1645

GMC
Grace Management & Consultancy Services Pte Ltd

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

FDW Name:	ARIAS GJISSEL DELA CRUZ	FDW Foreign Identification No:	P2372112A
Height:	167.0	Weight:	55.0
Date of SIP:	11/09/2018	Signature of Trainer:	
Room:	SIP ROOM 6	Seat No:	16
Nationality:	PHILIPPINES		

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 2nd attempt	Yes, but only on 3rd attempt	No (Despite after 3 attempts)
(1) Hanging Laundry	(a) FDW does not place more than one 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 window exterior (**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 window interior	✓			
	(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):				