

APEL.A

PANDUAN PERMOHONAN DAN PENILAIAN CALON

**PENGAKREDITAN PEMBELAJARAN
BERASASKAN PENGALAMAN TERDAHULU
BAGI TUJUAN AKSES
APEL.A UKM**



SENARAI KANDUNGAN

GLOSARI / GLOSSARY	1-2
SINGKATAN DAN AKRONIM / ABBREVIATIONS AND ACRONYMS	3
BAB 1: PENDAHULUAN / INTRODUCTION	4
1.1 LATAR BELAKANG / BACKGROUND	4
1.2 PUSAT PENILAIAN APEL UKM / APEL ASSESSMENT CENTRE UKM	4-5
BAB 2: DEFINISI DAN KONSEP APEL.A / DEFINITION AND CONCEPT OF APEL.A	6
2.1 Definisi APEL.A / Definition Of APEL.A	6
2.2 Kompetensi Calon / Candidate's Competencies	6-7
2.3 SYARAT KEMASUKAN / Entry Requirement	8-9
BAB 3: PROSES PERMOHONAN DAN PENILAIAN / Application Process And Assessment	10
3.1 Permohonan melalui MQA / Application through MQA	10
3.2 Pautan ke Sistem Penilaian Penilaian APEL.A UKM / Link to APEL.A UKM Assessment System	10
3.3 Saringan Awal / Preliminary Screening	10-11
3.4 Bayaran Fi Penilaian mengikut Tahap / Assesment Fees for Each Level	11
3.5 Komponen Penilaian dan Pemberat Markah / Assessment Component and Marks Weightage	12-13
3.5.1 Ujian Aptitud / Aptitude Test	13-15
3.5.2 Penilaian Portfolio dan Temu Duga (T-7 sahaja) / Portfolio Assessment and Interview (T-7 only)	16-17
3.5.3 Penilaian Portfolio / Portfolio Assessment	18
3.5.4 Calon yang Lulus Semua Komponen / Candidates who Pass All Components	19
BAB 4: PANDUAN PENGGUNAAN SISTEM PENILAIAN APEL.A / Guidelines of APEL.A Assessment System	20
SENARAI RUJUKAN / List of References	21
Lampiran 1: Carta Alir Permohonan dan Penilaian	22
Appendix 1: Flowchart for Application and Assessment	22
Lampiran 2: Borang Penilaian Portfolio APEL	23-31
Appendix 2: APEL Portfolio Evaluation Form	22-31
Lampiran 3: Senarai Pembuktian	32
Appendix 3: List of Evidence	32
Lampiran 4: Senarai Kemahiran	33
Appendix 4: List of Skills	33

Akreditasi Pembelajaran Berasaskan Pengalaman Terdahulu *Accreditation of Prior Experiential Learning (APEL)*

Satu proses sistematik yang melibatkan identifikasi, dokumentasi dan penilaian terhadap pembelajaran berasaskan pengalaman terdahulu seperti ilmu pengetahuan, kemahiran dan sikap, untuk menentukan tahap seseorang individu mencapai hasil pembelajaran yang diinginkan, bagi mengakses sesuatu program pengajian.

APEL.A memberi peluang kepada mereka yang mempunyai pengalaman kerja tetapi kurang kelayakan atau tiada kelayakan akademik untuk menyambung pengajian di Institusi Pengajian Tinggi.

A systematic process that involves identifying, documenting and assessing prior experiential learning, i.e., knowledge, skills, and attitudes, to determine the extent to which an individual has achieved the desired learning outcomes for access to a programme of study.

APEL.A provides an opportunity for those with work experience but lack of qualifications or no academic qualifications to continue their studies at Higher Learning Institutions.

Pembelajaran Formal *Formal Learning*

Pembelajaran bersengaja atau program pengajian yang disampaikan dalam satu konteks yang terancang dan berstruktur (pra-sekolah, sekolah rendah, sekolah menengah, kolej teknikal dan universiti) yang membawa kepada penganugerahan formal / kelayakan yang diiktiraf.

Intentional learning or programme of study delivered in a planned and structured context (pre-school, primary school, secondary school, technical college, and university) that may lead to formal recognition / a recognized qualification.

Pembelajaran Tidak Formal *Informal Learning*

Pembelajaran berlaku secara berterusan melalui pengalaman hidup dan kerja (juga dikenali sebagai pembelajaran berasaskan pengalaman). Ia biasanya pembelajaran yang diperoleh secara tidak bersengaja.

Learning occurs continuously through life and work experiences (sometimes called experiential learning). Learnings are usually gained unintentionally.

Pembelajaran Bukan Formal

Non formal Learning

Pembelajaran yang selari dengan sistem pendidikan dan latihan arus perdana. Ianya boleh dinilai tetapi lazimnya tidak akan membawa kepada persijilan yang formal.

Learning takes place alongside the mainstream systems of education and training. It may be assessed but does not normally lead to formal certification.

Kerangka Kelayakan Malaysia

Malaysian Qualifications Framework

Satu instrumen yang mengklasifikasikan kelayakan berdasarkan satu set kriteria yang diiktiraf di peringkat kebangsaan dan telah ditanda aras dengan amalan terbaik di peringkat antarabangsa.

An instrument that classifies qualifications based on a set of criteria that are certified nationally and benchmarked against international best practices.

