



# **Portfolio Guidelines for Level T-6**

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

## STEP 1: Personal Particulars

**APEL PORTFOLIO T-6**

Recent photo

**PART 1: PERSONAL DETAILS**

<b>FULL NAME</b>								
<b>IC / PASSPORT NUMBER</b>								
<b>INTENDED FIELD OF STUDY</b>								
<b>INTENDED PROGRAMME</b>								
<b>LEVEL OF STUDY</b>	<b>Certificate</b>	<input type="checkbox"/>	<b>Diploma</b>	<input type="checkbox"/>	<b>Bachelor</b>	<input type="checkbox"/>	<b>Master</b>	<input type="checkbox"/>
<b>REFERENCE NUMBER</b>	<small>(for MMU use only)</small>							

Fill your name and ID card number. Kindly provide a recent passport-sized colour photo of yourself at the top of the form.

## STEP 2: Details of Learning Acquired

In this section, you must list all prior experiential learning, including 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 job applications and other formal purposes. Examples of certificate for formal learning are SPM, STPM, SPVM, and *Sijil Kemahiran Malaysia*. **Informal learning** is never organised because it is focused on the value of experience related to work, home or leisure time. For instance, being a volunteer for Rumah Anak Yatim Insan, secretary for Kelab Rekreasi Megah Holdings Bhd. and member of Pusat Kolam Komuniti Damansara Aliff are all examples of how informal learning can be acquired. Meanwhile, **non-formal learning** can be a structured and organised learning process but it is not certified or accredited. This type of learning is intended to improve a variety of skills and competencies, and it can take place in the workplace or in other organisations. Conferences, seminars, training and non-credit courses in subjects such as language, fitness, first-aid, and so on are examples of non-formal learning.

### Certificated Learning (Formal Learning)

NO.	ACADEMIC QUALIFICATION	AWARDING BODY/ INSTITUTION	YEAR AWARDED	COMPETENCIES								EVIDENCE OF LEARNING* (Please refer to Appendix 4 for examples of evidence)
				(Please tick ✓) (Please refer to Appendix 5 for a list of skills on what I have learned)								
				1	2	3	4	5	6	7	8	
1.												
2.												
3.												
4.												
5.												

Make a list of all formal education you have received. This will include any certifications you received during secondary school as well as any other formal learning you have completed.

State the certificate you receive e.g. *Sijil Pelajaran Malaysia* (SPM) in the academic qualification column.

Then, list the awarding agency or institution that bestowed the certification on you. IN this case, the awarding agency is the Ministry of Education Malaysia. Insert the year

you received the qualification in the *Year Awarded* column. Put the year 2010 if that is the year you received the qualification.

*Competencies* are the next column. Refer to Appendix 5 in the student handbook to see what you should have learnt based on your academic qualification.

Last but not least, list the evidence of learning for each academic qualification you obtained using Appendix 4 of the student handbook.

Fill in the blanks in the columns starting with the most recent certification. The verified copies of the certificates will be organised under the evidence of learning section later.

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

Make a list of all of your experiential learning. This could include your work-related learning experiences, training/seminar/workshop attendance and other learning skills.

### Work-based

NO.	NAME OF EMPLOYER/ SELF-EMPLOYED	CONTACT ADDRESS	DURATION (MONTH/YEAR)		POSITION HELD	WHAT I HAVE LEARNT/ACQUIRED (Please tick ✓) (Please refer to Appendix 5 for a list of skills on what I have learned)								EVIDENCE OF LEARNING* (Please refer to Appendix 4 for examples of evidence)			
			FROM	TO		1	2	3	4	5	6	7	8				
			1.														
2.																	
3.																	
4.																	
5.																	
6.																	

\*Note: All evidence must be properly labelled

You must state your work experience in chronological order, beginning with your latest or most recent position. It is critical that you fill out the name of your employer (or your company if you are self-employed), the company's address, the duration of your employment, and the title/position that you currently hold or previously held in this sub-section. Indicate the type of position you held in the *Position Held* column. Last but not least, list the evidence of learning for each position you held, using Appendix 4 of the student handbook.

## Training

NO.	NAME/TITLE OF TRAINING OR COURSE	ORGANISER /LOCATION	DATE	LENGTH (Hours/ Days/ Month)	WHAT I HAVE LEARNT/ACQUIRED (Please tick ✓) (Please refer to Appendix 5 for a list of skills on what I have learned)								EVIDENCE OF LEARNING* (If any) (Please refer to Appendix 4 for examples of evidence)
					1	2	3	4	5	6	7	8	
1.													
2.													
3.													
4.													
5.													
6.													
7.													

