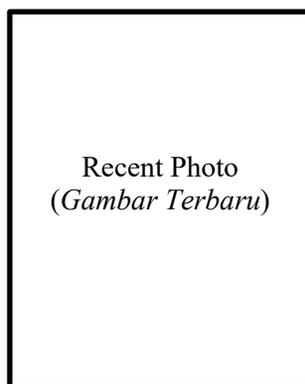




**ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING
FOR ACCESS (APEL.A)
PORTFOLIO FORM / *BORANG PORTFOLIO***



PART 1: PERSONAL DETAILS / BAHAGIAN 1: *MAKLUMAT PERIBADI*

Full Name <i>Nama Penuh</i>			
Nationality <i>Kewarganegaraan</i>			
NRIC/Passport No. <i>No Kad Pengenalan/ Pasport</i>			
Intended Field of Study <i>Bidang Pengajian yang ingin dimohon</i>			
Intended Programme <i>Program yang ingin dimohon</i>			
Level of Study (Please ✓) <i>Tahap Pengajian</i>	Diploma (T-4)	Bachelor (T-6)	Master (T-7)
Email <i>Emel</i>			
Telephone No <i>No Telefon</i>	Home/Rumah:	Office/Pejabat:	Mobile/Tel Bimbit:

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

BAHAGIAN 2: MAKLUMAT PEMBELAJARAN YANG DIPEROLEH (mulakan dengan yang paling terkini)

a) FORMAL LEARNING (PEMBELAJARAN FORMAL)

Intentional learning/programme of study acquired in a structured context (primary school, secondary school, college or university) that led to a formal recognition/a recognised academic qualification/*Pembelajaran/program pengajian yang disengajakan yang diperoleh dalam konteks berstruktur (sekolah rendah, sekolah menengah, kolej atau universiti) membawa kepada pengiktirafan formal/kelayakan akademik yang diiktiraf*

NO.	ACADEMIC QUALIFICATION KELAYAKAN AKADEMIK	AWARDING BODY/ INSTITUTION BADAN/INSTITUSI PENGANUGERAH	YEAR AWARDED TAHUN DIANUGERAKAN	COMPETENCY (Please tick ✓) (Please refer to Appendix 1 for the list of skills) <i>APA YANG SAYA BELAJAR/PEROLEHI</i> (Sila tanda ✓ bagi yang berkaitan) (Sila rujuk Lampiran 1 untuk senarai kemahiran)											EVIDENCE OF LEARNING* (Please refer to Appendix 2 for examples of evidence) <i>BUKTI PEMBELAJARAN</i> (Sila rujuk Lampiran 2 untuk contoh bukti)
				1	2	3	4	5	6	7	8	9	10	11	
1.															
2.															
3.															
4.															
5.															

*Note: All evidence must be properly labelled/*Setiap bukti hendaklah dilabel dengan betul*

b) INFORMAL LEARNING (PEMBELAJARAN INFORMAL)

Learning that takes place continuously through life and work experiences. It is often unintentional learning/*Pembelajaran yang berlaku secara berterusan melalui kehidupan dan pengalaman kerja. Ia selalunya pembelajaran yang tidak disengajakan.*

NO.	NAME OF EMPLOYER/ SELF-EMPLOYED <i>NAMA MAJIKAN/ BEKERJA SENDIRI</i>	CONTACT ADDRESS <i>ALAMAT</i>	DURATION (MONTH/YEAR) <i>TEMPOH (BULAN/TAHUN)</i>		POSITION HELD <i>JAWATAN</i>	WHAT I HAVE LEARNT/ACQUIRED (Please tick ✓) (Please refer to Appendix 1 for the list of skills) <i>APA YANG SAYA BELAJAR/PEROLEHI</i> (sila tanda ✓ bagi yang berkaitan) (Sila rujuk Lampiran 1 untuk senarai kemahiran)											EVIDENCE OF LEARNING* (Please refer to Appendix 2 for examples of evidence) <i>BUKTI PEMBELAJARAN</i> (Sila rujuk Lampiran 2 untuk contoh bukti)	
			FROM <i>DARI</i>	TO <i>KE</i>		1	2	3	4	5	6	7	8	9	10	11		
1.																		
2.																		
3.																		
4.																		
5.																		
6.																		