SINGKATAN DAN AKRONIM / *ABBREVIATIONS AND ACRONYMS*

APEL.A	Akreditasi Pembelajaran Berasaskan Pengalaman Terdahulu bagi tujuan Akses <i>Accreditation of Prior Experiential Learning for Access</i>
IPT	Institusi Pengajian Tinggi <i>Higher Learning Institutions</i>
MQA	Agensi Kelayakan Malaysia <i>Malaysian Qualifications Agency</i>
MQF	Kerangka Kelayakan Malaysia <i>Malaysian Qualifications Framework</i>

BAB-1: PENDAHULUAN / INTRODUCTION

Panduan ini disediakan kepada calon APEL.A yang merangkumi aspek syarat asas permohonan, proses penilaian dan fi bagi permohonan APEL.A.

This handbook is provided to APEL.A candidates that covers basic aspects of application requirements, evaluation processes, and fees for APEL.A application.

1.1 LATAR BELAKANG / BACKGROUND

Kementerian Pengajian Tinggi Malaysia (KPT) dan Agensi Kelayakan Malaysia (MQA) telah memperkenalkan Akreditasi Pembelajaran Pengalaman Terdahulu (APEL) bagi tujuan menyediakan akses kepada pendidikan tinggi, iaitu APEL bagi tujuan Akses (APEL.A) pada tahun 2010.

APEL.A memberi peluang kepada mereka yang mempunyai pengalaman kerja tetapi kurang kelayakan atau tiada kelayakan akademik untuk menyambung pelajaran di Pemberi Pengajian Tinggi (PPT). Secara umumnya, penilaian APEL.A melibatkan penilaian terhadap ilmu yang diperoleh calon menerusi pendidikan formal mahupun menerusi pengalamannya yang terdahulu.

The Ministry of Higher Education Malaysia (MOHE) and the Malaysian Qualifications Agency (MQA) have introduced the Accreditation of Prior Experiential Learning (APEL) for the purpose of providing access to higher education, which is APEL for Access (APEL.A) in 2010.

APEL.A provides opportunities for those who have work experience but lack qualifications or no academic qualifications to continue their studies at Higher Education Providers (HEPs). In general, APEL.A assessment involves the assessment of the knowledge acquired by a candidate through formal education or previous experience.

1.2 PUSAT PENILAIAN APEL UKM / APEL ASSESSMENT CENTRE UKM

Pada tahun 2020, UKM telah mula menerima calon pelajar yang menggunakan sijil APEL.A, bagi mengikuti 52 program di peringkat Sarjana Muda, dan semua program di peringkat Sarjana dengan mod kerja kursus atau mod campuran.

UKM kemudiannya telah dipelawa oleh MQA untuk menjadi Pusat Penilaian APEL (PPA) pada tahun 2021, dan diiktiraf sebagai PPA terbuka pada Januari 2023. Penilaian APEL di PPA UKM merangkumi empat (4) peringkat kemasukan iaitu:

- Kemasukan ke program Sijil (APEL T-3)
- Kemasukan ke program Diploma (APEL T-4)
- Kemasukan ke program Ijazah Sarjana Muda (APEL T-6)
- Kemasukan ke program Ijazah Sarjana (APEL T-7)

In 2020, UKM started accepting prospective students with APEL.A certificate, to enrol in 52 programs at the Bachelor's level, and all Master's level programs either coursework mode or mixed mode.

UKM was then invited by MQA to become an APEL Assessment Centre (PPA) in 2021, and has been certified as PPA in January 2023, which covers four (4) entry levels, namely:

- 1. Admission to the Certificate program (APEL T-3)*
- 2. Admission to the Diploma program (APEL T-4)*
- 3. Admission to the Bachelor Degree program (APEL T-6)*
- 4. Admission to the Master program (APEL T-7)*

BAB-2: DEFINISI DAN KONSEP APEL.A / DEFINITION AND CONCEPT OF APEL.A

2.1 DEFINISI APEL.A / DEFINITION OF APEL.A

APEL bagi tujuan Akses (APEL.A) adalah Akreditasi Pembelajaran Pengalaman Terdahulu bagi tujuan akses kepada program pengajian yang ditawarkan di Institusi Pengajian Tinggi (IPT) kepada calon, melalui penilaian dan pentaksiran berdasarkan pengalaman pembelajaran terdahulu calon tersebut.

Seperti yang telah dinyatakan, di UKM, penilaian APEL.A terbahagi kepada empat (4) peringkat kemasukan iaitu:

- Kemasukan ke program Sijil (APEL T-3)
- Kemasukan ke program Diploma (APEL T-4)
- Kemasukan ke program Ijazah Sarjana Muda (APEL T-6)
- Kemasukan ke program Ijazah Sarjana (APEL T-7)

APEL for the purpose of Access (APEL.A) is Accreditation of Prior Experiential Learning for the purpose of access to programme of study offered at Institutions of Higher Learning (IPT) to candidates through assessment and evaluation based on the candidate's previous learning experience.

As mentioned before, APEL.A assessment can be divided into four (4) entry levels, namely:

- *Admission to the Certificate program (APEL T-3)*
- *Admission to the Diploma program (APEL T-4)*
- *Admission to the Bachelor Degree program (APEL T-6)*
- *Admission to the Master program (APEL T-7)*

2.2 KOMPETENSI CALON / CANDIDATE'S COMPETENCIES

Kecekapan yang diperlukan untuk penilaian APEL.A adalah berdasarkan kepada lima kelompok hasil pembelajaran MQF, untuk memastikan bahawa calon mempunyai kecekapan minimum berikut untuk melanjutkan pelajaran ke peringkat yang lebih tinggi:

- a) Pengetahuan dan kefahaman.
- b) Kemahiran kognitif.
- c) Kemahiran kerja fungsian dengan memberi tumpuan kepada:
 - i. kemahiran praktikal.
 - ii. kemahiran interpersonal dan komunikasi.
 - iii. kemahiran digital dan celik angka.
 - iv. kepimpinan, autonomi dan tanggungjawab.
- d) Kemahiran peribadi dan keusahawanan.
- e) Etika dan profesionalisme.

