ACCREDITATION OF PRIOR EXPERIENTAL LEARNING OF ACCESS

APEL.A

APEL.A LEARNER HANDBOOK

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1. **Definition of APEL.A**

APEL.A means Accreditation of Prior Experiential Learning. It is defined as a systematic process involving the identification, documentation and assessment of prior experiential learning that can be achieved through various means, including formal, informal and non-formal learning. The purpose is to determine the extent to which an individual has achieved the desired learning outcomes, for access to a programme of study and/or award of credits. APEL.A at Kuala Lumpur Metropolitan University College provides an opportunity for adult learners to gain recognition and earn academic credits for their prior learning. APEL.A assesses, recognizes and award credits for the individual's prior experiential learning gained either through non-formal or informal means by determining the extent to which the learner achieved the required learning/ competency outcomes for award of credit for a course. The prior experiential learning include relevant knowledge, skills and attitudes gained through training, family, life and work experiences, self-study and hobbies etc.

APEL.A definition in Malaysian Qualifications Framework (MQF): A verification process of an individual's achievement of a set of learning outcomes acquired through formal, informal and non-formal learning irrespective of time and place.

APEL.A definition in MQA document: Guidelines to Good Practices (GGP): Accreditation of Prior Learning: APEL.A is defined as a systematic process that involves identification, documentation and assessment of prior experiential learning, i.e., knowledge, skills and attributes, to determine the extent to which an individual has achieved the desired learning outcomes, for access to a programme of study and/or award of credits. APEL.A process generally involves the assessment of experiential learning, including those which have not previously been accessed or credit rated.

2. **Introduction of APEL.A**

Accreditation of Prior Experiential Learning for Access or known as APEL.A is used to assess prior experiential learning for admission to university programme.

3. APEL.A at Kuala Lumpur Metropolitan University College

Learners who wish to enroll their studies in a chosen program at Kuala Lumpur Metropolitan University College but lacking minimum academic requirements as stipulated in normal entry requirements may apply for entry using APEL.A assessment process for program at undergraduate and postgraduate level.

List of Master and Degree Programmes available at KLMUC:

- Master of Business Administration
- Bachelor of Arts (Hons) in Administrative Management
- Bachelor of Arts (Honours) in Human Resource Management
- Bachelor of Science (Hons) in Hotel and Restaurant Management
- Bachelor of Arts (Hons) in Graphic Design
- Bachelor of Arts (Hons) in Multimedia
- Bachelor in Information Technology (Honours)

4. APEL.A Admission Requirement

Programme at MQF Level 6

(Bachelor, Graduate Diploma and Graduate Certificate)

  i.   At least 21 years of age in the year of application
 ii.   Possess relevant work experience; and
iii.   Pass APEL.A assessment for Bachelors degree level.

Programme at MQF Level 7

(Master (by Coursework, Mixed Mode and Fully Research-based)

  i.   At least 30 years of age in the year of application;
 ii.   Possess at least STPM/Diploma/ equivalent qualification (or those wuth higher qualifications e.g. Graduate Certificate, Graduate Diploma);
iii.   Possess relevant work experience; and
 iv.   Pass APEL.A assessment for Master's level.

5. APEL.A Assessment

For Bachelor level, the APEL.A assessment comprises of

- Portfolio (70%)
- Aptitude Test (30%)

Learners have to pass each stage of the assessment depending on the instruments adopted for the respective MQF level.

For Master level, the APEL.A assessment comprises of

- Portfolio (40%)
- Aptitude Test (40%)
- Interview (20%)

Learners have to pass each stage of the assessment depending on the instruments adopted for the respective MQF level.

6. APEL.A Assessment – Bachelor Entry level

Aptitude Test

- Aptitude Test which is a formal examination will be conducted, which carries 30% of the total APEL.A assessment to Bachelor's level. The purpose of the Aptitude Test, as part of the APEL.A Assessment is to cater for numerical literacy, languages and general knowledge / critical thinking abilities of the candidate.
- The Aptitude Test consists of 40 Multiple Choice Questions (MCQs) and divided into 4 sections. The duration of this test is 2 hours.
- The candidate needs to get at least **20/40** to pass this assessment.

