

## Certificate of Attendance

This certificate is awarded to

**JAR SENG BU**

Work Permit Number: 0 94426731

Date of Application: 21/08/2018

For successfully completing

Foreign Domestic Worker (FDW)

Settling-In Programme

Conducted on: 28/08/2018



Director, GMC

Trainer  
Signature:



Cert Number: 491011

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

|                         |                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------|
| FDW Name: JAR SENG BU   | FDW WP No: 0 94426731                                                                                     |
| Height: 156.0           | Weight: 52.5                                                                                              |
| Date of SIP: 28/08/2018 | Signature of Trainer:  |
| Room: SIP ROOM 8        | Seat No: 12                                                                                               |
| 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)<br/>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.                                             | /                                        |                                                |                                                |                               |
|                                 | <i>Additional Comments (Include only if there are key observations made):</i>                                                                                   |                                          |                                                |                                                |                               |
| <b>(2)<br/>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.                                             | /                                        |                                                |                                                |                               |
|                                 | <i>Additional Comments (Include only if there are key observations made):</i>                                                                                   |                                          |                                                |                                                |                               |