



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 member 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 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

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

Date Revised: 21 February 2013



Persal User Guide

David Kirk



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Table of Contents Persal User Guide

1. Understanding the eBook Persal User Guide
 - The Rise of Digital Reading Persal User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Persal User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Persal User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Persal User Guide
 - Personalized Recommendations
 - Persal User Guide User Reviews and Ratings

- Persal User Guide and Bestseller Lists
- 5. Accessing Persal User Guide Free and Paid eBooks
 - Persal User Guide Public Domain eBooks
 - Persal User Guide eBook Subscription Services
 - Persal User Guide Budget-Friendly Options
- 6. Navigating Persal User Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Persal User Guide Compatibility with Devices
 - Persal User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Persal User Guide
 - Highlighting and Note-Taking Persal User Guide
 - Interactive Elements Persal User Guide
- 8. Staying Engaged with Persal User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Persal User Guide
- 9. Balancing eBooks and Physical Books Persal User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Persal User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Persal User Guide
 - Setting Reading Goals Persal User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Persal User Guide
 - Fact-Checking eBook Content of Persal User Guide
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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