

## Certificate of Attendance

This certificate is awarded to

**CLARO SHEILA ESPOSO**

**Work Permit Number: 0 27878733**

**Date of Application: 15/09/2018**

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

Conducted on: 03/10/2018



Director, GMC

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



Cert Number: 496724

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

|                               |                                                                                                           |
|-------------------------------|-----------------------------------------------------------------------------------------------------------|
| FDW Name: CLARO SHEILA ESPOSO | FDW WP No: 0 27878733                                                                                     |
| Height: 151.0                 | Weight: 59.0                                                                                              |
| Date of SIP: 03/10/2018       | Signature of Trainer:  |
| Room: SIP ROOM 6              | Seat No: 6                                                                                                |
| 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 2 <sup>nd</sup> attempt | Yes, but only on 3 <sup>rd</sup> 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>                                                                                   |                                          |                                          |                                          |                               |