

## Preparing your T6 portfolio: A set-by-step guide

### STEP 1: Personal Particulars

**APEL PORTFOLIO – TAHAP 6**

Gambar  
Terbaharu  
(*latest photo*)

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

Nama Penuh <i>Full Name</i>	
No. Kad Pengenalan /Pasport/ Tentara/Polis IC/Passport/Army/Police No.	
No. Rujukan (Untuk Kegunaan Pejabat)	

Fill in your name and identity card number. Do not forget to attach a recent passport-sized colour photo of yourself at the top of the form.

## STEP 2: Details of Learning Acquired

In this section, you are required to list all prior experiential learning that you accumulated and these include formal, informal and non-formal learning. **Formal learning** is organised and structured in a formal setting, and you will receive a certification that can be used for obtaining jobs and other formal purposes. For example, *SPM, STPM, SPVM, Sijil Kemahiran Malaysia*. **Informal learning** is never organised as it is focused on the value of experience related to work, home or leisure time. For example, a volunteer for Persatuan Kanak-kanak Istimewa, secretary to Kelab Rekreasi Maju Holdings Bhd., member of Kebun Komuniti Taman Titiwangsa, Kuala Langat. Meanwhile, **Non-formal learning** can be a structured and organised process of learning but this form of learning is not certified and/or accredited. This type of learning is designed to improve a range of skills and competences; and it may occur at a workplace or other organisations. For example, conferences, seminars, training, and non-credit courses such as language, fitness, first-aid, etc.

### Certificated Learning (Formal Learning)

a) PEMBELAJARAN BERSIJIL ( <i>CERTIFICATED LEARNING</i> )							
Tahun Penganugerahan <i>Year Awarded</i>	Gelaran Pensijilan <i>Title of Certification</i>	Tahap Penganugerahan (Sijil/Diploma/Ijazah) <i>Level of Award (Certificate/Diploma/Degree)</i>	Institusi Yang Menganugerah <i>Awarding Institution</i>	Kemahiran (Sila tanda ✓) <i>Competencies (Please check ✓)</i>			
				Generik <i>Generic</i>	Matematik <i>Numerical</i>	Bahasa <i>Language</i>	ICT

List down all formal learning that you have acquired. This will include any certification that you received during secondary education and other formal learning that you have completed.

In the first column, indicate when the certificate was awarded. For example, if you have sat for the Sijil Vokasional Malaysia in 2002, the year awarded is 2002, and the title of certification is Sijil Vokasional Malaysia i.e. SVM, while the level of the award for SVM is certificate.

Then, state the awarding body or institution that conferred you the certification. In this case, SVM is awarded by Kementerian Pendidikan Malaysia.

In the last column, you are required to indicate the competencies (Generic, Numerical, Language and ICT) that you have acquired from the certification.

**Generic competency** encompasses knowledge, skills and attitudes that you have gained from the formal education and it helps you manage everyday life and work. Examples of generic competency include problem solving, analytical skills, critical thinking, and interpersonal understanding.

**Numerical competency** involves the ability to use mathematical information to solve real-world problems which includes understanding

basic math (addition, subtraction, division and multiplication), the use of graphical, spatial, statistical and algebraic concepts and the ability to interpret that data and apply it to real-world situations.

**Language competency** includes your ability to communicate in activities that involve the four skills that are listening, speaking, reading and writing.

**ICT competency**, meanwhile, includes digital literacy, application competencies and ethical competencies. For example, the formal learning that you attended enabled you to use ICT in presentations and activities, employ digital tools to obtain information from various online sources, create and manage ICT-based projects, and exercise ethical, legal and responsible use of ICT.

You will need to fill up the columns by listing the most recent certification first. The verified copy of the certificates will later need to be arranged accordingly in the evidence of learning section.

## Experiential Learning (Informal and Non-formal Learning)

List all experiential learning that you have accumulated. This may include your learning experiences at work, training/seminar/workshop and other learning skills.

