

# Certificate of Attendance

This certificate is awarded to

**JA SUT**

**Work Permit Number: 0 94415535**

**Date of Application: 07/08/2018**

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

**Conducted on: 16/08/2018**



Director, GMC

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



Cert Number: 489550



**GMC**

Grace Management &  
Consultancy Services Pte Ltd

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

FDW Name: <u>JA SUT</u>	FDW WP No: <u>0 94415535</u>
Height: <u>154.0</u>	Weight: <u>51.0</u>
Date of SIP: <u>16/08/2018</u>	Signature of Trainer: 
Room: <u>SIP ROOM 7</u>	Seat No: <u>18</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)
(1) Hanging Laundry	(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):					
(2) Cleaning Windows	(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):					