

**APEL.Q-01 FORM  
APPLICATION TO IMPLEMENT APEL.Q**

**PART A: GENERAL INFORMATION ON THE HIGHER EDUCATION PROVIDER (HEP)**

1. Name of the Higher Education Provider:
2. Date of Establishment:
3. Reference Number on the Approval of Establishment:
4. Reference Number and the Approval Period of the Registration of the Institution:
5. Name, Title and Designation of the Chief Executive Officer:
6. Name, Title and Designation of the Liaison Officer:
7. Correspondence Address:
8. Telephone No.:
9. Fax No.:
10. Email:
11. Website:

**PART B: PROGRAMME INFORMATION**

1. Name of programme:
2. MQA full accreditation code:
3. The year the full accreditation was awarded:
4. Programme learning outcomes:
5. Course information:
  - category of courses
  - course code, course name and credit value
  - course learning outcomes
  - capstone course(s) *[this must be identified and stated by the HEP]*
6. Total credits of the programme:
7. Requirements for graduation:

**PART C: HEP'S COMMITMENT IN IMPLEMENTING APEL.Q**

1. Provision of an institutional policy on APEL.Q
  - Approval from HEP's Highest Academic Board/ Senate
2. Provision of resources (infrastructure, infostructure and human resources)
  - 2.1 Establishment of centralized university wide APEL Centre/Unit\* in managing APEL.Q
    - 2.1.1 Objectives and functions of the centre/unit
    - 2.1.2 Organisational chart of the centre/ unit
    - 2.1.3 Roles and responsibilities of the staff in the centre/unit

- 2.1.4 Capacity building (training and development) for staff, e.g. Administrator, Advisor, Assessor, Moderator etc. involved in APEL.Q
- 2.2 Infostructure to manage data relevant to APEL.Q
  - 2.2.1 Data related to the candidate's application, assessment, results and appeal
  - 2.2.2 Data related to the panel of advisors, assessors and moderators

*\*This centre/ unit can be collectively responsible for APEL.A and APEL.C matters*

## **PART D: MANAGEMENT OF APEL.Q APPLICATION**

1. Application process
  - 1.1. Confirmation of application from MQA
  - 1.2. Selection criteria and appointment of Advisors
  - 1.3. Advisory and counselling provided to learners
2. Registration process
  - 2.1. Completion of the registration form for APEL.Q at the institutional level
3. Assessment
  - 3.1. Selection criteria and appointment of Assessors
  - 3.2. Development of the assessment instruments (Portfolio, Field and Validation Visit and Challenge Test)
    - 3.2.1. Structure of the assessment instruments and its associated marking guide/ rubric
    - 3.2.2. Moderation process for assessment instruments
  - 3.3. Role of panel of assessors and moderators
  - 3.4. Assessment instruments
    - 3.4.1. Portfolio
    - 3.4.2. Field and Validation Visit
    - 3.4.3. Challenge Test
    - 3.4.4. Capstone course(s)
  - 3.5. Academic Committee/ Examination Committee/ Senate for deliberating and approving assessment results
  - 3.6. Appeal process
4. Monitoring and review of APEL.Q: stakeholders and the processes involved.
5. Integration of APEL.Q processes and procedures in the existing quality assurance framework of the HEP.

## **PART E: PILOT STUDY**

The HEP is required to identify at least ONE (1) candidate for the APEL.Q process and specify the intended programme of study.

### **Documents for submission (APEL.Q Application)**

Following are the required documents for the purpose of submission of application:

- a. APEL.Q-01 Form for HEP
- b. Assessment instruments:
  - i. Portfolio:
    - Portfolio Submission Form
    - Assessment Rubric for Portfolio
  - ii. Field and Validation Visit (FVV)
    - Evidence on the formal communication with the organisation where the FVV will be conducted
    - Checklist and rubrics of items to be assessed/ verified
  - iii. Challenge Test:
    - Process of construction of test questions
    - Test questions
    - Test Specification Table (TST)
    - Rubric/ Answer scheme
    - Evidence of moderation process for test questions
  - iv. Capstone course(s):
    - Course description/ synopsis
    - Course learning outcomes
    - Constructive alignment (Table 4 of MQA-02 documents)
    - Assessment questions, TST/ rubrics
- c. A sample of Malaysian Qualification Statement (MQS)

## **PART F: HEAD OF THE HEP'S DECLARATION**

I hereby declare that all of the information/ documents provided to support this application are authentic, true and accurate. I fully understand that the Malaysian Qualifications Agency (MQA) reserves the right to reject the application if the information or details given do not satisfy the requirements stated in the 'Guidelines to Good Practices: APEL for Award of Academic Qualifications [APEL.Q]'.

Signature :  
Name :  
Designation :  
Date :  
Official Stamp :

### **Note:**

- **If the HEP wants to apply for more than one program, please submit a separate APEL.Q-01 form for each programmes. For additional programme applications, Part C and D do not need to be completed.**
- **Please submit one (1) printed copy of APEL.Q-01 application(s).**
- **Please include hyperlinks to appendices on APEL.Q-01 softcopy form(s).**