

GUIDELINES & FAQs

for

APEL-MQA-OUM Candidates

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TABLE OF CONTENTS

| | Page |
|----------------------------------------------------------|------|
| I. <u>GUIDELINE FOR APEL APPLICATION</u> | 3 |
| A. General Information | 3 |
| B. Frequently Asked Questions (FAQs) | 4 |
| II. <u>GUIDELINE FOR REGISTRATION AT OUM APEL PORTAL</u> | 9 |
| C. Guideline for Registration | 9 |
| D. Frequently Asked Questions (FAQs) | 10 |
| III. <u>GUIDELINE FOR APTITUDE TEST</u> | 13 |
| E. Scope of Aptitude Test | 13 |
| F. Frequently Asked Questions (FAQs) | 13 |
| IV. <u>GUIDELINE FOR PORTFOLIO</u> | 16 |
| G. General Guideline | 16 |
| H. Guideline for Portfolio Form | 17 |
| I. Guideline for Attachment | 22 |
| J. Frequently Asked Questions (FAQs) | 23 |

The purpose of this Guideline is to inform APEL applicants or candidates on the processes involved in the application and assessment up till certification. Frequently Asked Questions (FAQs) has also been included in this document according to each section, to answer general enquiries that applicants or candidates might have regarding this APEL process. While this document tends to help applicants or candidates to understand APEL processes, some of the information regarding APEL is already available in MQA website, thus this document at certain parts, will redirect applicants or candidates to the related information available in MQA website.

This document consists of four sections. The first two sections are I. GUIDELINE FOR APEL APPLICATION and II. GUIDELINE FOR REGISTRATION AT OUM APEL PORTAL, in which applicants or candidates may read and start to do the online registration. However candidates may also continue to read the other two sections which are III. GUIDELINE FOR APTITUDE TEST and IV. GUIDELINE FOR PORTFOLIO to understand about the assessment components for APEL.

SECTION I: GUIDELINE FOR APEL APPLICATION

A. General Information

1. The Malaysian Qualification Agency (MQA) has identified Accreditation of Prior Experiential Learning (APEL) as an alternative pathway to enter the various levels of qualifications in the Malaysian Qualifications Framework (MQF) from Certificate, Diploma and Bachelor up till Masters.
2. This move has provided opportunities for individuals with prior learning and work experience but lacking in formal academic qualifications, to enroll into higher education institution via an alternative entry route.
3. Open University Malaysia (OUM) has been officially appointed as one of the MQA APEL Assessment Centre (MAAC) for Malaysian citizens who would like to pursue Bachelor (MQF Level 6) and Master (MQF Level 7) level of studies.
4. MAAC through OUM APEL Centre conducts assessment for APEL Admission or APEL (A) candidates only. More details about APEL (A) can be obtained from MQA's brochure at http://www2.mqa.gov.my/APEL/APELBrosur_A.cfm website.

B. Frequently Asked Questions (FAQs)

1. Question:

I have applied through MQA portal for APEL and selected OUM as the assessment centre, what's next?

Answer:

Applicants will receive an auto-generated email from MQA titled Permohonan penilaian APEL bagi tujuan kemasukan ke..., in which OUM's APEL portal address is given (<http://apel-a.oum.edu.my/apel/login/studentregistration>). Applicants need to register through this particular website for the assessment.

2. Question:

Do I have to take a short course or attend training for APEL?

Answer:

No, there is no course or training involved. APEL is an assessment mode to evaluate candidate's prior experiential learning.

3. Question:

Without training, how can I know what will be asked in the test or how to do the portfolio?

Answer:

The scope for the aptitude test and guideline on how to do the portfolio are given in the III. GUIDELINE FOR APTITUDE TEST and IV. GUIDELINE FOR PORTFOLIO sections in this document.

4. Question:

What is the payment or fee for APEL?

Answer:

For Bachelor (MQF Level 6) candidates, the fee is RM 250.00.

For Master (MQF Level 7) candidates, the fee is RM 370.00.

5. Question:

Do I pay to MQA or OUM?

Answer:

Since you have selected OUM as your APEL Assessment Centre, the fee has to be paid to OUM. Method of payment is indicated in the II. GUIDELINE FOR REGISTRATION AT OUM APEL PORTAL section.

6. Question:

What are the assessment components that an APEL candidate has to go through?

Answer:

For Bachelor (MQF Level 6) candidates: Aptitude Test and Portfolio.

For Master (MQF Level 7) candidates: Aptitude Test, Portfolio and Interview.