Sections	Questions Numbers	Areas	Topics	No of MCQ
A	1-10	Bahasa Melayu	-Pemahaman Teks -Tatabahasa -Peribahasa -Kata Sendi -Kata Adjektif -Perumpamaan -Pantun	10
B	11-20	Bahasa Inggeris	-Verbs conjugation -Grammar	10
C	21-30	Matematik	-Integers -Linear Equation -Probability -Algebra -Pie Chart	10

			-Percentage	
			-Round off	
			-Average	
			-Trigonometric	
D	31-40	Pengetahuan am	-Sejarah negara	10
			-Tokoh-tokoh di Malaysia	
Total				40

Portfolio Assessment

Applicant's Portfolio (either in Bahasa Malaysia or English) will be forwarded to APEL.A Centre for approval. Applicant will receive the decision within 20 working days of submitting the completed portfolio. If the committee is uncertain with the evidence presented in the portfolio, hence other form of assessments shall be carried out. This could be in the form of interview, presentation, demonstration, etc. The weightage of this Portfolio assessment is 70% of the total APEL.A assessment for Bachelor's level.

7. **APEL.A Assessment – Master Entry level**

   Aptitude Test

- An Aptitude Test is a formal examination in which the applicant must pass. It is the first assessment and has a weightage of 40% of the total APEL.A assessment for Master's level.
- The Aptitude Test consists of 2 parts, namely Part A and Part B. The duration of this test is 2 hours and 30 minutes.
- The candidate needs to get at least **50/100 marks** to pass this assessment.

PART A : This part consists of 75 Multiple Choice Questions (MCQs) divided in 4 sections as follows:

Sections	Questions Numbers	Areas	Topics	No of MCQ
A	1-13	Bahasa Melayu	-Pemahaman Teks -Tatabahasa -Peribahasa -Kata Sendi -Kata Adjektif -Perumpamaan -Ayat Tunggal, ayat majmuk	13
B	14-25	Bahasa Inggeris	-Identifying text -Idioms -Synonym antonym -Grammar -Verbs conjugation	12
C	26-50	Matematik	-Factorization -Standard form -Volume calculation -Logarithm -Algebra -Integers -Linear Equation -Probability -Pie Chart -Percentage -Round off -Average -Quadratic Equation -Trigonometric	25
D	51-75	Pengetahuan am	-Sejarah negara -Tokoh-tokoh di Malaysia -Parlimen Malaysia	25
Total				75

PART B : This part consists of 5 short essay questions.

Sections	Questions Numbers	Areas	Topics	Marks

A	76	Bahasa Melayu	-Huraian maksud pantun/peribahasa	5
B	77	Bahasa Inggeris	-Understanding verse	5
C	78	Matematik	-Linear equation	5
D	79	Pengetahuan am	-Opinion on certain issue	10
Total				25

Portfolio and Interview

After passing the Aptitude Test, the applicant can proceed with the preparation of portfolio, which must be prepared in English.

The portfolio assessment carries a weightage of 50% of the total APEL.A assessment or master's level. Applicants are required to present their portfolio to a panel of assessors for the applicant to explain the acquired learning in greater detail, which will be conducted in the form of an interview and carries 10% of total assessment weightage.

Applicants will be contacted by MQA to set the date of the portfolio presentation. The portfolio assessment process is expected to be completed within 30 working days from the date of submission.

8. **APEL.A Fees**

Levels	Fees (RM)
6	370
7	560

9. **DESCRIPTION OF LEARNERS' COMPETENCIES**

The required competencies for the APEL.A assessment are guided by the MQF clusters of learning outcomes. Therefore, the APEL.A assessments conducted by the MQA aims to ensure that applicants will have the following competencies:

i. Knowledge and understanding
ii. Cognitive skills
iii. Functional work skills with focus on:
      a. Practical skills
      b. Interpersonal and communication skills
      c. Digital and numeracy skills d. Leadership, autonomy and responsibility
iv. Personal and entrepreneurial skills
v. Ethics and professionalism.

