



APEL.A

LEARNER HANDBOOK

Accreditation of Prior Experiential Learning of Access

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1 INTRODUCTION TO APEL.A

APEL.A stands for 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 (from academic institutions), informal (from training/educational organizations), and non-formal learning (self-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.

The 7 core principles of APEL in Malaysia are as follows:

1. Prior experiential learning should be recognized regardless of how and where it was obtained, provided it is related to learning or; a form of acquisition's competency.
2. Assessment will be based on authentic, flexible, current, and reliable evidence.
3. Assessment will be conducted by practitioners/experts in the subject, in the related field.
4. The method of assessment will be tailored to the level and experience of the learners, thus providing an opportunity for learners to demonstrate their acquired competencies.
5. Decisions of APEL should be transparent to be appealed and reviewed.
6. Information and support services will be actively publicized, considering the student's diversity.
7. Quality assurance mechanisms should be clear and transparent.

At KLMUC, APEL.A provides an opportunity for adult learners to gain recognition for their prior learning, which includes relevant knowledge, skills, and attitudes gained through training, family life, work experiences, self-study, hobbies, etc. Upon successful assessment, working professionals or those with significant life experience could enroll in an academic programme and enhance their academic credentials.

APEL.A involves a rigorous assessment process where the evidence of prior learning and experience such as portfolios, certificates and testimonials will be evaluated by the KLMUC assessors. Therefore, applicants must ensure that the necessary documents are diligently compiled and submitted to substantiate the application and facilitate the review process. The panel of assessors at KLMUC will perform a thorough and accurate evaluation of the applicant's competencies in alignment with the academic standards and requirements of the intended programme of study.

Applicants must be aware that the APEL.A certification only serves as an indication of the competencies and readiness of the applicant to pursue a particular programme of study, it does not guarantee admission to KLMUC. The certification can only be used for applicants who wish to advance their studies in the chosen field, which should be pertinent to their prior learning. Should the applicant decide to enroll in a programme, the admission requirements and procedure of KLMUC must be adhered to. The programmes currently offered at KLMUC are as below:

- Master of Business Administration
- Bachelor of Business Management (Honours)
- Bachelor in Human Resource Management (Honours)
- Diploma in Business Management
- Diploma in Human Resource Management
- Diploma in Early Childhood Education

While APEL.A certification allows entry into an academic programme, it is not comparable to the knowledge and competencies of the programme. Thus, applicants shall not use the certificate for job seeking purposes.

3 ADMISSION REQUIREMENTS

Applicants must comply with the following requirements:

Master's Degree Programme (T7)

- At least 30 years of age in the year of application.
- Possess at least an STPM/Diploma/equivalent qualification (or those with higher qualifications, e.g., Advanced Diploma, Graduate Certificate, Graduate Diploma).
- Possess relevant work experience.
- Passed the APEL.A assessment for Master level.

Bachelor's Degree Programmes (T6)

- At least 21 years of age in the year of application.
- Possess relevant work experience.
- Passed the APEL.A assessment for Bachelor level.

Diploma Programmes (T4)

- At least 20 years of age in the year of application.
- Possess relevant work experience.
- Passed the APEL.A assessment for Diploma level.

4 FEES

There are 3 types of fees (wherever applicable) that may be imposed by the KLMUC APEL Centre, i.e. Application Fees, Re-sit Fees and Appeal Fees. These fees are regulated by MQA.

Item	Master (T7)	Bachelor (T6)	Diploma (T4)
Aptitude Test	RM200	RM180	RM155
Portfolio	RM100	RM100	
Interview	RM160	-	-
Management of Assessment Materials	RM40	RM30	RM25
Processing Fee	RM60	RM60	RM60
TOTAL	RM560	RM370	RM240

The assessment instruments that will be used to assess the prior experiential learning of applicants consist of a combination of the following instruments, depending on the level of study:

- **Aptitude Test (Master, Bachelor & Diploma)**

It is a test to assess the readiness of the applicant to commence his/her tertiary education and not whether he/she is able to follow through with the entire programme of study. The assessment components comprise Bahasa Malaysia Language, English Language, Numerical Literacy and General Knowledge + Critical Thinking + Digital Literacy.

Applicants are required to sit for the Aptitude Test at the time, date and place scheduled by KLMUC APEL Centre. For international applicants, expatriates and their family members:

- The Bahasa Malaysia Language component will not be tested. The number of questions omitted under the Bahasa Malaysia Language component will be added to the English Language component.
- Under General Knowledge, the section on current issues will focus on issues in the global context.

- **Portfolio (Master, Bachelor & Diploma)**

It is a formal document that contains a compilation of evidence documenting prior experiential learning of the applicant acquired over a period of time. This type of learning may be in the form of formal, informal or non-formal learning. The portfolio is prepared by the applicant to demonstrate that the learning acquired is relevant and specific to the five clusters of learning outcomes outlined in the MQF:

- a) Knowledge and understanding
- b) Cognitive skills
- c) Functional work skills with focuses on:
 - i. practical skills
 - ii. interpersonal and communication skills
 - iii. digital and numeracy skills
 - iv. leadership, autonomy and responsibility
- d) Personal and entrepreneurial skills
- e) Ethics and professionalism

Any forms of learning claimed and acquired by the applicant must be supported with documentary evidence, be it direct or indirect evidence such as appointment letters and testimonies from employers/clients/colleagues. However, applicants should be selective in choosing clear and concise evidence which have direct relevance to the learning acquired.

All evidence must be organized and presented based on the identified formal, informal and non-formal learning in a portfolio form as indicated in Appendix 4 (for Master), Appendix 5 (for Bachelor) and Appendix 6 (for Diploma). In the portfolio form, applicants must carefully match their prior learning to the stated MQF competencies. The completed portfolio form and its associated evidence must be submitted in a softcopy format.

- **Interview (Only Master)**

For Master level, applicants will undertake an interview assessment upon successful completion of the portfolio assessment. This is a structured oral interview-based assessment to assess the applicant’s skills and knowledge/competencies to undertake tertiary studies.

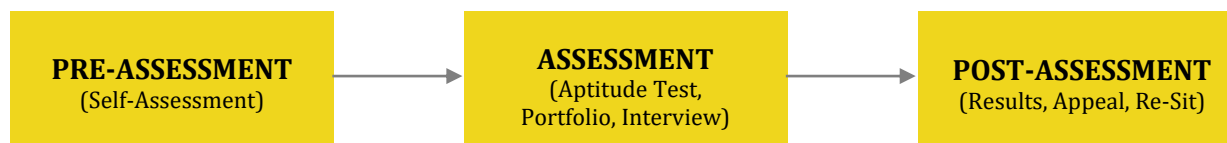
The assessment weightage is as below:

Instrument	Master (T7)	Bachelor (T6)	Diploma (T4)
	Weightage	Weightage	Weightage
Aptitude Test	40%	30%	100%
Portfolio	40%	70%	-
Interview	20%		

6 APEL.A APPLICATION FOR MASTER'S DEGREE (T7)

APEL.A T7 certification determines the eligibility of an applicant to apply for admission into a Master's degree programme at KLMUC. The assessment process may take an approximate duration of 2 to 4 months. Therefore, the applicants are recommended to apply 6 months prior to the date of admission into the desired programme at KLMUC.

In general, the process involves 3 main stages:



a) Pre-Assessment (Self-Assessment)

Before deciding to undertake the APEL.A assessment, applicants must be aware that it is a highly individualised process which will require the use of their skills, such as self-motivation, reflection and time management. Applicants must first ensure that the basic admission requirements stipulated in Section 3 are met, i.e., age and academic qualifications requirements. Applicants must also assess the relevancy of their prior learning experience. This is to determine whether their prior learning experience correlates with the competencies stipulated in Section 5.

