

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

### STEP 1: Personal Particulars

*Recent photo*

**PART 1: PERSONAL PARTICULARS**

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

Fill in your personal particulars and other information required in the form. Do not forget to attach a recent passport-sized colour photo of yourself at the top of the form.

You will need to specify the intended field of studies or programme that you wish to enrol for your Master's programme. Do take note that your APEL.A certificate will indicate the intended field of study or programme that you have stated in your application.

## 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, Sijil Matrikulasi, Sijil Asasi, Diploma*.

**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)

PART 2: DETAILS OF LEARNING ACQUIRED <i>(please start with the most recent)</i>					
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
<i>e.g. STPM</i>	<i>Certificate</i>	<i>Majlis Peperiksaan Malaysia (MPM)</i>	<i>2 years</i>	<i>1995</i>	<i>Appendix 1 (STPM certificate)</i>

List down all formal learning that you have acquired and start with the most recent certification. This may include secondary education and other formal education at certificate or diploma level. For example, if you have sat for the Sijil Tinggi Persekolahan (STPM), the title of certification is the name of the award, i.e. STPM, while the level of the award for STPM is certificate. Then, state the awarding body or institution that conferred you the certification. In this case, STPM is awarded by Majlis Peperiksaan Malaysia.

In the next column, indicate the duration of your studies (month/year) while the next column is when the certificate was awarded. The verified copy of all

certificates need to be arranged according to this listing in your Appendix. It is recommended that you label your appendix accordingly, for example Appendix A for formal learning certificates, Appendix B for informal learning evidence and Appendix C for non-formal learning evidence.

Then, in the last column, list the title of the certificate and which appendix the evidence is attached.

## Experiential Learning (Informal Learning)

List your informal experiential learning. This may include learning experiences at work as well as during leisure.

### Work Experience

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		
<i>e.g.</i> <i>Brilliant Work Sdn. Bhd.</i>	<i>No. 123, Jalan Batu, Shah Alam</i>	<i>May 2000</i>	<i>April 2005</i>	<i>Floor Supervisor</i>	<i>Train sales team, Provide quality customer service, Prepare marketing plans, Monitor all sales and communicate with all sales staff.</i>
<i>e.g.</i> <i>Jasa Pertiwi Sdn. Bhd.</i>	<i>45, Jalan Raja, Kelang</i>	<i>May 2005</i>	<i>Present</i>	<i>Sales Manager</i>	<i>Build and maintain client relations, Develop sales strategies to acquire new customers or clients, Set targets, performance plans, and objective standards for sales team.</i>

This section requires you to list your work experiences, starting with the current or most recent position. State the name of your employer (or your company if self-employed), company address, duration of your employment and the title/position that you had held or presently holding. Also, in the final column, it is important that you give a brief description of your position. This is especially important if the position is related to the field of study that you

intend to apply to further your studies. Your portfolio assessors will be able to see that you have adequate learning experience to start your study in the intended field.

## Other Learning Activities (Informal Learning)

b) EXPERIENTIAL LEARNING / INFORMAL LEARNING (II) OTHER LEARNING ACTIVITIES		
OTHER ACTIVITIES <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>	YEAR	WHAT I HAVE LEARNT <i>Relevant to the programme applied</i>
<i>e.g. Marshall of local cycling club</i>	<i>2017-present</i>	<i>Planning and managing club activities</i>

In this section, you will provide more evidence of informal learning that you have acquired. Examples of informal learning include *participation in community services, places or worships, 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.*

These information is important in your portfolio as it may indicate your skills in communication, leadership, etc. which you may have acquired from your participation in these activities.

## Experiential Learning (Non-formal)

### Training/Seminar/Workshop

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

<b>NAME/TITLE OF TRAINING OR COURSE</b>	<b>LOCATION</b>	<b>DATE</b>	<b>LENGTH (Hours/Days/ Month)</b>	<b>DESCRIPTION OF KNOWLEDGE / SKILLS ACQUIRED</b>
<i>e.g. 5S Workshop</i>	<i>Hotel Eastin, Petaling Jaya</i>	<i>02 May 2016</i>	<i>1 day</i>	<i>Basics of 5S and managing 5S practices</i>

You will need to list down all non-formal learning experiences which include trainings, seminar or workshops that you attended previously. This can include any form of in-house job trainings, seminars or workshops that you were asked to attend by your employer(s) or they can also be any short courses, seminars or workshops that you voluntarily attended during your leisure.

For example, *you attended a beginner Mandarin language course during weekends because you wanted to have a basic understanding of the language.*

To complete 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).

In the last column, write down a brief description of knowledge or skills that you have acquired from the programme. For example, *in the 5S training program, you learned about the systematic approach to workplace organization and some of the skills you acquired were the basics of 5S and how to manage 5s practices at the workplace.*

## Language Competency

d) LANGUAGE COMPETENCY												
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												

This section highlights your language competency. State the language or languages that you are proficient in, and rate your proficiency based on the skills of reading, writing and speaking 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*. You find that you are *excellent* at reading, speaking; but you feel that you do not have the flair to write academically in the language so you rate yourself *good* at writing.

Other common languages are English and Mandarin. It is also beneficial if you know any other third languages such as Japanese or French.

## Self Assessment/Reflection

- e) **SELF\_ASSESSMENT / REFLECTION** (*Compulsory*)
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?

There are **four (4) questions** that serve as guidelines for your reflection. This section is very important as your responses will display your readiness to embark on the intended field of study. Simply refer to these questions when you draft your answers.

For **Question 1**, explain in no more than 100 words why you want to further your studies in the field that you have chosen. A sample answer would be, *“I intend to pursue an MBA in General Management. I have risen through the ranks from an administrative clerk to a managerial post after more than 15 years of working experience. Furthermore, I need to improve my qualifications for a better career path. With an MBA, I will be able to perform better business management and administration duties that are required in my present job. Also, with an MBA qualification, I look forward to the confidence of having a formal postgraduate education and a better job prospect in the future”*.

Meanwhile **Question 2** requires you to 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 I have gathered enough hands-on experience in the supervisory field that will help me to successfully complete the programme”*.

**Question 3**, meanwhile, asks for your action plans in ensuring the successful completion of your study. An sample answer would be *“I have successfully applied for a study leave in order to focus on my MBA programme and also in contact with several co-workers who are also registered for the programme so that we can have discussion groups effectively”*.

Finally, in **Question 4** you are requested to highlight the contribution of the study to your personal and/or professional development. A sample would be, *“Personally, the MBA will give me more confidence to excel in my career and a sense of personal achievement that I can also emulate to my children. Also, the knowledge, hard skills and soft skills that I gained from the MBA will make me more skilled and versatile; and this may open more doors to a better career in the future”*.

## STEP 3: Referees

PART 3: REFEREES ( <i>Family members and relatives cannot serve as referees</i> )		
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		

Here, you will need to furnish **two (2) referees** who are able to provide some verbal references 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 4: Self-Declaration

### 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:

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