The required competencies for APEL.A assessments are based on MQF's five clusters of learning outcomes, to ensure that applicants will have the following minimum competencies to pursue higher education:

- a) Knowledge and understanding.*
- b) Cognitive skills.*
- c) Functional work skills which focuses on:
 - i. practical skills.*
 - ii. interpersonal and communication skills.*
 - iii. digital and numeracy skills.*
 - iv. leadership, autonomy and responsibility.**
- d) Interpersonal and entrepreneurial skills.*
- e) Ethics and professionalism.*

2.3 SYARAT KEMASUKAN / *ENTRY REQUIREMENT*

Calon hendaklah mematuhi tahap kriteria pengajian yang ditetapkan oleh Kementerian Pendidikan Malaysia (KPM) seperti berikut:

Candidate should comply with the level of study criteria set by the Ministry of Education (MOE) as follows:

- **Kemasukan ke Program Peringkat Sarjana**
Admission to Programs at Master's Degree

No.	Syarat Kemasukan <i>Entry Requirements</i>	Dokumen <i>Documents</i>
1.	Warganegara Malaysia / Golongan ekspatriat (dan ahli keluarga) <i>Malaysian citizen / expatriate (and family members)</i>	Salinan MyKad yang telah disahkan
2.	<ul style="list-style-type: none">• Peringkat Sarjana: Berumur sekurang-kurangnya 30 tahun semasa tarikh permohonan <i>Master's Degree Level: At least 30 years of age in the year of application</i>	Salinan sijil akademik berkaitan beserta transkrip yang telah disahkan
3.	<ul style="list-style-type: none">• Peringkat Sarjana: memiliki kelayakan STPM / Diploma / kelayakan lain yang diiktiraf setara dengannya <i>Master's Degree Level: Possess at least STPM/Diploma/ recognized equivalent qualification</i>	
4.	Mempunyai pengalaman kerja yang berkaitan <i>Possess relevant work experience</i>	

- **Kemasukan ke Program Peringkat Sijil / Diploma/ Sarjana Muda**
Admission to Programs at Certificate / Diploma/ Bachelor's Degree

No.	Syarat Kemasukan <i>Entry Requirements</i>	Dokumen <i>Documents</i>
1.	Warganegara Malaysia <i>Malaysian citizen</i>	Salinan MyKad yang telah disahkan
2.	<ul style="list-style-type: none"> • Peringkat Sijil: Berumur sekurang-kurangnya 19 tahun semasa tarikh permohonan • Certificate Level: <i>At least 19 years of age in the year of application</i> • Peringkat Diploma: Berumur sekurang-kurangnya 20 tahun semasa tarikh permohonan • Diploma Level: <i>At least 20 years of age in the year of application</i> • Peringkat Sarjana Muda: Berumur sekurang-kurangnya 21 tahun semasa tarikh permohonan • Bachelor's Degree Level: <i>At least 21 years of age in the year of application</i> 	
3.	Mempunyai pengalaman kerja yang berkaitan <i>Possess relevant work experience</i>	

BAB-3: PROSES PERMOHONAN DAN PENILAIAN / APPLICATION PROCESS AND ASSESSMENT

3.1 PERMOHONAN MELALUI MQA / APPLICATION THROUGH MQA

Calon perlu mengemukakan permohonan melalui laman sesawang MQA: https://www2.mqa.gov.my/apel_a/. Lampiran 1 menyediakan carta alir bagi proses permohonan dan penilaian.

Candidates must submit an application through MQA's website: https://www2.mqa.gov.my/apel_a/. Appendix 1 provides a flowchart for application and assessment process.

3.2 PAUTAN KE SISTEM PENILAIAN APEL.A UKM / LINK TO APEL.A UKM ASSESSMENT SYSTEM

Calon akan menerima pautan Sistem Penilaian APEL.A UKM melalui emel, bagi membolehkan calon mendaftar permohonan. Bagi calon APEL T-7, permohonan adalah berdasarkan kepada bidang pengajian yang ditawarkan di UKM. Senarai bidang pengajian untuk APEL T-7 boleh dirujuk di laman sesawang berikut: <https://www.ukm.my/apel/apel-a-senarai-program-pascasiswazah-2/>.

Candidates will receive a link to UKM's APEL.A Assessment System via email, to enable candidates to register their application. For APEL T-7 candidates, the application is based on fields of study offered in UKM. List field of studies for APEL T-7 can be referred at <https://www.ukm.my/apel/apel-a-senarai-program-pascasiswazah-2/>.

3.3 SARINGAN AWAL / PRELIMINARY SCREENING

UKM akan menerima pemakluman permohonan calon APEL.A dan melakukan saringan awal bagi mengesahkan calon APEL.A yang layak untuk melalui proses penilaian. Saringan awal melibatkan pengesahan untuk perkara-perkara berikut:

- i. Kerakyatan calon
- ii. Umur calon mengikut tahap pengajian permohonan APEL.A
- iii. Kelayakan akademik terdahulu calon (T-7 sahaja)
- iv. Status pengiktirafan/akreditasi program bagi kelayakan terdahulu calon (T-7 sahaja).

Nota:

Calon T-7 boleh merujuk ke laman web MQA

<https://www2.mqa.gov.my/esisraf/kelayakan.cfm> bagi menyemak perkara (iv).

