

APEL PORTFOLIO EVALUATION FORM

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PART 1: PERSONAL DETAILS

FULL NAME								
IC NUMBER								
INTENDED FIELD OF STUDY								
INTENDED PROGRAMME								
LEVEL OF STUDY		Certificate		Diploma		Bachelor		Master
REFERENCE NUMBER	(for MQA use only)							

PART 2: DETAILS OF LEARNING ACQUIRED (start with the most recent)**a) FORMAL LEARNING**

Intentional learning/programme of study delivered within an organisation and structured context (pre-school, primary school, secondary school, technical college and university) that may lead to formal recognition / a recognised qualification.

NO.	ACADEMIC QUALIFICATION	AWARDING BODY/ INSTITUTION	YEAR AWARDED	COMPETENCIES (Please tick ✓) (Please refer Appendix 5 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (Please refer Appendix 4 for examples of evidence)
				1	2	3	4	5	6	7	8	
1.												
2.												
3.												
4.												
5.												

***Note: All evidence must be properly labelled**

b) INFORMAL LEARNING (Compulsory) (start with the most recent)

Learning which takes place continuously through life and work experiences (sometimes known as experiential learning). It is often unintentional learning.

NO.	NAME OF EMPLOYER/ SELF-EMPLOYED	CONTACT ADDRESS	DURATION (MONTH/YEAR)		POSITION HELD	WHAT I HAVE LEARNT/ACQUIRED (Please tick ✓) (Please refer Appendix 5 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (Please refer Appendix 4 for examples of evidence)
			FROM	TO		1	2	3	4	5	6	7	8	
1.														
2.														
3.														
4.														
5.														
6.														

***Note: All evidence must be properly labelled**

OTHER LEARNING ACTIVITIES This may include your hobbies/ sports/ recreation/ social/ community service/ training given/ consultancy services or other activities which might be relevant to the competencies.		YEAR	WHAT I HAVE LEARNT/ACQUIRED (Please tick ✓) (Please refer Appendix 5 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (if any) (Please refer Appendix 4 for examples of evidence)
			1	2	3	4	5	6	7	8	
1.											
2.											
3.											
4.											

***Note: All evidence must be properly labelled**

c) NON-FORMAL LEARNING (start with the most recent)

Learning that takes place alongside the mainstream systems of education and training. It may be assessed but does not normally lead to formal certification.

NO.	NAME/TITLE OF TRAINING OR COURSE	ORGANISER /LOCATION	DATE	LENGTH (Hours/ Days/ Month)	WHAT I HAVE LEARNT/ACQUIRED (Please tick ✓) (Please refer Appendix 5 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (if any) (Please refer Appendix 4 for examples of evidence)
					1	2	3	4	5	6	7	8	
1.													
2.													
3.													
4.													
5.													
6.													
7.													

***Note: All evidence must be properly labelled**

d) LANGUAGE COMPETENCY

LANGUAGE		LEVEL OF COMPETENCE (Please tick ✓) 1: POOR; 2: AVERAGE; 3: GOOD; 4: EXCELLENT															
		LISTENING				READING				SPEAKING				WRITING			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1.																	
2.																	
3.																	

e) SELF ASSESSMENT/REFLECTION (Compulsory)

Describe how your prior learning experiences prepare you for the intended level of study (Not more than 250 words):

1. Why do you want to pursue this intended programme of study?
2. How is your prior learning experience applicable to/related to/relevant to your chosen field of study?
3. What are your action plans in ensuring the successful completion of your programme? (Commitment, time management, financial resources and support etc).
4. How will the completion of this programme help you in your life?

REFEREES (Family members and relatives cannot serve as referees)

NAME		
POSITION		
ORGANISATION		
PHONE NUMBER	OFFICE: <i>(Compulsory)</i>	MOBILE:
EMAIL ADDRESS		
RELATIONSHIP		

NAME		
POSITION		
ORGANISATION		
PHONE NUMBER	OFFICE: <i>(Compulsory)</i>	MOBILE:
EMAIL ADDRESS		
RELATIONSHIP		

PART 4: SELF DECLARATION

I hereby declare that all of the information/documents provided to support this application are authentic, true and accurate. I fully understand the Terms and Conditions of the application and agree that my application will be rejected if I have falsified any information in any way.

Signature:

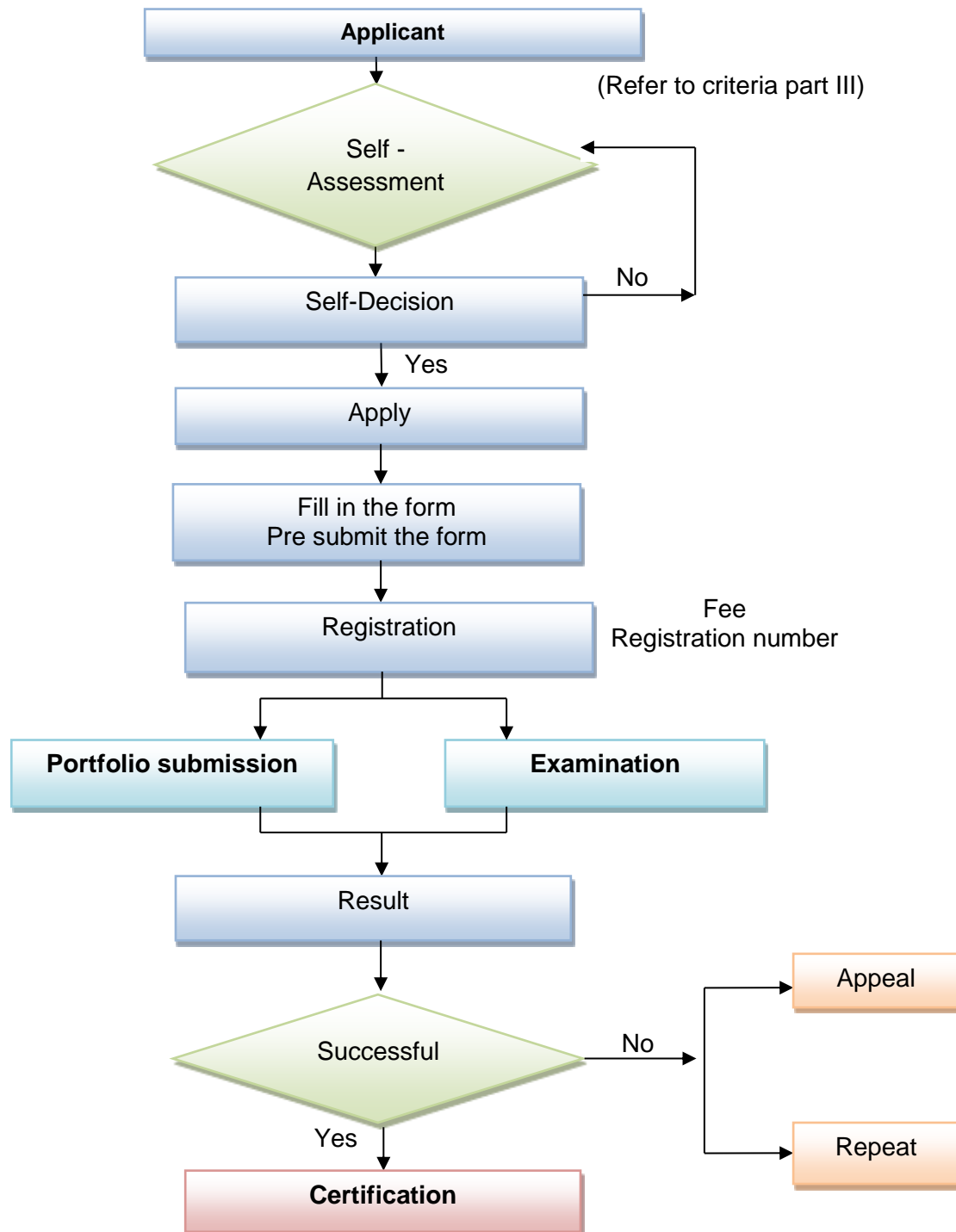
Name:

Date:

This application is subject to Terms and Conditions stated below

- a. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified full translation.
- b. The Malaysian Qualifications Agency (MQA) is authorised by the applicant, to make references to and use the information or data in this application as may be deemed necessary.
- c. The certification applied for is designed to meet requirements set by the MQA. Admission to the Academic Programme applied for, using this APEL Certificate is subject to the Academic Regulations approved by the University/ College.
- d. Non-refundable application fee of RM is submitted. **Do not send cash.**

CHECK LIST			For Office Use	
	Yes	No	Acknowledgment	
Photocopy IC	<input type="checkbox"/>	<input type="checkbox"/>	Date	
Application Fee (Banker's Cheque/Draft No.....)	<input type="checkbox"/>	<input type="checkbox"/>		
1 recent passport size photographs	<input type="checkbox"/>	<input type="checkbox"/>		
Certified Certificates/Documents	<input type="checkbox"/>	<input type="checkbox"/>		
1 copy of application	<input type="checkbox"/>	<input type="checkbox"/>		

FLOW CHART: APEL CERTIFICATION PROCESS

NB: Timescale for an assessment will depend on the complexity of the application.

LIST OF EVIDENCE

Evidence that can be provided for application

Direct Evidence	Indirect Evidence
Certificates You can provide copies of your qualification <ul style="list-style-type: none"> • School certificates • Statement of results • Courses completed at work 	Written Records You can provide copies of <ul style="list-style-type: none"> • Diaries • Records • Journals • Articles
Work samples You can provide samples of your work <ul style="list-style-type: none"> • Drawings or photographs • Reports • Written materials • Projects • Objects • Work of arts 	E-mail You can provide copies of email communications which verify <ul style="list-style-type: none"> • Customer feedback • Work activities • Written skills
Records of workplace activities You can provide documents that verify your work activities <ul style="list-style-type: none"> • Notes • Emails • Completed worksheets • Workplace agreement • Contracts 	Supporting letters You can provide letters to verify your claim from <ul style="list-style-type: none"> • Employers • Community group • People you have work with (paid and unpaid work)
Documents You can provide evidence that shows what you have done in your life <ul style="list-style-type: none"> • Media articles • Meritorious Awards 	

List of skills on what I have learnt based on Malaysian Qualifications Framework Learning Outcome

1. Knowledge and understanding
2. Cognitive skills
Functional work skills:
 3. Practical skills
 4. Interpersonal and communication skills
 5. Digital and numeracy skills
 6. Leadership, autonomy and responsibility
7. Personal and entrepreneurial skills
8. Ethics and professionalism.