If applicants feel that they have the capability and are prepared to undertake the Master programme, then they may proceed to apply for the APEL.A on the MQA APEL portal. If assistance is needed, applicants may contact the KLMUC APEL Centre. Once the application is processed by MQA, applicants are required to complete the registration with KLMUC APEL Centre. The fees (RM560) shall be made payable to:

Company Name : **UNITAR Education Sdn Bhd**
Bank Name : **Maybank**
Bank Account No. : **014299120661**

Applicants will then need to submit following documents to KLMUC APEL Centre:

- i. Payment slip
- ii. I/C or Passport (certified true copy*)
- iii. STPM or equivalent or Diploma with full transcript (certified true copy*)

* Documents must be certified by a Group A Government Officer (Grade 41 above) /Principal/Headmaster/Senior Assistant Teacher/Elected Representative/District Officer/Village Head/JKKK (Village Development and Security Committee) Chairman/Community Leader/Native Chief/Commissioner for Oaths.

b) Assessment (Aptitude Test, Portfolio, Interview)

- i. Upon submission of complete documents, applicants will be contacted for Aptitude Test, of which competency level is equivalent to the first year of the Bachelor’s Degree.
- ii. Applicants will be given 2 hours 30 minutes to complete the Aptitude Test which consists of 75 Multiple Choice Questions (MCQs) and 5 short essay questions:

Part	Section	Question Number	Area	No. of MCQs
A	A	1-13	Bahasa Malaysia	13
	B	14-25	English Language	12
	C	26-50	Mathematics	25
	D	51-75	General Knowledge/ Critical Thinking	25
Total				75
B	5 short essay questions			

- iii. After passing the test, applicants may proceed with the portfolio preparation (in English). Applicants must be mindful that all supporting documents especially certificates must be certified true copy by authorized personnel.
- iv. After submission of portfolio and supporting documents, applicants will be contacted regarding their portfolio presentation date.
- v. Applicants will be interviewed to present their portfolios to a panel of assessors to explain their acquired learning in detail.
- vi. The portfolio assessment process is to be completed within 30 working days from the submission date.

c) Post-Assessment (Results/Appeal/Re-Sit)

i. Assessment Results

- Upon completion of assessments, KLMUC APEL Centre will notify applicants of the results via email and submit the results to MQA.
- MQA will confer APEL.A certificate which displays the name of the institution, the MQF level of the programme and the related discipline.
- The certificate can be self-collected at MQA office, via postal delivery, or collected by an authorized representative. Please refer to the MQA website on the latest updates: <https://www2.mqa.gov.my/portalapela/makluman.cfm>
- Applicants may submit the APEL.A certificate to KLMUC Registrar's Office for admission into the Master programme.

