

**BORANG PORTFOLIO APEL.A**

**TAHAP 6 - IJAZAH SARJANA MUDA**

**Nombor Rujukan: - APEL**

*(Untuk kegunaan pejabat)*

**Borang Permohonan**

|  |  |  |  |
| --- | --- | --- | --- |
| Nama Penuh (seperti di dalam kad pengenalan)  *Full Name (as in IC****)*** |  | | |
| Alamat Surat Menyurat  *Correspondence Address* |  | | |
| No. Kad Pengenalan /Pasport/ Tentera/Polis  *IC/Passport/Army/Police No.* |  | | |
| Tarikh Lahir  *Date of Birth* |  | | |
| Jantina  *Gender* | Lelaki/Male Perempuan/*Female* | | |
| Nombor Telefon  *Telephone Number* | Rumah/*Home*: | Pejabat/*Office*: | Tel. Bimbit/*Mobile*: |
| E-mel/*E-mail* |  | | |

**APEL PORTFOLIO – TAHAP 6**

Gambar Terbaharu (*latest photo*)

**BAHAGIAN 1: MAKLUMAT PERIBADI (*PERSONAL INFORMATION*)**

|  |  |
| --- | --- |
| Nama Penuh  *Full Name* |  |
| No. Kad Pengenalan /Pasport/ Tentera/Polis  IC/Passport/Army/Police No. |  |
| No. Rujukan  (Untuk Kegunaan Pejabat) |  |

**BAHAGIAN 2: MAKLUMAT PENDIDIKAN** (mulakan dengan yang paling terkini)

### DETAILS OF LEARNING ACQUIRED (Start with the most recent)

1. **PEMBELAJARAN BERSIJIL (*CERTIFICATED LEARNING*)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Tahun Penganugerahan | Gelaran Pensijilan | Tahap Penganugerahan (Sijil/Diploma/Ijazah) | Institusi Yang Menganugerah | Kemahiran (Sila tanda √)  *Competencies (Please check √)* | | | |
|  |  |  |  |
| *Year Awarded* | *Title of Certification* | *Level of Award (Certificate/Diploma/ Degree)* | *Awarding Institution* | Generik  *Generic* | Matematik  *Numerical* | Bahasa  *Language* | ICT |
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1. **PEMBELAJARAN BERASASKAN PENGALAMAN (*EXPERIENTIAL LEARNING*)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Majikan/ Bekerja Sendiri  *Name of Employer/ Self Employed* | Alamat  *Contact Address* | Tempoh Perkhidmatan (Bulan/Tahun) *Length of Service*  *(Month/Year)* | | Jawatan  *Position Held* | Keterangan Tanggungjawab (Sila Tanda √)  1: Operasi 2: Pengurusan  *Job Roles/Performed*  *1: Operational 2: Managerial* | | |
| Dari  *From* | Ke  *To* | 1 | 2 | Lain-lain (Sila Nyatakan)  *Other (Please specify)* |
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| **LATIHAN / TRAINING** | | | | | | | | | | | | |
| No. | Nama Latihan/Kursus  *Name/Title of Training/Course* | Lokasi  *Location* | Tarikh  *Date* | Jangka Masa (Jam/Hari/Bulan) *Length (Hour/Day/Month)* | Apa yang telah saya pelajari  (sila tanda √ bagi yang berkaitan)  (Sila rujuk \* untuk senarai kemahiran yang telah dipelajari)  *What I have learnt*  *(Refer to \* for the list of learning skills)* | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |
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\* Senarai kemahiran berdasarkan kepada 8 domain hasil pembelajaran / *List of skills based on learning outcome domains*:

* 1. Pengetahuan / *knowledge;*

#### kemahiran praktikal / practical skills;

* 1. kemahiran dan tanggungjawab social / *social skills and responsibilities;*
  2. nilai, sikap dan profesionalisme/ *values, attitudes and professionalism;*
  3. kemahiran komunikasi, kepimpinan dan kerja berpasukan / *communication, leadership and team skills;*
  4. kemahiran penyelesaian masalah / *problem solving and scientific skills;*
  5. kemahiran pengurusan maklumat dan pembelajaran sepanjang hayat / *information management and lifelong learning skills;*
  6. kemahiran mengurus dan keusahawanan / *managerial and entrepreneurial skills.*

