



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 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

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 Personal 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 9:00.
- 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 Building
Phone : 081 1 8281754
Fax : 081 8281755

Date Revised: 21 February 2013



Persal User Guide

**National Institute of Standards and
Technology (U.S.), National Institute of
Standards and Technology (U.S.).
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User's Guide for Inslope3 James P. May, 1991 User's Guide to the Event Monitor Nicholas L. Crookston, 1990

User's Guide to the Weather Model William Paul Kemp, 1989 **User's Guide to the Western Spruce Budworm Modeling System** Nicholas L. Crookston, 1990 **The New Pesticide User's Guide** Bert L. Bohmont, 1983

Publications of the National Institute of Standards and Technology ... Catalog National Institute of Standards and Technology (U.S.), National Institute of Standards and Technology (U.S.). Information Resources and Services Division, 1994

The Standard Pesticide User's Guide Bert L. Bohmont, 2003 For courses in Environmental Science or Agriculture including Plant and Soil Science Weed Science Entomology Turfgrass Science Horticulture Botany Plant Pathology Agricultural Systems Management Plant Protection and Fundamentals of Pesticides Written in clear non technical language this text is designed as an introduction for those who will be directly responsible for the application of pesticides It develops an understanding of the importance of pesticides as highly regulated chemicals that deserve respect in their use in food and fiber production Comprehensive in approach it covers all aspects of pesticide principles and use animal and plant pests laws liability and recordkeeping labels safety environmental considerations formulations application equipment transportation storage decontamination disposal and integrated pest management This wide range of information also makes this text useful as a desk reference *Department of Defense Catalog of Logistics Models*, 1990 **A User's Guide to German Cultural Studies** Scott D. Denham, Irene Kacandes, Jonathan Petropoulos, 1997 Capitalizes on the ripeness of the German case for interdisciplinary investigation Battleground: Immigration Judith Ann Warner, 2008-12-30 Among the most tumultuous conflicts of modern America is the war over legal and undocumented immigrants currently residing within U S borders Since the passing of the 1965 Immigration and Naturalization Act America has witnessed an unprecedented flow of immigrants onto its shores with increased diversity of race and culture Battleground Immigration examines the most critical issues surrounding immigration today including effects on the economy education and employment as well as the viability of the foreign born in American society All sides of the immigration debate are explored in this comprehensive 2 volume set with special weight given to the very specific issues that have arisen in post 9 11 America homeland security and border control 9 11 s impact on legislation and civil liberties the Department of Homeland security and its role in border control transnational organized crime human smuggling and trafficking and post 9 11 border control and security impact on immigration With direct ties to the curriculum this set is a valuable resource for students of sociology current events American history political science ethnic studies and public policy

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