**Note: All evidence must be properly labelled/Setiap bukti hendaklah dilabel dengan betul*

	OTHER LEARNING ACTIVITIES This may include your hobbies/sports/recreations/social activities/community services/training/consultancy services or other activities which might be relevant to the competencies <i>AKTIVITI -AKTIVITI LAIN</i> Termasuk hobi/sukan/rekreasi/sosial/khidmat komuniti/latihan/ perkhidmatan perundingan atau aktiviti lain yang mana mungkin berkaitan dengan kemahiran.	YEAR TAHUN	WHAT I HAVE LEARNT/ACQUIRED (Please tick ✓) (Please refer to Appendix 1 for the list of skills) <i>APA YANG SAYA BELAJAR/PEROLEHI</i> (sila tanda ✓ bagi yang berkaitan) (Sila rujuk Lampiran 1 untuk senarai kemahiran)											EVIDENCE OF LEARNING* (if any) (Please refer to Appendix 2 for examples of evidence) <i>BUKTI PEMBELAJARAN</i> (Sila rujuk Lampiran 2 untuk contoh bukti)	
			1	2	3	4	5	6	7	8	9	10	11		
1.															
2.															
3.															
4.															

**Note: All evidence must be properly labelled/ Setiap bukti hendaklah dilabel dengan betul*

c) NON-FORMAL LEARNING (PEMBELAJARAN NON-FORMAL)

Learning takes place alongside the mainstream systems of education and training. It may have been assessed but does not normally lead to a formal certification/*Pembelajaran yang berlaku seiring dengan sistem pendidikan dan latihan arus perdana. Ia mungkin telah dinilai tetapi biasanya tidak membawa kepada pensijilan rasmi.*

NO.	NAME/TITLE OF TRAINING OR COURSE, etc. <i>Nama Latihan/Kursus</i>	ORGANISER/ LOCATION <i>Penganjur/ Lokasi</i>	DATE <i>Tarikh</i>	DURATION (Hours/Days/ Months) <i>Tempoh (Jam/Hari/ Bulan)</i>	WHAT I HAVE LEARNT/ACQUIRED (Please tick ✓) (Please refer to Appendix 1 for the list of skills) <i>APA YANG SAYA BELAJAR/PEROLEHI</i> <i>(Sila Tanda ✓ Bagi Yang Berkaitan)</i> <i>(Sila Rujuk Lampiran 1 Untuk Senarai Kemahiran)</i>											EVIDENCE OF LEARNING* (if any) (Please refer to Appendix 2 for examples of evidence) <i>BUKTI PEMBELAJARAN</i> <i>AN</i> <i>(Sila rujuk Lampiran 2 untuk contoh bukti)</i>
					1	2	3	4	5	6	7	8	9	10	11	
1.																
2.																
3.																
4.																
5.																

**Note: All evidence must be properly labelled/ Semua bukti mesti dilabelkan dengan betul.*

d) LANGUAGE SKILLS (KEMAHIRAN BAHASA)

LANGUAGE BAHASA		LEVEL OF COMPETENCE (Please tick ✓) <i>Tahap Kemahiran (Sila Tanda ✓)</i>															
		1: POOR (LEMAH); 2: AVERAGE (SEDERHANA); 3: GOOD (BAGUS); 4: EXCELLENT (CEMERLANG)															
		LISTENING <i>Mendengar</i>				READING <i>Membaca</i>				SPEAKING <i>Bertutur</i>				WRITING <i>Menulis</i>			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1.																	
2.																	
3.																	

e) SELF-ASSESSMENT/REFLECTION (*PENILAIAN DIRI*)

For APEL.A application at T-6 (Bachelor) or T-7 (Master)

Bagi permohonan APEL.A T-6 (Sarjana Muda) atau T-7 (Sarjana)

**Describe how your prior learning experiences prepare you for the intended level of study
(at least 500 words):**

Huraikan bagaimana pengalaman terdahulu yang diperoleh dapat menyediakan anda untuk melanjutkan pelajaran (tidak lebih daripada 500 patah perkataan).

1. Why do you want to pursue this intended programme of study?
Mengapa anda ingin mengikuti program pengajian yang dipilih ini?
2. How is your personal prior learning experience applicable/relevant to your chosen programme and level of study? (You may provide your description based on how your prior experiential learning has improved your knowledge, skills set, professionalism, communication, leadership, problem-solving, etc.)
Bagaimanakah pengalaman pembelajaran terdahulu anda boleh digunakan/berkaitan dengan program dan tahap pengajian yang anda pilih? (Anda boleh menerangkan berdasarkan bagaimana pembelajaran pengalaman terdahulu anda telah meningkatkan pengetahuan, set kemahiran, profesionalisme, komunikasi, kepimpinan, penyelesaian masalah, dll.)
3. How will the completion of this programme help you in your work/personal life?
Bagaimanakah penyiapan program ini akan membantu anda dalam pekerjaan/hidup anda?
4. What are your action plans to ensure the successful completion of your programme? (Commitment, time management, financial resources and support, etc.)
Apakah pelan tindakan anda dalam memastikan kejayaan melengkapkan program anda? (Komitmen, pengurusan masa, sumber kewangan dan sokongan dll).

