



PERSAL TRAINING NOMINATION FORM

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

Annexure K

1. DETAILS OF NOMINEE

Personal No : _____
 Surname : _____
 Initials : _____
 Department : _____
 Section : _____
 Identity Number : _____
 Persal 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 good state of knowledge of the course which training 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 commence 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

Invesco Centre, Perth
 Phone : 081 1 8281744
 Fax : 085479488

Date Revised: 21 February 2013



Persal User Guide

J Spring



Persal User Guide:

Persal User Guide Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has are more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Persal User Guide**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve into the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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