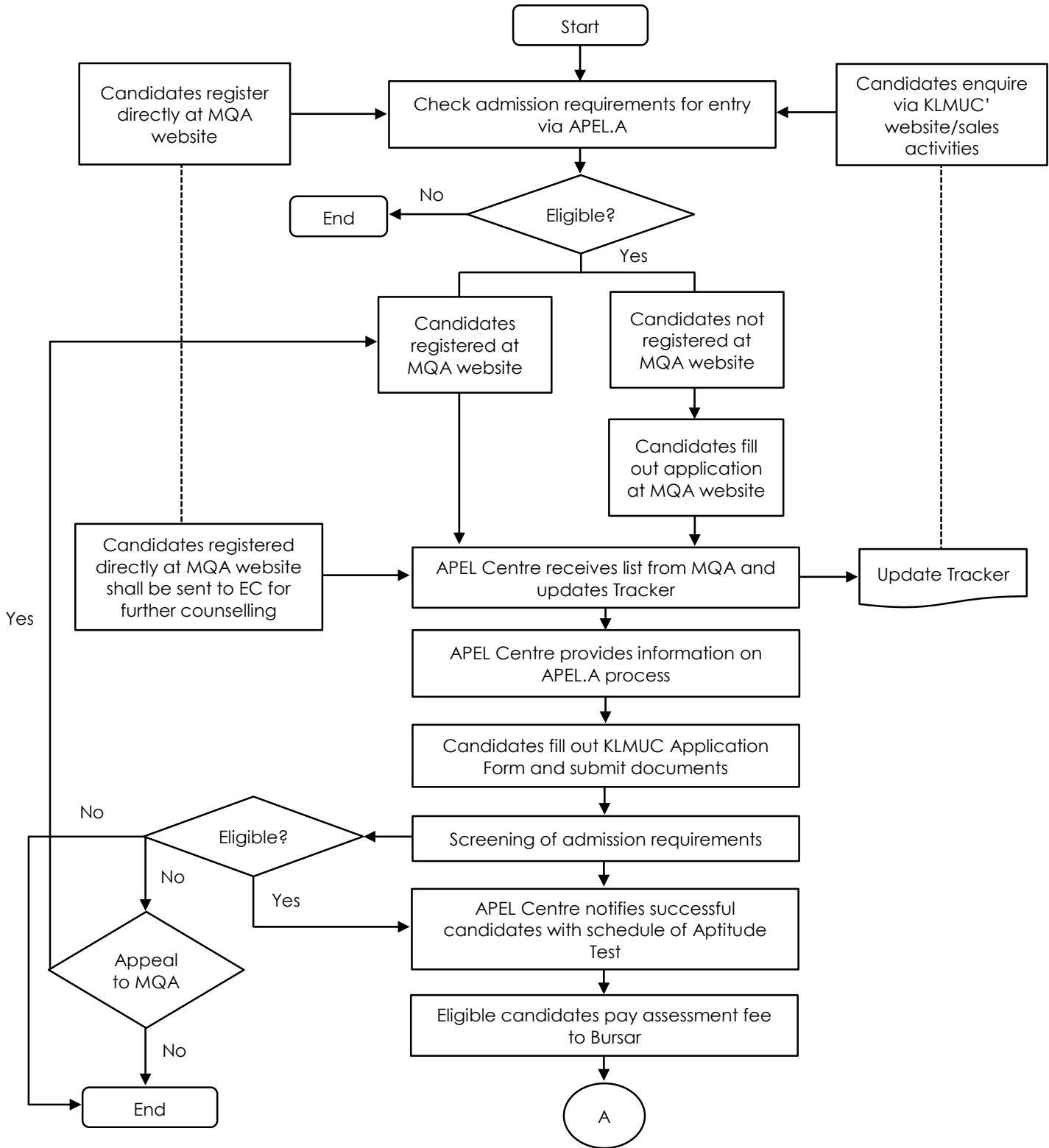
ii. Appeal

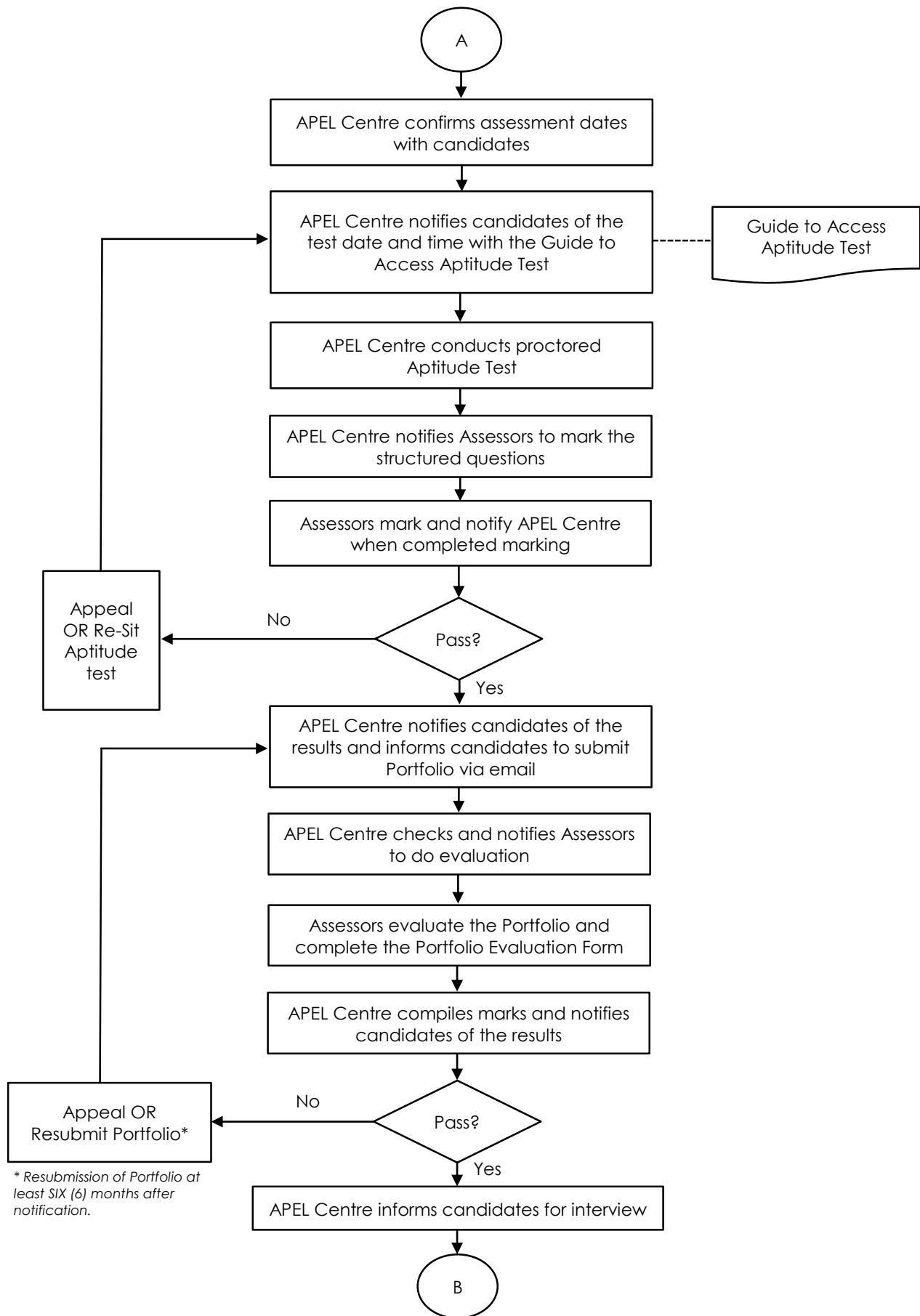
- Applicants who are not satisfied with the decision of the APEL assessment result can submit a written appeal to KLMUC APEL Centre by providing the grounds for the appeal.
- The appeal must be submitted within 1 week from the date of the official announcement of the result.
- A different Assessor will be appointed to evaluate the merit of the appeal.
- Fees will be charged for appeals (refer to Section 4).

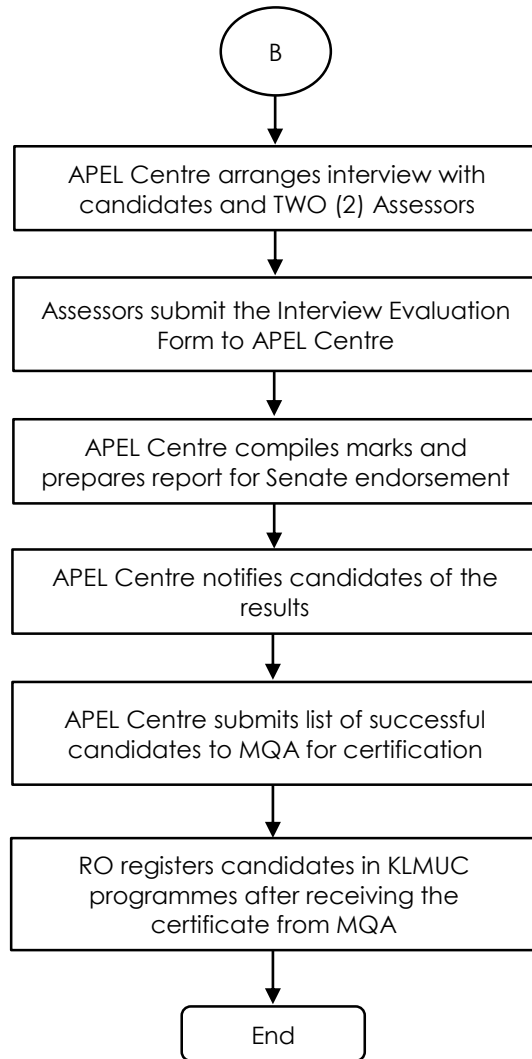
iii. Re-Sit

- Applicants who failed the Aptitude Test may apply for a re-sit for a maximum of 2 attempts. If the applicant still fails at the second attempt, the applicant must wait for a minimum of 3 months before attempting for the third time.
- Applicants who failed the portfolio assessment may resubmit the portfolio for another assessment. However, the re-submission can only be made at least 6 months after the date of notification of APEL.A result.
- Fees will be charged for re-sits (refer to Section 4).

APPLICATION PROCESS FLOW FOR APEL.A MASTER LEVEL (T7)



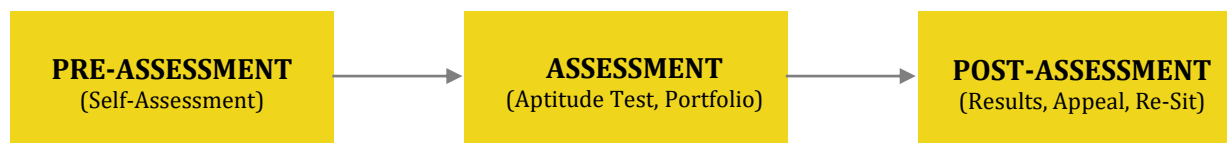




7 APEL.A APPLICATION FOR BACHELOR'S DEGREE (T6)

APEL.A T6 certification determines the eligibility of an applicant to apply for admission into a Bachelor's degree programme at KLMUC. The assessment process may take an approximate duration of 2 to 4 months. Therefore, the applicants are recommended to apply 6 months prior to the date of admission into the desired programme at KLMUC.

In general, the process involves 3 main stages:



a) Pre-Assessment (Self-Assessment)

Before deciding to undertake the APEL.A assessment, applicants must be aware that it is a highly individualised process which will require the use of their skills, such as self-motivation, reflection and time management. Applicants must first ensure that the basic admission requirements stipulated in Section 3 are met, i.e., age and academic qualifications requirements. Applicants must also assess the relevancy of their prior learning experience. This is to determine whether their prior learning experience correlates with the competencies stipulated in Section 5.

