



# PERSAL TRAINING NOMINATION FORM

Training Centre: Invesco Centre, Chesterton Road, First floor, Pinner Rd.  
Pinner, Middlesex

Annexure K

## 1. DETAILS OF NOMINEE

Pernal No: \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Initials: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Section: \_\_\_\_\_  
 Identity Number: \_\_\_\_\_  
 Pernal 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: \_\_\_\_\_

It is hereby certified that the nominated member is currently in a post where the knowledge of the course which he/she is nominated to attend will be of use to the business and 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 Pernal Introductory Course is a pre-requisite for all Pernal Courses.
- Employees must be computer literate.
- A Pernal User ID must be allocated to nominees by Pernal Controller.
- All examinations are conducted as closed-book.
- In order to pass the examination 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 commence at 8:30.
- Employees attending Pernal courses must carry their original Identity Documents and a copy thereof.

## COURSES OFFERED

Course	Duration
Introduction to Pernal	2 days
Personnel Administration	3 days
Leave	2 days
Medical Aid	2 days
Members and Dependents	4 days
Establishments	2 days
Pernal Controller	4 days
Service Terminations	2 days
Annual Appointments	4 days
Maternity	4 days
Self-Aid	2 days
Posting	2 days
Leave Systems	2 days
Pernal Information	2 days

For further information please contact:

## TRAINING ADMINISTRATION

Telephone: 021 521 774  
 Fax: 021 521 774  
 E-mail: 0000@pssa

Date Revised: 21 February 2013



# Persal User Guide

**SB Merriam**



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## **Table of Contents Persal User Guide**

1. Understanding the eBook Persal User Guide
  - The Rise of Digital Reading Persal User Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Persal User Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Persal User Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Persal User Guide
  - Personalized Recommendations
  - Persal User Guide User Reviews and Ratings
  - Persal User Guide and Bestseller Lists
5. Accessing Persal User Guide Free and Paid eBooks
  - Persal User Guide Public Domain eBooks

- Persal User Guide eBook Subscription Services
- Persal User Guide Budget-Friendly Options
- 6. Navigating Persal User Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Persal User Guide Compatibility with Devices
  - Persal User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Persal User Guide
  - Highlighting and Note-Taking Persal User Guide
  - Interactive Elements Persal User Guide
- 8. Staying Engaged with Persal User Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Persal User Guide
- 9. Balancing eBooks and Physical Books Persal User Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Persal User Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Persal User Guide
  - Setting Reading Goals Persal User Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Persal User Guide
  - Fact-Checking eBook Content of Persal User Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks

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## 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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