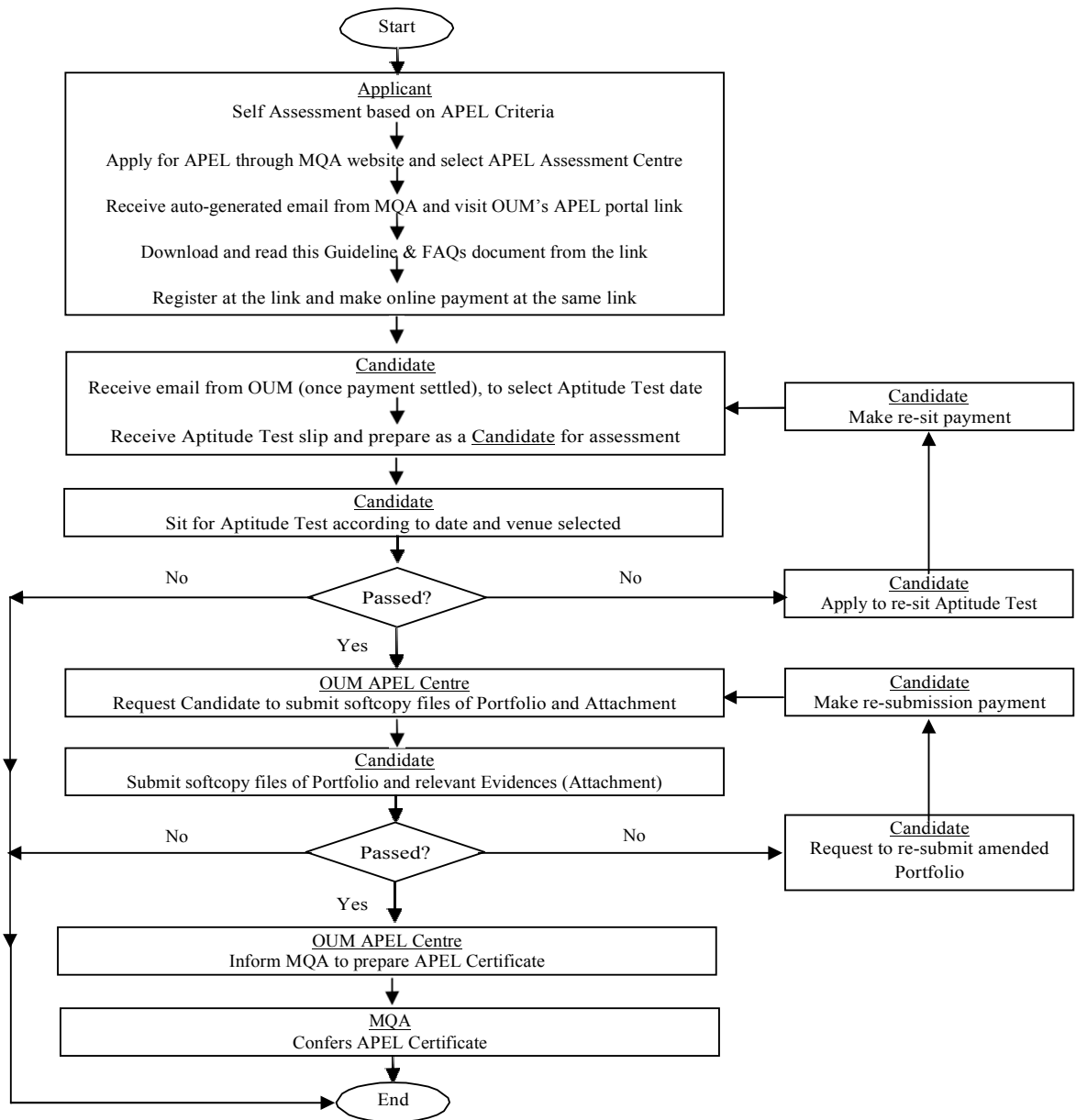
7. Question:

What are the overall processes that an APEL candidate has to go through?

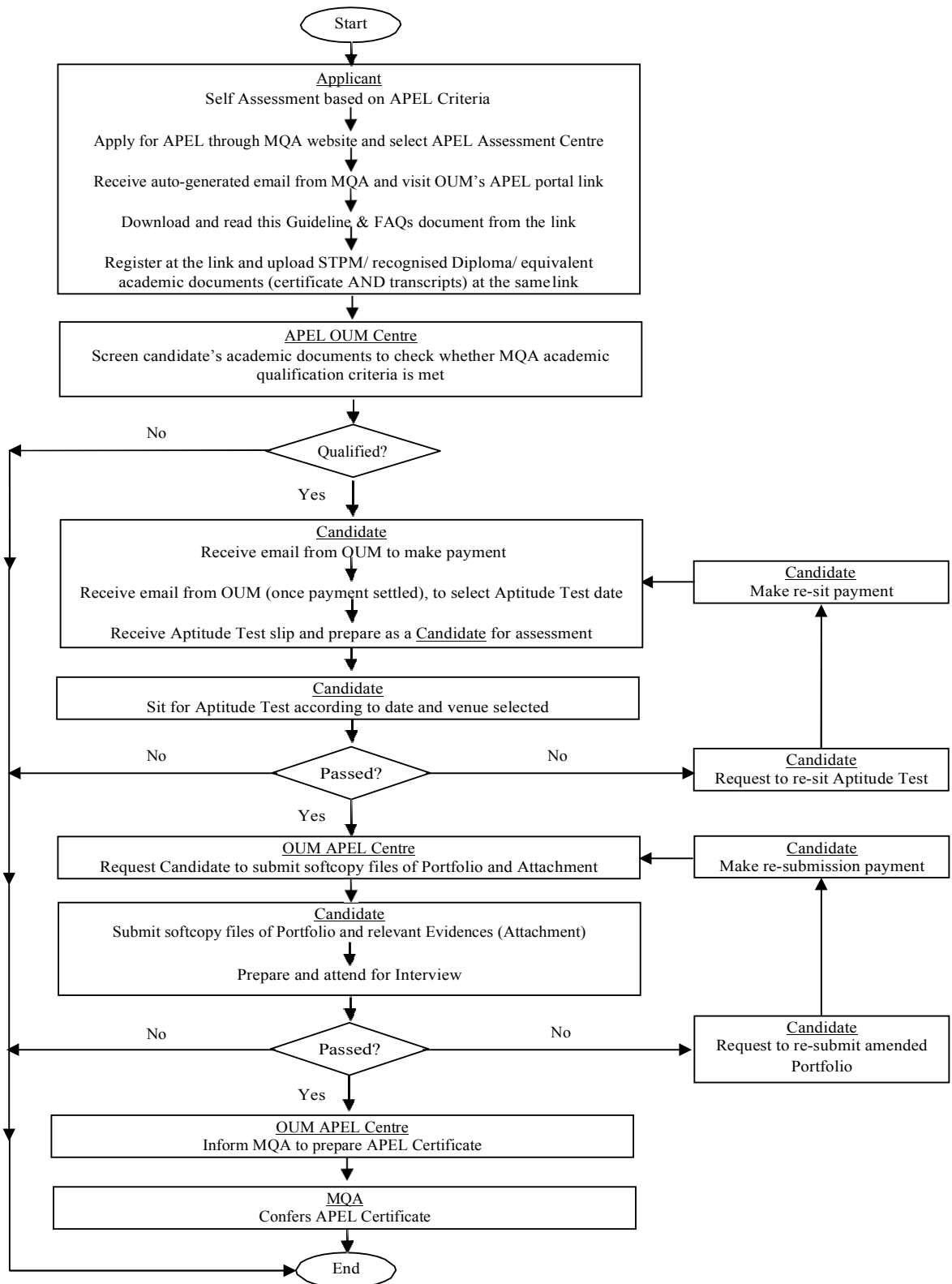
Answer:

The process flowcharts are as following:

For Bachelor (MQF Level 6) candidates:



For Master (MQF Level 7) candidates:



8. Question:

How long does the APEL process take before successful candidates receive their certificates?