1. **LAIN-LAIN AKTIVITI/KEMAHIRAN (*OTHER LEARNING SKILLS/ACTIVITIES*)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Aktiviti lain (Other activities)  Termasuk hobi/sukan/rekreasi/sosial/khidmat komuniti/latihan/ perkhidmatan perundingan atau aktiviti lain yang mana mungkin berkaitan dengan kemahiran.  *This may include your hobbies/sports/recreation/social/community Service/training given/consultancy services or other activities which might*  *be relevant to the competencies.* | | Tahun | Apa yang telah saya pelajari (sila tanda √ yang berkaitan) (sila rujuk \* untuk senarai kemahiran yang telah dipelajari)  *What I have learnt*  *(Refer to \* for the list of learning skills*) | | | | | | | |
| **1.** | **2.** | **3.** | **4.** | **5.** | **6.** | **7.** | **8.** |
| **1** |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |

1. **KEMAHIRAN BAHASA (*LANGUAGE SKILLS*)**

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| **Bahasa (*Language*)** |  |  |  | **Tahap Kemahiran (Level of Competence)**  (Tanda √ pada kotak yang berkaitan/please *tick* √ *all that apply*) | | | | | | | | | |  |  |  |
|  | **1: Lemah (*Poor*); 2: Sederhana (*Average*); 3: Bagus (*Good*); 4: Cemerlang (*Excellent*)** | | | | | | | | | | | | | |  |
| **Mendengar**  ***Listening*** | | | | **Membaca**  ***Reading*** | | | | **Bertutur**  ***Speaking*** | | | | **Menulis**  ***Writing*** | | | |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| **1.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **PENILAIAN DIRI / *SELF ASSESSMENT / REFLECTION*** (Wajib / *Compulsory*)

|  |
| --- |
| Huraikan bagaimana **pengalaman terdahulu yang diperoleh** dapat menyediakan anda untuk melanjutkan pelajaran (Tidak melebihi 250 patah perkataan).  *Describe how your* ***prior learning experience*** *prepare you for the intended level of study (Not more than 250 words).* |
| 1. Mengapa anda ingin menyambung pelajaran? *Why do you want to continue your study?*   (Minima 100 patah perkataan / *minimum 100 words*)   1. Ceritakan tentang pengalaman anda. *Describe your experience.*   (Minima 150 patah perkataan / *minimum 150 words*) |

## BAHAGIAN 3: BUKTI PEMBELAJARAN

### EVIDENCE OF LEARNING

#### Senarai Lampiran (Sila rujuk pada **Appendix A** untuk senarai bukti).

List of Attachments (Please refer to **Appendix A** for list of evidence)

|  |  |
| --- | --- |
| No. | Butiran Lampiran / Item Detail |
| 1. |  |
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| 12. |  |

#### Rujukan (Berkaitan dengan pekerjaan)

Referees (Work related)

|  |  |  |
| --- | --- | --- |
| **Nama**  ***Name*** |  | |
| **Jawatan**  ***Designation*** |  | |
| **Organisasi**  ***Organisation*** |  | |
| **Nombor Telefon**  ***Phone Number*** | Pejabat:  *Office:* | Telefon Bimbit:  *Mobile No.:* |
| **Alamat E-mel**  ***E-mail Address*** |  | |
| **Hubungan**  ***Relationship*** |  | |

|  |  |  |
| --- | --- | --- |
| **Nama**  ***Name*** |  | |
| **Jawatan**  ***Designation*** |  | |
| **Organisasi**  ***Organisation*** |  | |
| **Nombor Telefon**  ***Phone Number*** | Pejabat:  *Office:* | Telefon Bimbit:  *Mobile No.:* |
| **Alamat E-mel**  ***E-mail Address*** |  | |
| **Hubungan**  ***Relationship*** |  | |

**BAHAGIAN 4: PENGESAHAN DIRI / *SELF-DECLARATION***

Saya dengan ini mengesahkan yang kesemua maklumat/dokumen yang disertakan untuk menyokong permohonan ini adalah asli, benar dan tepat. Saya memahami sepenuhnya terma dan syarat permohonan dan bersetuju bahawa permohonan saya akan ditolak jika saya telah memalsukan mana-mana maklumat dalam apa jua cara.

