

A photograph of three students (two women and one man) sitting at a desk, looking at a tablet and books. The student on the left is a man with glasses, the middle is a woman with glasses, and the right is a woman with long dark hair. They are all smiling and appear to be engaged in a collaborative learning activity.

APEL.A LEARNER'S HANDBOOK

**CERTIFICATE, DIPLOMA, BACHELOR'S
DEGREE, AND MASTER'S DEGREE**

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Table of Contents

1	Introduction	3
2	Scope of APEL.A	3
3	Entry Requirement	4
4	Description of Learner's Competencies	5
5	APEL.A Certification Process	5
Appendices		
Appendix 1	APEL Enquiry Form	11
Appendix 2	APEL.A Counselling Form	12
Appendix 3	APEL.A Application Form	13
Appendix 4	APEL.A Registration Form	14
Appendix 5	List of Evidence	15
Appendix 6	List of Competencies Based on MQF 2 nd Edition	16
Appendix 7	Standard Operating Procedures of APEL.A Certification Process	17
Appendix 8	APEL.A Certification Process Flowchart	19
Appendix 9	Standard Operating Procedures of Appeal for APEL.A	20
Appendix 10	Assessment Fee and Appeal Fee	21
Appendix 11	APEL.A Portfolio Evaluation Form	22
Appendix 12	APEL.A Appeal Form	28
	Glossary	29

1.0 INTRODUCTION

APEL.A by MQA is designed to support lifelong learning by recognizing the value of learning that takes place beyond the formal classroom settings as well as learning that occur throughout work and life experiences; regardless of when, where and how it was acquired.

The seven (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 publicised, considering the student's diversity
7. Quality assurance mechanisms should be clear and transparent

City University Learner's Handbook is written to facilitate learners' application procedures and processes. This handbook is applicable for learners applying through City APEL Centre.

2.0 SCOPE OF APEL.A

Summary about APEL.A certification is as follows:

1. The certification is an indication of the competencies and readiness of the applicant to pursue a particular programme
2. The certification does not guarantee students' admission to City University
3. The applicants are subjected to the procedures and requirements (if any) as

required by City University

4. The certification can only be used for applicants advancing their studies in the chosen field, which should be pertinent to their prior learning
5. The certification is not comparable to the knowledge and competencies of a particular academic degree programme at an MQF level
6. The certification cannot be used with the intention of seeking employment

3.0 ENTRY REQUIREMENT

Applicants should comply with the level of study criteria set by the Ministry of Education (MOE).

1. Programme at Master's Degree Level (by Coursework and Mixed Mode)
 - a. a Malaysian citizen / an expatriate working in Malaysia/ an expatriate's family members
 - b. at least 30 years of age in the year of application
 - c. possess at least STPM/Diploma/equivalent qualifications
 - d. possess relevant work experiences
 - e. passed APEL.A assessment for master's degree level
2. Programme at Bachelor's Degree Level
 - a. a Malaysian citizen / an expatriate working in Malaysia/ an expatriate's family members
 - b. more than 21 years of age in the year of application
 - c. possess relevant work experiences
 - d. passed APEL.A assessment for bachelor's degree level
3. Programme at Diploma Level
 - a. a Malaysian citizen / an expatriate working in Malaysia/ an expatriate's family members
 - b. more than 20 years of age in the year of application
 - c. possess relevant work experiences
 - d. passed APEL.A assessment for diploma level

4. Programme at Certificate Level
 - a. a Malaysian citizen / an expatriate working in Malaysia/ an expatriate's family members
 - b. more than 19 years of age in the year of application
 - c. possess relevant work experiences
 - d. passed APEL.A assessment for certificate level

4.0 DESCRIPTION OF LEARNERS' COMPETENCIES

Learners' competencies are also guided by the MQF clusters of learning outcomes. The APEL.A assessment conducted by City APEL Centre (CAC) ensures that the applicants will have the following competencies:

1. Knowledge and understanding
2. Cognitive skills
3. Functional work skills with focus on:
 - a. Practical skills
 - b. Interpersonal and communication skills
 - c. Digital and numeracy skills
 - d. Leadership, autonomy, and responsibilities
4. Personal and entrepreneurial skills
5. Ethics and professionalism

5.0 APEL.A CERTIFICATION PROCESS

APEL.A certification determines the eligibility of an applicant to apply for admission into a master's by coursework and mixed-mode, bachelor's, diploma, or certificate programme at City University. The APEL.A assessment may take a duration of two (2) to four (4) months. Thus, the applicants are recommended to apply for APEL.A certification 6 months prior to the date of admission into the desired programme at City University. An APEL certification qualifies the applicant to apply for admission to City University. Standard operating procedure of APEL.A certification process is depicted in Appendix 6. The process is also illustrated in the flowchart Appendix 7.