Answer:

Based on MQA criteria -

For Bachelor (MQF Level 6) candidates: TWO (2) months from the application date.

For Master (MQF Level 7) candidates: THREE (3) months from the application date.

9. Question:

Would there be any delay in the APEL process?

Answer:

The overall APEL process for Bachelor candidates will take about 2 months and for Master candidates will take about 3 months from the first day the application is made. MQA did not specify the duration for each process in between. Some candidates take the earliest schedule available for the Attitude Test and if they are successful, they submit the softcopy files of their Portfolio and Evidences (Attachments) immediately for evaluation. However some candidates take time to confirm their Aptitude Test schedule and even though they pass the test, they take some time to gather their prior learning and work experience evidences and prepare their Portfolio thus delaying the process. There are also candidates who fail in their first attempt and seek to re-take the assessment, thus prolonging the process.

10. Question:

So can the candidates take their own time to complete the APEL process?

Answer:

Candidates are advised to complete their APEL assessments and process according to the stipulated time line mentioned in Question no. 8 above.

11. Question:

I want to take APEL assessments and join my preferred higher education institution, when should I apply for APEL?

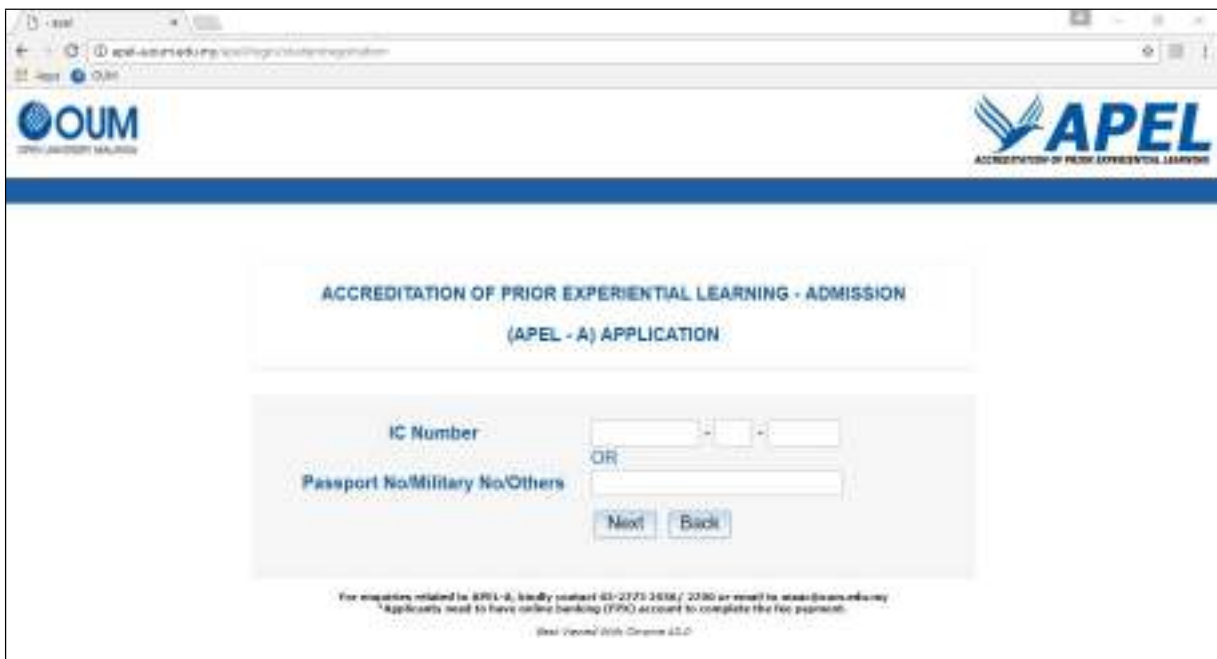
Answer:

Applicants are advised to apply for APEL, well in advance of the date of admission into the desired higher education institution. For Bachelor candidates, the best is THREE (3) months before and for Master candidates, the best is FOUR (4) months before the admission date of their preferred higher education institution.

SECTION II: GUIDELINE FOR REGISTRATION AT OUM APEL PORTAL

C. Guideline for Registration

1. The APEL portal address is <http://apel-a.oum.edu.my/apel/login/studentregistration> , as given in the email from MQA titled Permohonan penilaian APEL bagi tujuan kemasukan ke..., in which applicants need to register through this website for the assessment.



The screenshot shows a web browser window displaying the APEL (A) Application registration form. The page header includes the OUM logo on the left and the APEL logo on the right. The main heading is "ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING - ADMISSION (APEL - A) APPLICATION". Below this, there are two input fields: "IC Number" and "Passport No/Military No/Others". The "IC Number" field is split into three parts by hyphens. Below these fields is an "OR" label. At the bottom of the form area are "Next" and "Back" buttons. A small note at the bottom of the page states: "For enquiries related to APEL-A, kindly contact 03-2375 2438 / 2380 or email to mas@oum.edu.my. Applicants need to have online banking (FPK) account to complete the fee payment." The footer text reads "© 2012 Open University Malaysia".

2. Bachelor (MQF Level 6) candidates need to fill in their details and make the online payment to complete the registration.

Master (MQF Level 7) candidates need to fill in their details and upload their STPM/ recognised Diploma/ equivalent academic documents (certificate AND transcripts) to complete the registration. Master candidates will only be requested to pay the fee once their academic documents has been screened (to see whether comply to MQA criteria).