Each of the competencies are described below:

i. **Knowledge and understanding**

Knowledge and understanding refers to a systematic understanding of facts, ideas, information, principles, concepts, theories, technical knowledge, regulations, numeracy, practical skills, tools to use, processes and systems.

It may relate to a subject, a field of study or discipline, as well as to technical and occupational or workplace aspects of knowledge and understanding. It starts with basic general knowledge and progress to varied, broader, specialized and advanced knowledge including those relating to sustainable practices, rules and regulations, health and safety, especially relevant to Technical and Vocational Education and Training (TVET) type of and even professional programmes.

The scope of knowledge should include the common everyday knowledge within the environment of learners. This may also be acquired through formal, informal and non-formal learning circumstances-experiences. Developing personal values and ethics may derive from knowledge and experiences. 6 Knowledge and understanding enables the learners to relate their prior knowledge in the course of learning and/or work, as well as to expand to related fields. Knowledge provides the basis for applications of all other competencies.

ii. **Cognitive skills**

Cognitive skills relate to 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, and applying, analyzing, problem solving as well as synthesising to create new ideas, solutions, strategies or new practices. Such intellectual skills enable the learner to search and comprehend new information from different fields of knowledge and practices.

iii. **Functional work skills**

a. **Practical skills**

These are generally work skills and operational skills applicable in common employment environment such as planning; organisational skills; selection of tools, material, technology methods and procedures, whilst in study context, it may include study skills and preparations, undertaking procedures, scientific skills, designs, research and so forth. It also includes specialised skills which are set by specific subject, discipline, technical or occupation-related work skills and professional practice which enhance professional competence. It should include safe and sustainable practices as well.

b. **Interpersonal and Communication skills**

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 organisations; networking with people of different cultures; as well as social skills/etiquette.

Communication skills refer generally to the ability to communicate/convey information/ideas/reports cogently and professionally in an appropriate language. The communication must be effective and in appropriate forms, in various medium, to a range of 7 audience and different situations. The ability to communicate in more than one language is encouraged.

c. **Digital and Numeracy skills**

Digital skills generally refer to the ability to use information/digital technologies to support work and studies. The skills include sourcing and storing information, processing data, using applications for problem solving and communication, as well as ethics in applying digital skills.

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 in study, work and daily life. It may include understanding of basic mathematics, symbols relating to statistical techniques and so forth.