### Work-based

b) PEMBELAJARAN BERASASKAN PENGALAMAN (EXPERIENTIAL LEARNING)								
	Majikan/ Bekerja Sendiri <i>Name of Employer/ Self Employed</i>	Alamat <i>Contact Address</i>	Tempoh Perkhidmatan (Bulan/Tahun) <i>Length of Service (Month/Year)</i>		Jawatan <i>Position Held</i>	Keterangan Tanggungjawab (Sila Tanda ✓) 1: Operasi 2: Pengurusan <i>Job Roles/Performed</i> 1: Operational 2: Managerial		
			Dari <i>From</i>	Ke <i>To</i>		1	2	Lain-lain (Sila Nyatakan) <i>Other</i> (Please specify)
1.								
2.								
3.								

The first table requires you to list your work experience, starting with the current or most recent position. In this sub-section, it is important that you fill up the name of the employer (or your company if self-employed), the address of the company, duration of your employment and the title/position that you are currently holding or had held. In the final column, you will need to indicate the type of role that the job entails/entailed. Indicate **1 (Operational)** if your job role involves/involved operational duties which include general administrative duties, personnel management, counter services and processing. Meanwhile, select **2 (Managerial)** if your job responsibilities include/included roles like planning, organizing, leading, controlling, among others. Should you feel that your job does not fall under

the operational or managerial category, specify the job role in the given column.

## Training

LATIHAN / TRAINING												
No.	Nama Latihan/Kursus <i>Names/Title of Training/Course</i>	Lokasi <i>Location</i>	Tarikh <i>Date</i>	Jangka Masa (Jam/Hari/Bulan) <i>Length (Hour/Day/Month)</i>	Apa yang telah saya pelajari (sila tanda ✓ bagi yang berkaitan) (Sila rujuk * untuk senarai kemahiran yang telah dipelajari) <i>What I have learnt (Refer to * for the list of learning skills)</i>							
					1	2	3	4	5	6	7	8
1.												
2.												
3.												

You will need to list down all learning experiences that you have acquired from trainings, seminar or workshops that you attended. This can include any form of in-house job trainings, seminars or workshops that you were asked to attend by your employer or that you voluntarily signed up and attended during your leisure. For example, *you attended a language course on beginner Mandarin because you wanted to have a basic understanding of the language and you attended the language course on weekends.* To fill in this section, first write the name of the training/seminar/workshop/short course that you attended, and then indicate the location and date where it was held, as well as the duration of the training/seminar/ workshop/short course (hour/day/month). In the last column, indicate the list of skills that you have obtained from the programme that you attended. The complete list of skills are provided for your reference. *For example, during a 5S training that you attended, you have acquired the first seven (7) skills listed.*

## Other Learning Skills

e) 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. <i>This may include your hobbies/sports/recreation/social/community Service/training given/consultancy services or other activities which might be relevant to the competencies.</i>	Tahun	Apa yang telah saya pelajari (sila tanda ✓ bagi berkaitan) (sila rujuk * untuk senarai kemahiran yang telah dipelajari) <i>What I have learnt (Refer to * for the list of learning skills)</i>							
		1.	2.	3.	4.	5.	6.	7.	8.
1									
2									
3									

In this next section, you will need to provide other informal learning that you have acquired. Examples of informal learning include participation in community services, places or workshops, recreation or even associations. As an example, *as a Marshall of the Kelab Basikal Kuala Selangor (KBKS) since 1990, you have been involved with planning and managing KBKS activities and you can attach several letter of recognition, reports, newspaper clippings of the activities that you have planned and managed.* This is equally important in your portfolio as it may indicate your

communication, leadership, etc. skills through these activities. To complete this section, list the name of the activity, the year(s) that you were involved, and lastly, identify the set of skills (refer to the list provided) that you have acquired from the activity. For example, *based on your experience as the Marshall of the Kelab Basikal Kuala Selangor (KBKS), you have acquired all eight (8) skills from the list.*

## Language Skills

e) KEMAHIRAN BAHASA (LANGUAGE SKILLS)																
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.																

This section highlights your competency in language(s). State what language you are proficient at, in terms of *listening, reading, speaking and writing*, by indicating whether your proficiency is poor(1), average(2), good(3), or excellent(4). For example, *your native language or language spoken at home is Bahasa Melayu and you would rate yourself excellent at listening, reading, speaking; but you may not have the excellent flair to write in the language so you rate yourself good at writing.* Other common languages may be English and/or Mandarin. It will also be good if you know any other third languages such as Japanese or French.