3. Once the payment is done, candidates will be notified by email to select their Aptitude Test schedule based on the choices of dates provided in the email.

D. Frequently Asked Questions (FAQs)

1. Question:

I met the minimum age limit but received an error message: Does Not Meet The Minimum Age Year Limit To Apply For The Exam in the Registration website, why does this happen?



Answer:

Candidates may need to wait while the page loads fully and click on 'Save' and 'Next' button to move from page to page. Alternatively candidates may try to register using a different / updated browser (best is via Google Chrome version 43.0).

2. Question (for **Bachelor candidate** only):

I have filled in my details in the Registration website but unable to complete the payment due to Internet line problem, what do I do? Can I re-register again?

Answer:

If you had received an auto-email from OUM titled Application for APEL, then you won't be able to re-register again. However, we from OUM APEL Centre will take note of your payment status and email further details on how to make the payment.

3. Question:

I am a Master candidate, what kind academic documents that I need to upload?

Answer:

For Bachelor candidates, they need not upload any documents during this stage of registration.

For Master candidates, they need to upload the scanned copy of their previous academic certificate and transcript. Candidates need to scan the documents and upload in PDF version only. (SPM certificate and below are not required at this stage of registration).

4. Question (for **Master candidate** only):

What does previous academic certificate and transcript means? I have attended a two-days training programme, can I upload the training certificate too in the Registration website?

Answer:

Previous academic certificate and transcript should be from STPM (STPM certificate is a combination of certificate and transcript) level/ recognised Diploma programme/ equivalent qualifications. This previous academic programme would have structured courses, credit hours and duration of study (normally a year and above), as such short training courses without minimum credit hours are NOT considered as academic programme.

5. Question (for **Master candidate** only):

How do I know whether my previous academic certificate is recognised or not?

Answer:

Candidates are advised to check the recognition of their academic qualification(s) at the following website:

Malaysian Qualifications Agency (MQA): <http://www2.mqa.gov.my/mqr/akrbyipts.cfm>

OR

Public Services Department (JPA): <https://app.mohe.gov.my/iktiraf/semakan.php?>

To fasten the screening process of the certificate(s), candidates are encouraged to save (or print to PDF) the verification screen displayed on the above website(s) in PDF version and upload them together during registration.

Use of unrecognised qualifications/ certificates will result in delay in processing OR rejection of your application.

6. Question (for **Master candidate** only):

What if my previous academic qualification is NOT recognised, I have many years of working experience, can't my experience be considered instead?

Answer:

Out of all the application criteria for APEL Master (MQF Level 7):

- Criteria no. 1: 30 years and above at year of application, and
- Criteria no. 2: STPM/ recognised Diploma or any qualification equivalent, and
- Criteria no. 3: Experience in a related field.

Criteria no. 1 and no. 2 are fixed, means just by having more experience on Criteria no. 3, it doesn't override Criteria no. 1 (if the candidate is less than 30 years, even by months) or Criteria no. 2 (recognised qualification).

This requirement is from MQA, as such OUM as an APEL Assessment Center has to comply and has no authority to practice any flexibility in this.

7. Question (for **Master candidate** only):

I have received reply from OUM APEL Centre that the academic documents that I have uploaded meets MQA's requirement, what's next?

Answer:

We from OUM APEL Centre will email further details on how to make the payment.

Candidates may stop here and start to do their online registration, however if you all want to know more about the Aptitude Test and Portfolio... refer to the upcoming pages!

SECTION III: GUIDELINE FOR APTITUDE TEST

E. Scope of Aptitude Test

1. The scope, format and number of questions are given as per stated in MQA website:

| Level | Scope of Test |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bachelor | Page 7 of Buku Panduan APEL Peringkat Sijil, Diploma dan Ijazah Sarjana Muda (http://www2.mqa.gov.my/APEL/handbook.html) |
| Master | Page 9 of Buku Panduan APEL Peringkat Ijazah Sarjana (http://www2.mqa.gov.my/APEL/handbooklv17.html) |

2. Candidates may also check out OUM website:

| Level | Scope of Test |
|----------|----------------------------------------------------------------------------------------------------------------------------------------|
| Bachelor | APEL for Admission » Applicant » Bachelor (http://apel.oum.edu.my/apel/node/65) |
| Master | APEL for Admission » Applicant » Masters (http://apel.oum.edu.my/apel/node/58) |

*although the contents in OUM website are intended for OUM prospective students, general APEL candidates can still use the information published on the website for details related to scope, format and a few selected sample questions.

3. Candidates are NOT required to bring any print-out of portfolio for the test. Once the candidates had passed the Aptitude Test, OUM APEL Centre will send an email informing about the test results and request the softcopy version of the portfolio (more information given in IV. GUIDELINE FOR PORTFOLIO section). However candidates can start to prepare their portfolio while waiting for the test day and subsequent email of their test results.

F. Frequently Asked Questions (FAQs)

1. Question:

If I have selected a date for the Aptitude Test, based on the email sent by OUM APEL Centre, when I will get my test slip?

Answer:

The Aptitude Test slip will be emailed to the candidates nearer to the test date.

2. Question:

What are the important things that I should take note for the test?

Answer:

The important notes are:

- Candidates have to take note of the test date and time, as NO REMINDERS will be sent.
- Candidates need to bring along identification card and their test slip to OUM Test Centre on the test day.
- Candidates must attend the test according to the schedule (candidates who are absent will be given FAIL grade).
- Candidates must wear formal office attire to the test centre.
- Candidates need to bring along own stationery and calculator.
- Usage of telecommunication devices are NOT allowed during test.

3. Question:

Would the grades or marks of the Aptitude Test be informed to us?

Answer:

As an MQA APEL Assessment Centre (MAAC), OUM is only required to disclose candidate's result status (Pass / Fail) NOT the marks, for each assessment component.

4. Question:

If I have failed the Aptitude Test, what can I do?

Answer:

Candidates will be asked via email whether they would like to apply to re-sit for the Aptitude Test. Candidates may reply to the email to inform their decision.