d. **Leadership, autonomy and responsibility**

This cluster of skills refers to the ability of an individual to build relationships and work with teams made up of peers or in managerial capacities with varying degrees of autonomy to make decisions or setting goals at organisational/unit/team levels; to take responsibilities and provide accountability; to be confident, knowledgeable, articulate, honest, professional, concerned, resilient, a risk taker and possess other intrapersonal skills including working in, and leading teams.
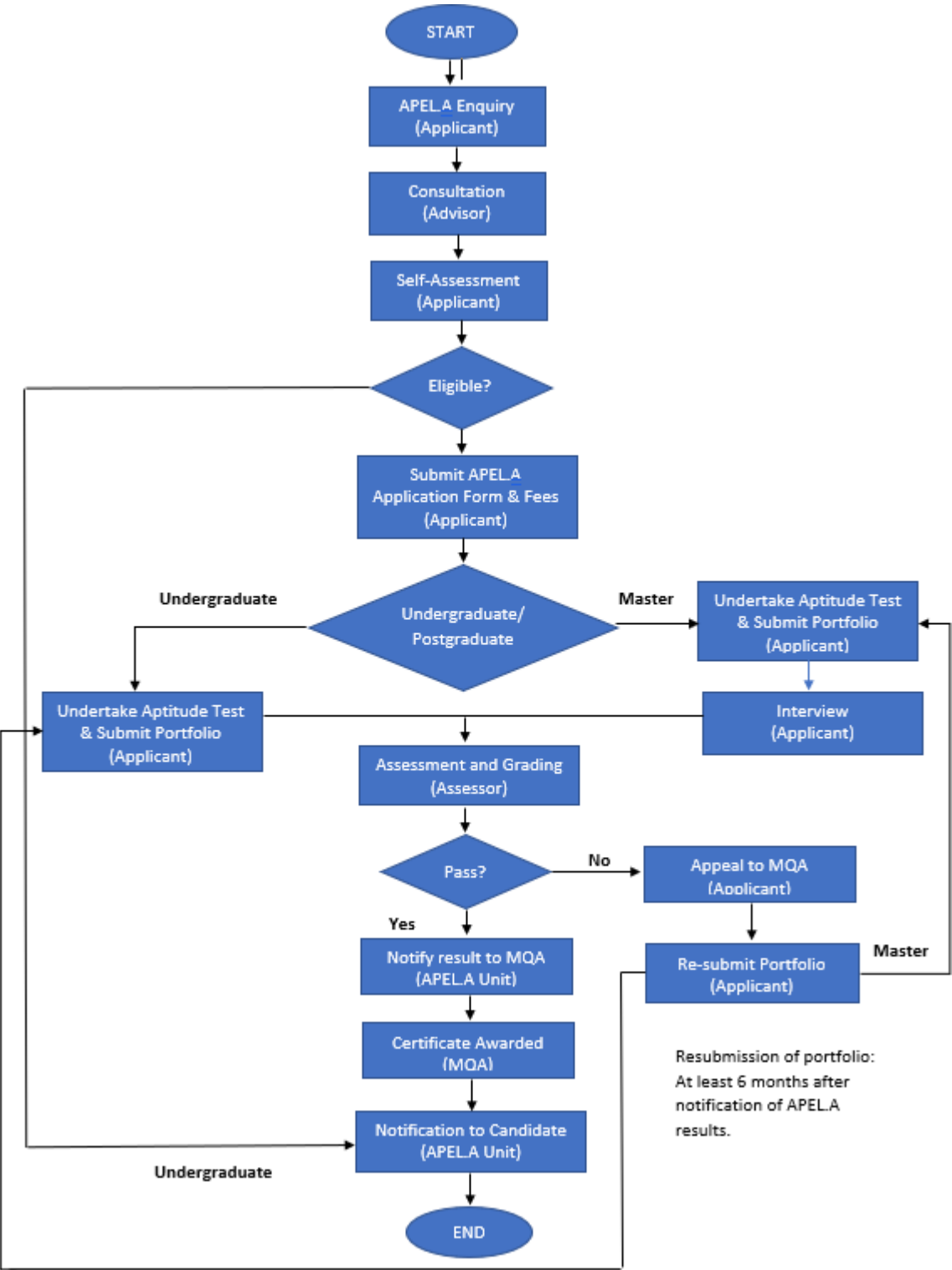
iv. **Personal and Entrepreneurial skills**

Personal skills are life skills that learners are expected to use daily. They are normally portrayed through enthusiasm for independent learning, intellectual and self-development; by demonstrating confidence, self-control, social skills and proper etiquette; and commitment to professionalism in the work place. It also includes capability to plan for career development or further education. Aspects of character such as honesty, punctuality, time management, keeping to and maintaining deadlines that are important in a work environment are also important personal skills.

Entrepreneurial skills require relevant knowledge, skills and expertise in key areas of an enterprise. Important personal qualities will include creativity, grit and drive. The drive to be an entrepreneur is set as personal skills but also requires the requisite of relevant knowledge, cognitive and functional skills.

v. **Ethics and Professionalism**

Ethics and values are important at personal, organisational, 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: integrity, professional conduct (professionalism), and standards of conduct such as 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.