UKM will receive notification of APEL.A candidate applications and conducts a preliminary screening to confirm APEL.A candidates who are eligible to undergo the assessment process. Preliminary screening involves verification of the following:

- i. Candidate citizenship
- ii. Age of candidate according to the level of APEL.A application
- iii. Candidate's previous academic qualifications (T-7 only)
- iv. Program recognition/accreditation status for candidate's previous qualification (T-7 only)

Note:

T-7 candidates can refer to the MQA website

<https://www2.mqa.gov.my/esisraf/kelayakan.cfm> to check for point (iv).

3.4 BAYARAN FI PENILAIAN MENGIKUT TAHAP/ ASSESSMENT FEES FOR EACH LEVEL

Bayaran fi penilaian APEL.A bagi calon yang layak mengikut tahap adalah seperti berikut:

APEL.A assessments fee for eligible candidate for respective level are as follows:

Bil.	Tahap / Level	Jumlah bayaran / Fee (RM)	Kaedah Pembayaran / Payment method
1.	Sijil/ <i>Certificate</i> (T-3) & Diploma (T-4)	RM 155.00	Pembayaran kepada Bendahari UKM melalui sistem permohonan di Sistem Pengurusan APEL UKM. <i>Payment should be made to Bendahari UKM through UKM APEL Management system.</i> Nota/Note: Pembayaran wajib dibuat melalui sistem <i>payment gateway</i> . <i>Payment must be made through the system's payment gateway.</i>
2.	Ijazah Sarjana Muda / <i>Bachelor's Degree</i> (T-6)	RM 250.00	
		<i>non-malaysian citizen</i> USD500	
3.	Ijazah Sarjana / <i>Master's Degree</i> (T-7)	RM 370.00	
		<i>non-malaysian citizen</i> USD750	

Nota:

Bayaran fi penilaian yang telah dilakukan tidak akan dikembalikan.

Note: All fees are not refundable.

3.5 KOMPONEN PENILAIAN DAN PEMBERAT MARKAH / *ASSESSMENT COMPONENT AND MARKS WEIGHTAGE*

Komponen penilaian meliputi:

1. APEL T-3 dan APEL T-4: Ujian Aptitud (wajib lulus) dan Penilaian Portfolio (tiada pemberat : hanya untuk pengesahan pengalaman terdahulu sahaja)
2. APEL T-6: Ujian Aptitud dan Penilaian Portfolio (wajib lulus)
3. APEL T-7: Ujian Aptitud, Penilaian Portfolio dan Temu duga (wajib lulus)

Markah penuh bagi semua komponen penilaian ialah 100%. Berikut merupakan pemberat markah bagi setiap komponen penilaian mengikut tahap:

The assessment components include:

1. *APEL T-3 and APEL T-4: Aptitude Test (must pass) and Portfolio Assessment (no marks weightage: for verification of previous experience only)*
2. *APEL T-6: Aptitude Test and Portfolio Assessment (must pass)*
3. *APEL T-7: Aptitude Test, Portfolio Assessment, and Interview (must pass)*

The total mark for all components are 100%. The table below is the weightage marks for each assessment component for each level:

Ujian / Tahap Assessment / Level	Sijil (Tahap 3) Certificate (Level 3) & Diploma (Tahap 4) Diploma (Level 4)	Sarjana Muda (Tahap 6) Bachelor's Degree (Level 6)	Sarjana (Tahap 7) Master's Degree (Level-7)
Ujian Aptitud <i>Aptitude Test</i>	100%	30%	40%
Penilaian Portfolio <i>Portfolio Assessment</i>	-	70%	40%
Temuduga <i>Interview</i>	-	-	20%
Markah Keseluruhan <i>Total marks</i>	100%	100%	100%
Markah Lulus <i>Passing marks</i>	50%	50%	50%

Syarat Lulus, calon bagi semua tahap mestilah:

- Memperoleh markah minimum 50% dari Ujian Aptitud
- Memperoleh markah minimum 50% dari Portfolio (APEL T-6 dan APEL T-7)
- Memperoleh markah minimum 50% dari Temuduga (T-7 sahaja)
- Memperoleh markah 50% dari markah keseluruhan

Passing requirements, candidates for all level must:

- *obtained a minimum score of 50% in the Aptitude Test*
- *obtained a minimum score of 50% in the Portfolio Assessment (APEL T-6 and APEL T-7)*
- *obtained a minimum score of 50% in the Interview (APEL T-7 only)*
- *obtained a score of 50% of the total score*

3.5.1 Ujian Aptitud / *Aptitude Test*

Ujian Aptitud merupakan peperiksaan formal untuk menilai tahap kompetensi dan kesediaan calon mengikuti pembelajaran di peringkat yang lebih tinggi. Komponen ujian adalah dari aspek celik angka, bahasa, dan pengetahuan am / pemikiran kritis. Ujian ini meliputi sebanyak 40% bagi Sarjana (T-7), 30% bagi Sarjana Muda (T-6) dan 100% bagi Sijil (T-3) dan Diploma (T-4) bagi keseluruhan markah penilaian APEL.A. Bahagian seterusnya akan menerangkan struktur Ujian Aptitud.

The Aptitude Test is a formal examination to assess the level of competence and readiness of candidates to study at a higher level. The test components are from the aspects of numerical literacy, language, and general knowledge/critical thinking. This test covers 40% for Masters (T-7), 30% for Bachelors (T-6) and 100% for Diplomas (T-4) and Certificates (T-3) for the total marks of APEL.A assessment. The next section will explain the structure of Aptitude Test.

