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| --- | --- |
| Level | **MASTER** |
| Reference | **APEL (A) \_\_\_\_\_\_\_** |

# C:\Users\user\Downloads\USAS LOGO 1.pngAPPLICATION FORM

For Office Use

**ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING**

|  |  |  |  |
| --- | --- | --- | --- |
| **FULL NAME (AS IN IC)** |  | | |
| **CORRESPONDENCE ADDRESS** |  | | |
| **IC NUMBER** |  | | |
| **DATE OF BIRTH** |  | | |
| **GENDER** |  | | |
| **CONTACT NUMBERS** | **HOME:** | **OFFICE:** | **MOBILE:** |
| **FAX:** | **EMAIL:** | |
| **LEVEL OF STUDY APPLIED:** MASTER | **INTENDED FIELD OF STUDY:** | | |
| **HIGHEST LEVEL OF ACADEMIC QUALIFICATION** | **STPM/HSC/A-LEVEL/DIPLOMA/EQUIVALENT**  **(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 USAS reserves the right to reject my application if proven otherwise.

Signature:

Name:

Date:

|  |  |
| --- | --- |
| This application is subject to the following conditions:   1. The application fee of RM370.00 is non-refundable.   **Please do not send cash**.   1. The applicant gives permission for USAS to make references to and use the information or data in this application as may be deemed necessary. 2. Documents that are not in English or Bahasa Melayu must be accompanied by a certified translation. 3. Applicant will be subjected to an Aptitude Test and submission of Portfolio/Interview. | For Office Use |
| Processed by:  Reference number: Date: |

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**PORTFOLIO**

**APEL (A) LEVEL 7**

*Recent photo*

## PART 1: PERSONAL PARTICULARS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FULL NAME (AS IN IC)** |  | | | | |
| **MAILING ADDRESS** |  | | | | |
| **DATE OF BIRTH** |  | | **GENDER: MALE / FEMALE** | | |
| **CONTACT NUMBERS** | **HOME:** | **OFFICE:** | | | **MOBILE:** |
| **FAX:** | | | **E-MAIL:** | |
| **INTENDED FIELD OF STUDY/PROGRAMME** |  | | | | |

**PART 2: DETAILS OF LEARNING ACQUIRED** (*please 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* | *Appendix 1 (STPM certificate)* |
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**b) EXPERIENTIAL LEARNING / INFORMAL LEARNING**

**(I) WORK EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME OF EMPLOYER/  SELF EMPLOYED | ADDRESS OF EMPLOYER | TIME SERVED (MONTH/YEAR) | | POSITION(S) HELD | BRIEF JOB DESCRIPTION |
| FROM | TO |
| *e.g.*  *Brilliant Work Sdn. Bhd.* | *No. 123, Jalan Batu, Shah Alam* | *May*  *2000* | *April 2005* | *Floor Supervisor* | *Train sales team,*  *Provide quality customer service,*  *Prepare marketing plans,*  *Monitor all sales and communicate with all sales staff.* |
| *e.g.*  *Jasa Pertiwi Sdn. Bhd.* | *45, Jalan Raja, Kelang* | *May*  *2005* | *Present* | *Sales Manager* | *Build and maintain client relations,*  *Develop sales strategies to acquire new customers or clients,*  *Set targets, performance plans, and objective standards for sales team.* |
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**b) EXPERIENTIAL LEARNING / INFORMAL LEARNING**

**(II) OTHER LEARNING ACTIVITIES**

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| --- | --- | --- |
| **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**  *Relevant to the programme applied* |
| *e.g. Marshall of local cycling club* | *2017-present* | *Planning and managing club activities* |
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1. **EXPERIENTIAL LEARNING / NON-FORMAL LEARNING TRAINING / SEMINAR / WORKSHOP**

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| --- | --- | --- | --- | --- |
| **NAME/TITLE OF TRAINING OR COURSE** | **LOCATION** | **DATE** | **LENGTH**  **(*Hours/Days/ Month*)** | **DESCRIPTION OF KNOWLEDGE / SKILLS ACQUIRED** |
| *e.g. 5S Workshop* | *Hotel Eastin, Petaling Jaya* | *02 May*  *2016* | *1 day* | *Basics of 5S and managing 5S practices* |
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| **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. Bahasa Melayu |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. English |  |  |  |  |  |  |  |  |  |  |  |  |
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* 1. Why do you want to pursue this chosen area of study?
  2. How is your prior learning experience applicable/related/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?

*Sample answer:*

*I intend to pursue an MBA. I have risen from “rank and file’ to a managerial post after more than 20 years of working experience. Therefore, I need to advance my qualifications for a better career path. I believe that I have gathered enough hands-on experience in the supervisory level that will help me to successfully complete the programme. However, I need to equip myself with theories relevant to management and for that reason, I’m really interested in enrolling the programme.*

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

|  |  |  |
| --- | --- | --- |
| **NAME** |  | |
| **POSITION** |  | |
| **NAME AND ADDRESS OF ORGANISATION** |  | |
| **PHONE NUMBER** | **OFFICE:** | **MOBILE:** |
| **E-MAIL ADDRESS** |  | |
| **RELATIONSHIP** |  | |

|  |  |  |
| --- | --- | --- |
| **NAME** |  | |
| **POSITION** |  | |
| **NAME AND ADDRESS OF ORGANISATION** |  | |
| **PHONE NUMBER** | **OFFICE:** | **MOBILE:** |
| **E-MAIL ADDRESS** |  | |
| **RELATIONSHIP** |  | |

**PART 4: SELF-DECLARATION**

I hereby declare that all 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 Terms and Conditions stated below:

1. The applicant gives permission for USAS to make references to and use the information or data in this application as may be deemed necessary.
2. Documents that are not in English or Bahasa Melayu must be accompanied by an officially certified translation.
3. The application fee is non on-refundable.
4. Upon submission of a complete portfolio, you will be requested to attend an interview session.

Please send the completed application form, together with all **certified** documents to the following address

**Pusat Penilaian APEL**

**Universiti Sultan Azlan Shah (USAS)**

**Bukit Chandan, 33000 Bandar DiRaja Kuala Kangsar,**

**Perak Darul Ridzuan**

**Signature:**

**Name: Date:**

**Disapproved**

**For office use only Verification:**

**Approved**

*Evidence that can be provided for application*

|  |  |
| --- | --- |
| **Direct Evidence** | **Indirect Evidence** |
| **Certificates**  Copies of your qualification:   * School certificates * Statement of results * Courses completed at work | **Written records**  Copies of:   * Diaries * Records * Journals * Articles |
| **Work Samples**  Samples of work:   * Projects * Objects * Reports * Work of arts * Written materials * Drawings or photographs | **E-mail**  Copies of e-mail communication to verify:   * Customer feedback * Work activities * Written skills |
| **Records of Workplace Activities**  Documents that verify work activities:   * Notes * E-mail * Contracts * Completed worksheets * Workplace agreement | **Supporting Letters**  Letters to verify claim from:   * Employer * Community group * Individuals you have worked with (paid or unpaid) |
| **Documents**  Evidence showing your accomplishments in life:   * Media articles * Meritorious awards |  |