

**SUNWAY  
COLLEGE**



*A Brighter Future*

**Accreditation of Prior Experiential  
Learning for Credit Award (APEL.C)**

**APEL.C STUDENT HANDBOOK**

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## Glossary

- 1. Accreditation of Prior Experiential Learning (APEL)**

Accreditation of Prior Experiential Learning, a system to provide access to higher education programmes and academic recognition for individuals with informal and non-formal learning throughout their work and life experiences introduced by Malaysian Qualifications Agency (MQA). It involves the identification, documentation and assessment of prior learning to determine the extent to which an individual has achieved the desired learning outcomes, for access to a programme of study and/or award of credits.
- 2. Accreditation of Prior Experiential Learning for Access (APEL.A)**

Accreditation of Prior Experiential Learning for Access is an assessment for individuals with working experience but lack formal academic qualifications to pursue their studies in Higher Education Institutions (HEIs) at the certificate, diploma, bachelor and masters' levels.
- 3. Accreditation of Prior Experiential Learning for Credit Award (APEL.C)**

Accreditation of prior experiential learning for the purposes of awarding credits for courses within a programme of study.
- 4. Centre for Continuing Education (CCE)**

CCE was set up to support Sunway College Kuala Lumpur (SCKL) to implement the APEL related process.
- 5. Course Learning Outcome (CLO)**

Statement that describes what students are expected to know and be able to perform or attain upon completion of a course. Course Outcome is Learning Outcome (LO) at course level.
- 6. Accreditation**

When a course is accredited by the MQA, it is recognised by the government of Malaysia and education authorities for its compliance with the ethical, operational, and legal standards set by the government.
- 7. Formal Learning**

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

Learning that takes place continuously through life and work experiences. It is often unintentional learning.

**9. Non-formal Learning**

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

**10. Programme**

A set of courses that are structured for a specified duration and learning volume to achieve the stated learning outcomes, which usually leads to an award of a qualification.

**11. APEL.C Administrator**

Coordinate all application and process of APEL.C.

**12. APEL.C Advisor**

Academic staff who is appointed by the faculty to guide and support student's application process.

**13. APEL.C Assessor**

Academic Staff who is a subject matter expert which appointed based on courses applied for APEL.C who develops the assessment instruments and evaluates the evidence submitted.

**14. Award of Credit**

Credits awarded for a course in the form of credit transfer that will be counted towards the total credit requirement for graduation.

**15. Challenge Test**

A proctored standard test to assess if the student has achieved the course learning outcomes. It can be in the form of a written test, oral examination and/or performance assessment; depending on the nature and discipline of the course.

**16. Course**

Subject offered and applied for APEL.C in an academic programme.

**17. Credit Transfer**

A process of transferring credits for a course that has been taken in a programme to a new programme. This process allows credit for these courses to be counted as part of the graduating credit of the new programme.

**18. Guidelines to Good Practices: APEL.C**

GGP APEL.C published by MQA details APEL.C implementation processes, student's application procedures, evaluation instrument and quality assurance process by Higher Education Providers and related stakeholders.

**19. Malaysian Qualifications Agency (MQA)**

The official national accreditation body for all higher education academic programmes in Malaysia.

**20. Malaysian Qualification Statement (MQS)**

A document describing the qualification received in a standard format to provide information on the nature, level, context, content and status of the studies that were pursued and successfully completed by the graduate.

**21. Mode of Assessment**

In the context of APEL.C, the mode of assessment used is challenge test or portfolio conducted for the purpose of determining a student's learning outcome attainment of a course.

## STUDENT HANDBOOK ON APEL.C

### 1.0 GENERAL POLICIES AND CRITERIA OF APEL.C

**Accreditation of Prior Experiential Learning for Credit Award**, known as APEL.C is the credit award for students' prior experiential learning that is relevant and specific towards a course in an accredited programme (full accreditation and provisional accreditation) of Sunway College Kuala Lumpur (SCKL).

SCKL Student Handbook on APEL.C is written to facilitate students' application procedures and processes.

#### 1.1 Eligibility

All registered SCKL students (both local and international) with course-related work and life experiences or knowledge and skills acquired through informal and non-formal learning are eligible to apply, except for students who are taking foundation studies, final year project and dissertation.

Students with prior experiential learning can apply for APEL.C throughout their duration of study, advisably during the first year. Students must refer to each Course Learning Outcome (CLO) of the course prior to pre-application and during the assessment process.

#### 1.2 Benefits of APEL.C

- Recognise learning acquired through work experience, short courses attended or self-learning.
- Encourage admission of adult students to higher education programmes.
- Reduce redundant learning for students; and
- Reduce cost and time of study.
- Encourages lifelong learning.

