

**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** | : |  | **Diploma (T-4)** |  | **Degree (T-6)** |  | **Master (T-7)** |
| **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.

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| **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.

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| **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 to Appendix 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***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NO.** | **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\***  (Please refer to 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***

**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.

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| **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\***  (Please refer to 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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NO.** | **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.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**PART 3: SELF ASSESSMENT/REFLECTION**

***For APEL.A application at T6 or T7***

|  |
| --- |
| **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 T4***

|  |
| --- |
| **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 personal 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:**  *(Compulsory)* | **MOBILE:**  *(Compulsory)* |
| **Email address** | : |  | |
| **Relationship** | : |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | : |  | |
| **Position** | : |  | |
| **Organisation** | : |  | |
| **Phone number** | : | **OFFICE:**  *(Compulsory)* | **MOBILE:**  *(Compulsory)* |
| **Email address** | : |  | |
| **Relationship** | : |  | |

**PART 4: SELF DECLARATION**

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| --- |
| 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: |

**APPENDIX 1: LIST OF EVIDENCE**

Evidence that can be provided for application:

|  |  |
| --- | --- |
| **DIRECT EVIDENCE** | **INDIRECT EVIDENCE** |
| **Certificates**  You can provide copies of your qualification:   * School certificates * Statement of results * Courses completed at work | **Written Records**  You can provide copies of:   * Diaries * Records * Journals * Articles |
| **Work samples**  You can provide samples of your work:   * Drawings or photographs * Reports * Written materials * Projects * Objects * Work of arts | **E-mail**  You can provide copies of email communications which verify:   * Customer feedback * Work activities * Written skills |
| **Records of workplace activities**  You can provide documents that verify your work activities:   * Notes * Emails * Completed worksheets * Workplace agreeement * Contracts | **Supporting letters**  You can provide letters to verify your claim from:   * 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:   * Media articles * Meritoriuos Awards |  |

**APPENDIX 2: 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 substantialresponsibility in planning, resource management, supervision and problem solving and managing work within own team andcollaboratively 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.