PRE-ASSESSMENT

1. Self-Assessment

Before making any decision undergoing APEL, applicants may need to evaluate his/her own self-motivation, reflection, and time management as this is a highly individualized process.

Applicants must make sure that they meet the minimum entry requirements set by the MOE. The applicants must also evaluate the relevance of their previous learning experience and whether there is a match between their previous experience or certificate of learning and competencies stipulated in Section 4: Description of Learner's Competencies.

The applicants may apply to be assessed through APEL.A when they feel that they have the potential to pursue a level of study and have met the minimum entry requirements.

2. Application Process

CAC will assist and guide the applicants in registering and applying for APEL.A assessment or Master's degree and Bachelor's degree level via MQA Portal.

Once, MQA is approved the application, the learner is required to complete the registration with CAC. The fee should be made payable to U.C.I Education Sdn. Bhd.

ASSESSMENT

1. Portfolio Construction

In order to recognize the applicant's prior learning experience, he/she is required to disclose all formal, informal, and non-formal learning in the form of a Portfolio as illustrated in Appendix 3 (including certificated learning and experiential learning).

1. Applicant is required to attach certified copies of their certificates and documentation of courses

2. Applicants must be careful to match their experience to the stated MQF competencies (refer to Section 4: Description of Learner's Competencies). Applicants may include documentary evidence, and statements/testimonies from employers/colleagues (refer to Appendix 4). Applicants should be selective in choosing clear and concise evidence, which have direct relevance to the learning acquired

The portfolio will help assessors to imagine and assess competencies attained by the learners either in informal or non-formal learning.

2. APEL.A Assessment for Bachelor's Degree, Diploma, and Certificate Levels

a. Portfolio Assessment

1. Applicant's Portfolio (either in Bahasa Malaysia or English) will be forwarded to APEL.A Committee for approval
2. Applicant will receive the decision within 20 working days of submitting the completed portfolio.
3. If the committee is unclear about the evidence presented in the portfolio, another form of evaluation shall be carried out (such as an interview, presentation, demonstration, *etc*).
4. The weightage of the Portfolio assessment is 70% of the total APEL.A assessment for Bachelor's degree.
5. Portfolio submission for Certificate and Diploma levels is compulsory for verification purposes only (does not carry any assessment weightage).

b. Aptitude Test

1. This is a proctored test, which carries:
 - i. Bachelor's degree – 30% of the total APEL.A assessment
 - ii. Certificate and Diploma – 100% of the total APEL.A assessment

2. Aptitude Test structure is as shown in the table below:

Section	Test Content
Numerical Literacy	Basic numeracy Basic algebra Problem-solving
English Literacy	Reading & comprehension- Vocabulary Grammar & tenses – Error correction Spelling
Bahasa Malaysia Literacy ¹	Reading & comprehension – Vocabulary Grammar & tenses – Error correction Spelling
General Knowledge ²	Logical Reasoning
Critical Thinking	Classification Skills Pattern Recognition

¹ Bahasa Malaysia section is omitted from the APEL.A assessment instrument for expatriates and their family members. The number of questions omitted is replaced in the English Literacy section.

² General Knowledge questions are to be revised in a global context.

The competency level of the Aptitude Test is as follows:

MQF Study Level	Competency Level
Master's degree level	Degree level (MQF Level 6)
Bachelor's degree level	SPM and equivalent
Diploma level	PMR and equivalent
Certificate	UPSR and equivalent

3. APEL.A Assessment for Master's Degree Levels (programme by Coursework and Mixed Mode)

1. The applicant must pass the Aptitude Test, a formal examination
2. The first assessment carries a weightage of 40% of the total APEL.A assessment
3. The Aptitude Test content and structure are as shown in the table below. This is a 2-hour and 30-minute test

Section	Test Content	Description of Question
Numerical Literacy	Basic mathematics Basic algebra Problem-solving	Part A: 25 Objective questions Part B: 1 structured question
English Literacy	Reading & comprehension Grammar & prose Spelling Vocabulary Correction of errors	Part A: 12 Objective questions Part B: 1 structured question
Bahasa Malaysia Literacy ³	Reading & comprehension Grammar & prose Spelling Vocabulary Correction of errors	Part A: 13 Objective questions Part B: 1 structured question
General Knowledge/ Critical Thinking	Logical Reasoning Classification Skills Pattern Recognition	Part A: 25 Objective questions Part B: 2 structured questions

¹ Bahasa Malaysia section is omitted from the APEL.A assessment instrument for expatriates and their family members. The number of questions omitted is replaced in the English Literacy section.