#### 1.3 General Policies, Rules and Regulations

- APEL.C applies to local and international students registered in any Sunway College (KL) programmes regardless of the mode of entry; whether through the conventional or APEL.A route.
- Example of prior experiential learning include the relevant knowledge, skills and attitudes that may be gained through:
  - ❖ work experience: fulltime, part-time or casual
  - ❖ voluntary ad community work
  - ❖ family duties
  - ❖ hobbies or leisure activities
  - ❖ coaching and mentoring others
  - ❖ attending and participating in seminars, conferences and workshops
  - ❖ attending short courses
  - ❖ fluency in other languages

- ❖ private study and research; and
- ❖ any other life experiences.

- The non-formal and informal learning which emphasise experiential learning will need to be formally reviewed and assessed. The assessment process will determine if learning has occurred and is in line with the learning outcomes of the course(s) concerned. It is the learning and not the experience of the students which is being evaluated.
- APEL.C will be implemented for all areas and levels of qualifications in the Malaysian Qualifications Framework (MQF) except for final year project-based subjects and dissertations.
- APEL.C is confined to courses in programmes that have obtained at least provisional accreditation from MQA.
- Credit will only be awarded against authenticated documentary evidence of learning and not for specific experiences. It is the achievement of outcomes of learning that is being recognized.
- APEL.C not applicable to retrieve a failed module.
- Students who are not successful in the APEL.C assessment will have to complete the course through the normal process in their respective programme of studies.
- Students may apply for APEL.C at any time during their studies. However, students may be advised to submit their applications for APEL.C during the first year of study.
- Students are not allowed to apply APEL.C courses which the student has already registered and undertaken during the period of study. This includes repeating courses.
- Courses that form part of the programme structure under professional bodies may also be considered for APEL.C, subject to acceptance and approval by relevant professional bodies. Students will be informed on acceptance of courses for APEL.C by related professional bodies.

#### **1.4 Awards of Credit**

- The award of credits through APEL(C) in the form of credit transfer will appear in the transcript of the student as 'CT(APEL)' where it does not involve the transfer of grades. However, the credits awarded for the course will be counted towards the total credit requirement for graduation.
- **The maximum percentage of credit transfer through APEL.C is 30% of the minimum graduating credits of a specific programme of study.** BUT, if students who have had both formal education and working experience can apply for 30% APEL.C credit transfer and 30% formal education credit transfer. Example: a student with a relevant certificate (Level 3)

and work experience can apply for 30% APEL.C credit and 30% formal education credit when enrolling in a diploma course.

- Credits awarded through APEL.C can be transferred automatically to another programme within the same institution if the course for which credits have been awarded through APEL.C has the same learning outcomes (minimum 80% similarity).
- The maximum credit transfer allowed through APEL.C at the various MQF levels is illustrated in Table 1.

Table 1: Maximum credit transfer allowed through APEL.C at the various MQF levels

Award based on the Malaysian Qualifications Framework (MQF)	Minimum graduating credits	30% from the minimum credits of the coursework component
Level 8: Doctoral Degree (Applicable only to coursework or mixed mode programmes)	80	24
Level 7: Master's Degree (Applicable only to coursework or mixed mode programmes)	40	12
Level 7: Postgraduate Diploma	30	9
Level 7: Postgraduate Certificate	20	6
Level 6: Bachelor's Degree	120	36
Level 6: Graduate Diploma	60+4 (MPU)	19
Level 6: Graduate Certificate	30+4 (MPU)	10
Level 5: Advanced Diploma	40	12
Level 4: Diploma	90	27
Level 3: Certificate	60	18

Table 2: Maximum credit transfer allowed through APEL.C at the various MQF levels offered at Sunway College (KL).

Award based on the Malaysian Qualifications Framework (MQF)	Minimum graduating credits	30% from the minimum credits of the coursework component
Level 6: Bachelor's Degree	120	36
Level 4: Diploma	90	27
Level 3: Certificate	60	18