\*Note: All evidence must be properly labelled

You will need to make a list of all the learning experiences you have gained from training, seminars, or workshops that you have attended. These include any in-house job training, seminars or workshops that you were required to attend by your employer or that you voluntarily signed up for and attended in your spare time. For example, suppose you took a course in *Introduction to Virtual Reality* and you took the course on weekends. To complete this section, first write the name of course i.e. *Introduction to Virtual Reality*, followed by the location and dates of the course, as well as its duration (hour/day/month). In the final column, list the skills that you gained from the attending the course. Last but not least, list the evidence of learning you have obtained. This could be in the form of certificate, project work, etc. Refer to Appendix 4 of the student handbook for examples of different evidence of learning.

## Other Learning Skills

	OTHER LEARNING 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/ ACQUIRED (Please tick ✓) (Please refer to Appendix 5 for a list of skills on what I have learned)								EVIDENCE OF LEARNING* (if any) (Please refer to Appendix 4 for examples of evidence)
			1	2	3	4	5	6	7	8	
			1.								
2.											
3.											
4.											

**\*Note: All evidence must be properly labelled**

You are also required to state other informal learning that you have obtained in the following section. Participation in community services, places of worships, recreation, or even associations are examples of informal learning. This is also important in your portfolio because these activities can demonstrate your communication, leadership, and other skills. To complete this section, list the name of the activity, the year(s) in which you participated and identify the set of skills (refer to the list provided) that you gained from the activity. Finally attach the evidence of learning using Appendix 4 in the Student Handbook as a reference.

## Language Skills

LANGUAGE	LEVEL OF COMPETENCE (Please tick ✓) 1: POOR; 2: AVERAGE; 3: GOOD; 4: EXCELLENT															
	LISTENING				READING				SPEAKING				WRITING			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1.																
2.																
3.																

This section emphasises your language proficiencies. Indicate your language proficiency in terms of listening, reading, speaking, and writing by indicating whether you are Poor (1), Average (2), Good (3), or Excellent (4). For example, if your native language or the language spoken at home is Bahasa Malaysia, you would rate yourself excellent at listening, reading, and speaking; however, you may not have an excellent ability for writing in the language, so you rate yourself good at writing. English and/or

Mandarin are two other common languages. It will also be advantageous if you are fluent in any other third languages, such as Arabic or French.

## Self Assessment or Reflection

### e) SELF ASSESSMENT/REFLECTION (Compulsory)

Describe how your prior learning experiences prepare you for the intended level of study (Not more than 250 words):

1. Why do you want to pursue this intended programme of study?
2. How is your prior learning experience applicable to/related to/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 in this section to make it easier for you to write your self-assessment. This section is significant because your responses will give some indication of your preparation to begin the intended field of study.

For **Question 1**, explain in no more than 100 words why you want to continue your education in the field you've chosen. Look at an example of a response for this question:

*"I intend to pursue an MBA in General Management." After more than 15 years of experience, I progressed from an administrative clerk to a managerial position. In addition, I need to improve my qualifications in order to advance in my career. With an MBA, I will be able to perform better in the areas of business management and administration that are required in my current position. Also, with an MBA, I will have the assurance of a formal postgraduate education and a better job prospect in the future."*

**Question 2** asks you to reflect on your previous learning experiences and explain how they helped you prepare for your intended field of study. Here is a sample answer:

*"I believe I have gained sufficient hands-on experience in the supervisory field to enable me to successfully complete the programme."*

**Question 3** requests your action plans in ensuring the successful completion of your study. Look at the example below:

*"I have successfully applied for a study leave in order to focus on my MBA programme, and I am also in contact with several co-workers who are also registered for the programme so that we can have effective discussion groups."*

Finally, in **Question 4**, you are asked to highlight the study's contribution to your personal and/or professional development. An answer to that can be something like this:

*"Personally, the MBA will give me more confidence to excel in my career and a sense of personal achievement that I can also model for my children. Furthermore, the knowledge, hard skills, and soft skills I gained from the MBA will make me more skilled and versatile, potentially opening more doors to a better career in the future".*

### STEP 3: Referees

REFEREES (Family members and relatives cannot serve as referees)

NAME		
POSITION		
ORGANISATION		
PHONE NUMBER	OFFICE: <i>(Compulsory)</i>	MOBILE:
EMAIL ADDRESS		
RELATIONSHIP		

NAME		
POSITION		
ORGANISATION		
PHONE NUMBER	OFFICE: <i>(Compulsory)</i>	MOBILE:
EMAIL ADDRESS		
RELATIONSHIP		

You are to state two (2) referees who can provide verbal references as needed. However, family members and relatives are not permitted to serve as referees. You



can request professional references from your current/former employer/employers or supervisors.

## **STEP 4: Self-Declaration**

### **PART 4: SELF DECLARATION**

I hereby declare that all of 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:

In this section, you must include your signature, full name, and date. Failure to do so will result in a delay in processing your Portfolio submission.

**For enquiries, contact us at:**

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