



# 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 post where the 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 provided 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

Perthburg Building  
Phone : 081 1 526 154  
Fax : 081 547 944

Date Revised: 21 February 2013



# Persal User Guide

**James P. May**



## **Persal User Guide:**

*User's Guide for Inslope3* James P. May, 1991      **User's Guide to the Weather Model** William Paul Kemp, 1989  
*User's Guide to the Event Monitor* Nicholas L. Crookston, 1990      *User's Guide to the Western Spruce Budworm Modeling System* Nicholas L. Crookston, 1990      **The New Pesticide User's Guide** Bert L. Bohmont, 1983      *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      **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      **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      *Field Manuals* United States. War Department, 1972      *PC*, 1986      *Department of Defense Catalog of Logistics Models*, 1990      *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  
**Potential Exploration, Development and Production of Oil and Gas Resources, Vandenberg Air Force Base (AFB), Mineral Resources Management Plan**, 1987      *Baughman's Aviation Dictionary and Reference Guide*, 1961  
**Understanding Open-Vent Volcanism and Related Hazards** William Ingersoll Rose, José Luis Palma, Hugo

Delgado-Granados, Nick Varley, 2013 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. 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. *Contingency Pest Management Pocket Guide*, 1988.

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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