² General Knowledge questions are to be revised in a global context.

4. After passing the test, the applicant may proceed with their portfolio preparation (in English)
5. The portfolio assessment carries a weightage of 50% of the total APEL.A assessment
6. Applicants will be interviewed to present their portfolios to a panel of assessors to explain their acquired learning in detail, which carries 10% of the total assessment weightage
7. Applicants will be contacted by CAC regarding their portfolio presentation date

8. The portfolio assessment process is to be completed within 30 working days from the submission date

POST-ASSESSMENT

1. APEL Assessment Results

- a. CAC will issue an official notification letter to inform the results to the applicant
- b. APEL certification will be awarded by MQA to applicants who have passed the APEL.A assessment

2. Appeal of APEL Result

- a. Applicants who have failed the Aptitude Test may appeal for a review of the results or apply for a re-sit (with a maximum of three (3) re-sits which includes the first test taken). Applicants who have failed the re-sits, will only be able to sit for another re-sit after 6-month of the third re-sit
- b. Applicants who have failed the portfolio assessment may resubmit the portfolio for another assessment. The re-submission can only be made at least 6-month after the date of notification of APEL.A result
- c. Fees will be charged for appeals

The standard operating procedure of the appeal process is depicted in Appendix 9.



APPENDIX 1: APEL ENQUIRY FORM

PERSONAL PARTICULARS

Name of Applicant	
Identity Card No./ Passport No./ National ID No.	
Contact No.	
Email Address	
I am interested in [Please tick (√) one or more]	<input type="checkbox"/> APEL.Q <input type="checkbox"/> APEL.C <input type="checkbox"/> APEL.A

For Office Use Only

Received by

Signature:

Name:

Date:

APPENDIX 2: APEL.A COUNSELLING FORM

PART A: PERSONAL PARTICULARS

Name of Applicant	
Identity Card No./ Passport No./ National ID No.	
Contact No.	
Email Address	
Name of Programme (if any)	
Course Code & Course Name (if any)	

PART B: ITEM CHECKLIST

The following activities / processes have been conducted:

No.	Action	Please Tick (√)
1	Explain the APEL.A process, pre-assessment, assessment, and fees involved	
2	The applicant qualifies and proceeds with APEL.A application	
3	Guide the applicant on how to complete APEL.A Application Form	
4	The Counsellor provides/emails APEL.A Learner's Handbook for the applicant	
Comment:		

(Please attach additional sheets if required)

<p>Confirmation by the Counsellor: I hereby confirm that the above applicant has been advised on APEL.A process and procedures.</p> <p>Signature:</p> <p>Name of Counsellor:</p> <p>Date:</p>	<p>Confirmation by the Applicant: I hereby confirm that I have been advised by the named officer on the matters and accept the process and procedures of APEL.A of City University.</p> <p>Signature:</p> <p>Name of Applicant:</p> <p>Date:</p>
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APPENDIX 3: APEL.A APPLICATION FORM

Full Name (as in IC/ Passport)			
Correspondence Address			
IC/ Passport Number			
Date of Birth			
Gender (Please tick [√] one)	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Contact Numbers	Home:	Office:	Mobile:
	Fax:	Email:	
Level and Field of Study Applied (Please tick [√] one)	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree Field of Study:		
Highest Level of Academic Qualification (Please tick [√] one)	<input type="checkbox"/> STPM <input type="checkbox"/> HSC <input type="checkbox"/> A-Level <input type="checkbox"/> Diploma <input type="checkbox"/> Equivalent (Enclose a certified true copy of the qualification)		

I hereby declare that all information/ documents provided are authentic, legit, and accurate. I fully understand that City University reserves the right to reject my registration if proven otherwise.

Signature	:		For Office Use Only
Name	:		Processed by:
Date	:		Reference number: Date:

This application is subject to the following conditions:

- a. The applicant permits the Management of Malaysian Qualifications Agency (MQA) and City University APEL Centre (CAC) to make references and to 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. Applicant will be subjected to an aptitude test, submission of portfolio and interview. Once approved, please prepare a bank draft (non-refundable of RM.....) made payable to the U.C.I Education Sdn. Bhd for a registration process. Please write your name on the backside of the bank draft. Cash is unacceptable.