### 1.5 Criteria for Awards

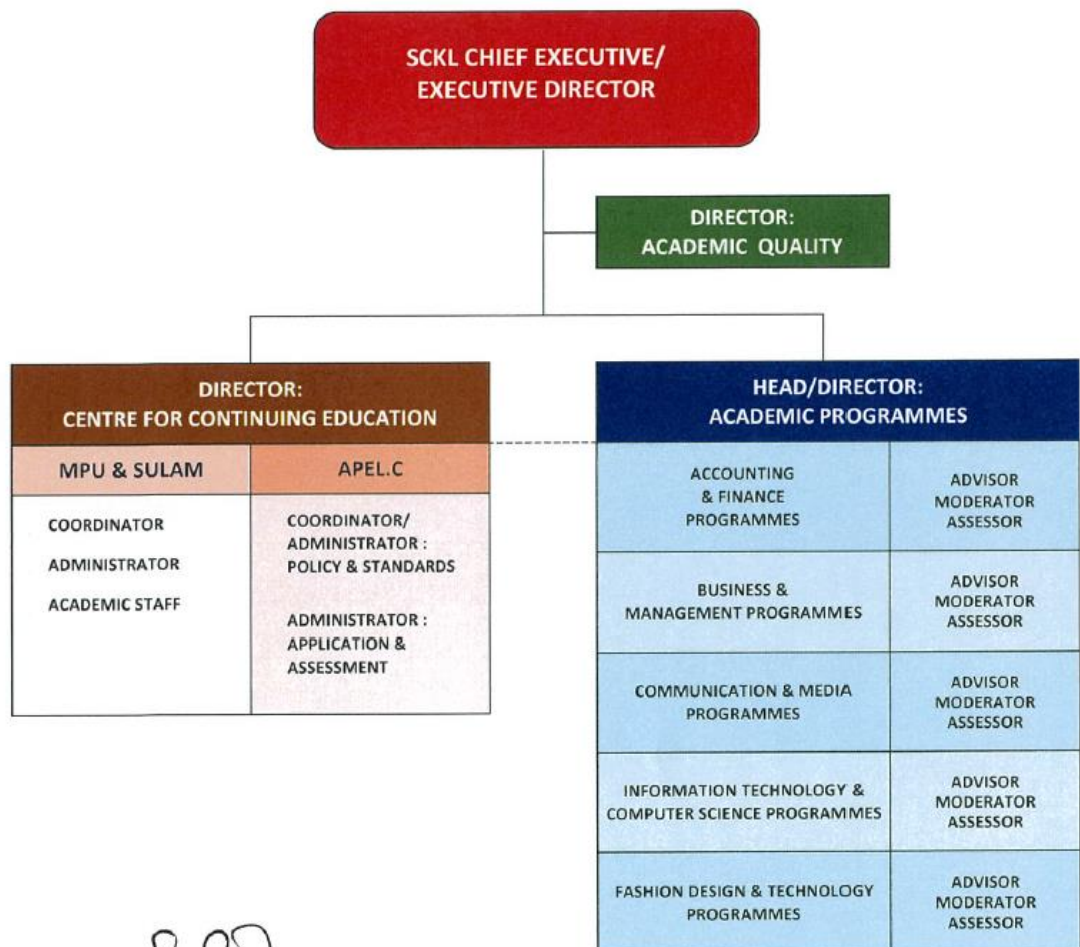
- For both Challenge Test and/or Portfolio Based Assessment, an applicant must achieve at least 50% of each course learning outcome.
- Credits awarded through APEL.C must be based on demonstrated and evidence-based learning; and not solely on the basis of claiming the experience itself.
- Successful applicants of APEL.C for a registered course will be awarded the full credits for the course. The credits awarded must be equivalent to the credit value of the course applied for APEL. C. There will be no partial credit award for a single course.




- Credits awarded for a course are only applicable to the specific course applied for. Credits are not automatically applicable to prerequisites (if any) of the specific course.
- Assessment for credit award should be carried out separately for each course. Credit award cannot be granted on a block basis.  
Example: Marketing (I) course should be made separately with Marketing (II) course.
- For Executive Diploma programmes, the provision of credit transfer is subject to 30 credits of the total graduating credits and to be assessed using the APEL(C) instrument.

## 2.0 SCKL APEL.C CENTRE

SCKL APEL.C Centre has been set up, known as SCKL Centre for Continuing Education (CCE).