Ujian Aptitud bagi APEL T-3/T-4 dan T-6

Komponen <i>Component</i>	Soalan <i>Questions</i>	Tahap Kesukaran <i>Difficulty level</i>	Tempoh Masa <i>Duration</i>
Bahasa Melayu <ul style="list-style-type: none"> Bacaan & Pemahaman Tatabahasa & Prosa kata Ejaan Perbendaharaan kata Pembetulan kesalahan Malay Language <ul style="list-style-type: none"> <i>Reading & Comprehension</i> <i>Grammar & prose</i> <i>Spelling</i> <i>Vocabulary</i> <i>Correction of Errors</i> 	10 Soalan Objektif <i>10 Objective questions</i>	APEL T-3 di antara UPSR dan PMR <i>UPSR and PMR (Grade/Year 9) or equivalent</i> APEL T-4 PMR dan setara <i>PMR (Grade/Year 9) or equivalent</i> APEL T-6 SPM dan setara <i>SPM (Grade/Year 11) or equivalent</i>	2 jam <i>2 hours</i>
Bahasa Inggeris <ul style="list-style-type: none"> Bacaan & Pemahaman Tatabahasa & Prosa kata Ejaan Perbendaharaan kata Pembetulan kesalahan English Language <ul style="list-style-type: none"> <i>Reading & Comprehension</i> <i>Grammar & prose</i> <i>Spelling</i> <i>Vocabulary</i> <i>Correction of Errors</i> 	10 Soalan Objektif <i>10 Objective questions</i>		
Matematik <ul style="list-style-type: none"> Asas matematik Algebra asas Penyelesaian masalah Mathematics <ul style="list-style-type: none"> <i>Basic numeracy</i> <i>Basic algebra</i> <i>Problem-solving</i> 	10 Soalan Objektif <i>10 Objective questions</i>		
Pengetahuan Am / Pemikiran Kritis <ul style="list-style-type: none"> Penaakulan Logik Kemahiran Pengelasan Pengecaman Pola General knowledge / Critical thinking <ul style="list-style-type: none"> <i>Logical reasoning</i> <i>Classification skills</i> <i>Pattern recognition</i> 	10 Soalan Objektif <i>10 Objective questions</i>		
TOTAL	40		

*Calon mestilah memperoleh 50% dari Ujian Aptitud untuk lulus.

**Candidates must obtain 50% in the Aptitude test to pass.*

Ujian Aptitud bagi APEL T-7:

Aspek Penilaian	Jumlah Soalan	Tahap kesukaran	Tempoh Masa
<p>Bahasa Melayu</p> <ul style="list-style-type: none"> Bacaan & Pemahaman Tatabahasa & Prosa kata Ejaan Perbendaharaan kata Pembetulan kesalahan <p>Malay Language</p> <ul style="list-style-type: none"> <i>Reading & Comprehension</i> <i>Grammar & prose</i> <i>Spelling</i> <i>Vocabulary</i> <i>Correction of Errors</i> 	<p>Bahagian A: 13 Soalan Objektif</p> <p>Bahagian B: 1 Soalan Struktur</p> <p>Part A: <i>13 Objective questions</i></p> <p>Part B: <i>1 structured question</i></p>	<p>APEL T-7 Ijazah Sarjana Muda (tahun pertama)</p> <p><i>1st year of the Bachelor's degree</i></p>	<p>2 jam 30 minit</p> <p><i>2 Hours 30 minutes</i></p>
<p>Bahasa Inggeris</p> <ul style="list-style-type: none"> Bacaan & Pemahaman Tatabahasa & Prosa kata Ejaan Perbendaharaan kata Pembetulan kesalahan <p>English Language</p> <ul style="list-style-type: none"> <i>Reading & Comprehension</i> <i>Grammar & prose</i> <i>Spelling</i> <i>Vocabulary</i> <i>Correction of Errors</i> 	<p>Bahagian A: 12 Soalan Objektif</p> <p>Bahagian B: 1 Soalan Struktur</p> <p>Part A: <i>12 Objective questions</i></p> <p>Part B: <i>1 structured question</i></p>		
<p>Matematik</p> <ul style="list-style-type: none"> Asas matematik Algebra asas Penyelesaian masalah <p>Mathematics</p> <ul style="list-style-type: none"> <i>Basic numeracy</i> <i>Basic algebra</i> <i>Problem-solving</i> 	<p>Bahagian A: 25 Soalan Objektif</p> <p>Bahagian B: 1 Soalan Struktur</p> <p>Part A: <i>25 Objective questions</i></p> <p>Part B: <i>1 structured question</i></p>		
<p>Pengetahuan Am / Pemikiran Kritis</p> <ul style="list-style-type: none"> Penaakulan Logik Kemahiran Pengelasan Pengecaman Pola <p>General knowledge / Critical thinking</p> <ul style="list-style-type: none"> <i>Logical reasoning</i> <i>Classification skills</i> <i>Pattern recognition</i> 	<p>Bahagian A: 25 Soalan Objektif</p> <p>Bahagian B: 2 Soalan Struktur</p> <p>Part A: <i>25 Objective questions</i></p> <p>Part B: <i>2 structured questions</i></p>		
TOTAL	80 Soalan		

*Calon mestilah memperoleh 50% dari Ujian Aptitud untuk lulus.

**Candidates must obtain 50% in the Aptitude Test to pass.*

3.5.2 Penilaian Portfolio dan Temuduga (T-7 sahaja)

Portfolio Assessment and Interview (T-7 only)

Calon akan menerima keputusan Ujian Aptitud. Berdasarkan keputusan yang diperolehi:

- (a) Calon yang **lulus Ujian Aptitud** perlu menyediakan dokumen portfolio diri dan menghantarnya melalui sistem (Kecuali T-3 dan T-4 perlu menyediakan portfolio terlebih dahulu sebelum menduduki Ujian Aptitud);

Portfolio merupakan satu dokumen kompilasi pengalaman terdahulu, termasuklah pembelajaran formal, tidak formal dan bukan formal. Calon perlu menyediakan portfolio mengikut format yang ditetapkan oleh MQA seperti dalam Lampiran 2.

