



# PERSAL TRAINING NOMINATION FORM

Training Centre: Invesco Centre, Chatterton Road, First floor, Perth WA  
6000/Perth/Perth

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 provided in his/her work environment.

Signed : \_\_\_\_\_  
Date : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_(dd/mm/yyyy)

## 5. PERSAL CONTROLLER

Surnamed : \_\_\_\_\_  
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 Conditions	5 days
Establishments	5 days
Persal Controllers	5 days
Service Terminations	5 days
Annual Appointments	5 days
Bonus	5 days
Sick Leave	5 days
Training	5 days
Leave Regulations	2 days
Persal Information	2 days

For further information please contact:

## TRAINING ADMINISTRATION

Perth/Perth/Perth  
Phone : 081 1 528 154  
Fax : 081 528 154

Date Revised: 21 February 2013



# Persal User Guide

**Judith Ann Warner**



## **Persal User Guide:**

## Decoding **Persal User Guide**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Persal User Guide**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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