5. Question:

If I have failed the Aptitude Test and choose to re-sit for the test, how much do I need to pay?

Answer:

Candidates only need to pay the fee to re-sit for the test. Bachelor (MQF Level 6) candidates need to pay RM 100.00 and Master (MQF Level 7) candidates need to pay RM 150.00 in order to re-sit for the test.

6. Question:

Once I have passed the test, what's next?

Answer:

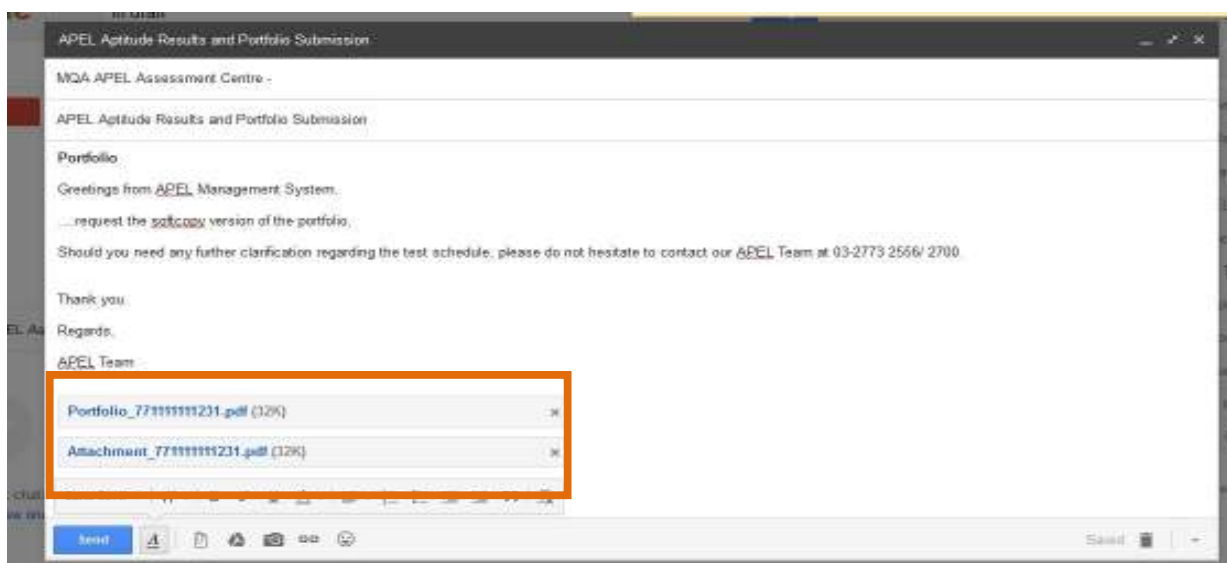
OUM APEL Centre will inform the results and request candidates to prepare and submit the softcopy files of the Portfolio and Attachment.

next portfolio....

GUIDELINE FOR PORTFOLIO

A. General Guideline

1. Kindly use the portfolio template form which can be downloaded from the link given in one of the last few pages of this document. (This form is different than the form given in MQA or OUM website, as it was specially designed for APEL-MQA-OUM candidates)
2. Candidates who do not use the correct template form or attach suitable evidences according to the instruction given in this document, will most probably have their marks deducted or score '0' for the Organisation/Administrative criteria in the portfolio evaluation.
3. Candidates need to fill up the Portfolio Form and arrange the evidences (appendix) as Attachment file. The Attachment file consists of Appendix 1, Appendix 2 and so on. ALL evidences provided in the Attachment file (Appendix 1, Appendix 2, Appendix...), has to be certified or verified (can be done with the help of the institution that the candidates plan to join).
4. Candidates need to convert the Portfolio Form and Attachment (all the Appendices in one single file) into PDF format and email to maac@oum.edu.my .
5. Completed Portfolio Form has to be saved as Portfolio_New IC number (example: Portfolio_77111111231.pdf) and the Attachment file as Attachment_New IC number (example: Attachment_77111111231.pdf), before emailing to the email address mentioned above.
6. Example email with relevant documents is as given below:

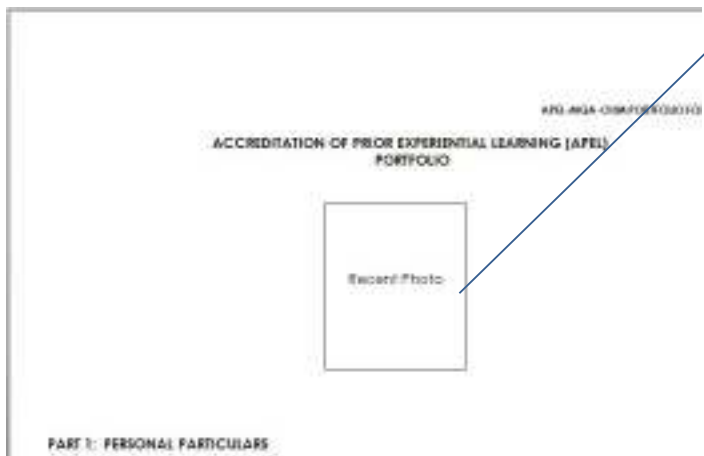


B. Guideline for Portfolio Form

1. Although the Portfolio Form is in English, candidates can answer in Bahasa Malaysia or English (but not mix both of the languages).
2. Both Bachelor (MQF Level 6) and Master (MQF Level 7) candidates will be using the same form, however the evaluation will be done according to confidential assessment tool approved by MQA for each level.
3. For PART 2: DETAILS OF LEARNING ACQUIRED, for each of these sections:
 - a.) CERTIFICATED LEARNING / FORMAL LEARNING
 - b.) EXPERIENTIAL LEARNING / INFORMAL LEARNING
 - c.) EXPERIENTIAL LEARNING / NON FORMAL LEARNING

It is important for candidates to attach evidences for each claim / statement they made. If a candidate indicates that he/she has this experience or have done a certain training, but did not attach any verified supporting documents or evidences, it will affect his/her marks or receive '0' score for portfolio evaluation. Although candidate's had gone through certain experiences / learning, but if they do not have or possess evidences / related documents, then it is best not to mention these experiences / learning in the form.