If applicants feel that they have the capability and are prepared to undertake the Bachelor programme, then they may proceed to apply for the APEL.A on the MQA APEL portal. If assistance is needed, applicants may contact the KLMUC APEL Centre. Once the application is processed by MQA, applicants are required to complete the registration with KLMUC APEL Centre. The fees (RM370) shall be made payable to:

Company Name : **UNITAR Education Sdn Bhd**
Bank Name : **Maybank**
Bank Account No. : **014299120661**

Applicants will then need to submit following documents to KLMUC APEL Centre:

- i. Payment slip
- ii. I/C or Passport (certified true copy*)
- iii. SPM or Year 11 equivalent (certified true copy*)

* Documents must be certified by a Group A Government Officer (Grade 41 above) /Principal/Headmaster/Senior Assistant Teacher/Elected Representative/District Officer/Village Head/JKKK (Village Development and Security Committee) Chairman/Community Leader/Native Chief/Commissioner for Oaths.

b) Assessment (Aptitude Test, Portfolio)

- i. Upon submission of complete documents, applicants will be contacted for Aptitude Test, of which competency level is equivalent to SPM or Year 11.
- ii. Applicants will be given 2 hours to complete the Aptitude Test which consists of 40 Multiple Choice Questions (MCQs):

Section	Question Number	Area	No. of MCQs
A	1-10	Bahasa Malaysia	10
B	11-20	English Language	10
C	21-30	Mathematics	10
D	31-40	General Knowledge/Critical Thinking	10
Total			40

- iii. After passing the test, applicants may proceed with the portfolio preparation (either in Bahasa Malaysia or English).
- iv. The submitted portfolio will then be assessed by the appointed assessors.
- v. If the assessor is unclear about the evidence presented in the portfolio, another form of evaluation shall be carried out (such as an interview, presentation, demonstration, etc).
- vi. Applicants will receive the decision within 20 working days upon submission of the completed portfolio.

c) Post-Assessment (Results/Appeal/Re-Sit)

i. Assessment Results

- Upon completion of assessments, KLMUC APEL Centre will notify applicants of the results via email and submit the results to MQA.
- MQA will confer APEL.A certificate which displays the name of the institution, the MQF level of the programme and the related discipline.
- The certificate can be self-collected at MQA office, via postal delivery, or collected by an authorized representative. Please refer to the MQA website on the latest updates: <https://www2.mqa.gov.my/portalapela/makluman.cfm>
- Applicants may submit the APEL.A certificate to KLMUC Registrar's Office for admission into the Bachelor programme.

