



Kuala Lumpur Metropolitan
University College

DKU005(W)

PORTFOLIO FOR MASTER LEVEL

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)

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.					

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 field that will help me to successfully complete the programme. However I 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.

		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

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 (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