



MINISTRY OF  
MANPOWER

## Certificate of Attendance

This certificate is awarded to

HLA YIN

Work Permit Number: 0 94505909

Date of Application: 08/12/2018

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

Conducted on: 15/12/2018

Director, GMC



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

Cert Number: 507800



**GMC**

Grace Management &  
Consultancy Services Pte Ltd

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

|                                |                                                                                                                  |
|--------------------------------|------------------------------------------------------------------------------------------------------------------|
| FDW Name: <u>HLA YIN</u>       | FDW WP No: <u>0 94505909</u>                                                                                     |
| Height: <u>156.0</u>           | Weight: <u>50.0</u>                                                                                              |
| Date of SIP: <u>15/12/2018</u> | Signature of Trainer: <u></u> |
| Room: <u>SIP ROOM 7</u>        | Seat No: <u>9</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) |
| <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.                                             | /                                        |                                          |                                          |                               |
| Additional Comments (Include only if there are key observations made): |                                                                                                                                                                 |                                          |                                          |                                          |                               |
| <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.                                             | /                                        |                                          |                                          |                               |
| Additional Comments (Include only if there are key observations made): |                                                                                                                                                                 |                                          |                                          |                                          |                               |