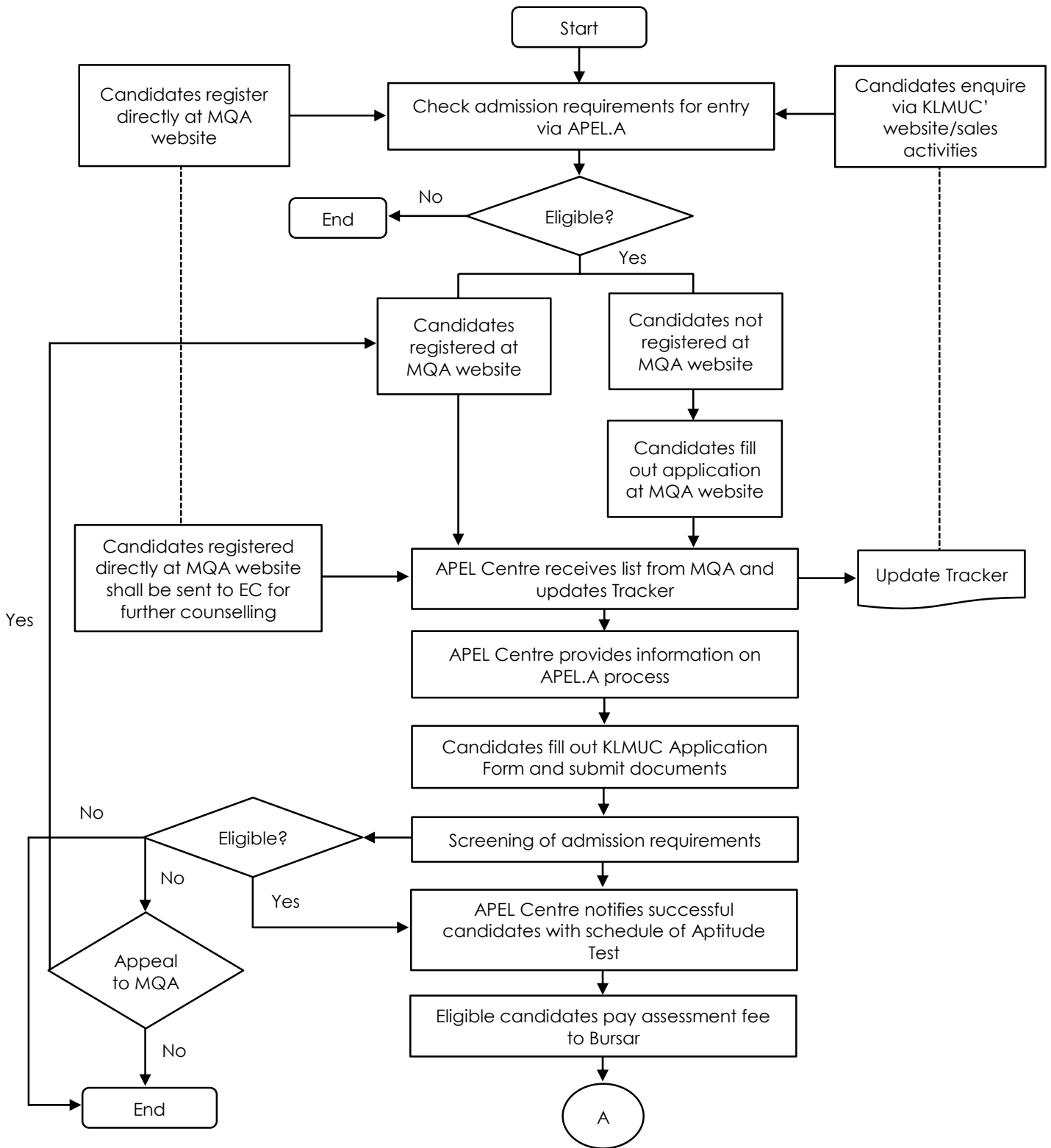
ii. Appeal

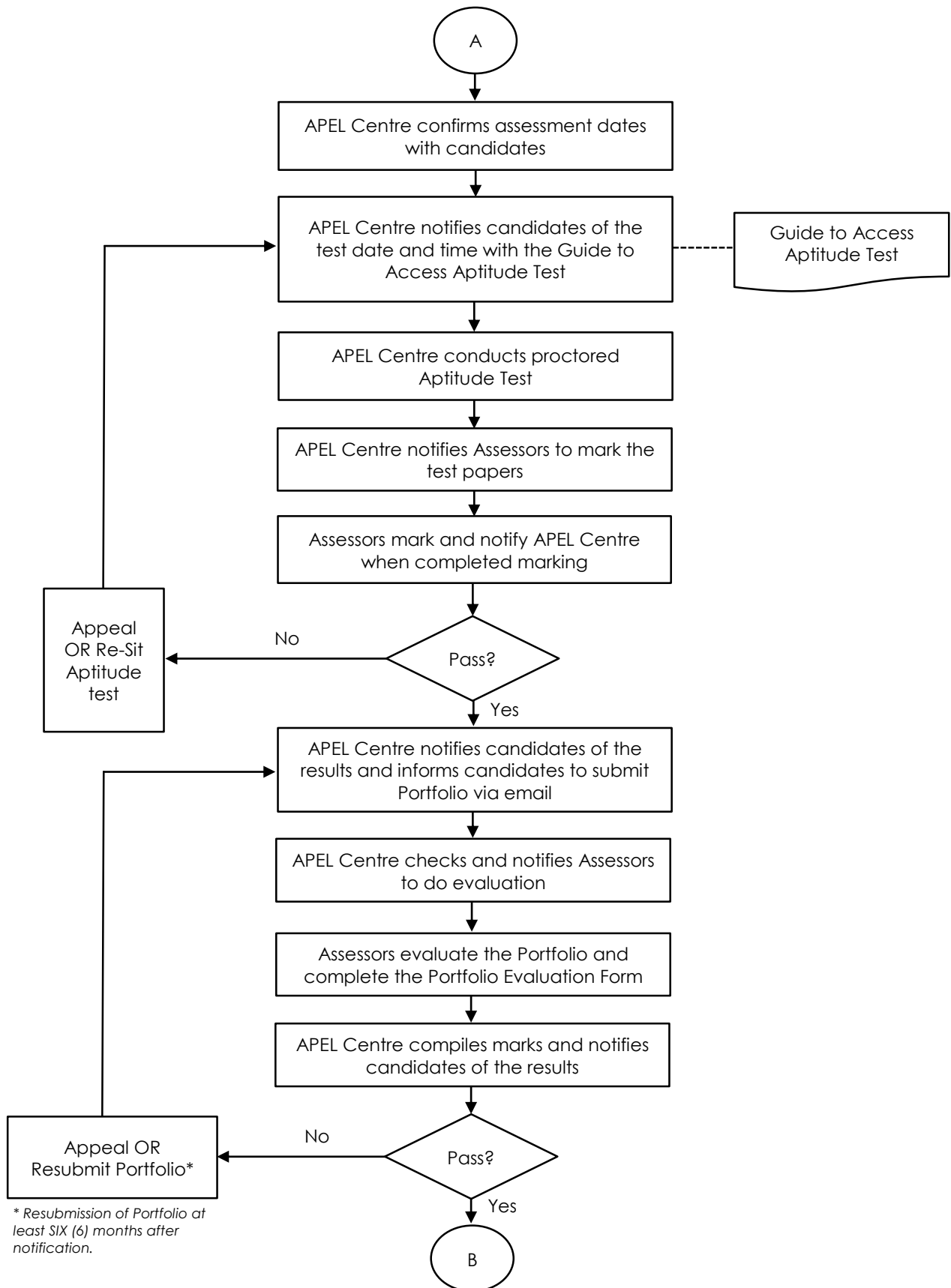
- Applicants who are not satisfied with the decision of the APEL assessment result can submit a written appeal to KLMUC APEL Centre by providing the grounds for the appeal.
- The appeal must be submitted within 1 week from the date of the official announcement of the result.
- A different Assessor will be appointed to evaluate the merit of the appeal.
- Fees will be charged for appeals (refer to Section 4).

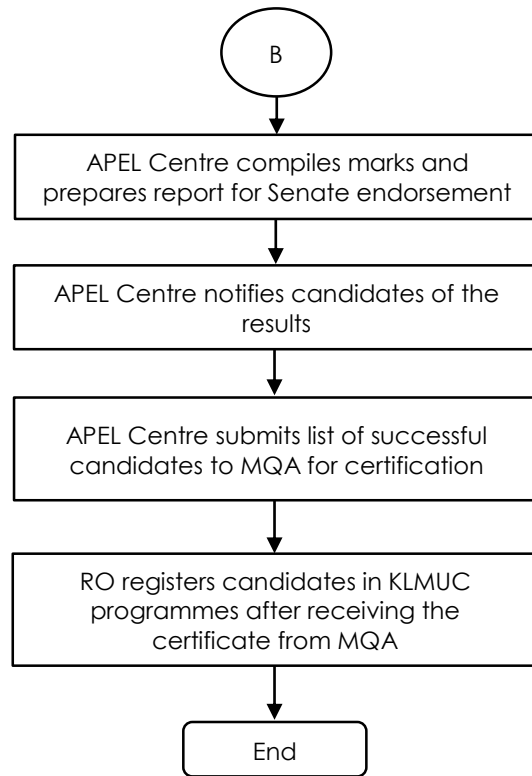
iii. Re-Sit

- Applicants who failed the Aptitude Test may apply for a re-sit for a maximum of 2 attempts. If the applicant still fails at the second attempt, the applicant must wait for a minimum of 3 months before attempting for the third time.
- Applicants who failed the portfolio assessment may resubmit the portfolio for another assessment. However, the re-submission can only be made at least 6 months after the date of notification of APEL.A result.
- Fees will be charged for re-sits (refer to Section 4).

APPLICATION PROCESS FLOW FOR APEL.A BACHELOR LEVEL (T6)



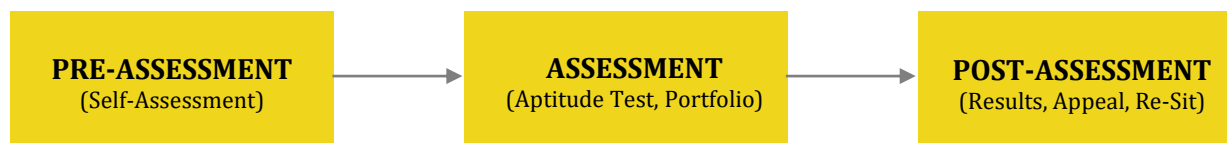




8 APEL.A APPLICATION FOR DIPLOMA (T4)

APEL.A T4 certification determines the eligibility of an applicant to apply for admission into a Diploma programme at KLMUC. The assessment process may take an approximate duration of 2 to 4 months. Therefore, the applicants are recommended to apply 6 months prior to the date of admission into the desired programme at KLMUC.

In general, the process involves 3 main stages:



a) Pre-Assessment (Self-Assessment)

Before deciding to undertake the APEL.A assessment, applicants must be aware that it is a highly individualised process which will require the use of their skills, such as self-motivation, reflection and time management. Applicants must first ensure that the basic admission requirements stipulated in Section 3 are met, i.e., age and academic qualifications requirements. Applicants must also assess the relevancy of their prior learning experience. This is to determine whether their prior learning experience correlates with the competencies stipulated in Section 5.

If applicants feel that they have the capability and are prepared to undertake the Diploma programme, then they may proceed to apply for the APEL.A on the MQA APEL portal. If assistance is needed, applicants may contact the KLMUC APEL Centre. Once the application is processed by MQA, applicants are required to complete the registration with KLMUC APEL Centre. The fees (RM240) shall be made payable to:

Company Name : **UNITAR Education Sdn Bhd**
Bank Name : **Maybank**
Bank Account No. : **014299120661**

Applicants will then need to submit following documents to KLMUC APEL Centre:

- i. Payment slip
- ii. I/C or Passport (certified true copy*)
- iii. PMR or Year 9 equivalent (certified true copy*)

* Documents must be certified by a Group A Government Officer (Grade 41 above) /Principal/Headmaster/Senior Assistant Teacher/Elected Representative/District Officer/Village Head/JKKK (Village Development and Security Committee) Chairman/Community Leader/Native Chief/Commissioner for Oaths.

b) Assessment (Aptitude Test, Portfolio)

- i. Upon submission of complete documents, applicants will be contacted for Aptitude Test, of which competency level is equivalent to PMR or Year 9.
- ii. The Aptitude Test is the only form of assessment to evaluate the applicant’s prior learning, and this assessment contributes to 100% of the total APELA assessment.
- iii. Applicants will be given 2 hours to complete the Aptitude Test which consists of 40 Multiple Choice Questions (MCQs):

Section	Question Number	Area	No. of MCQs
A	1-10	Bahasa Malaysia	10
B	11-20	English Language	10
C	21-30	Mathematics	10
D	31-40	General Knowledge/Critical Thinking	10
Total			40

- iv. After passing the test, applicants may proceed with the portfolio preparation and submission (either in Bahasa Malaysia or English). However, the portfolio will not be assessed as it only serves as documentary evidence to support that the applicants have acquired some form of prior experiential learning in the past.
- v. If the assessor is unclear about the evidence presented in the portfolio, another form of evaluation shall be carried out (such as an interview, presentation, demonstration, etc).
- vi. Applicants will receive the decision within 20 working days upon submission of the completed portfolio.

c) Post-Assessment (Results/Appeal/Re-Sit)

i. Assessment Results

- Upon completion of assessments, KLMUC APEL Centre will notify applicants of the results via email and submit the results to MQA.
- MQA will confer APEL.A certificate which displays the name of the institution, the MQF level of the programme and the related discipline.
- The certificate can be self-collected at MQA office, via postal delivery, or collected by an authorized representative. Please refer to the MQA website on the latest updates: <https://www2.mqa.gov.my/portalapela/makluman.cfm>
- Applicants may submit the APEL.A certificate to KLMUC Registrar's Office for admission into the Diploma programme.