APPENDIX 4: APEL.A REGISTRATION FORM

Full Name (as in IC/ Passport)			
Correspondence Address			
IC/ Passport Number			
Date of Birth			
Gender (Please tick [√] one)	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Contact Numbers	Home:	Office:	Mobile:
	Fax:	Email:	
Level and Field of Study Applied (Please tick [√] one)	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor <input type="checkbox"/> Master Field of Study:		
Highest Level of Academic Qualification (Please tick [√] one)	<input type="checkbox"/> STPM <input type="checkbox"/> HSC <input type="checkbox"/> A-Level <input type="checkbox"/> Diploma <input type="checkbox"/> Equivalent (Enclose a certified copy of the qualification)		
Payment	RM..... Bank draft made payable to U.C.I Education Sdn. Bhd		

I hereby declare that all information/ documents provided are authentic, legit, and accurate. I fully understand that City University reserves the right to reject my registration if proven otherwise.

Signature			
Name			
Date			
Check List (Please tick √)	For Office Use Only		
	Yes	No	Acknowledgement by: Date:
Photocopy MyKad/ Passport			
Application Fee (Banker's Cheque/ Draft No:.....)			
One (1) recent passport size photograph			
Certified Certificate/ Transcript/ Documents			

APPENDIX 5: LIST OF EVIDENCE

Examples of evidence that can be provided for application are listed below.

Direct Evidence	Indirect Evidence
<p>Certificates You can provide your copies of the qualification:</p> <ul style="list-style-type: none"> • School Certificates • Statement of Results • Courses completed at work 	<p>Written Records You can provide copies of:</p> <ul style="list-style-type: none"> • Diaries • Records • Journals • Articles
<p>Work Samples 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 You can provide copies of your email communications which verify the following:</p> <ul style="list-style-type: none"> • Customer feedback • Work activities • Written skills
<p>Records of Workplace Activities You can provide documents that verify your work activities:</p> <ul style="list-style-type: none"> • Notes • Emails • Completed worksheets • Workplace agreement • Contracts 	<p>Supporting Letters You can provide letters to verify your claims from:</p> <ul style="list-style-type: none"> • Employers • Community group • People you have work with (paid and unpaid)
<p>Documents You can provide evidence that shows what you have done in your life:</p> <ul style="list-style-type: none"> • Media articles • Meritorious awards 	

APPENDIX 6: LIST OF COMPETENCIES BASED ON MQF 2ND EDITION

List of competencies on what I have learnt based on Learning Outcomes stipulated in the Malaysian Qualifications Framework 2nd edition:

1. Knowledge and understanding
2. Cognitive skills
3. Functional work skills with a focus on:
 - a. Practical skills
 - b. Interpersonal and communication skills
 - c. Digital and numeracy skills
 - d. Leadership, autonomy and responsibilities
4. Personal and entrepreneurial skills
5. Ethics and professionalism