  
Prof. Teo Ee Sing  
Chief Executive, Sunway College (KL)  
Updated 1 Nov 2023

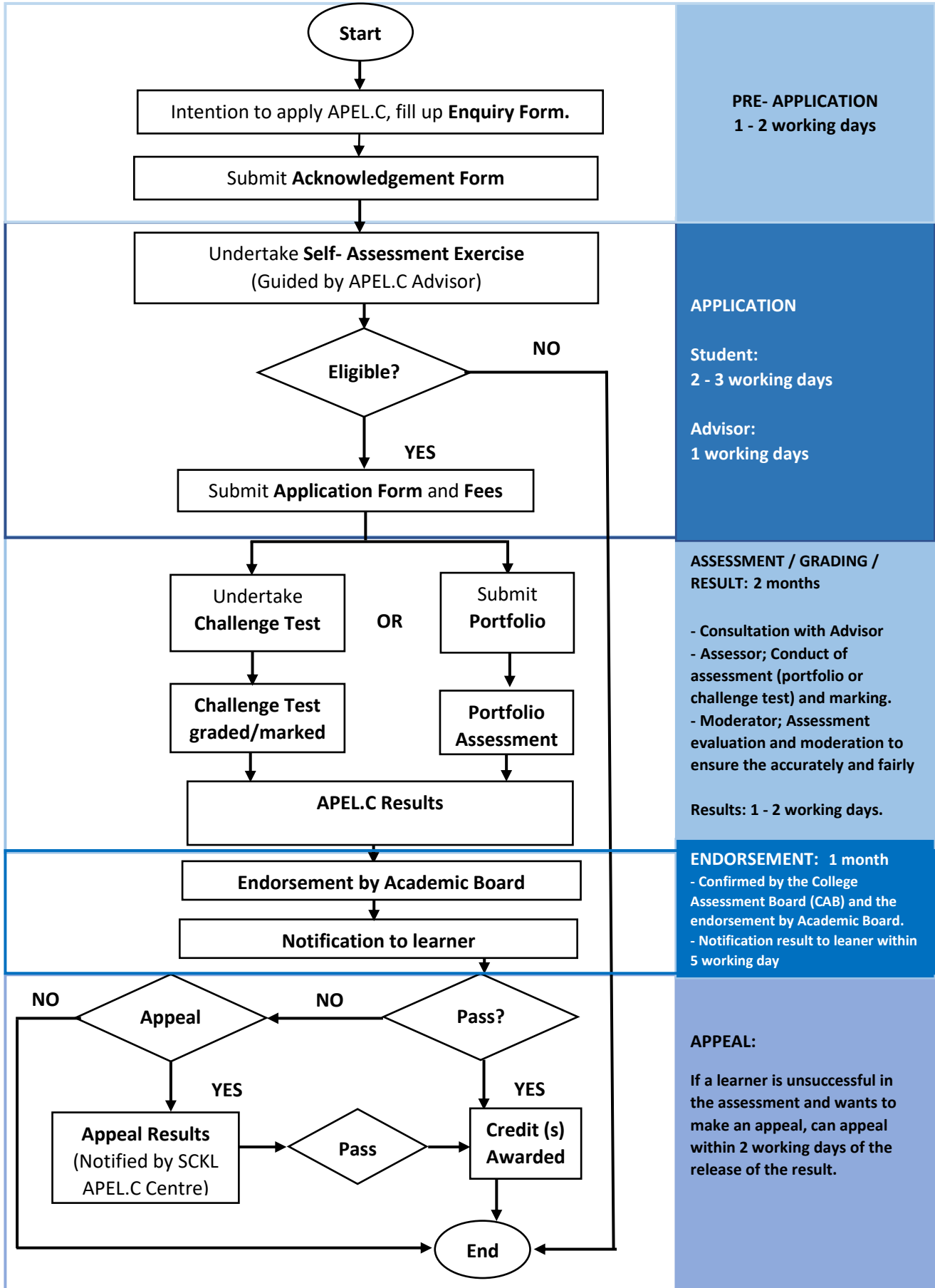
**SCKL APEL.C Centre Organisation Chart**

The role and responsibilities of Centre for Continuing Education (CCE).

- Facilitate and process applications for APEL. C.
- To outline the policies on the implementation of APEL.C and adhere to MQA's Guidelines to Good Practices: Accreditation of Prior Experiential Learning for Credit Award, APEL. C.
- To monitor the development and arrangement of the assessment instrument used to award credits.
- To ensure an effective, transparent and quality-assured practice on APEL.C that will instil confidence in the outcomes of the APEL.C processes
- To provide training and development of APEL. C.
- To encourage continuous learning and promotes the positive aspects of the learning experience of an individual.
- To promote APEL.C among Sunway College (KL) Community and the general public;
- Update information on APEL.C via Sunway College (KL) APEL.C Centre website

### 3.0 PROCEDURE FOR APEL.C APPLICATION

**APEL. C Application Process Flowchart and Timeline**



**PRE- APPLICATION**  
1 - 2 working days

**APPLICATION**

**Student:**  
2 - 3 working days

**Advisor:**  
1 working days

**ASSESSMENT / GRADING / RESULT:** 2 months

- Consultation with Advisor
- Assessor; Conduct of assessment (portfolio or challenge test) and marking.
- Moderator; Assessment evaluation and moderation to ensure the accurately and fairly

**Results:** 1 - 2 working days.

**ENDORSEMENT:** 1 month

- Confirmed by the College Assessment Board (CAB) and the endorsement by Academic Board.
- Notification result to learner within 5 working day

**APPEAL:**

If a learner is unsuccessful in the assessment and wants to make an appeal, can appeal within 2 working days of the release of the result.