PART 3: REFEREES (*family members and relatives cannot serve as referees*)

Bahagian 3: Rujukan (*ahli keluarga dan saudara-mara tidak dibenarkan menjadi rujukan*)

Name <i>Name</i>		
Position <i>Jawatan</i>		
Organization <i>Organisasi</i>		
Phone Number <i>Nombor Telefon</i>	OFFICE: <i>(compulsory)</i>	MOBILE:
Email Address <i>Alamat Emel</i>		
Relationship <i>Hubungan</i>		

Name Name		
Position Jawatan		
Organization Organisasi		
Phone Number <i>Nombor Telefon</i>	OFFICE: <i>(compulsory)</i>	MOBILE:
Email Address <i>Alamat Emel</i>		
Relationship <i>Hubungan</i>		

PART 4: SELF-DECLARATION

BAHAGIAN 4: PENGESAHAN DIRI

I hereby declare that all 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.

Saya dengan ini mengesahkan yang kesemua maklumat/dokumen yang disertakan untuk menyokong permohonan ini adalah asli, benar dan tepat. Saya memahami sepenuhnya terma dan syarat permohonan dan bersetuju bahawa permohonan saya akan ditolak jika saya telah memalsukan mana-mana maklumat dalam apa jua cara.

Signature/Tandatangan:

Name>Nama:

Date/Tarikh:

This application is subject to Terms and Conditions stated below:

1. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified full translation.
2. The Malaysian Qualifications Agency (MQA) is authorized by the applicant, to make references to and use the information or data in this application as may be deemed necessary.
3. 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.

RECEIVED BY APEL COORDINATOR CAMPUS:	
Signature	
Name	
Date	
Remark:	

List of skills the candidate has learnt based on the Malaysian Qualifications Framework Learning Outcomes

Senarai kemahiran yang telah dipelajari calon berdasarkan Hasil Pembelajaran Kerangka Kelayakan Malaysia.

No	List of Skills
1	<p>Knowledge and understanding: <i>A systematic understanding of facts, ideas, information, principles, concepts, theories, technical knowledge, regulations, numeracy, practical skills, tools to use, processes and systems.</i></p> <p>Pengetahuan dan pemahaman <i>Pengetahuan dan pemahaman bermaksud memahami maklumat, prinsip, teori dan kemahiran praktikal secara menyeluruh. Ia termasuk mengetahui cara sesuatu berfungsi dan biasa dengan peraturan dan proses.</i></p>
2	<p>Cognitive skills <i>The thinking or intellectual capabilities and the ability to apply knowledge and skills. The capacity to develop levels of intellectual skills progressively begins from understanding, critical/creative thinking, assessment, applying, analyzing, problem-solving and synthesizing to create new ideas, solutions, strategies or new practices. Such intellectual skills enable the learner to search for and comprehend new information from different fields of knowledge and practices</i></p> <p>Kemahiran kognitif <i>Kemahiran kognitif ialah kebolehan berfikir dan menggunakan pengetahuan. Ini termasuk membangunkan kemahiran seperti pemahaman, pemikiran kritis, penyelesaian masalah dan mencipta idea atau penyelesaian baharu. Kemahiran ini membantu seseorang mempelajari dan memahami maklumat baharu daripada pelbagai bidang pengetahuan dan amalan.</i></p>
<p>Functional Work Skills <i>Kemahiran kerja berfungsi</i></p>	
3	<p>a. Practical Skills <i>These are generally work skills and operational skills applicable to a common employment environment, such as planning, organizational skills and selection of tools, material, technology methods and procedures. In the study context, it may include study skills and preparations, undertaking procedures, scientific skills, designs, research and so forth. It also includes specialized skills set by specific subjects, discipline, technical or occupation-related work skills and professional practices which enhance professional competence. It should include safe and sustainable practices.</i></p>