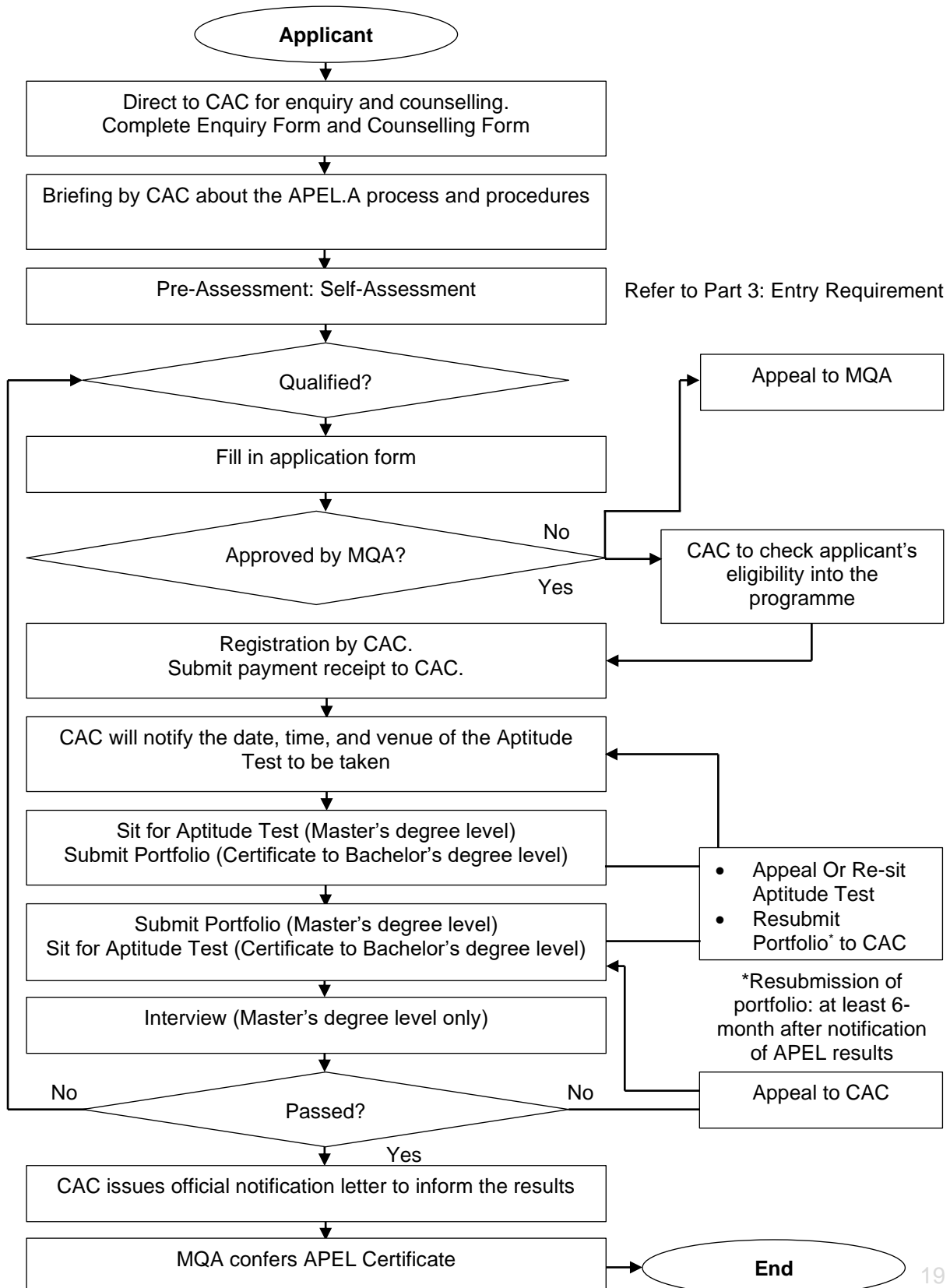
APPENDIX 7: STANDARD OPERATING PROCEDURES OF APEL.A CERTIFICATION PROCESS

Standard Operating Procedure for APEL. A Certification Process is illustrated below.

No	Description	Action
1	Applicants are Malaysians only.	General Info
2	Applicants who wanted to know more about APEL.A will be directed to CAC for general information counselling.	Applicant
3	The applicant may contact CAC via walk-ins, email, telephone, and website (Appendix 1: APEL Enquiry Form).	Applicant
4	The applicant completes the APEL.A Counselling Form (Appendix 2), submits to the counsellor and receives APEL.A Learner's Handbook.	CAC
5	The counsellor briefs applicant about APEL.A process, pre-assessment, assessment, and fees involved.	CAC
6	<p>Pre-Assessment</p> <p>The applicant may need to evaluate his/her own self-motivation, reflection, and time management as this is a highly individualized process.</p> <p>The applicant also may need to assess whether their prior learning experience and basic requirements meet the minimum entry requirements as set by the MOE.</p>	Applicant
7	The applicant meets the minimum entry requirements as set by the MOE. Then, he/she must complete an application form as illustrated in Appendix 3: Application Form.	Applicant
8	MQA approves the application. Simultaneously, MQA notifies CAC as well. Then, CAC to check the applicant's eligibility to enter the programme	MQA, CAC
9	The applicant can proceed to register for APEL.A with CAC.	Applicant
10	The applicant must make payment and submit the payment receipt to CAC.	Applicant
11	CAC will notify the date, time, and venue of the aptitude test to be taken.	CAC
12	<p>Bachelor's Degree, Diploma and Certificate Levels</p> <p>Portfolio's Submission (in Bahasa Malaysia/ English)</p>	Applicant