4. For recent photo upload, kindly follow this guide:



The image shows a screenshot of a form titled "ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL) PORTFOLIO". At the bottom left, it says "PART 1: PERSONAL PARTICULARS". In the center, there is a rectangular box labeled "Recent Photo". A blue arrow points from a text box on the right to this box.

Upload / insert a recent photo of yourself with formal attire (like passport sized photograph taken in studio).

You may insert a decent self-taken photo of yourself but not selfie-like or unprofessional photo.

Candidate's proper photo reflects how serious are they in preparing this portfolio and ultimately provide first impression of their effort to the Portfolio Assessors.

5. For PART 1: PERSONAL PARTICULARS, candidates need to fill in the details as requested.

PART 1: PERSONAL PARTICULARS

| | | | |
|----------------------------------------------------------|--------------------------------------------------------|--|--|
| IC NUMBER: (eg: 770810141231) | (attach copy of IC as Appendix 1 in Attachment) | | |
| FULL NAME: (as in IC) | | | |
| MOBILE PHONE NUMBER: | EMAIL: | | |
| LEVEL OF INTENDED STUDY: (circle/delete) | BACHELOR / MASTER | | |
| FIELD OF INTENDED STUDY: (Business/ IT / etc.) | | | |

Candidates need to attach the photocopy of their new IC (front and back) as Appendix 1 in the Attachment file.

Field of Intended Study is important as it will show whether candidates have enough-related experiences / evidences to join the relevant programme.

- In PART 2: DETAILS OF LEARNING ACQUIRED, the a.) CERTIFICATED LEARNING / FORMAL LEARNING section refers to learning that occurs in an organised and structured environment (by semester or year). It is usually intentional and the assessment of learning (grade or CGPA) leads to an award of a formal qualification or certification. Example: SRP/PMR, SPM, STPM, A-Levels, Diploma or any qualification equivalent.
- Thus for a.) CERTIFICATED LEARNING / FORMAL LEARNING section, candidates need to fill in the details as requested and also indicate the label (Appendix) for attachment. Candidate's need to attach both previous academic certificate and transcript for semester basis learning qualification (e.g. Diploma).

| | TITLE OF CERTIFICATION | LEVEL OF THE AWARD (Certificate / Diploma / etc.) | AWARDING BODY / INSTITUTION | DURATION OF STUDY (Year / Months) | YEAR AWARDED | LABEL OF ATTACHED EVIDENCE |
|----|------------------------|------------------------------------------------------|-----------------------------------|--------------------------------------|--------------|----------------------------|
| 1. | Diploma in Agriculture | Diploma | University X Malaysia | 3 years | 1998 | Appendix 2 |
| 2. | STPM | Certificate | Majlis Peperiksaan Malaysia (MPM) | 2 years | 1995 | Appendix 3 |
| 3. | | | | | | |
| | | | | | | |

Since, copy of IC in Part 1, is already labeled as Appendix 1, the attachment for this section will be Appendix 2.

If candidate have indicated Diploma in this section, then kindly provide both certificate and transcript in the Attachment. (if there is one page of certificate and two pages of transcript, just label Appendix 2 on the first page)

Attachment of certificate is important, however it is the transcript that helps candidates to score. If a candidate is applying to join Business programme (via APEL) and has got an A- grade for Business course in his/her Diploma transcript, definitely the Assessors will provide good marks to the candidate (in terms of formal knowledge related to Business field).

- Example of Evidences for Formal (Certificated) Learning (must be verified):
- PMR / SRP / STPM / A-Levels / Executive Diploma / Skills Certificate
 - Results Transcript
 - School certificates

8. The b.) EXPERIENTIAL LEARNING / INFORMAL LEARNING section refers to the knowledge and skills acquired by the candidate based on his/her self-effort. It is usually incidental or unintentional. Sources of informal learning are work and life experiences as well as other activities such as reading, community works, hobbies, etc.
9. For (I) WORK EXPERIENCE section, candidates need to fill in work details as requested.

| | NAME OF EMPLOYER / SELF EMPLOYED | ADDRESS OF EMPLOYER | TIME SERVED (MONTH & YEAR) | | POSITION(S) HELD | BRIEF JOB DESCRIPTIONS (very brief descriptions) | LABEL OF ATTACHED EVIDENCE |
|----|-----------------------------------|-------------------------------------------------------|----------------------------|----------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| | | | FROM | TO | | | |
| 1. | XYZ Company | No. 123, Batu 3, 40000 Shah Alam, Selangor. | May 2014 | Current | Production Line Manager | 1. Ensure that JVC chassis production line meets daily output target. 2. Manage manpower, purchasing, shift and line schedule for production. | Appendix 4 |
| 2. | XYZ Company | No. 123, Batu 3, 40000 Shah Alam, Selangor. | Jan 2005 | May 2014 | Production Line Supervisor | 1. Prepare production schedule, plan for raw material, arrange shift schedule and monitor operation line. | Appendix 5 |
| 3. | Syarikat Percetakan ABC Sdn. Bhd. | Lot 456, Jalan Bt. Enam, Meru, 41050 Klang, Selangor. | Dec 2000 | Dec 2004 | Warehouse Clerk | 1. Receive and release material for production. 2. Update daily inventory and conduct monthly stock-check. | Appendix 6 |

Attach offer letter (salary information is not needed, thus candidates may darken or black-out this information on the letter).

Candidate's will receive marks for attaching offer letter, however the marks will be low, if it is just an offer letter without other supporting documents. Other documents could be verified KPI form, job description certified by HR, business card, etc.