10. APEL.A Application Process for Learners

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                        ┌─────────────┐
                        │    START    │
                        └──────┬──────┘
                               │
                        ┌──────▼──────┐
                        │ APEL.A Enquiry │
                        │  (Applicant)   │
                        └──────┬──────┘
                               │
                        ┌──────▼──────┐
                        │ Consultation │
                        │  (Advisor)   │
                        └──────┬──────┘
                               │
                        ┌──────▼──────┐
                        │Self-Assessment│
                        │  (Applicant)  │
                        └──────┬──────┘
                               │
                          ◇ Eligible? ◇
                               │
                        ┌──────▼──────┐
                        │ Submit APEL.A │
                        │Application Form & Fees│
                        │   (Applicant)  │
                        └──────┬──────┘
```

- START
- APEL.A Enquiry (Applicant)
- Consultation (Advisor)
- Self-Assessment (Applicant)
- Eligible?
- Submit APEL.A Application Form & Fees (Applicant)
- Undergraduate / Postgraduate

Master → Undertake Aptitude Test & Submit Portfolio (Applicant) → Interview (Applicant)

Undergraduate → Undertake Aptitude Test & Submit Portfolio (Applicant)

- Assessment and Grading (Assessor)
- Pass?
  - **No →** Appeal to MQA (Applicant) → Re-submit Portfolio (Applicant) **Master**
  - **Yes →** Notify result to MQA (APEL.A Unit)
- Certificate Awarded (MQA)
- Notification to Candidate (APEL.A Unit)
- **Undergraduate**
- END

Resubmission of portfolio: At least 6 months after notification of APEL.A results.

11. APEL.A Assessment Results

An official notification email to inform the results will be issued to the applicant. Applicants who have passed the APEL.A assessment will be awarded the APEL.A certification by MQA, which can be used to apply for admission into KLMUC program only.

12. Appeal or Re-sit

Applicants who failed any of the assessment instruments may appeal for a review of the results or apply for a re-sit. The applicant will be charged the appeal or re-sit fees published by MQA for each attempt.

Appeal:

The applicant who is not satisfied with the decision of the APEL assessment results can submit a written appeal to the PPA by providing the grounds for the appeal. The appeal must be submitted within one (1) week from the date of the official announcement of the result. A different Assessor will be appointed to evaluate the merit of the appeal.

Re-sit:

The applicant who failed the aptitude test can only re-sit the aptitude test for a maximum of 2 attempts. If the applicant still fails at the second attempt, the applicant must wait for a minimum of three (3) months before re-sitting for the test.

Applicants who have failed the portfolio assessment may resubmit the portfolio for assessment again. However, this re-submission can only be made at least 6 months after the date of notification ofAPEL.A results. Fees will be charged for appeals.

For APEL.A candidates Level 7 that fails a portfolio assessment or interview, the candidate is obliged to repeat both components of the assessment even if it fails only one of the components, with a repeat charge rate of RM170.00.

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APPLICATION FORM (BACHELOR LEVEL)

ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL.A)

FULL NAME (AS IN IC)			
CORRESPONDENCE ADDRESS			
IC NUMBER			
DATE OF BIRTH			
GENDER	Male / Female		
CONTACT NUMBERS	**HOME:**	**OFFICE:**	**MOBILE:**
	FAX:	**E- MAIL:**	
LEVEL AND FIELD OF STUDY APPLIED			
HIGHEST LEVEL OF ACADEMIC QUALIFICATION	**(PLEASE ENCLOSE A CERTIFIED COPY OF THE QUALIFICATION)**		

I hereby declare that all the information/documents provided to support this application are authentic, true and accurate. I fully understand that KLMUC reserves the right to reject my application if proven otherwise.

Signature:

Name:

Date:

This application is subject to the following conditions:	For Office Use