	<p>1. Bachelor's degree level - 70% of total APEL.A assessment</p> <p>2. Certificate and Diploma levels - Compulsory for verification purposes only and doesn't carry any assessment weightage</p> <p>The applicant's portfolio will be forwarded to APEL.A committee for approval. The applicant will receive the decision within 20 working days of submitting the completed portfolio. Another form of evaluation shall be carried out (such as an interview, presentation, demonstration, etc) if the committee is not clear with the evidence presented in the portfolio.</p> <p>Aptitude Test</p> <p>1. Bachelor's degree level - 30% of total APEL.A assessment</p> <p>2. Certificate and Diploma levels - 100% of total APEL.A assessment</p>	<p>Assessors</p> <p>Applicant</p>
13	<p>Master's Degree Level (programme by Coursework and Mixed Mode)</p> <p>Aptitude Test (2-hour and 30-minute)</p> <ul style="list-style-type: none"> • 40% of total APEL.A assessment <p>Submit Portfolio (in English only)</p> <ul style="list-style-type: none"> • Applicant must pass the aptitude test before proceeding with the preparation of a portfolio • 50% of total APEL.A assessment <p>Interview</p> <ul style="list-style-type: none"> • An interview is required for the applicant to present to a panel of assessors • 10% of total assessment weightage <p>CAC will contact the applicant to set the interview's date</p> <p>The portfolio assessment process is projected to be completed within 30 working days from the date of submission.</p>	<p>Applicant</p> <p>Applicant</p> <p>Applicant and Assessors</p> <p>CAC Assessors</p>
14	<p>An applicant who has failed the Aptitude Test may appeal to CAC for results review or apply for a re-sit (maximum of up to three (3) re-sits which includes the first test taken). If the applicant has failed the re-sit tests, he/she can sit for another re-sit after 6-month of the third re-sit. An applicant who has failed the Portfolio, he/she can re-submit the portfolio – at least 6-month after notification of APEL results. Applicant can refer to the appeal process as stipulated in Appendix 9: Standard Operating Procedures of Appeal for APEL.A.</p>	<p>Applicant</p>
15	<p>Once an applicant passed the APEL.A assessment:</p> <ul style="list-style-type: none"> • CAC will issue an official notification letter to inform the results to the applicant • APEL certification will be awarded by MQA 	<p>CAC</p> <p>MQA</p>

APPENDIX 8: APEL.A CERTIFICATION PROCESS FLOWCHART



APPENDIX 9: STANDARD OPERATING PROCEDURES OF APPEAL FOR APEL.A

Applicants can apply for re-assessment in the case of fail to obtain the minimum passing marks such as follows:

Passing Marks:

MQF Level	Aptitude Test	Portfolio	Interview
Bachelor's Degree (T-6)	30%	70%	-
Master's Degree (T-7)	40%	50%	10%

Standard Operating Procedure of Appeal for APEL.A is depicted below.

No	Description	Action												
1	Applicants must meet the minimum passing marks as follows: <table border="1" style="margin: 10px auto;"> <thead> <tr> <th>MQF Level</th> <th>Aptitude Test</th> <th>Portfolio</th> <th>Interview</th> </tr> </thead> <tbody> <tr> <td>Bachelor's Degree (T-6)</td> <td>30%</td> <td>70%</td> <td>-</td> </tr> <tr> <td>Master's Degree (T-7)</td> <td>40%</td> <td>50%</td> <td>10%</td> </tr> </tbody> </table>	MQF Level	Aptitude Test	Portfolio	Interview	Bachelor's Degree (T-6)	30%	70%	-	Master's Degree (T-7)	40%	50%	10%	General Info
MQF Level	Aptitude Test	Portfolio	Interview											
Bachelor's Degree (T-6)	30%	70%	-											
Master's Degree (T-7)	40%	50%	10%											
2	CAC will conduct a meeting to present the list of applicants who have failed the assessment process.	CAC												
3	Upon results are published, CAC will contact the applicants and inform them that they have failed the assessment, and provide options on how to appeal.	CAC												
4	Applicants who have failed the Aptitude Test can make an appeal to CAC for a review of the results or apply for a re-sitting (maximum of up to three (3) re-sits including the first test taken). If the applicants have failed the re-sit tests, they are allowed to apply for a re-sit after 6-month of the third re-sit. Fees will be charged for appeals. The fee structure is depicted in Appendix 10.	Applicant												
5	For applicants who have failed the Portfolio assessment, the Assessor will explain which criteria do not meet the requirement. Applicants can re-submit the portfolio for at least 6-month after notification of APEL results. Applicants may fill in an APEL.A Portfolio Evaluation Form as in Appendix 8 together with the portfolio and then, submit to CAC. Fees will be charged for appeals. The fee structure is depicted in Appendix 10.	Applicant												

APPENDIX 10: ASSESSMENT FEE AND APPEAL FEE

The standard fee rate for APEL.A (MQF Level 6 and 7) application as prescribed by the MQA is as follows:

Application Level	Fee (RM)
Bachelor's Degree (MQF Level 6)	RM 250.00
Master's Degree (MQF Level 7)	RM 370.00

Applicants who have failed the assessment may appeal for re-assessment as illustrated in Appendix 9. The fee for re-assessment is illustrated in the table below.