If candidate is working on his/her own, kindly provide SSM/Companies Commission certificate and business licenses. Certificates and license may not show candidate's responsibilities in the company, as such photographs, client-vendor email exchanges and other supporting documents are needed to score high marks. (if there is one page of certificate and many pages of supporting documents, just label Appendix 5 on the first page)

Some candidates attach office Terms and Condition (TOC), after their offer letter. TOC which indicates what time staff needs to come to work, how many annual leave provided, etc. is NOT needed for this evaluation, as these conditions do not reflect any experiential learning and also add unnecessary space to the attachment.

Example of Evidences for Experiential Learning/ Informal Learning/ Work Experience:

- | | |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Job appointment letter | <input type="checkbox"/> Work samples |
| <input type="checkbox"/> Job description certified by HR | <input type="checkbox"/> Photographs of candidate doing work |
| <input type="checkbox"/> Recommendation letter by Employer | <input type="checkbox"/> Business card |
| <input type="checkbox"/> Record of workplace activities certified by HR | <input type="checkbox"/> Business registration license (if own business) |
| <input type="checkbox"/> Work related email exchanges | <input type="checkbox"/> Others |
| <input type="checkbox"/> Presentations made for work | <input type="checkbox"/> *Resume / CV is <u>NOT</u> evidence |

10. For (II) OTHER LEARNING ACTIVITIES section, candidates need to fill in other activities such as reading, community works, hobbies, etc. (if candidates do not have evidences of other activities, then leave this section blank).

(III) OTHER LEARNING ACTIVITIES

Each activity, must be accompanied with attached evidence(s). Candidate's marks will be affected or portfolio evaluation may be delayed if candidate indicated that he/she has done certain activity but did not attach any proof of evidence.

| OTHER ACTIVITIES (This may include candidate's hobbies/ sports/ recreation/ social/ community service/ training given/ consultancy services or other activities which might be relevant to the competencies) | YEAR | WHAT CANDIDATE'S HAVE LEARNT (Relevant To The Field/ Programme Applied) | LABEL OF ATTACHED EVIDENCE |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------|----------------------------|
| 1. Marshall of Taman Cempaka Cycling Club | 2012 | Planning and managing club activities (event and club management). | Appendix 6 |
| 2. Coach for Under-18 Taman Moju Boys Soccer Team | 2009 - 2011 | Coach, manage training/schedule and organize friendly matches for team. | Appendix 7 |
| 3. | | | |
| | | | |

Attach acknowledgement letter, event participation certificate, etc.

Evidence may not support all the activities done by the candidate (eg. managing club activities), but that is okay and the marking for this section is not as strict as (I) WORK EXPERIENCE section. However suitable supporting documents for this section may help to increase overall score.

Example of Evidences for Other Learning Activities:

- Photographs of event
- Participation / Invitations / Letters to events
- Medals won / awards received / certificate of participation
- Others

11. The c.) EXPERIENTIAL LEARNING / NON FORMAL LEARNING section refers to learning that is intentional, which may be conducted in a structure and organised environment. This form of learning may not necessarily lead to a formal certification. Examples of non-formal learning include trainings, short courses, seminars and events that the candidate has attended.

**c.) EXPERIENTIAL LEARNING / NON FORMAL LEARNING
TRAINING / SEMINAR / WORKSHOP**

Each training must be accompanied with attached evidence(s). Candidate's marks will be affected or portfolio evaluation may be delayed if candidate indicated that he/she has taken certain training(s) but did not attach any proof of evidence.

| NAME/TITLE OF TRAINING OR COURSE | LOCATION | DATE (dd/mm/yyyy) | LENGTH (Hours / Days / Month) | DESCRIPTION OF KNOWLEDGE / SKILLS ACQUIRED | LABEL OF ATTACHED EVIDENCE |
|----------------------------------|-----------------------------|-------------------|-------------------------------|----------------------------------------------------|----------------------------|
| 1. SS Workshop | Hotel Eastin, Petaling Jaya | 02/05/2013 | 1 Day | Learned basics of SS and managing SS practical. | Appendix 8 |
| 2. Effective Communication | UPM, Serdang | 01 - 03/02/2009 | 3 Days | Learned about how to handle customer's complaints. | Appendix 9 |
| 3. | | | | | |
| | | | | | |

Attach participation certificate and may support with photographs of the event, etc.

Example of Evidences for Experiential Learning / Non Formal Learning:

- Certificate of attendance/participation
- HR certified training attendance

12. For d.) LANGUAGE COMPETENCY section, candidates can just tick on the competencies based on self-rating. No attachment needed for this section, however if candidates have attended any trainings or seminars related to language, then they may indicate about it in the c.) EXPERIENTIAL LEARNING / NON FORMAL LEARNING section and provide evidence.

13. For e.) SELF ASSESSMENT/REFLECTION section, it is compulsory to answer all questions as the answers will be graded for evaluation. Candidates need to describe how their prior learning experience prepares them to undertake the intended field of study. No attachment needed for this section.

e.) SELF ASSESSMENT/REFLECTION (Compulsory as answers will be graded for evaluation)

Describe how your prior learning experience prepares you to undertake the intended field of study.

1. Why do you want to pursue this chosen area or field of study? (limit to 150 words)

Answer:

I intend to pursue a Business degree in General Management. I have 10 years of work experience. From an executive level, I have been promoted to an Assistant Manager. 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 in enrolling in the programme.

2. How is your prior learning experience applicable to / related to / relevant to your chosen field of study? (limit to 150 words)

Answer:

Write by reflecting on your own life and work experience.

Do not copy and paste from the Internet, as PLAGIARISM may affect your marks.

14. For PART 3: REFEREES, candidates need to approach individuals or professional acquaintances that are willing to verify or provide additional information about them (candidates). Candidates need to provide details of TWO referees that have no family connections with them (candidates).
15. For PART 4: SELF DECLARATION, candidate's need to sign (scanned version of signature is accepted). Before submitting the completed portfolio, candidates need to ensure that all documents and information provided are complete with the supporting evidences. Intentional falsification of information or incomplete documentations may affect your application or offer to study.