a. Non-refundable fee of **RM 370.00** is submitted in the form of online banking or cheque. Mode of payment:
     Payment by cheque or online banking:
     Payable to "COSMOPOINT SDN BHD"
     Bank Name: Maybank
     Bank Account No: 014299120661
 Once the money is transferred, kindly scan the receipt/bank-in slip and email to us (APEL.A@klmuc.edu.my).
 b. The applicant gives permission to the Management of KLMUC to make references to and use the information or data in this application as may be deemed necessary.
 c. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified translation in full.
 d. Applicant will be subjected to an Aptitude Test and submission of Portfolio.
	Processed by:
	
	 Reference number:
	
	 Date:

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KUALA LUMPUR METROPOLITAN UNIVERSITY COLLEGE

APPLICATION FORM (MASTER LEVEL)

ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL.A)

FULL NAME (AS IN IC)				
CORRESPONDENCE ADDRESS				
IC NUMBER				
DATE OF BIRTH				
GENDER	Male / Female			
CONTACT NUMBERS	**HOME:**	**OFFICE:**		**MOBILE:**
	FAX:		**E- MAIL:**	
LEVEL AND FIELD OF STUDY APPLIED	**MASTER**	**FIELD OF STUDY; BUSINESS/IT/EDUCATION /MANAGEMENT/ARTS/OTHERS (SPECIFY)**		
HIGHEST LEVEL OF ACADEMIC QUALIFICATION	STPM/HSC/A-LEVEL/ DIPLOMA/EQUIVALENT (ENCLOSE A CERTIFIED COPY OF THE QUALIFICATION)			

I hereby declare that all the information/documents provided to support this application are authentic, true and accurate. I fully understand that KLMUC reserves the right to reject my application if proven otherwise.

Signature:

Name:

Date:

This application is subject to the following conditions:	For Office Use
a. Non-refundable fee of **RM 560.00** is submitted in the form of online banking or cheque. Mode of payment: Payment by cheque or online banking: Payable to "COSMOPOINT SDN BHD" Bank Name: Maybank Bank Account No: 014299120661 Once the money is transferred, kindly scan the receipt/bank-in slip and email to us (apel@klmuc.edu.my). b. The applicant gives permission to the Management of KLMUC to make references to and use the information or data in this application as may be deemed necessary. c. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified translation in full. d. Applicant will be subjected to an Aptitude Test and submission of Portfolio.	Processed by: Reference number: Date:

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PORTFOLIO FOR BACHELOR PROGRAMME

ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL.A)

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PART 1: PERSONAL PARTICULARS

FULL NAME	
IC NUMBER	
INTENDED FIELD OF STUDY /PROGRAMME	
REFERENCE NUMBER (Provided by KLMUC)	

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

a) CERTIFICATED LEARNING / FORMAL LEARNING

				COMPETENCIES (please tick √)			
YEAR AWARDED	TITLE OF CERTIFICATION	LEVEL OF THE AWARD (CERTIFICATE / DIPLOMA / DEGREE)	AWARDING BODY	GENERIC	NUMERICAL	LANGUAGE	ICT
1.							
2.							
3.							
4.							
5.							

b) EXPERIENTIAL LEARNING

NAME OF EMPLOYER / SELF EMPLOYED	ADDRESS OF EMPLOYER	TIME SERVED (MONTH & YEAR)		POSITION HELD	JOB ROLES / PERFORMED (Please tick √) 1: OPERATIONAL; 2: MANAGERIAL		
		From	To		1	2	OTHER (Please specify)
1.							
2.							
3.							
4.							
5.							
6.							

EMPLOYMENT HISTORY
A description of the associate of evidence and knowledge, competency, performance or experience:

c) OTHER LEARNING SKILLS / ACTIVITIES

OTHER 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 (Please tick √ which apply) (Please refer **Appendix 2** for list of skills on what I have learnt)							
		1.	**2.**	**3.**	**4.**	**5.**	**6.**	**7.**	**8.**
1.									
2.									
3.									
4.									

d) LANGUAGE SKILLS

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

e) SELF ASSESMENT / REFLECTION (Compulsory)

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

1. **Why do you want to study?** *(Min 100 words)*

2. **Write your experience** *(Min 150 words)*

PART 3: EVIDENCE OF LEARNING

a) **LIST OF ITEMS PROVIDED** (Please refer **Appendix 1** for list of evidence).

NO.	TITLE OF ITEM
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

b) REFEREES (Relevant to work situation)

NAME		
POSITION		
ORGANIZATION		