### 3.1 Pre- Application

- **Student:**
  - Student who are interested to apply for APEL.C will be required to complete the **APEL.C Enquiry Form** (refer to **Appendix 1**) through Sunway College APEL.C website or get the hardcopy form from APEL.C Centre.
  - Recommended for student to initiate the APEL.C application process as soon as they are registered onto the programme of study i.e. within the first semester or first year of study on the programme. This is to ensure that the assessment evaluation and endorsement of assessment for credit transfer can be completed in time.
  - To understand and accept the Student Handbook on APEL.C, terms and conditions of APEL.C processes and procedures by completing the **Acknowledgement Form** (refer to **Appendix 2**) and to submit the completed and signed form to APEL.C Centre.
- **APEL.C Centre:**
  - APEL.C Centre will communicate with the students either online or in person and provide a briefing on the APEL.C application process.
  - Based on the information provided, APEL.C Centre will assign an appropriate Advisor to provide consultation to the student on APEL.C assessment. Advisor will be provided with all of the relevant supporting documents by APEL.C Centre for consultation with the student.

### 3.2 Application

After the completion of the pre-application process, the APEL.C application process may then be carried out. The APEL.C Application process involves the following:

- i. Self- Assessment
- ii. Assessment
- iii. Assessment Result

### 3.3 Self- Assessment

- **Student:**
  - Upon notification by APEL.C Centre, student will meet with the appointed advisor to complete the **Self- Assessment Form** (refer to **Appendix 3**) and self -assessment exercise by submitting 500-word report related to the course applied such as details of work history, training or other formal qualifications relevant to the application., based on the instruction given.
  - If the evaluation of the self-assessment indicates the student is likely to succeed in the application, the student will be asked to complete and submit **Application Form** (refer to **Appendix 4**) and to pay **REGISTRATION FEE AND ASSESSMENT FEE** not later than one (1) week after the notification from APEL.C Centre.

- **Advisor:**  
To guide students on the self-assessment form and to evaluate and determine student's eligibility for APEL.C application. For eligible students, to make an appropriate recommendation to proceed and to recommend on the appropriate mode of assessment for the APEL.C application based on students' prior experiential learning. The student has the option of taking a Challenge Test or submitting a Portfolio.
- If evaluation of the self-assessment exercise indicates that student is unlikely to succeed, the student will be advised accordingly, and application will cease.
- **APEL.C Centre:**
  - To notify eligible students about the assessment process based on the Advisor's recommendation, which can either be a Portfolio or Challenge Test.

### 3.4 Assessment

- **APEL.C Centre:**
  - To arrange assessment schedule, venue and to inform students the necessary assessment details via student e-mail.
- **Student:**
  - To know the specific assessment format, instruments and requirements of APEL. C. Prepare task as evidence of course learning outcomes.
  - To satisfy the requirement of credit awards, must be able to demonstrate an achievement of at least 50% of each Course Learning Outcomes for both Challenge Test and/or Portfolio Assessment.
- **Assessor:**
  - The evaluation will be done by Assessor(s) who are subject matter experts in the course applied for APEL.C assessment and credit transfer.
- **Moderator:**
  - A moderator will be appointed to monitor and verify the assessment instruments to maintain objectivity of the evaluation process.
  - Moderators maintain the quality and integrity of the assessment process by ensuring it aligns with established standards and guidelines.
  - Moderator ensuring the assessment materials/instruments are in line with the level of study and intended learning outcomes, as well as ensure consistency and fairness in the marking process.

### 3.5 Results Endorsement

- **APEL.C Centre:**
  - All results of the assessment and award credit through APEL.C will be reviewed and confirmed by College Assessment Board (CAB), and the endorsement by Academic Board within one month.
  - Posted students assessment results in iZone, within 5 working days.

