



# 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 : \_\_\_\_\_  
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 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
Maternity and Childbirth	5 days
Disabilities	5 days
Persal Controller	4 days
Service Termination	5 days
Annual Appointments	4 days
Bonus	4 days
Sick Leave	5 days
Training	5 days
Leave Regulations	2 days
Persal Information	2 days

For further information please contact:

## TRAINING ADMINISTRATION

Personnel Services  
Phone : 6221 1281/1282  
Fax : 62254795

Date Revised: 21 February 2013



# Persal User Guide

**James P. May**



## **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 capability 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 a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring affect 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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### **Persal User Guide Introduction**

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