PHONE NUMBER	OFFICE: (Compulsory)	MOBILE:
EMAIL ADDRESS		
RELATIONSHIP		

NAME		
POSITION		
ORGANIZATION		
PHONE NUMBER	OFFICE: (Compulsory)	MOBILE:
EMAIL ADDRESS		
RELATIONSHIP		

PART 4: SELF DECLARATION

I hereby declare that all the information / documents provided to support this portfolio are authentic, true and accurate. I fully understand that KLMUC reserves the right to reject my application if proven otherwise.

Signature:

Name:

Date:

This application is subject to the following conditions:
a. The applicant gives permission to the Management of Kuala Lumpur Metropolitan University College (KLMUC) to make references to and use the information or data in this application as may be deemed necessary.
b. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified translation in full.
c. The certification applied for is designed to meet requirements set by the Malaysian Qualifications Agency (MQA). Admission to KLMUC Academic Programme applied for, using this APEL.A Certificate is subject to the Academic Regulations approved by KLMUC.
d. Non-refundable APEL.A fee of RM 250.00 is submitted. Do not send cash.

CHECKLIST	YES	/ NO	FOR OFFICE USE ONLY
			Verification:
Application Fee (payment Slip)			☐ **Approve**
Photocopy IC			☐ **Disapprove**
Certified Certificates / Documents			
Resume			Signature :
2 recent passport size photo			Name :
			Date :

LIST OF EVIDENCE

Evidence that can be provided by the applicant

- Please include the copy of evidence as part of your portfolio (compile portfolio & evidence into one file / binding).

Direct Evidence	Indirect Evidence
Certificates You can provide copies of your qualifications; • School certificates • Statement of results / transcripts • 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 communication 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 agreement • Contacts	**Supporting letters** You can provide letters to verify your claim from; • Employers • Community group • People you have worked with (paid and unpaid work)
Documents You can provide evidence that shows what you have done in your life; • Media articles • Meritorious awards	**Others** You can provide evidence which verify your; • Hobbies • Voluntary work • Activity / Society
Training / Workshop • Course / workshop attended	**Resume** Please provide your resume

List of skills on what I have learnt based on 8 Learning Outcome Domains.

1. Knowledge

2. Practical skills

3. Social skills and responsibilities

4. Values, attitudes and professionalism

5. Communication, leadership and team skills

6. Problem solving and scientific skills

7. Information management and lifelong learning skills

8. Managerial and entrepreneurial skills

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PORTFOLIO FOR MASTER LEVEL

ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL.A)

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PART 1: PERSONAL PARTICULARS

FULL NAME	
IC NUMBER	
INTENDED FIELD OF STUDY /PROGRAMME	
REFERENCE NUMBER (Provided by KLMUC)	

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

a) **CERTIFICATED LEARNING / FORMAL LEARNING**

TITLE OF CERTIFICATION	LEVEL OF THE AWARD (CERTIFICATE / DIPLOMA / DEGREE)	AWARDING BODY / INSTITUTION	DURATION OF STUDY (MONTHS / YEARS)	YEAR AWARDED	LABEL AND ATTACHED EVIDENCE
e.g STPM	Certificate	Majlis Peperiksaan Malaysia (MPM)	2 Years	1995	e.g Appendix 1 (STPM certificate)
1.					
2.					
3.					

b) EXPERIENTIAL LEARNING / INFORMAL LEARNING
   (I)   EMPLOYMENT HISTORY

A description of the associate of evidence and knowledge, competency, performance or experience.

NAME OF EMPLOYER / SELF EMPLOYED	ADDRESS OF EMPLOYER	TIME SERVED (MONTH & YEAR)		POSITION(S) HELD	Job Roles/ Performed (Please tick √) No 1: Operational No 2: Managerial No 3: Others (Please specify)			BRIEF JOB DESCRIPTIONS
					1	2	3	
e.g 1 : XYZ Company	No. 123, Ukay Perdana	May 2001	June 2006	Supervisor	√			
1.								
2.								
3.								
4.								
5.								
6.								

b) EXPERIENTIAL LEARNING / INFORMAL LEARNING
(II)   OTHER LEARNING ACTIVITIES

OTHER ACTIVITIES	YEAR	ACTIVITIES	WHAT HAVE I LEARNT							
This may include your hobbies / sports / recreation / social / community service / training given / consultancy services or other activities which might be relevant to the competencies.			Please tick (√) which apply. (Please refer Appendix 2 for the list of skills)							