- **Untuk APEL T-3 dan T-4:** Dokumen portfolio diri akan digunakan sebagai pengesahan pengalaman terdahulu untuk mendapatkan Sijil APEL.A.
- **Untuk APEL T-6:** penilaian akan dilakukan ke atas portfolio yang diserahkan oleh calon yang meliputi 70% dari markah keseluruhan penilaian APEL.A. Calon wajib lulus penilaian portfolio untuk mendapatkan Sijil APEL.A.
- **Untuk APEL T-7:** penilaian akan dilakukan ke atas portfolio yang diserahkan oleh calon yang meliputi 40% dari markah keseluruhan penilaian APEL.A. Calon wajib lulus penilaian portfolio untuk layak ke sesi temuduga. Tujuan sesi temuduga adalah untuk mengesahkan bukti yang disertakan dalam portfolio serta memberi ruang kepada calon untuk menerangkan dengan lebih terperinci nilai pengalaman yang diperolehi. Temuduga meliputi 20% dari markah keseluruhan penilaian APEL T-7.

- (b) Calon yang **gagal Ujian Aptitud:**

- Calon boleh membuat permohonan untuk mengulang Ujian Aptitud.
- Ujian ulangan adalah sebanyak dua (2) kali pada bila-bila masa, selepas menduduki Ujian Aptitud kali yang pertama. Jika calon gagal selepas dua (2) kali ulangan, calon perlu menunggu selama tiga (3) bulan untuk ujian ulangan kali ke-3 dan ke-4 dan seterusnya.
- Calon akan dikenakan bayaran bagi setiap ujian ulangan tersebut.
- Bayaran ulangan Ujian Aptitud adalah RM155.00 bagi (T-3,4,6) manakala RM200 bagi (T-7).

- (c) Calon yang **gagal Penilaian Portfolio:**

- Calon boleh membuat permohonan untuk mengulang Ujian Aptitud.
- Calon dibenarkan untuk mengulang selepas enam (6) bulan.
- Bayaran ulangan bagi Penilaian Portfolio (T-6,7) adalah RM80.00.

- (d) Calon yang **gagal Temuduga:**

- Bayaran ulangan bagi temuduga adalah RM75.00.

Candidates will receive the Aptitude Test result. Based on the result:

- (a) Candidates who **pass the Aptitude Test** must prepare a portfolio and submit through the system (Exception to T-3 and T-4 candidates, the portfolio must be submitted before the Aptitude Test).

A portfolio is a compilation of documents of previous experience, including formal, informal and non-formal learning. Candidates must prepare the portfolio according to the format given from MQA, such as in Appendix 2.

- **For APEL T-3 and T-4:** the submitted portfolio will be used as validation of previous experience to obtain the APEL.A Certificate.
- **For APEL T-6:** the submitted portfolio will be assessed, which cover 70% of the overall score of APEL.A assessment. Candidates must pass the portfolio assessment to obtain the APEL.A Certificate.
- **For APEL T-7:** the submitted portfolio will be assessed, which covers 40% of the overall score of APEL.A assessment. Candidates must pass the portfolio assessment to qualify for the interview session. The purpose of the interview session is to confirm the evidence included in the portfolio as well as giving opportunity to the candidate to further explain the related experiences. The interview carries 20% of the overall score of APEL T-7 assessment.

- (b) Candidates who **fail the Aptitude Test:**

- Candidates can request to re-sit the Aptitude Test.
- Candidates can re-sit the Aptitude Test twice, at any time, after the first test. If the candidate still fails after two (2) retakes, the candidate has to wait for three (3) months for the 3rd and 4th retake tests, and so on.
- Candidates will be charged for each re-sit test.
- Re-sit charge for Aptitude Test is RM155 for (T-3,4,6) while RM200 for (T-7).

- (c) Candidates who **fail the Portfolio Assessment:**

- Candidates can request to re-sit the Portfolio Assessment.
- Candidates can re-sit the Portfolio Assessment after six (6) months.
- Candidates will be charged for each re-sit test.
- Re-sit charge for Portfolio Assessment is RM80 for (T-6,7).

- (d) Candidates who **fail the Interview:**

- Re-sit charge for Interview is RM75.00 for (T-7).

3.5.3 Penilaian Portfolio

Portfolio Assessment

Penilaian Portfolio dilakukan oleh dua (2) orang panel penilai, dan untuk APEL T-7, penilai adalah daripada pakar bidang berkaitan. Oleh itu, calon perlulah memilih bukti yang ingin dikemukakan dalam portfolio mengikut kesesuaian bidang yang dipohon. Bagi pembelajaran bersijil, calon perlu mengemukakan sijil yang telah disahkan. Bagi pembelajaran berasaskan pengalaman, calon boleh mengemukakan bukti dalam bentuk testimoni daripada majikan atau pelanggan, atau rakan sekerja. Calon boleh merujuk kepada Lampiran 3 bagi melihat contoh-contoh bukti yang boleh dimuatkan dalam portfolio.

The portfolio will be handled by two (2) panels of evaluators, and for APEL T-7, the evaluators are expertise from relevant fields. Therefore, candidates must choose the evidence according to the field they are applying for. For formal learning, candidates need to submit a certified documents. For experiential learning, candidates can submit evidences in the form of testimonials from employers, or clients, or colleagues. Appendix 3 provides the types of evidence that can be used in the portfolio.