Application Level	Assessment Type	Re-assessment Fee (RM)
Bachelor's Degree (MQF Level 6)	Aptitude Test	RM155.00
	Portfolio	RM80.00
Master's Degree (MQF Level 7)	Aptitude Test	RM200.00
	Portfolio & Interview	RM170.00

APPENDIX 11: APEL.A PORTFOLIO EVALUATION FORM

Recent Photo	<input type="checkbox"/> New Submission <input type="checkbox"/> Re-submission <i>Please tick ✓ where applicable</i>
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PART 1: PERSONAL PARTICULARS

Name of Applicant	
Identity Card No./ Passport No./ National ID No.	
Intended Field of Study	
Intended Programme	
Level of Study (Please tick (✓) one only)	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree
Reference Number (For office use only)	

PART 2: DETAILS OF LEARNING ACQUIRED

A. Formal Learning (start with the most recent)

Intentional Learning/ programme of study delivered within an organization and structured context (pre-school, primary school, secondary school, technical college and university) that may lead to formal recognition/ a recognized qualification.

No	Academic Qualification	Awarding Body/ Institution	Year Awarded	Competencies (Please tick ✓ one or more. Refer to Appendix 5 for a list of skills that I have learnt)								Evidence of Learning* (Please refer to Appendix 4 for examples of evidence)
				1	2	3	4	5	6	7	8	
1												
2												
3												
4												
5												

***Note: All evidence must be properly labelled**

B. Informal Learning (start with the most recent)

Learning takes place continuously through life and work experiences (sometimes known as experiential learning). It is often unintentional learning.

No	Name of Employer/ Self-Employed	Contact Address	Duration (Month/Year)		Position Held	What I Have Learnt/ Acquired (Please tick <input type="checkbox"/> one or more. Refer to Appendix 5 for a list of skills that I have learnt)								Evidence of Learning* (Please refer to Appendix 4 for examples of evidence)	
			From	To		1	2	3	4	5	6	7	8		
1															
2															
3															
4															
5															
6															

*Note: All evidence must be properly labelled

No	Other Learning Activities This may include your hobbies/ sports/ recreation/ social/ community service/ training given/ consultancy services or other activities which might be relevant to the competencies.	Year	What I Have Learnt/ Acquired (Please tick <input type="checkbox"/> one or more. Refer to Appendix 5 for a list of skills that I have learnt)								Evidence of Learning* (if any) (Please refer to Appendix 4 for examples of evidence)
			1	2	3	4	5	6	7	8	
1											
2											
3											
4											

*Note: All evidence must be properly labelled

C. Non-Formal Learning (start with the most recent)

Learning takes place continuously through life and work experiences (sometimes known as experiential learning). It is often unintentional learning.

No	Name/ Title of Training or Course	Organiser/ Location	Date	Length (Hours/ Days/ Month)	What I Have Learnt/ Acquired (Please tick ✓ one or more. Refer to Appendix 5 for a list of skills that I have learnt)								Evidence of Learning* (if any) (Please refer to Appendix 4 for examples of evidence)				
					1	2	3	4	5	6	7	8					
1																	
2																	
3																	
4																	
5																	
6																	
7																	

*Note: All evidence must be properly labelled

D. Language Competency

No	Language	Level of Competence (Please tick ✓) 1: Poor; 2: Average; 3: Good; 4: Excellent															
		Listening				Reading				Speaking				Writing			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1																	
2																	
3																	

E. Self-Assessment/ Reflection (Compulsory)

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

1. Why do you want to pursue this intended programme of study?
2. How is your 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, support etc)
4. How will the completion of this programme help you in your life?

Referees (Family members and relatives cannot serve as referees)

Name		
Position		
Organisation		
Phone Number	Office: (Compulsory)	Mobile:
Email Address		
Relationship		

Name		
Position		
Organisation		
Phone Number	Office: (Compulsory)	Mobile:
Email Address		
Relationship		

PART 3: SELF DECLARATION

I hereby declare that all of the information/ documents provided to support this application are authentic, true and accurate. I fully understand the Terms and Conditions of the application and agree that my application will be rejected if I have falsified any information in any way.

