



PERSAL TRAINING NOMINATION FORM

Training Centre: Investra Centre, Chatterton Road, First floor, Paser 11,
Singapore 400013

Annexure K

1. DETAILS OF NOMINEE

Personal No : _____
Surname : _____
Initials : _____
Department : _____
Section : _____
Identity Number : _____
Personal User ID : _____
Phone : _____

Cellular (in case of emergency) : _____

2. PREVIOUS COURSE DETAILS

Course	Year
_____	_____
_____	_____
_____	_____

3. COURSE TO ATTEND

Course : _____
Course Date : ____/____/____ (dd/mm/yyyy)
Training Centre : _____

Please indicate if you have basic computer skills :

☐ YES ☐ NO

Signed : _____
Date : ____/____/____ (dd/mm/yyyy)

4. SUPERVISOR/SECTION HEAD CONFIRMATION

Name and Surname : _____
Phone : _____
Fax : _____
Current Address : _____
Rank : _____

I do hereby certify that the nominated member is currently in a post where the knowledge of the course which he/she is nominated to attend after the course, the nominee will apply the skills and knowledge acquired through the training process in his/her work environment.

Signed : _____
Date : ____/____/____ (dd/mm/yyyy)

5. PERSAL CONTROLLER

Surname : _____
Initials : _____
Signature : _____
Date : ____/____/____ (dd/mm/yyyy)

COURSE REQUIREMENTS

- Successful completion of the Persal Introductory Course is a pre-requisite for all Persal Courses.
- Employees must be computer literate.
- A Persal User ID must be allocated to nominee by Persal Controller.
- All examinations are conducted as closed-book.
- In order to pass the examinations and obtain a certificate, a pass mark of 70% and above must be achieved.
- In order to re-write the examination, a pass mark from 60% to 69% must be obtained.
- If less than 60% is obtained, officials will be required to re-attend the entire course.
- All courses commences at 9:30.
- Employees attending Persal courses must carry their original Identity Documents and a copy thereof.

COURSES OFFERED

Course	Duration
Introduction to Persal	5 days
Personnel Administration	5 days
Leave	5 days
Medical Aid	5 days
Manpower and Quotations	4 days
Establishments	5 days
Persal Controllers	4 days
Service Terminations	5 days
Annual Appointments	4 days
Bonus	4 days
Sick Leave	5 days
Training	5 days
Leave Regulations	3 days
Persal Information	2 days

For further information please contact:

TRAINING ADMINISTRATION

Personnel Section
Phone : 6221 1281/1282
Fax : 62254795/958

Date Revised: 21 February 2013



Persal User Guide

R Bogdan



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