3.5.4 Calon yang lulus semua komponen

Candidates who pass all components

Calon yang berjaya Ujian Aptitud (untuk semua tahap), penilaian portfolio (APEL T-6 dan T-7 sahaja) dan temuduga (APEL T-7 sahaja) akan diberikan Sijil APEL.A oleh MQA. Sijil APEL.A hanya boleh digunakan untuk tujuan melanjutkan pelajaran ke IPT. Ianya bukanlah penganugerahan kelayakan seperti mana program akademik. Sijil APEL.A juga tidak boleh digunakan untuk tujuan pekerjaan.

Candidates who pass the Aptitude Test (all levels), portfolio assessment (APEL T-6 and T-7 only), and interview (APEL T-7 only) will be awarded an APEL.A Certificate by MQA. The APEL.A certificate can only be used to further studies. It is not a qualification award like an academic program. The APEL.A certificate also cannot be used for employment purposes.

BAB-4: PANDUAN PENGGUNAAN SISTEM PENILAIAN APEL.A/ A GUIDE ON APEL.A ASSESSMENT SYSTEM

PENGGUNAAN SISTEM

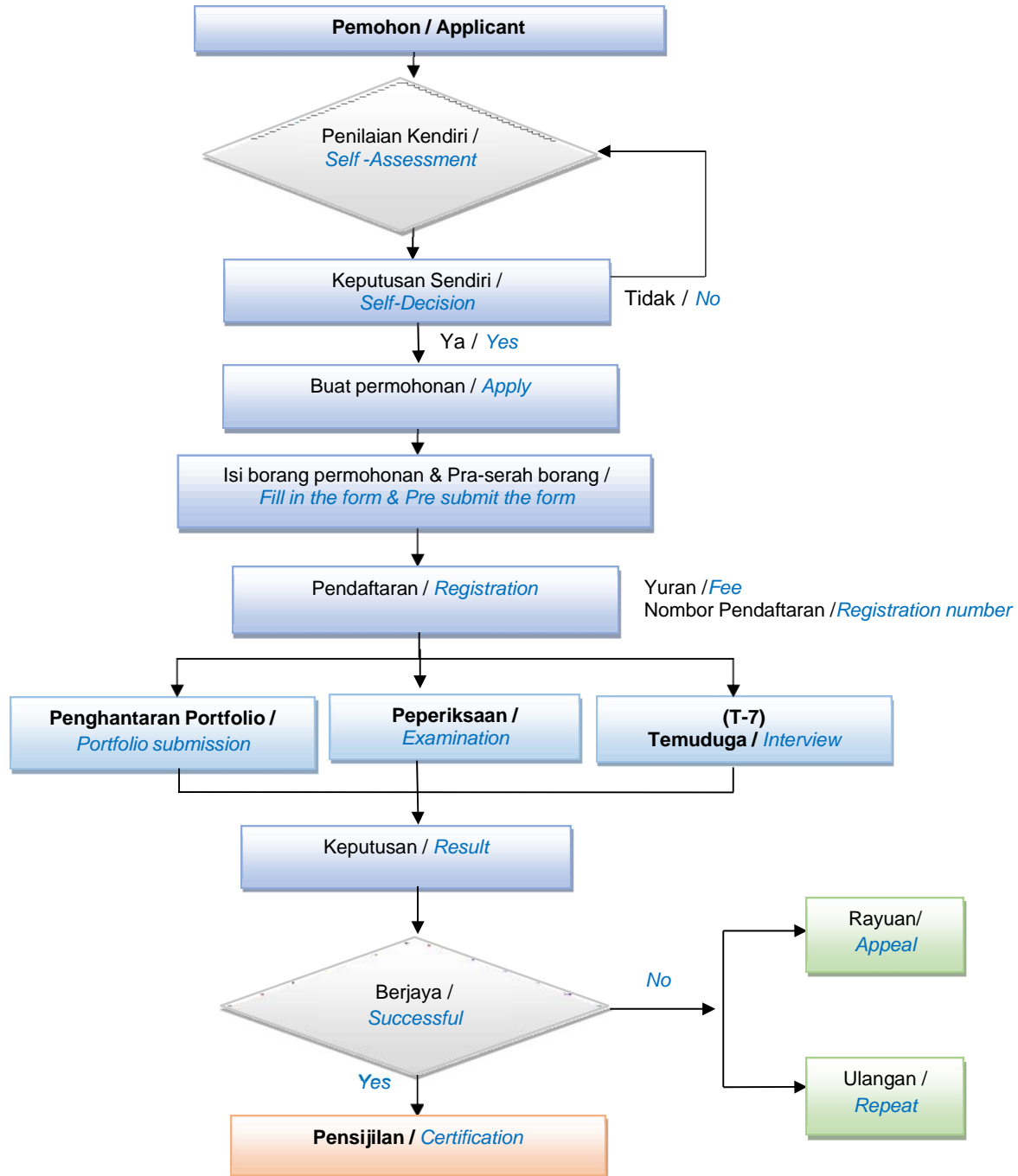
Manual pengguna bagi sistem penilaian APEL.A boleh dirujuk oleh calon melalui pautan berikut:

<https://apel.ukm.my/lms/mod/book/view.php?id=47>

SENARAI RUJUKAN / LIST OF REFERENCES

Panduan Penilaian Pengakreditan Pembelajaran Berasaskan Pengalaman Terdahulu Bagi Tujuan Akses (*Accreditation of Prior Experiential Learning for Access*), 2021. MQA.