Signature:

Name:

Date:

This application is subject to the terms and conditions stated below

- a. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified full translation
- b. The Malaysian Qualifications Agency (MQA) is authorized by the applicant, to make references to and use the information or data in this application as may be deemed necessary
- c. The certification applied for is designed to meet requirements set by the MQA. Admission to the Academic Programme applied for, using this APEL Certificate is subject to the Academic Regulations approved by the University/ College
- d. Non-refundable application fee of RM..... is submitted. **Cash is unacceptable.**

Check List (Please tick <input checked="" type="checkbox"/>)		For Office Use	
	Yes	No	Acknowledgement
Photocopy IC	<input type="checkbox"/>	<input type="checkbox"/>	Date:
Application Fee (Banker's Cheque/ Draft No:.....)	<input type="checkbox"/>	<input type="checkbox"/>	
One (1) recent passport size photograph	<input type="checkbox"/>	<input type="checkbox"/>	
Certified Certificate/ Documents	<input type="checkbox"/>	<input type="checkbox"/>	
One (1) copy of the application	<input type="checkbox"/>	<input type="checkbox"/>	

APPENDIX 12: APEL.A APPEAL FORM

Name	
IC Number/ Passport No	
Date	
Appeal For	<input type="checkbox"/> Aptitude Test <input type="checkbox"/> Review Marks <input type="checkbox"/> Resit <input type="checkbox"/> Portfolio Re-submission <i>[Please Tick √ One Only]</i>
Level of Study	<input type="checkbox"/> MQF Level 6 <input type="checkbox"/> MQF Level 7 <i>[Please Tick √ One Only]</i>
Reason for Appeal	
Approved by	Signature: Assessor's Name: Date:
<i>Please make your payment to U.C.I Education Sdn. Bhd</i>	
For Office Use Only	
Received by	Signature: Name: Date:
Receipt No	
Name and Signature	
Date	

Review Marks *(Please complete one MQF level only. Not applicable for Re-sit)*

MQF Level 6	Marks Obtain Before (%)	Marks Obtain After (%)
Numerical Literacy		
English Literacy		
Bahasa Malaysia Literacy ¹		
General Knowledge ²		
Critical Thinking		
MQF Level 7	Marks Obtain Before (%)	Marks Obtain After (%)
Numerical Literacy		
English Literacy		
Bahasa Malaysia Literacy ³		
General Knowledge/ Critical Thinking		
Approved by	Signature: Assessor's Name: Date:	

GLOSSARY

- **Accreditation of Prior Experiential Learning**

A systematic process that involves the identification, documentation and assessment of prior experiential learning, i.e. knowledge, skills and attitudes, 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 Centre**

An official centre for APEL.A assessment approved by MQA to conduct a systematic award crediting process that involves the identification, documentation and assessment of prior experiential learning, i.e. knowledge, skills and attitudes, to determine the extent to which a learner has achieved the desired learning outcomes, and be granted the award of credits.

- **APEL Assessments**

A combination of aptitude test and portfolio that an applicant must pass to be awarded with APEL certificate.

- **APEL Certification Process**

An indication of the competencies and readiness of an applicant to pursue a particular programme.

- **Aptitude Test**

A formal examination that the applicant must pass.

- **Course**

A component of a programme. The term course is used interchangeably with the term module or unit.

- **Formal Learning**

Intentional learning/programme of study delivered within an organised and structured context (pre-school, primary school, secondary school, technical college

and university) that may lead to formal recognition/a recognised qualification.

- **Informal Learning**

Learning takes place continuously through life and works experiences (also known as experiential learning).

- **Malaysian Qualifications Framework (MQF)**

An instrument that classifies qualifications based on a set of criteria that is approved nationally and benchmarked against international best practices.

- **Master's Degree**

A degree recognised by MQF which provides for the furtherance of knowledge, skills and abilities obtained at the Bachelor's degree level.

- **Non-formal Learning**

Learning takes place alongside the mainstream systems of education and training. It may be assessed but does not normally lead to formal certification.

- **Open Entry**

Open entry refers to entry requirements, applicable to adults who possess the learning experiences which can be assessed and matched against the normal requirements to enter into a programme of study.

- **Open Learning**

Open learning represents approaches that focus on opening access to education and training provision, freeing learners from the constraints of time and place and offering flexible learning opportunities and individuals and groups of learners.

- **Programme**

A set of courses that are structured for a specified duration and learning volume to achieve the stated learning outcomes, which usually leads to an award of a qualification.

- **Portfolio**

A compilation that documents the prior experiences of an applicant which include both formal, informal and non-formal learning.