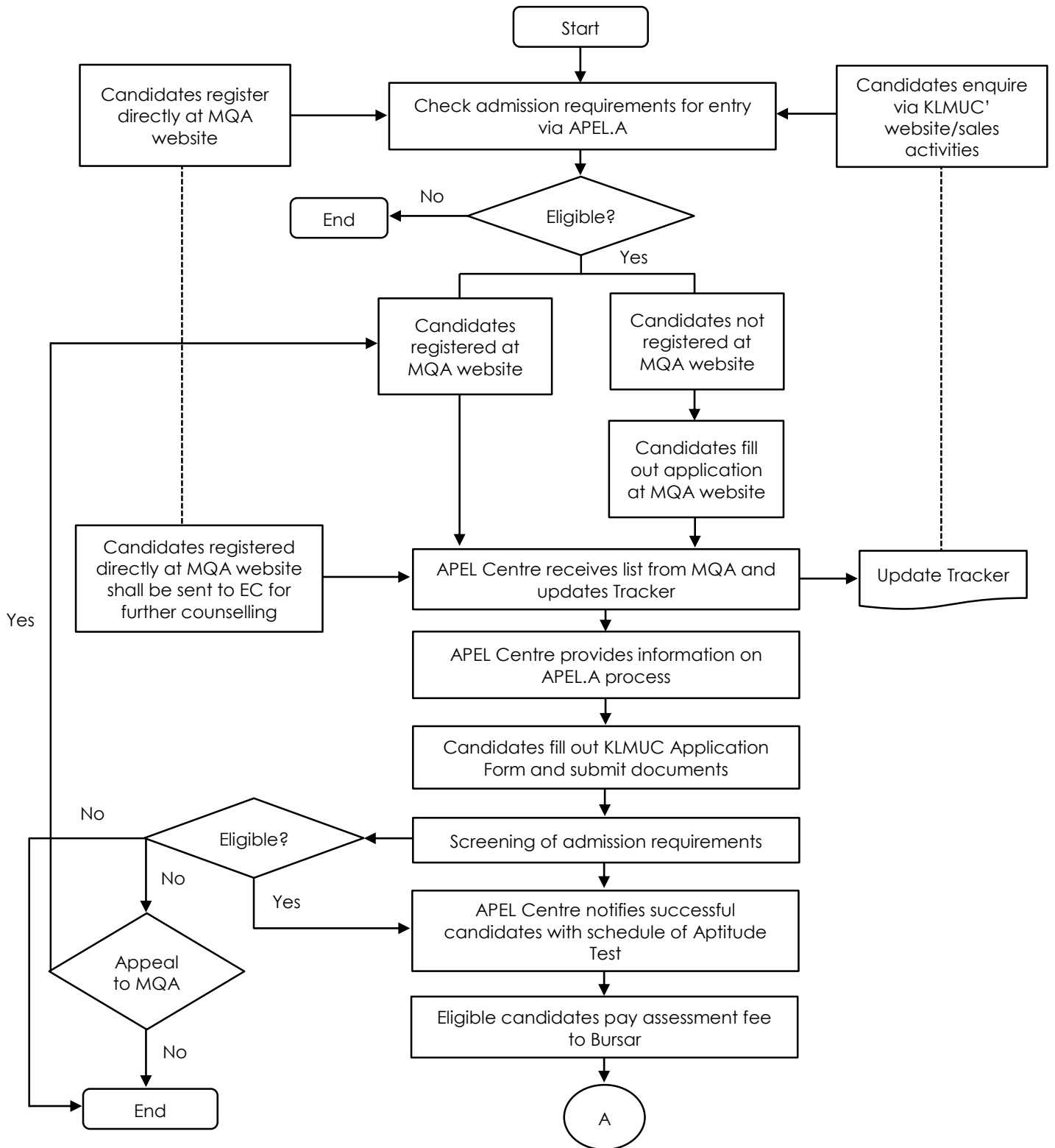
ii. Appeal

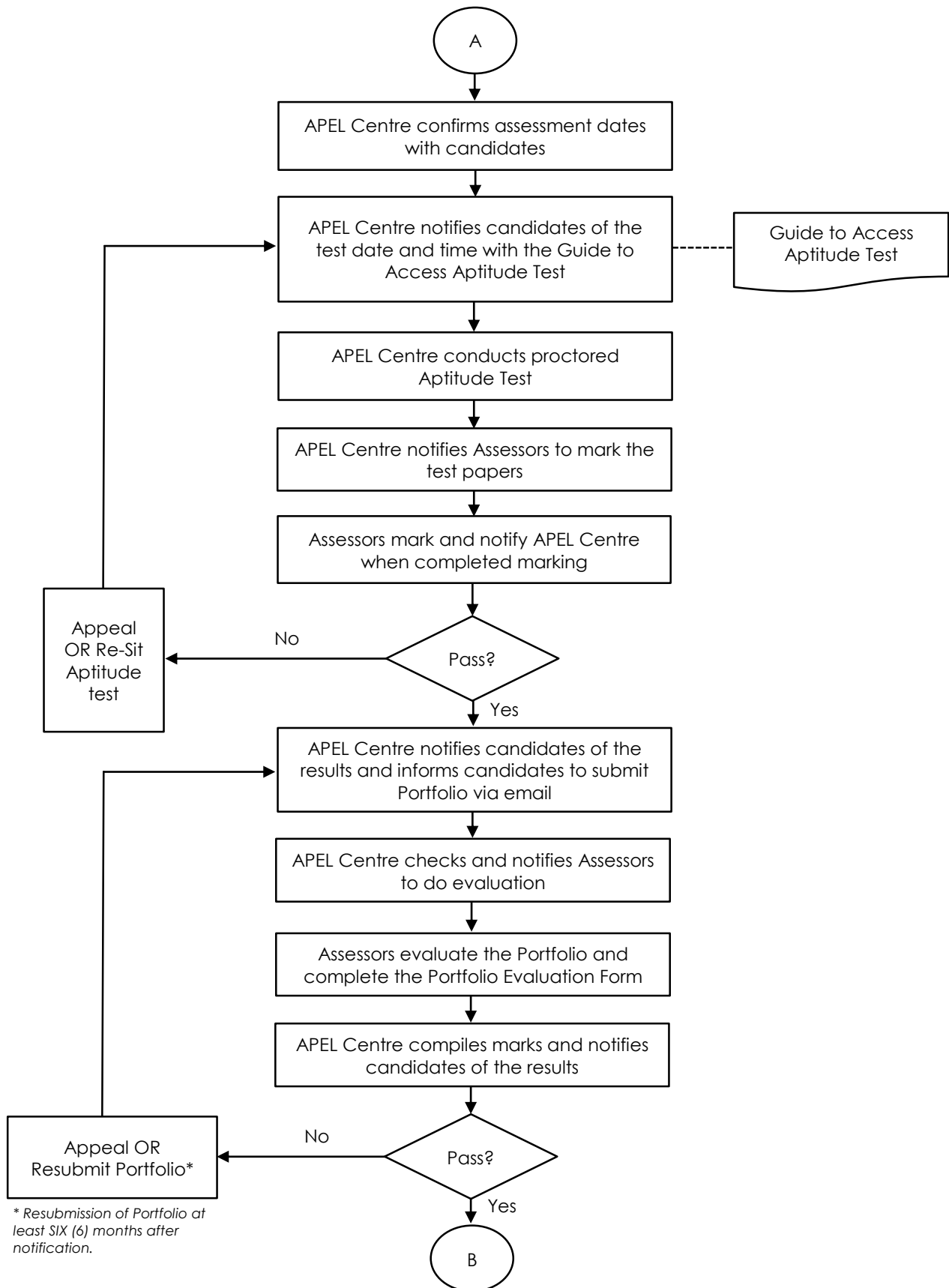
- Applicants who are not satisfied with the decision of the APEL assessment result can submit a written appeal to KLMUC APEL Centre by providing the grounds for the appeal.
- The appeal must be submitted within 1 week from the date of the official announcement of the result.
- A different Assessor will be appointed to evaluate the merit of the appeal.
- Fees will be charged for appeals (refer to Section 4).