Lampiran 1: Carta Alir Permohonan dan Penilaian
Appendix 1: Flowchart for Application and Assessment



Nota/Note:

Tempoh masa untuk penilaian bergantung pada tahap kemajuan permohonan.
Timescale for an assessment will depend on the progress of the application.

Lampiran 2 : Borang Penilaian Portfolio APEL
Appendix 2 : APEL Portfolio Evaluation Form

APEL PORTFOLIO EVALUATION FORM

Recent photo

PART 1: PERSONAL DETAILS

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

PART 2: DETAILS OF LEARNING ACQUIRED (start with the most recent)

a) FORMAL LEARNING

Intentional learning/programme of study delivered within an organisation and structured context (pre-school, primary school, secondary school, technical college and university) that may lead to formal recognition / a recognised qualification.

NO.	ACADEMIC QUALIFICATION	AWARDING BODY/ INSTITUTION	YEAR AWARDED	COMPETENCIES (Please tick <input type="checkbox"/>) (Please refer Appendix 4 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (Please refer Appendix 3 for examples of evidence)
				1	2	3	4	5	6	7	8	
1.												
2.												
3.												
4.												
5.												

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

b) INFORMAL LEARNING (Compulsory) (start with the most recent)

Learning which takes place continuously through life and work experiences (sometimes known as experiential learning). It is often unintentional learning.

NO.	NAME OF EMPLOYER/ SELF-EMPLOYED	CONTACT ADDRESS	DURATION (MONTH/YEAR)		POSITION HELD	WHAT I HAVE LEARNT/ACQUIRED (Please tick ✓) (Please refer Appendix 4 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (Please refer Appendix 3 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**

	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 <input type="checkbox"/>) (Please refer Appendix 4 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (if any) (Please refer Appendix 3 for examples of evidence)
			1	2	3	4	5	6	7	8	
1.											
2.											
3.											
4.											

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

c) NON-FORMAL LEARNING (start with the most recent)

Learning that takes place alongside the mainstream systems of education and training. It may be assessed but does not normally lead to formal certification.

NO.	NAME/TITLE OF TRAINING OR COURSE	ORGANISER /LOCATION	DATE	LENGTH (Hours/ Days/ Month)	WHAT I HAVE LEARNT/ACQUIRED (Please tick ✓) (Please refer Appendix 4 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (if any) (Please refer Appendix 3 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**

d) LANGUAGE COMPETENCY

LANGUAGE		LEVEL OF COMPETENCE (Please tick <input type="checkbox"/>)															
		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.																	

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?

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		

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:

This application is subject to Terms and Conditions stated below

- a. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified full translation.
- b. The Malaysian Qualifications Agency (MQA) is authorised by the applicant, to make references to and use the information or data in this application as may be deemed necessary.
- c. The certification applied for is designed to meet requirements set by the MQA. Admission to the Academic Programme applied for, using this APEL Certificate is subject to the Academic Regulations approved by the University/ College.
- d. Non-refundable application fee of RM is submitted. **Do not send cash.**

CHECK LIST	Yes	No	For Office Use
Photocopy IC	<input type="checkbox"/>	<input type="checkbox"/>	Acknowledgment Date
Application Fee (Banker's Cheque/Draft No)	<input type="checkbox"/>	<input type="checkbox"/>	
1 recent passport size photographs	<input type="checkbox"/>	<input type="checkbox"/>	
Certified Certificates/Documents	<input type="checkbox"/>	<input type="checkbox"/>	
1 copy of application	<input type="checkbox"/>	<input type="checkbox"/>	

Lampiran 3 : Senarai Pembuktian
Appendix 3 : List of Evidence

Direct Evidence	Indirect Evidence
<p>Certificates</p> <p>You can provide copies of your qualification</p> <ul style="list-style-type: none"> • School certificates • Statement of results • Courses completed at work 	<p>Written Records</p> <p>You can provide copies of</p> <ul style="list-style-type: none"> • Diaries • Records • Journals • Articles
<p>Work samples</p> <p>You can provide samples of your work</p> <ul style="list-style-type: none"> • Drawings or photographs • Reports • Written materials • Projects • Objects • Work of arts 	<p>E-mail</p> <p>You can provide copies of email communications which verify</p> <ul style="list-style-type: none"> • Customer feedback • Work activities • Written skills
<p>Records of workplace activities</p> <p>You can provide documents that verify your work activities</p> <ul style="list-style-type: none"> • Notes • Emails • Completed worksheets • Workplace agreement • Contracts 	<p>Supporting letters</p> <p>You can provide letters to verify your claim from</p> <ul style="list-style-type: none"> • Employers • Community group • People you have work with (paid and unpaid work)
<p>Documents</p> <p>You can provide evidence that shows what you have done in your life</p> <ul style="list-style-type: none"> • Media articles • Meritorious Awards 	

Lampiran 4 : Senarai Kemahiran Appendix 4 : List of Skills

List of skills on what learners have learnt based on the Malaysian Qualifications Framework Learning Outcomes

1. Pengetahuan dan kefahaman
Knowledge and understanding
2. Kemahiran kognitif
Cognitive skills
3. Kemahiran kerja fungsian:
Functional work skills
 - (a) Kemahiran praktikal
Practical work skills
 - (b) Kemahiran interpersonal dan komunikasi
Interpersonal skills and communication
 - (c) Kemahiran digital dan celik angka
Digital skills and numeracy skills
 - (d) Kepimpinan, autonomi dan tanggungjawab
Leadership, autonomy and responsibility
4. Kemahiran peribadi dan keusahawanan
Personal and entrepreneurial skills
5. Etika dan profesionalisme
Ethics and professionalism