- Course credit will be awarded and reflected in the exam transcript as CT (APEL) for students who are successful in the Challenge Test and / or Portfolio.
- SCKL will issue a supplementary Malaysian Qualification Statement (MQS) document to accompany the transcript.
- **Student:**
  - To be awarded course credits which will be reflected in the academic transcript and pay **CREDIT AWARD FEE** if the APEL.C application is successful.
  - Student who fails the Challenge Test of a specific course **will not be allowed** to submit a Portfolio for assessment for the same course and vice versa. Student shall proceed to register and complete the unsuccessful course applied for APEL.C through the usual course registration process.
  - Reattempt of the Challenge Test and resubmission of new evidence in the Portfolio for the same course through APEL(C) is strictly not allowed.

### 3.6 Appeal

- **Student who fails:**
  - Student can appeal within 2 working days of the release of the result.
  - To appeal against the assessment results, submit an **Appeal Form** (refer to **Appendix 5**) to APEL.C Centre and to pay the **APPEAL FEE**.
  - It is important to note that the decision made after the re-evaluation is final and no further appeal is allowed.
- **APEL.C Centre:**
  - To receive appeal letter from students and to forward to the respective Head of Programme (HOP).
  - To inform student on the decision made on the appeal via e-mail/ phone call.
- **Head of Programme (HOP)**
  - To appoint different assessor.
  - To obtain approval of any changes from College Assessment Board (CAB)
- **Assessor:**
  - Different assessor will be appointed to evaluate the merit of the appeal.
  - To re-assess the student's assessment results.

### 4.0 FEES TABLE STRUCTURE

ITEM	AMOUNT (RM)
Registration Fee & Assessment Fee	400
Credit Award Fee (if successful)	150 per credit hour (for Diploma) 350 per credit hour (for undergraduates)
Appeal Fee	100

*\*Fees paid are non- refundable.*

Table 3: Fees Table Structure

## **5.0 ASSESSMENT INSTRUMENT**

The assessment of APEL.C is based on the evidence of the attainment of learning outcomes of a course via a Challenge Test or submission of Portfolio. Students can opt to undertake either a Challenge Test or submission of Portfolio depending on the nature of the course and upon advice by the appointed APEL.C Advisor.

### **5.1 Challenge Test**

A Challenge Test is a proctored standard test to assess if the student has achieved the subject learning outcomes. Depending on the nature and discipline of the subject, the Challenge may be designed as a written test, oral examination and/or practical or performance assessment.

A combination of several methods of assessments maybe required to appropriately measure prior experiential learning of the student that meets the learning outcome of the subject. Example of methods of assessment that may be developed by the assessors are as shown below in Table 4: Methods and Types of Assessment or Validation.

Ultimately, the development and design of the Challenge Test will be based on the Course Learning Outcome (CLO) taking into consideration the suitability of the types of tests in relation to the students' prior experiential learning.

Once the Assessor has determined the type of assessment to be conducted, the Assessor will then develop a Test Specification Table (TST). A TST lists the test items prepared by the Assessor based on the specific course learning outcomes. This is to ensure that a fair and comprehensive assessment is being made.

The TST along with the actual assessments will be internally moderated and endorsed by the Programme Assessment Committee (PAC) to ensure the appropriate quality, and validity of the assessment tasks in terms of their alignment with the CLO.

### **5.2 Portfolio**

A Portfolio is a formal document that contains a compilation of evidence documenting the students' prior experiential learning and their articulation of learning acquired over a period. This includes students' working experience, training and workshops that they may have attended, or other informal and non-formal experience.

The Portfolio is to be prepared by the student with the objective to demonstrate that the experiential learning acquired is relevant and specific to each of the learning outcome for a particular subject. The student will be required to submit the Portfolio Submission Form (please refer to Appendix 6).

In submitting the Portfolio, the student must ensure that they meet the assessment criteria by providing evidence that are relevant and sufficient to indicate mastery of the learning outcomes of the subject that the student is applying credit award for.

A student may be required to attend interview or undertake any supplementary assessment to substantiate the evidence submitted for the Portfolio. The Portfolio must be prepared in English.

The Portfolio is to be submitted according to the timeline informed to the student by the APEL.C Unit. Should student fail to submit the Portfolio according to the deadline given without prior and valid notice to the APEL.C, it will be deemed void and null, and the application process will cease.

The appointed Assessor will evaluate the Portfolio. During the evaluation process, assessors must ensure that the contents and evidence of the Portfolio submitted by the student reflect the achievement of the course learning outcomes. The Assessor may consult the student's Advisor should there be any issues with the evidence provided by the student. One or several assessment types as outlined in Table 4: Methods and Types of Assessment or Validation below may be used by Assessor to validate the evidence and claims put forward by the student. This ensures that the competency level of the student is in line with the learning outcomes of the course assessed.

