



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 : _____
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 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

Perthburg, Perth
Phone : 081 1 5261754
Fax : 085479588

Date Revised: 21 February 2013



Persal User Guide

L Cohen



Persal User Guide:

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Special Paper 498 contains 12 new scientific papers assembled as part of an NSF sponsored workshop in 2011 The work highlights study of persistently active volcanoes and their hazards mostly in Central America Such volcanoes are termed open vents by volcanologists and they offer the chance to study active processes Insight into how volcanoes work and how hazards might be mitigated are the goals of the work Overall the volume presents insight into hazards infrastructure collaborations and development for geoscientists and students Baughman's Aviation Dictionary and Reference Guide,1961 **The Printing Ink Manual** Robert Leach,2012-12-06 The Printing Ink Manual was first published in 1961 under the auspices of the Society of British Printing Ink Manufacturers with the object of providing an authoritative work on printing ink technology This the fourth edition continues that purpose and presents a comprehensive study of the current state of the art in the ink industry For those starting in the printing ink industry it is a textbook dealing with all aspects of the formulation and manufacture of printing ink For the ink technician it is a practical manual and useful source of reference For printers and users of printed material the manual supplies helpful information on the nature and behaviour of ink both on the printing press and as the finished print Readers with a little scientific knowledge will have no difficulty in using the manual but as in previous editions sufficient chemistry and physics have been introduced to assist the advanced technician and research scientist Publications United States. National Bureau of Standards,1991 *New Publications of the U.S. Geological Survey* Geological Survey (U.S.),1992 New Publications of the U.S. Geological Survey ,1992

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