			1	2	3	4	5	6	7	8
e.g: Marshall of Local Cycling Club	1990 - PRESENT	Planning and Managing Club Activities			√		√			

c) EXPERIENTIAL LEARNING/ NON FORMAL LEARNING
(III)   TRAINING/SEMINAR/WORKSHOP

NAME / TITLE OF TRAINING OR COURSE	LOCATION	DATE	LENGTH (Hours / Days / Month)	DESCRRIPTION OF KNOWLEDGE / SKILLS ACQUIRED	WHAT HAVE I LEARNT Please tick (√) which apply. (Please refer Appendix 2 for the list of skills)							
					1	2	3	4	5	6	7	8
e.g : 5S Workshop	Grand Seasons Hotel, Kuala Lumpur	3rd March 2006	2 days	Basics of 5S, managing 5S Practices			√		√			
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												

d) LANGUAGE COMPETENCY (please tick √ on the appropriate box)

LANGUAGE	1: POOR; 2: AVERAGE; 3: GOOD; 4: EXCELLENT											
	READING				SPEAKING				WRITING			
	1	2	3	4	1	2	3	4	1	2	3	4
1. BM												
2.												
3.												
4.												

e) SELF ASSESSMENT/REFLECTION (Compulsory)

1. Why do you want to pursue this chosen area 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?

E.g:
I intend to pursue an MBA in General Management. I have risen from "rank a file" to a managerial post after more than 20 years of working experience. I need to improve my qualifications for a better career path. I believe that I have gathered enough hands-on experience in the supervisory filed that will help me to successfully complete the programme. HoweverI need to learn the theories relevant to management and for that reason I'm really interested to enroll this programme.

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

NAME	
POSITION	
ORGANIZATION	
PHONE NUMBER	OFFICE: MOBILE: (Compulsory)
EMAIL ADDRESS	

NAME	
POSITION	
ORGANIZATION	
PHONE NUMBER	OFFICE: MOBILE: (Compulsory)
EMAIL ADDRESS	

PART 4: SELF DECLARATION

I hereby declare that all the information/documents provided to support this portfolio are authentic, true and accurate. I fully understand that KLMUC reserves the right to reject my application if proven otherwise.

Signature:

Name:

Date:

This application is subject to the following conditions:

a. The applicant gives permission to the Management of Kuala Lumpur Metropolitan University College (KLMUC) to make references to and use the information or data in this application as may be deemed necessary.
b. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified translation in full.
c. Upon submission of a complete portfolio, you will be requested to attend an interview session.

CHECKLIST	**YES / NO**		**FOR OFFICE USE ONLY**
			Verification:
Application Fee (payment Slip)			**Approve**
Photocopy IC			**Disapprove**
Certified Certificates / Documents			
Resume			Signature :
2 recent passport size photo			Name :
			Date :

Appendix A

LIST OF EVIDENCE
Evidence that can be provided by the applicant
- Please include the copy of evidence as part of your portfolio (compile portfolio & evidence into one file / binding).

Direct Evidence	Indirect Evidence
Certificates You can provide copies of your qualifications; • School certificates • Statement of results / transcripts • 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 communication 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 agreement • Contacts	**Supporting letters** You can provide letters to verify your claim from; • Employers • Community group • People you have worked with (paid and unpaid work)
Documents You can provide evidence that shows what you have done in your life; • Media articles • Meritorious awards	**Others** You can provide evidence which verify your; • Hobbies • Voluntary work • Activity / Society
Training / Workshop • Course / workshop attended (please add course learning outcomes in the portfolio)	**Resume** Please provide your resume

Appendix B

ASSESSMENT DOMAINS

Declare and match which domains you have achieved from the informal and non-formal learning.

1. Knowledge
2. Practical Skills
3. Social Skills and Responsibilities
4. Values, Attitudes and Professionalism
5. Communications, Leadership and Team Skills
6. Problem Solving Skills
7. Information and Life Long Learning Skills
8. Managerial and Entrepreneurial Skills