	<p>Kemahiran kerja praktikal <i>Kemahiran kerja praktikal merujuk kepada kebolehan yang diperlukan untuk tetapan pekerjaan biasa, seperti perancangan, organisasi, dan pemilihan alatan. Ini juga boleh digunakan untuk kemahiran belajar, kaedah saintifik, penyelidikan, dan kemahiran khusus subjek lain yang meningkatkan kecekapan profesional. Adalah penting untuk mengutamakan amalan selamat dan mampan dalam kemahiran ini.</i></p>
4	<p>Interpersonal skills <i>Interpersonal skills refer to a range of skills which, amongst others, include interactive communications, relationships and collaborative skills in managing relationships in teams and within the organizations, networking with people of different cultures, as well as social skills/etiquettes.</i></p> <p>Kemahiran interpersonal <i>Kebolehan yang berkaitan dengan komunikasi, perhubungan, dan kerja berpasukan. Ia melibatkan kemahiran seperti komunikasi yang berkesan, kerjasama, dan mengurus perhubungan dalam pasukan dan organisasi. Ia juga termasuk rangkaian dengan orang daripada budaya yang berbeza dan mempunyai kemahiran sosial dan etiket.</i></p>
5	<p>Communication skills <i>Communication skills refer generally to the ability to communicate/convey information/ideas/reports cogently and professionally in appropriate languages. Communication must be effective and in appropriate forms, in various mediums, and to a range of audiences and different situations. The ability to communicate in more than one language is encouraged.</i></p> <p>Kemahiran komunikasi <i>Keupayaan untuk menyampaikan maklumat dan idea dengan jelas dan profesional menggunakan bahasa yang sesuai. Ini termasuk komunikasi yang berkesan untuk pelbagai khalayak dan situasi dalam pelbagai format dan medium. Ia juga berfaedah untuk dapat berkomunikasi dalam pelbagai bahasa.</i></p>
6	<p>Digital skills <i>Digital skills generally refer to the ability to use information/digital technologies to support work and studies. The skills include finding and storing information, processing data, using applications for problem-solving and communication, as well as ethics in applying digital skills.</i></p> <p>Kemahiran digital <i>Keupayaan untuk menggunakan teknologi digital untuk tujuan kerja dan belajar. Ini termasuk kemahiran seperti mencari dan menyimpan maklumat, memproses data, menggunakan aplikasi untuk penyelesaian masalah dan komunikasi, dan memahami penggunaan kemahiran digital secara beretika.</i></p>

7	<p>Numeracy skills <i>These are the quantitative skills that require learners to acquire increasingly higher levels of numerical abilities. It is acknowledged as an important living skill relevant to study, work and daily life. Within the Malaysian Qualifications Framework levels, this learning outcome may not be specifically mentioned for every level, but it is expected that the requirement of numerical skills as an outcome ought to be indicated for every specific programme. It may include an understanding of basic mathematics, symbols relating to statistical techniques, etc.</i></p> <p>Kemahiran Numerasi <i>Meujuk kepada kebolehan bekerja dengan nombor dan melakukan pengiraan matematik. Kemahiran ini penting dalam kehidupan seharian, pekerjaan, dan pendidikan. Walaupun tidak selalu dinyatakan secara khusus dalam peringkat Kerangka Kelayakan Malaysia, kemahiran berangka dijangka diperlukan dalam setiap program. Ini termasuk memahami matematik asas, simbol statistik, dan konsep lain yang berkaitan.</i></p>
8	<p>Leadership, autonomy and responsibility <i>This cluster of skills refers to the ability of an individual to build relationships and work with teams made up of peers, as well as the capability of the individual in managerial capacities with varying degrees of autonomy to make decisions or set goals at organizational/unit/team levels. The individual is also expected to take responsibility and provide accountability, to be confident, knowledgeable, articulate, honest, professional, concerned and resilient, to be a risk taker and to possess other intrapersonal skills including working in and leading teams.</i></p> <p>Kepimpinan, autonomi dan tanggungjawab <i>Kemahiran kepimpinan, autonomi dan tanggungjawab merujuk kepada keupayaan individu untuk bekerja dengan baik dengan orang lain dalam satu pasukan dan mengurus orang lain dalam peranan kepimpinan. Ia melibatkan pembuatan keputusan dan penetapan matlamat di peringkat organisasi yang berbeza. Individu itu harus bertanggungjawab, berkeyakinan, berpengetahuan, profesional, jujur, dan berdaya tahan, serta boleh bekerja secara berkesan dalam pasukan. Selain itu, ia memerlukan kemahiran interpersonal seperti menjadi pengambil risiko dan mempunyai kebolehan komunikasi yang kuat.</i></p>
9/10	<p>Personal and entrepreneurial skills <i>Personal skills are entrepreneurial skills that learners are expected to use daily. They are normally portrayed through enthusiasm for independent learning, intellectual and self-development, or by demonstrating confidence, self-control, social skills, proper etiquette and commitment to professionalism in the workplace. It also includes the capability to plan for career development or further education. Aspects of character, such as honesty, punctuality, time management, and keeping to and maintaining important deadlines in a work environment, are also important personal skills</i></p> <p>Kemahiran peribadi dan keusahawanan <i>Kemahiran peribadi dan keusahawanan merujuk kepada kemahiran hidup yang digunakan oleh individu setiap hari. Ini termasuk mempunyai semangat untuk pembelajaran bebas,</i></p>