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

Tandatangan / *Signature*: Nama / *Name*:

Tarikh / *Date*:

Permohonan ini adalah tertakluk kepada terma dan syarat seperti yang dinyatakan di bawah / *This application is subject to terms and conditions stated below*:

1. Dokumen yang bukan di dalam Bahasa Inggeris atau Bahasa Melayu perlu disertakan dengan satu terjemahan penuh yang telah sah diperakui / *Documents that are not in English or Bahasa Melayu must be accompanied by a certified full translation.*
2. Pusat Penilaian APEL diberi kuasa oleh pemohon, untuk menggunakan maklumat atau data dalam permohonan ini sekiranya perlu / *The APEL Assessment Centre is authorised by the applicant, to make references to and use the information or data in this applicationas may be deemed necessary.*
3. Pensijilan APEL direka bentuk bagi memenuhi syarat Agensi Kelayakan Malaysia (MQA). Kemasukan ke program akademik yang menggunakan pensijilan APEL ini tertakluk kepada Peraturan Akademik yang diluluskan oleh sesebuah Universiti/ Kolej. *The certification applied for is designed to meet requirements set by the Malaysian Qualifications Agency (MQA). Admission to the academic programme applied for, using this APEL certificate is subject to the academic regulations approved by the university/college.*
4. Yuran permohonan tidak akan dikembalikan. **Penghantaran wang tunai tidak digalakkan /** *Application fee is non-refundable.* ***Cash transaction is not recommended****.*

Sila hantar borang permohonan yang lengkap beserta dokumen yang telah **disahkan** ke alamat berikut / *Please send the completed application form, together with all certified documents to the following address:*

|  |  |
| --- | --- |
| **PENGESAHAN OLEH UNIT APEL, UiTM** | |
| Disokong | Tandatangan: |
|  | Nama/Cop: |
|  | Tarikh: |
| Tidak disokong |  |

***Unit APEL UiTM***

***Institut Pendidikan Berterusan dan***

***Pengajian Professional (iCEPS)***

***Aras 2, UiTM-MTDC Technopreneur Centre***

***Universiti Teknologi MARA (UiTM)*** ***40450 Shah Alam, Selangor***

# Universiti Teknologi MARA (UiTM): BORANG PORTFOLIO APEL(A) TAHAP 6

## Appendix A: SENARAI BUKTI / LIST OF EVIDENCE

(Bukti yang boleh disediakan untuk permohonan / Evidence that can be provided for application)

