

**PORTFOLIO SUBMISSION FORM
 APEL.A**

Recent photo

PART 1 : PERSONAL DETAILS

Full name					
Nationality					
NIRC/Passport No.					
Intended field of study					
Intended programme					
Level of study	Certificate	Diploma	Bachelor	Master	Doctorate
Reference number					

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

a) FORMAL LEARNING

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.

NO.	ACADEMIC QUALIFICATION	AWARDING BODY/ INSTITUTION	YEAR AWARDED	COMPETENCIES (Please tick ✓) (Please refer Appendix 2 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (Please refer to Appendix 1 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 *(start with the most recent)*

Learning which takes place continuously through life and work experiences. 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 2 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (Please refer 1 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 2 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (if any) (Please refer Appendix 1 for examples of evidence)
			1	2	3	4	5	6	7	8	
1.											
2.											
3.											
4.											

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

DRAFT

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 etc	ORGANISER	DATE OF COMPLETION	LENGTH (Hours/ Days/ Month)	WHAT I HAVE LEARNT/ACQUIRED (Please tick ✓) (Please refer Appendix 2 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (if any) (Please refer Appendix 1 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.																	

DRAFT

e) **SELF ASSESSMENT/REFLECTION**

For APELA application at T6, T7 or T8

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

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

For APEL.A application at T3, T4 or T5

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: <i>(Compulsory)</i>
Email address		
Relationship		

Name		
Position		
Organisation		
Phone number	OFFICE: <i>(Compulsory)</i>	MOBILE: <i>(Compulsory)</i>
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:

DRAFT

LIST OF EVIDENCE

Evidence that can be provided for application

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

List of skills on what I have learnt based on Malaysian Qualifications Framework Learning Outcome**1. Knowledge and understanding**

- Describe advanced and comprehensive, theoretical and technical knowledge and demonstrate relevant skills in a specialized field

2. Cognitive skills

- Demonstrate intellectual independence in the application of knowledge within specific field(s) by applying critical, analytical and evaluation skills in the field of study/work/practice.

Functional work skills:**3. Practical skills**

- Apply a range of essential methods and procedures to solving a broad range of complex problems. Review, make adjustments and supervise related practices and processes concerning.

4. Interpersonal and communication skills

- Convey ideas both in written or oral forms using appropriate and different forms of presentation, confidently, accurately and coherently in appropriate context in a well-structured manner to a diversity of audiences.

5. Digital and numeracy skills

- Use a broad range of information, media and technology applications to support study and/or work. Use and combine numerical and graphical/visual data for study/work.

6. Leadership, autonomy and responsibility

- Work autonomously, and show leadership and professionalism in managing responsibilities within broad organizational parameters. Undertake significant levels of work related responsibilities of others as well as self

7. Personal and entrepreneurial skills

- Demonstrate significant autonomy, independence, leadership, and interpersonal skills at work and class. Show substantial responsibility in planning, resource management, supervision and problem solving and managing work within own team and collaboratively with other teams especially in the context of complex application and unpredictable situations

8. Ethics and professionalism.

- Demonstrate adherence to legal, ethical and professional codes of practice. Demonstrate confidence to give advice and make decision(s) on complex issues based on critical reflections and ethical considerations

DRAFT