- **Student:**
  - To fill out **Portfolio Submission Form** (refer to **Appendix 6**)
  - To prepare and document portfolio with the objective to demonstrate the attainment of each learning outcome.
  
- **Assessor:**
  - To develop an assessment instrument that is valid, credible and fair;
  - To use one or several assessment types to validate the evidence and claims put forward by the student;
  - To ensure student's competency level is in line with the learning outcomes assessed;
  - To ensure that the contents and evidence of the portfolio submitted by the student reflect the achievement of the course learning outcomes.
  - To ensure the integrity and credibility of the portfolio assessment.
  
- Criteria used to judge a claim for prior experiential learning:
  1. Acceptability: Reliable evidence where assessment can be repeated with the same outcomes; and valid where the assessment clearly identifies the knowledge and skills it purports to assess.
  2. Sufficiency: Sufficient breadth and depth of evidence, including reflection on competences claimed.
  3. Authenticity: Evidence of student's own effort and experience.
  4. Currency: Currency of knowledge/skills in the discipline of the course



**Table 4: Methods and Types of Assessment or Validation**

<b>Method of Assessments</b>	<b>Types of Assessments</b>	<b>Appropriateness for CLO Assessment</b>
<b>Written Test</b>	Multiple Choice	Suitable for assessing CLO related to knowledge and thinking skills that are at the lower level.
	True or False	
	Matching	
	Fill-in-the blanks	
	Short Answer	Appropriate for subjects that are theoretical based and that are offered at the early stages of the programme.
		Not appropriate for postgraduate level assessment.
	Essay	Suitable for assessing CLO related to critical thinking and problem-solving skills. Appropriate for assessing higher level cognitive skills for subjects that are offered at later mid or later stage of the programme and for postgraduate level programme.
	Case Study	
Problem Solving		
Review Paper		
<b>Oral Examination</b>	Oral Test	Appropriate for assessing CLO related to cognitive skills, communication skills, performance or attitudinal outcomes.
	Interview session	
	Presentation	
		Assessment may be designed to attain lower and higher order learning skills.
<b>Performance Assessments</b>	Simulation or Practical	Suitable for assessing CLO related to practical skills, performance or attitudinal outcomes.
	Presentation	
	Skills demonstration	Assessment may be designed to attain lower and higher order learning skills.
	Role-play	
	Observation	
<b>Product Assessments</b>	Work sample	Will require supporting evidence and/or may also require supplementary assessment to support.
	Portfolio	
	Self-evaluation	
	External Training Review	
		Assessing attainment of CLO through evaluation of evidence of prior work or experiential learning.

## **6.0 IMPORTANT CONTACT NUMBER**

If you have any enquiries regarding APEL.C, contact us at:

SCKL Centre for Continuing Education (CCE)  
No. 2 Jalan Universiti, Bandar Sunway, 47500  
Selangor Darul Ehsan.  
Telephone: +603- 56387176  
e-mail: [cce@sunway.edu.my](mailto:cce@sunway.edu.my)



## APEL.C ENQUIRY FORM

<b>Name</b>	
<b>Programme</b>	
<b>Contact Number &amp; Email Address</b>	
<b>Job Status</b>	<p>If working, provide information on the employment.</p> <p>Designation:</p> <p>Employer:</p>
<b>Subjects Applied</b>	<p>1)</p> <p>2)</p> <p>3)</p>

**For Office Use**

Enquiry attended by:	
Assigned Advisor	
Date:	



### APEL.C ACKNOWLEDGEMENT FORM

#### PART A: PERSONAL PARTICULARS

<b>Student Name</b>	
<b>Student ID</b>	
<b>Name of Programme</b>	

#### PART B: STUDENT ACKNOWLEDGEMENT

I hereby acknowledge that I understand and accept the Student handbook on APEL.C, and the terms and conditions of APEL.C processes and procedures.

<b>Name with Signature</b>		<b>Date</b>	
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#### PART C: ADVISOR ACKNOWLEDGEMENT

I hereby acknowledge that the above student understood and accepted the Student handbook on APEL.C and the terms and conditions of APEL.C processes and procedures.

<b>Name with Signature</b>		<b>Date</b>	
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### APEL.C SELF-ASSESSMENT FORM

#### PART A: PERSONAL PARTICULARS

<b>Student Name</b>	
<b>Student ID</b>	
<b>Name of Programme</b>	
<b>Subject Code &amp; Title</b>	
<b>Credit Value</b>	

#### PART B: SELF-ASSESSMENT EXERCISE

<b>Course Learning Outcomes (CLO) Statements</b>	<b>I have learned this through my former studies or working career and can provide paper evidence/ documents/ certificates</b>	<b>I know most of this but I have no paper evidence</b>	<b>I am willing to complete a task/ Assignment or any form of relevant Assessment to show I have learned this</b>	<b>I really need to take the module</b>
CLO1:				
CLO2:				
CLO3:				
CLO4:				

**PART C: REPORT SUBMISSION**

Write and submit a report (minimum of 500 words) on the Course Learning Outcomes (CLOs) above based on your experiential learning.