|  |  |
| --- | --- |
| **Bukti Langsung / *Direct Evidence*** | **Bukti Tidak Langsung / *Indirect Evidence*** |
| **Sijil / *Certificates***  Salinan kelayakan anda / *Copies of your qualification:*   * Sijil persekolahan / *School certificates* * Penyata keputusan / *Statement of results* * Kursus yang diikuti di tempat kerja / *Courses completed at work* | **Rekod Bertulis / *Written records***  Salinan / Copies of:   * Diari / *Diaries*  Rekod / *Records* * Jurnal / *Journals*  Artikel / *Articles* |
| **Contoh Kerja / *Work Samples***  Contoh tugas atau kerja / *Samples of work*:   * Projek / *Projects*  Objek / *Object*s * Laporan  Kerjaseni / *Work of arts* * Bahan bertulis / *written materials* * Lukisan atau gambar / *Drawings or photographs* | **E-mel / *E-mail***  Salinan emel komunikasi yang boleh mengesahkan tuntutan anda / *Copies of e-mail communication to verify*:   * Maklumbalas pelanggan / *Customer feedback* * Aktiviti kerja / *Work activities* * Kemahiran bertulis / *Written skills* |
| **Rekod Aktiviti di Tempat Kerja / *Records of Workplace Activities*** Dokumen yang boleh mengesahkan aktiviti di tempat kerja / *Documents that verify work activities*:   * Nota / N*otes*  E-mel / *E-mail* * Kontrak / *Contracts* * Kertaskerja yang lengkap / *Completed worksheets* * Perjanjian kerja / *Workplace agreement* | **Surat Sokongan / *Supporting Letters***  Salinan surat sokongan yang boleh mengesahkan tuntutan dari / *Letters to verify claim from*:   * Majikan / *Employer* * Kumpulan komuniti / *Community group* * Individu yang anda pernah bekerja bersama (kerja dengan bayaran atau sukarela) / *Individuals you have worked with (paid or unpaid)* |
| **Dokumen / *Documents***  Bukti yang menunjukkan pencapaian dalam kehidupan anda /  *Evidence showing your accomplishments in life*:   * Artikel media / *Media articles* * Penganugerahan kepujian / *Meritorious awards* |  |

**ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL)**

**TAHAP 6 / LEVEL 6 – SARJANA MUDA / DEGREE**

SENARAI SEMAK / CHECKLIST

|  |  |  |
| --- | --- | --- |
| **BIL** | **DOKUMEN / DOCUMENT** | **TANDA / TICK (√)** |
| 1. | BORANG PORTFOLIO (TAHAP 6) YANG LENGKAP  Completed Portfolio Form (Level 6) |  |
| 2. | 1 KEPING GAMBAR TERBAHARU SAIZ PASPOT  1 Recent Passport-Sized Photo |  |
| 3. | SALINAN KAD PENGENALAN **DISAHKAN\***  Certified Photocopy of NRIC\* |  |
| 4. | SIJIL-SIJIL (AKADEMIK, KURSUS BERKAITAN PEKERJAAN DLL) **DISAHKAN\***  Certified Certificates\* (Academic/work related, etc) |  |
| 5. | DOKUMEN BUKTI **DISAHKAN\***  Certified Supporting Documents\* |  |
| 6. | **SATU** SALINAN CETAK (*HARD COPY*) PORTFOLIO YANG LENGKAP PERLU DIJILID (CTH: *COMB BINDING*) DENGAN KEMAS SEBELUM DIHANTAR  A compeleted hardcopy portfolio should be neatly bounded (e.g. comb binding) before submitted. |  |
| 7. | **SATU** SALINAN LEMBUT (SOFT COPY) YANG TELAH DIJILID DI DALAM SATU PDF PERLU DI EMELKAN KE [unitapel@uitm.edu.my](mailto:unitapel@uitm.edu.my)  A soft copy of completed portfolio should be compiled (in one PDF) and email to [unitapel@uitm.edu.my](mailto:unitapel@uitm.edu.my) |  |

**\*Nota/Note:**

1. Dokumen salinan hendaklah disahkan oleh / Certification of documents can be signed by:

a. Pegawai kerajaan kumpulan A / Public officials holding administrative and professional posts

b. Pengetua/Guru Besar/Guru Penolong Kanan / Principal/Headmaster/Assistant Principal/Assistant Headmaster

c. Wakil Rakyat / Member of Parliament

d. Penggawa/Penghulu/Ketua Kampung / Village Chiefs

e. Pengerusi JKKK (Jawatankuasa Kemajuan dan Keselamatan Kampung) /JKKK Chair

f. Ketua Kaum/ Ketua Anak Negeri / Native Court Representative

g. Pesuruhjaya Sumpah / Commissioner of Oaths

2. Cop pegawai atau saksi hendaklah mempunyai nama dan jawatan pegawai serta jabatan atau alamat di mana pegawai bertugas / The rubber stamp for each certified document shall bear the full name and full designation of the person certifying as well as the department or the complete address of the person certifying.