



**Kuala Lumpur Metropolitan
University College**

DKU005(W)

PORTFOLIO FOR BACHELOR PROGRAMME

ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL)

Recent photo

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

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 associate of 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 / 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	4	1	2	3	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		

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
<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;</p> <ul style="list-style-type: none"> • Drawings or photographs • Reports • Written materials • Projects • Objects • Work of arts 	<p>E-mail</p> <p>You can provide copies of email communication which 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;</p> <ul style="list-style-type: none"> • Notes • Emails • Completed worksheets • Workplace agreement • Contacts 	<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;</p> <ul style="list-style-type: none"> • Media articles • Meritorious awards 	<p>Others</p> <p>You can provide evidence which verify 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>

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

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

e) 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.					

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.

		FOR OFFICE USE ONLY	
<u>CHECKLIST</u>			
	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"/>		
		Verification:	
		<input type="checkbox"/> Approve	
		<input type="checkbox"/> Disapprove	
		Signature :	
		Name :	
		Date :	

Appendix A

LIST OF EVIDENCE

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<p>Work Samples</p> <p>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</p> <p>You can provide copies of email communication which verify;</p> <ul style="list-style-type: none"> • Customer feedback • Work activities • Written skills
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<p>Documents</p> <p>You can provide evidence that shows what you have done in your life;</p> <ul style="list-style-type: none"> • Media articles • Meritorious awards 	<p>Others</p> <p>You can provide evidence which verify 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 (please add course learning outcomes in the portfolio) 	<p>Resume</p> <p>Please provide your resume</p>

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