	<p><i>pembangunan intelek dan diri, dan menunjukkan keyakinan, kawalan diri, kemahiran sosial, etika yang betul dan profesionalisme di tempat kerja. Ia juga melibatkan keupayaan untuk merancang pembangunan kerjaya atau pendidikan lanjutan. Aspek perwatakan, seperti kejujuran, ketepatan masa, pengurusan masa, dan memenuhi tarikh akhir penting dalam persekitaran kerja, juga merupakan kemahiran peribadi yang penting.</i></p>
<p>11</p>	<p>Ethics and professionalism <i>Ethics and values are important in personal, organizational, societal/community and global settings as they guide personal actions and interactions at work and within the community at large. Awareness/understanding and respect of ethical, social and cultural differences and issues are important in the exercise of professional skills and responsibilities comprising integrity, professional conduct (professionalism) and standards of conduct (e.g., upholding regulations, laws and codes of good practices or code of professional conduct). A sensitive approach in dealings with other cultures adds value to this learning domain.</i></p> <p>Etika dan profesionalisme <i>Etika dan profesionalisme merujuk kepada prinsip dan nilai yang membimbing tindakan peribadi dan interaksi di tempat kerja dan dalam komuniti. Ini termasuk memahami perbezaan dan isu etika, sosial dan budaya, mengekalkan integriti dan profesionalisme, dan menegakkan peraturan, undang-undang dan kod tingkah laku. Pendekatan sensitif dalam berurusan dengan budaya lain juga penting dalam domain pembelajaran ini.</i></p>

Appendix 2*Lampiran 2***LIST OF EVIDENCE** (Evidence that can be provided for portfolio assessment)**SENARAI BUKTI** ((Bukti yang boleh disediakan untuk penilaian portfolio))

Direct Evidence/ Bukti Langsung	Indirect Evidence/ Bukti Tidak Langsung
<p>Certificates/ Sijil You can provide copies of your qualification:</p> <ul style="list-style-type: none"> • School certificates/ Sijil persekolahan • Statement of results/ Slip keputusan • Courses completed at work/ Kursus yang diikuti di tempat kerja 	<p>Written records You can provide copies of:</p> <ul style="list-style-type: none"> • Diaries/ Diari • Records/ Rekod • Journals / Jurnal • Articles/Artikel
<p>Work samples You can provide samples of your work:</p> <ul style="list-style-type: none"> • Drawings or photographs / Lukisana tau gambar • Written materials / Bahan bertulis • Projects/projek • Objects/objek • Work of arts/kerja seni 	<p>Emails You can provide copies of email communications which verify:</p> <ul style="list-style-type: none"> • Customer feedback/maklumbalas pelanggan • Work activities/Work activities • Written skills/ Kemahiran bertulis
<p>Records of workplace activities You can provide documents that verify your work activities:</p> <ul style="list-style-type: none"> • Notes/Nota • Emails/Emel • Completed worksheets/Kertas kerja yang lengkap • Workplace agreements/Perjanjian kerja • Contracts/Kontrak 	<p>Supporting letters You can provide letters to verify your claim from:</p> <ul style="list-style-type: none"> • Employers/Majikan • Community groups/Community group • People you have worked with (paid and unpaid work)/ Individu yang anda pernah bekerja bersama (kerja dengan bayaran atau sukarela)
<p>Documents You can provide evidence that shows what you have done in your life:</p> <ul style="list-style-type: none"> • Media articles/ Artikel media • Meritorious awards/ Penganugerahan kepujian 	