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# Certificate of Attendance

This certificate is awarded to

**AYANO MARILOU BORDAJE**

**Foreign Identification Number: EC0518323**

For successfully completing

Foreign Domestic Worker (FDW)

Settling-In Programme

Conducted on: 13/06/2018



Director, GMC

Trainer

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



Cert Number: LOE1357

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

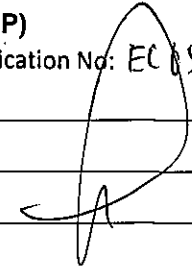
FDW Foreign Identification No: EC 8518323

FDW Name: AYANO MARILOU BORDAJE

Height: 151.0

Weight: 52.5

Date of SIP: 13/06/2018

Signature of Trainer: 

Room: SIP ROOM 6

Seat No: 22

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)
(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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(c) FDW is able to secure clothing with clothes pegs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(d) FDW ensures that the floor is dry before hanging laundry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Comments (Include only if there are key observations made):					