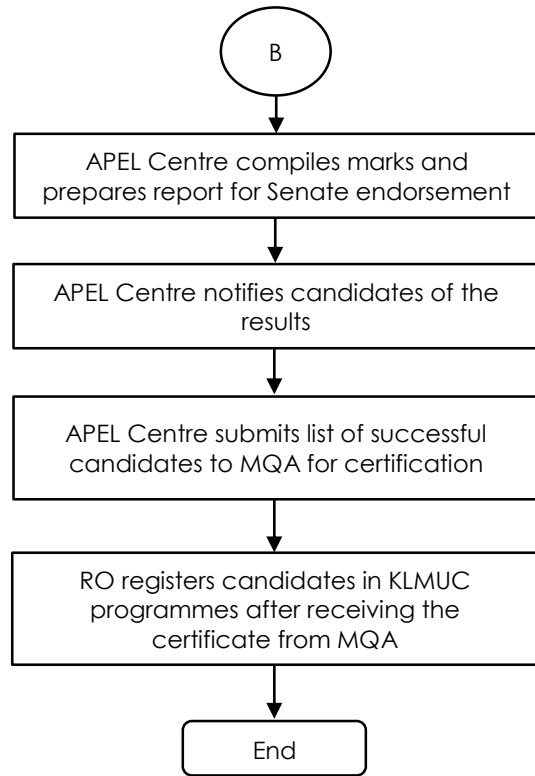
iii. Re-Sit

- Applicants who failed the Aptitude Test may apply for a re-sit for a maximum of 2 attempts. If the applicant still fails at the second attempt, the applicant must wait for a minimum of 3 months before attempting for the third time.
- Fees will be charged for re-sits (refer to Section 4).

APPLICATION PROCESS FLOW FOR APEL.A DIPLOMA LEVEL (T4)









APEL.A REGISTRATION FORM (MASTER LEVEL)

FULL NAME (AS IN I/C)			
CORRESPONDENCE ADDRESS			
I/C NUMBER			
DATE OF BIRTH			
GENDER	Male / Female		
CONTACT NUMBERS	HOME:	OFFICE:	MOBILE:
	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:

<p>This application is subject to the following conditions:</p> <p>a. A non-refundable fee of RM560.00 is to be submitted via online banking or cheque. Payment details are as follows: Payment by cheque or online banking: Payable to "UNITAR EDUCATION SDN BHD" Bank Name: Maybank Bank Account No.: 014299120661 Once the payment is made, kindly scan the receipt/bank-in slip and email it to us at (apel@klmuc.edu.my).</p> <p>b. The applicant gives permission to the Management of KLMUC to reference and use the information or data in this application as deemed necessary.</p> <p>c. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified full translation.</p> <p>d. Applicant will be subject to an Aptitude Test, submission of a Portfolio, and an interview.</p>	<p style="text-align: center;">For Office Use</p> <hr/> <p>Processed by:</p> <p>Reference number:</p> <p>Date:</p>
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APEL.A REGISTRATION FORM (BACHELOR LEVEL)

FULL NAME (AS IN I/C)			
CORRESPONDENCE ADDRESS			
I/C NUMBER			
DATE OF BIRTH			
GENDER	Male / Female		
CONTACT NUMBERS	HOME:	OFFICE:	MOBILE:
	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:

<p>This application is subject to the following conditions:</p> <ol style="list-style-type: none"> a. A non-refundable fee of RM370.00 is to be submitted via online banking or cheque. Payment details are as follows: Payment by cheque or online banking: Payable to "UNITAR EDUCATION SDN BHD" Bank Name: Maybank Bank Account No.: 014299120661 Once the payment is made, kindly scan the receipt/bank-in slip and email it to us at (apel@klmuc.edu.my). b. The applicant gives permission to the Management of KLMUC to reference and use the information or data in this application as deemed necessary. c. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified full translation. d. Applicant will be subject to an Aptitude Test and submission of a Portfolio. 	<p style="text-align: center;">For Office Use</p> <hr/> <p>Processed by:</p> <p>Reference number:</p> <p>Date:</p>
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APEL.A REGISTRATION FORM (DIPLOMA LEVEL)

FULL NAME (AS IN I/C)			
CORRESPONDENCE ADDRESS			
I/C NUMBER			
DATE OF BIRTH			
GENDER	Male / Female		
CONTACT NUMBERS	HOME:	OFFICE:	MOBILE:
	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:

<p>This application is subject to the following conditions:</p> <p>e. A non-refundable fee of RM240.00 is to be submitted via online banking or cheque. Payment details are as follows: Payment by cheque or online banking: Payable to "UNITAR EDUCATION SDN BHD" Bank Name: Maybank Bank Account No.: 014299120661 Once the payment is made, kindly scan the receipt/bank-in slip and email it to us at (apel@klmuc.edu.my).</p> <p>f. The applicant gives permission to the Management of KLMUC to reference and use the information or data in this application as deemed necessary.</p> <p>g. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified full translation.</p> <p>h. Applicant will be subject to an Aptitude Test and submission of a Portfolio.</p>	<p style="text-align: center;">For Office Use</p> <hr/> <p>Processed by:</p> <p>Reference number:</p> <p>Date:</p>
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PORTFOLIO FOR MASTER LEVEL

ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL.A)

Recent photo

PART 1: PERSONAL PARTICULARS

FULL NAME	
I/C 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 associated 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 <input checked="" type="checkbox"/>) 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	<input checked="" type="checkbox"/>			
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 activities, community service, training given, consultancy services, or other relevant activities.			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)	DESCRIPTION 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	3 rd March 2006	2 days	Basics of 5S, managing 5S Practices			√		√				
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													

d) LANGUAGE COMPETENCY (please tick (√) 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 to ensure the successful completion of your program? (Consider your commitment, time management, financial resources, and support).

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 a "rank-and-file" position 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 field to help me successfully complete the program. However, I need to learn the theories relevant to management, and for that reason, I'm really interested in enrolling in this programme.

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

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

NAME		
POSITION		
ORGANIZATION		
PHONE NUMBER	OFFICE: (Compulsory)	MOBILE:
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 reference and use the information or data in this application as deemed necessary.
- b. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified full translation.
- c. Upon submission of a complete portfolio, you will be requested to attend an interview session.