C. Guideline for Attachment

1. Kindly append all the appendices into one single file (Attachment_New IC number) by either printing it and then scan it to PDF or merging multiple documents into one PDF file using any proprietary software.
2. Candidates may label the pages of their appendices:
 - by using software (word processors)



- or write the label on their own (for those who chose to print and then scan later).

Finally, the strength of a portfolio lies on the ability of the candidates to identify, document and articulate the learning that they have acquired from various source of learning. Candidates must also include verified copies of evidence to prove their claims for prior learning.

Download the Portfolio Form here:

<https://drive.google.com/file/d/0BziYKj9bZcHmaThBZkRLQ0xYdk0/view?usp=sharing>

One more thing before candidates start to prepare the portfolio... refer to the next page!

D. Frequently Asked Questions (FAQs)

1. Question:

Why is the preparation of portfolio seems very troublesome and difficult?

Answer:

Consider these situations:

Situation 1: A learner had to go through a 90 to 100 credit hours Diploma programme for nearly 2 to 3 years, spent money and substantial amount of time to attend classes (contact hours), tutorials and do course assignments/projects as well as revision for examination, so that he/she can use the Diploma certificate to go to the next level or join a Bachelor programme via normal entry.

Situation 2: A learner had to go through a 120 to 130 credit hours Bachelor programme for nearly 3 to 4 years, spent more money and amount of time as compared to the learner in Situation 1, so that he/she can use the Bachelor certificate to go to the next level or join a Masters programme via normal entry.

APEL candidates may not have gone through the same situations as above or have gone through but do not have enough CGPA points to enter the next level of a preferred academic programme via normal entry. However they may have gained similar or enough experience through other ways. As such preparation of portfolio, is an opportunity to show proof that their prior experiential learning and work experience are enough or meets the desired learning outcomes determined by MQA, to compensate for the lower entry requirement. Definitely preparation of the portfolio is not as hard or requires the same time and effort as compared to the learners in Situation 1 and 2. Proper planning and necessary or extra effort (communicate with previous institutions or government agencies if documents are not with you) is needed to compile all the relevant evidences to show that your prior experience meets the MQA criteria. Remember APEL is an alternative pathway NOT short-cut to enroll in a programme of study.

2. Question:

I have a lot of experience, but I do not have enough documentation as proofs of what I did before. Do I have a chance to pass?

Answer:

As mentioned in no. 3 under B. Guideline for Portfolio Form above, EVIDENCES are important to score marks and pass the portfolio component.

3. Question:

How long will it take for Assessors to evaluate my portfolio?

Answer:

Normally it will take 14 working days (maximum) to evaluate the portfolio. The result status will be informed to the candidates via email thereafter.

4. Question:

Noted about the days taken for Assessors to evaluate my portfolio, but after I had received my Aptitude Test results notification email, what is the deadline for me to email the softcopy files of the Portfolio and Attachment to you?

Answer:

The overall APEL process (application, payment, test, portfolio and award of certificate) for Bachelor candidates will take about 2 months and for Master candidates will take about 3 months from the first day the application is made. MQA did not specify the duration for each process in between. Once candidates submit the portfolio, it will take us max. 14 working days to evaluate and inform the results from the submission date.

5. Question:

If I FAIL in my portfolio assessment, would I be informed why I failed?

Answer:

As an MQA APEL Assessment Centre (MAAC), OUM is only required to disclose candidate's result status (Pass / Fail) for each assessment component. Thus OUM will inform the candidates whether they Pass or Fail for their portfolio, but NOT the marks or the reason for passing or failing. However if a candidate fails his/her portfolio, the Assessors may indicate a brief reason such as "Not enough formal learning evidences or informal learning evidences were not related to intended study field". But again, sharing of such reasons is NOT compulsory (to the candidates).

6. Question:

If I FAIL my portfolio assessment because I've only attached my Diploma certificate and not the transcripts, would this reason be shared with me?

Answer:

Candidates may fail if their total marks for Formal, Non-Formal and Informal Learning did not meet the passing marks. For the question above, OUM may indicate brief reason on why the candidate had failed his/her portfolio but NOT lengthy or detailed explanation, as such the reason could just be "Not enough formal learning evidences".

7. Question:

If I had failed my portfolio assessment, can I redo and resubmit my portfolio?

Answer:

Yes can and this is considered as reattempt or re-sit for an assessment component (in this case the portfolio component). Candidates need to pay the Reattempt Fee and then resubmit the portfolio (but after the second attempt, if the candidate still fails, it is very much evident that the candidate's prior experience documents were weak or not substantial enough).

8. Question:

In case, if I fail and want to reattempt my portfolio submission, how am I supposed to know which part I have to improve since the detailed reasons for failure (in the first attempt) was not shared with me?

Answer:

The concept is similar to any assessment centres or agencies handing national level assessment (such as SPM or STPM). These agencies (such as Lembaga Peperiksaan) are only in-charge of revealing the results (either in Grade or Status format) to the candidates, NOT why the candidates' failed. These agencies also do NOT inform in which part of the examination the candidates did poorly, so that the candidates can improve when they re-sit for the examination, as these agencies were NOT designated to play the role of training centres but only as assessment centres.

9. Question:

How much is the Reattempt Fee for portfolio resubmission?

Answer:

Candidates only need to pay the fee to resubmit the portfolio. Bachelor (MQF Level 6) candidates need to pay RM 150.00 and Master (MQF Level 7) candidates need to pay RM 220.00 in order to resubmit the portfolio.

10. Question:

I have passed the portfolio component, what's next?

Answer:

For Bachelor (MQF Level 6) candidates (who had passed the Aptitude Test and Portfolio components), OUM will inform the candidates and notify MQA to produce the APEL Certificate (MQA is in-charge of preparing the certificate based on their timeline).

For Master (MQF Level 7) candidates (who had passed the Aptitude Test and Portfolio components), OUM will contact the candidates for the Interview (the final assessment component). Once the candidate passed the interview, OUM will inform the candidate and notify MQA to produce the APEL Certificate (MQA is in-charge of preparing the certificate based on their timeline).

All the Best!