## Self Assessment or Reflection

### f) PENILAIAN DIRI / SELF ASSESSMENT / REFLECTION (Wajib / Compulsory)

Huraikan bagaimana pengalaman terdahulu yang diperolehi 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)
2. Ceritakan tentang pengalaman anda. *Describe your experience.*  
(Minima 150 patah perkataan / minimum 150 words)

To make this section easier for you to write your self-assessment, there are **two (2) questions** that serve as guidelines for your reflection. This section is fairly important as your responses will give some impression as to your readiness to embark on the intended field of study. Simply refer to these questions when you draft your answers for each question.

For **Question 1**, explain in no more than 100 words why you want to continue your study. As an example, *I intend to pursue a degree in Office Management. I have risen through the ranks from an administrative clerk to a managerial post after more than 15 years of working experience. With a degree in Office Management, I will be able to perform better business management and administration duties that are required in my present job. Also, with a formal degree qualification, I look forward to the confidence of having a formal tertiary education and a better job prospect in the future.*

**Question 2** requires you to describe your learning experience in no more than 150 words. Here, you may reflect on your previous learning experience and indicate how the experience contribute as well as prepare you to pursue the intended field of study. For example, *“I believe that in the 15 years of working as an administrative clerk, Senior Clerk, Floor Supervisor and now as Office Manager, I have gathered enough hands-on experience in office administration that will help me in preparing to start a degree in Office Management. My learning experience has given me plenty of useful skills that can help me excel in my study. Among the skills that I have acquired from my learning experience include computer skills, organizational skills, strategic planning skills, time-management skills, oral and written communication skills, and critical thinking skills.*

## STEP 3: Evidence of Learning

### BAHAGIAN 3: BUKTI PEMBELAJARAN EVIDENCE OF LEARNING

- a) 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.	
2.	
3.	

You will need to provide the evidence of learning that you have listed in the columns provided. Please ensure that all copies of evidence are verified accordingly (refer to the designated or authorized signatories in the Checklist Form). It is recommended that you label your appendix accordingly, for example in your section of evidence, list all formal learning and then followed by other learning evidence.

Hence, your list will start with formal learning certificates (Appendix A1, A2, A3, etc. ) and followed by other learning experiences (Appendix B1, B2, B3, etc.). For example:

- Appendix A1 Sijil Pelajaran Malaysia*
- Appendix A2 Sijil Vokasional Malaysia (Perakaunan)*
- Appendix A3 Sijil Kemahiran Malaysia (Perdagangan)*
- Appendix B1 Letter of Offer (Office Manager, Maju Holdings Bhd.)*
- Appendix B2 Scope of Work (Administrative Officer, Maju Holdings Bhd.)*
- Appendix B3 Basic Mandarin Course (ABC Language Centre)*
- Appendix B4 5S for Workplace training (Creative Resources Sdn. Bhd.)*
- Appendix B5 Registration of Societies Malaysia (Kelab Basikal Kuala Selangor)*
- Appendix B6 Minutes of Meeting KBSS (Committee Election)*



## STEP 4: Referees

- b) Rujukan (Berkaitan dengan pekerjaan)  
*Referees (Work related)*

<b>Nama</b> <i>Name</i>		
<b>Jawatan</b> <i>Designation</i>		
<b>Organisasi</b> <i>Organisation</i>		
<b>Nombor Telefon</b> <i>Phone Number</i>	Pejabat: <i>Office:</i>	Telefon Bimbit: <i>Mobile No.:</i>
<b>Alamat E-mel</b> <i>E-mail Address</i>		
<b>Hubungan</b> <i>Relationship</i>		

<b>Nama</b> <i>Name</i>		
<b>Jawatan</b> <i>Designation</i>		
<b>Organisasi</b> <i>Organisation</i>		
<b>Nombor Telefon</b> <i>Phone Number</i>	Pejabat: <i>Office:</i>	Telefon Bimbit: <i>Mobile No.:</i>
<b>Alamat E-mel</b> <i>E-mail Address</i>		
<b>Hubungan</b> <i>Relationship</i>		

Here, you will need to furnish **two (2) referees** who are able to provide some verbal reference when required. However, family member and relatives cannot be included as your referees. You can request your current/former employer/employers or supervisors for professional reference.



## STEP 5: Self-Declaration

### 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*:

You will need to provide your signature, full name and date in this section. Failure to do so will result in your portfolio to be rejected for further assessment.