FOR OFFICE USE ONLY																			
<p><u>CHECKLIST</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">YES</th> <th style="width: 10%; text-align: center;">NO</th> </tr> </thead> <tbody> <tr> <td>Application Fee (payment Slip)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Photocopy IC</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Certified Certificates / Documents</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Resume</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2 recent passport size photo</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		YES	NO	Application Fee (payment Slip)	<input type="checkbox"/>	<input type="checkbox"/>	Photocopy IC	<input type="checkbox"/>	<input type="checkbox"/>	Certified Certificates / Documents	<input type="checkbox"/>	<input type="checkbox"/>	Resume	<input type="checkbox"/>	<input type="checkbox"/>	2 recent passport size photo	<input type="checkbox"/>	<input type="checkbox"/>	<p>Verification:</p> <p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p>Signature :</p> <p>Name :</p> <p>Date :</p>
	YES	NO																	
Application Fee (payment Slip)	<input type="checkbox"/>	<input type="checkbox"/>																	
Photocopy IC	<input type="checkbox"/>	<input type="checkbox"/>																	
Certified Certificates / Documents	<input type="checkbox"/>	<input type="checkbox"/>																	
Resume	<input type="checkbox"/>	<input type="checkbox"/>																	
2 recent passport size photo	<input type="checkbox"/>	<input type="checkbox"/>																	

Appendix A

LIST OF EVIDENCE

Please include copies of evidence as part of your portfolio (compile the portfolio and evidence into one file/binding).

Direct Evidence	Indirect Evidence
<p>Certificates</p> <p>You can provide copies of your qualifications:</p> <ul style="list-style-type: none"> • School certificates • Statement of results / transcripts • Courses completed at work 	<p>Written records</p> <p>You can provide copies of:</p> <ul style="list-style-type: none"> • Diaries • Records • Journals • Articles
<p>Work Samples</p> <p>You can provide samples of your work including:</p> <ul style="list-style-type: none"> • Drawings or photographs • Reports • Written materials • Projects • Objects • Works of art 	<p>E-mail</p> <p>You can provide copies of email communication that verify:</p> <ul style="list-style-type: none"> • Customer feedback • Work activities • Written skills
<p>Records of workplace activities</p> <p>You can provide documents that verify your work activities, such as:</p> <ul style="list-style-type: none"> • Notes • Emails • Completed worksheets • Workplace agreements • Contracts 	<p>Supporting letters</p> <p>You can provide letters to verify your claim from:</p> <ul style="list-style-type: none"> • Employers • Community group • People you have worked with (paid and unpaid work)
<p>Documents</p> <p>You can provide evidence that shows what you have done in your life, such as:</p> <ul style="list-style-type: none"> • Media articles • Meritorious awards 	<p>Others</p> <p>You can provide evidence that verifies your:</p> <ul style="list-style-type: none"> • Hobbies • Voluntary work • Activity / Society
<p>Training / Workshop</p> <ul style="list-style-type: none"> • Course / workshop attended 	<p>Resume</p> <p>Please provide your resume</p>



PORTFOLIO FOR BACHELOR PROGRAMME

ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL.A)

Recent photo

PART 1: PERSONAL PARTICULARS

FULL NAME	
I/C 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

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

b) EXPERIENTIAL LEARNING

EMPLOYMENT HISTORY							
A description of the associated evidence and knowledge, competency, performance, or experience							
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.							

c) OTHER LEARNING SKILLS / ACTIVITIES

OTHER ACTIVITIES This may include your hobbies, sports, recreation, social activities, community service, training given, consultancy services, or other activities relevant to the competencies.	YEAR	WHAT I HAVE LEARNT (Please tick ✓ which apply) (Please refer to Appendix 2 for a list of skills I have learned)							
		1.	2.	3.	4.	5.	6.	7.	8.
1.									
2.									
3.									
4.									

d) LANGUAGE SKILLS

LANGUAGE	LEVEL OF COMPETENCE (Please tick ✓ where applicable) 1: POOR; 2: GOOD; 3: AVERAGE; 4: EXCELLENT															
	LISTENING				READING				SPEAKING				WRITING			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

e) **SELF ASSESMENT / REFLECTION (Compulsory)**

Describe how your prior learning experience prepares 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:

- The applicant gives permission to the Management of Kuala Lumpur Metropolitan University College (KLMUC) to reference and use the information or data in this application as deemed necessary.
- Documents that are not in English or Bahasa Malaysia must be accompanied by a certified full translation.
- The certification applied for is designed to meet the 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.
- Non-refundable APEL.A fee of RM370.00 is submitted. Do not send cash.

		FOR OFFICE USE ONLY	
<u>CHECKLIST</u>		Verification:	
	YES / NO	<input type="checkbox"/>	Approve
Application Fee (payment Slip)	<input type="checkbox"/>	<input type="checkbox"/>	Disapprove
Photocopy IC	<input type="checkbox"/>		
Certified Certificates / Documents	<input type="checkbox"/>		
Resume	<input type="checkbox"/>		
2 recent passport size photo	<input type="checkbox"/>		
		Signature :	
		Name :	
		Date :	

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<p>Training / Workshop</p> <ul style="list-style-type: none"> • Course / workshop attended 	<p>Resume</p> <p>Please provide your resume</p>

List of skills I have acquired based on the 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



PORTFOLIO FOR DIPLOMA PROGRAMME

ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL.A)

Recent photo

PART 1: PERSONAL PARTICULARS

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

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

f) CERTIFICATED LEARNING / FORMAL LEARNING

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

g) EXPERIENTIAL LEARNING

EMPLOYMENT HISTORY							
A description of the associated evidence and knowledge, competency, performance, or experience							
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.							

h) OTHER LEARNING SKILLS / ACTIVITIES

OTHER ACTIVITIES This may include your hobbies, sports, recreation, social activities, community service, training given, consultancy services, or other activities relevant to the competencies.	YEAR	WHAT I HAVE LEARNT (Please tick ✓ which apply) (Please refer to Appendix 2 for a list of skills I have learned)							
		1.	2.	3.	4.	5.	6.	7.	8.
1.									
2.									
3.									
4.									

i) LANGUAGE SKILLS

LANGUAGE	LEVEL OF COMPETENCE (Please tick ✓ where applicable) 1: POOR; 2: GOOD; 3: AVERAGE; 4: EXCELLENT															
	LISTENING				READING				SPEAKING				WRITING			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

j) SELF ASSESSMENT / REFLECTION (Compulsory)

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PART 3: EVIDENCE OF LEARNING

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

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

d) REFEREES (Relevant to work situation)

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

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

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- d. Non-refundable APEL.A fee of RM240.00 is submitted. Do not send cash.

		FOR OFFICE USE ONLY	
<u>CHECKLIST</u>		Verification:	
	YES / NO	<input type="checkbox"/>	Approve
Application Fee (payment Slip)	<input type="checkbox"/>	<input type="checkbox"/>	Disapprove
Photocopy IC	<input type="checkbox"/>		
Certified Certificates / Documents	<input type="checkbox"/>		
Resume	<input type="checkbox"/>		
2 recent passport size photo	<input type="checkbox"/>		
			Signature :
			Name :
			Date :

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<p>Records of workplace activities</p> <p>You can provide documents that verify your work activities, such as:</p> <ul style="list-style-type: none"> • Notes • Emails • Completed worksheets • Workplace agreements • Contracts 	<p>Supporting letters</p> <p>You can provide letters to verify your claim from:</p> <ul style="list-style-type: none"> • Employers • Community group • People you have worked with (paid and unpaid work)
<p>Documents</p> <p>You can provide evidence that shows what you have done in your life, such as:</p> <ul style="list-style-type: none"> • Media articles • Meritorious awards 	<p>Others</p> <p>You can provide evidence that verifies your:</p> <ul style="list-style-type: none"> • Hobbies • Voluntary work • Activity / Society
<p>Training / Workshop</p> <ul style="list-style-type: none"> • Course / workshop attended 	<p>Resume</p> <p>Please provide your resume</p>

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5. Communication, Leadership and Team Skills
6. Problem Solving and Scientific Skills
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8. Managerial and Entrepreneurial Skills