



PERSAL TRAINING NOMINATION FORM

Training Centre: Innesca Centre, Chatterton Road, First floor, Perth WA
6000

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 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 9:30.
- 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

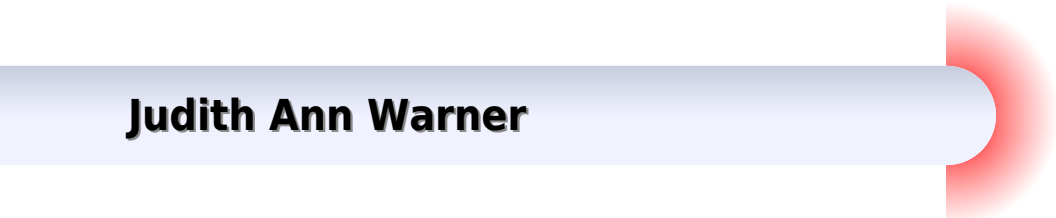
Perth Office
Phone : 081 1 526 154
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Date Revised: 21 February 2013



Persal User Guide

Judith Ann Warner



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