**PART D: STUDENT DECLARATION**

I confirm that all the information on this form are correct to the best of my knowledge and the document provided to support this application is authentic, true, accurate and is my own work.

<b>Name with Signature</b>		<b>Date</b>	
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**PART E: ATTAINMENT OF CLO** *(to be completed by advisor)*

CLO	Attainment of CLO (1 – 5) *	Evidences (Documents/Certificates)

Note: The advisor will only recommend for APEL.C assessment if the score of each CLO is 3 and above.

\*Scale: 1 = Poor, 2 = Fair, 3 = Satisfactory, 4 = Good, 5 = Excellent

**PART F: ADVISOR RECOMMENDATION:**

**Recommendation on Student's APEL.C Application:**

Recommended to proceed with APEL.C application

NOT Recommended

**Recommendation on the Mode of Assessment:**

Challenge Test

Portfolio Submission

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## APEL.C APPLICATION FORM

<b>Name</b>		
<b>Identity Card No. / Passport No.</b>		
<b>Name of Programme</b>		
<b>Subject Code &amp; Subject Title</b>		
<b>No. of Credits of the Course</b>		
<b>Mode of Assessment Chosen</b>	<input type="checkbox"/>	Challenge Test
	<input type="checkbox"/>	Portfolio Submission

I hereby:

- declare that I have read and understood all the following terms and conditions stipulated under the provision of APEL.C of Sunway College Kuala Lumpur (SCKL):
- declare that all the information/documents provided to support this application are authentic, true and accurate.

I fully understand that the Sunway College Kuala Lumpur (SCKL) reserves the right to reject my application if proven otherwise. I also agree to the mode of assessment recommended by the APEL.C Advisor.

<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	

For Office Use only:

<b>CONFIRMATION OF APEL.C ADVISOR:</b>	I hereby confirm that the above student has been advised and is deemed eligible for the APEL.C assessment.	
	----- Signature	
	<b>Name</b>	
	<b>Date</b>	





## STUDENT APPEAL FORM APEL.C RESULTS

## SECTION A – PERSONAL DETAILS &amp; JUSTIFICATION OF THE APPEAL

<b>Student ID</b>		<b>NRIC/ Passport Number</b>	
<b>Programme</b>			
<b>Please provide explanation of the grounds for your appeal. If space is insufficient, please attach additional page/s and write 'see attached' in this section.</b>			

## SECTION B – SUBJECT DETAILS

<b>Subject Code and Title</b>	<b>Type of Assessment</b>

## SECTION C: STUDENT DECLARATION

In making this submission, I declare the information provided in this application is accurate and that I have read and understood the information relating to the appeals process. The application is considered by me to be complete unless I have indicated above that there is further information to follow.

<b>Signature of the Student:</b>		<b>Date:</b>	
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**SECTION D: OUTCOME BY THE HEAD OF PROGRAMME (HOP)**

**Comments/ Notes from the HOP**

**Decision/ Recommendation of the HOP**

- Upheld
- Not Upheld

**Remarks:**

**Name & Signature of the HOP:**

**Date:**

**Remarks from the APEL.C Unit**

**Name & Signature:**

**Date:**



## PORTFOLIO SUBMISSION FORM

## PART A: PERSONAL DETAILS

Full Name	
Identity Card No./ Passport No.	
Name of Programme	
Subject Code & Subject Title	
No. of Credits of the Course	

## PART B: COMPETENCY WORKSHEET FOR COURSE – BASED LEARNING PORTFOLIOS

COURSE CODE & NAME			
COURSE SYNOPSIS			
COURSE LEARNING OUTCOME	LEARNING STATEMENTS	ORIGIN OF LEARNING	SUPPORTING DOCUMENTATION
	[Provide learning statement]	[State previous employment or experiences that indicates the learning origin]	[Provide attachment list]

COURSE CODE & NAME			

**DECLARATION:**

I hereby declare that all the information/documents provided to support this application are authentic, true and accurate. I fully understand that the Sunway College Kuala Lumpur (SCKL) reserves the right to reject my application if proven otherwise.

<b>Signature</b>		<b>Date</b>	
<b>Name</b>			