



RU APEL APPLICANTS HANDBOOK

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RAFFLES UNIVERSITY

Raffles University (RU) received formal approval from Malaysia's Ministry of Higher Education (MOHE) on 31st October 2011. We are at the cutting edge of higher education in both teaching and learning and business practices. Our innovative and stimulating programmes promote – Doing while Learning and Learning while Doing. Raffles University will be a first of its kind, Asian-based Malaysian university that prides itself as a practice-oriented university with intensive curricula and practical hands-on experiences that give students maximum preparation for future careers.

RU continues to strive for excellence in delivering high-quality education and providing an enriching learning experience for our students. We diligently fulfil accreditation requirements set by authorised bodies to ensure our programmes meet the highest standards, providing students with globally recognised qualifications for future success

VISION

Our vision is to be a world leader in design-centric, tertiary education.

MISSION

Our mission is to provide high quality education that supports lifelong learning through:

- Learning while doing, doing while learning
- Cross-disciplinary innovation and technology
- Sustainable and regenerative design
- Continuous professional development

VALUE & CULTURE

We provide a learning environment that leads to successful careers through educational experiences that promote:

- Social responsibility
- Professional excellence for employability
- Analytical thinking for problem solving
- Creativity to encourage innovation
- Entrepreneurship

GLOSSARY

No	Term	Description
1.	Accreditation of Prior Experiential Learning	A systematic process that involves the identification, documentation, and assessment of 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 and/or award of credits.
2.	APEL Assessments	A combination of aptitude test and portfolio that an applicant must pass to be awarded with APEL certificate.
3.	APEL Certification Process	An indication of the competencies and readiness of an applicant to pursue a particular programme
4.	Aptitude Test	A formal examination which the applicant must pass.
5.	Course	A component of a programme. The term course is used interchangeably with the term module or unit.
6.	Formal Learning	Intentional learning/programme of study delivered within an organized and structured context (pre-school, primary school, secondary school, technical college and university) that may lead to a formal recognition/a recognized qualification.
7.	Higher Education Provider (HEP)	A body of a corporate, or an organisation, or other body of person(s) which conducts higher education or training programmes leading to the award of higher education qualifications.
8.	Informal Learning	Learning which takes place continuously through life and work experiences (sometimes known as experiential learning).
9.	Malaysian Qualifications Framework (MQF)	An instrument that classifies qualifications based on a set of criteria that is approved nationally and benchmarked against international best practices.
10.	Master's Degree	A degree recognised by MQF which provides for the furtherance of knowledge, skills and abilities obtained at the Bachelor's level.
11.	Non-formal Learning	Learning that takes place alongside the mainstream systems of education and training. It may be assessed but does not normally lead to a formal certification.
12.	Open Entry	Open entry refers to entry requirements, applicable to adults who possess the learning experiences which can be assessed and matched against the normal requirements to enter into a programme of study.
13.	Open Learning	Open learning represents approaches that focus on opening access to education and training provision, freeing learners from the constraints of time and place, and offering flexible learning opportunities to individuals and groups of learners.
14.	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.
15.	Portfolio	A compilation that documents the prior experiences of an applicant which include formal, informal, and non-formal learning.

RU APEL CENTRE

APEL.A provides an opportunity for local and international individuals with working experience but who lack formal academic qualifications to pursue their studies at RU. In general, knowledge obtained through formal, informal, and nonformal education will be assessed in the APEL.A assessment process, which will be handled entirely by RU APEL Centre.

The vision of RU APEL Centre is to empower adult learners to achieve their full potential by providing easy access to relevant and lifelong learning opportunities. This vision aligns with RU's mission i.e. to provide high quality education that supports lifelong learning. The following are the key functions of the APEL Centre:

- Ensure that the Centre runs its operations in accordance with guidelines and standards provided by the Malaysian Qualifications Agency (MQA).
- Maintain accurate records of all APEL applications, assessments, and accreditation decisions.
- Develop and implement standardised processes for assessment of APEL candidates.
- Provide personalised advising to APEL applicants on how to prepare and submit evidence of their experiential learning.
- Conduct training sessions for faculty and staff involved in the APEL process to ensure they understand the criteria and standards.
- Implement quality assurance mechanisms to maintain the integrity and credibility of the APEL assessments.
- Work collaboratively with stakeholders to align APEL criteria with industry needs and enhance the value of APEL qualifications.
- Establish mechanisms for collecting feedback from APEL applicants, faculty, and industry partners.

RU APEL Centre is administered under the APEL Committee.

1. APEL.A: INTRODUCTION

APEL in Malaysia is upheld by the following core principles:

- i. Prior experiential learning should be recognised regardless of how and where it was obtained, provided it is related to learning or a form of competency acquisition;
- ii. Assessment will be based on authentic, flexible, current, and reliable evidence;
- iii. Assessment will be conducted by practitioners/experts in the subject, in the related field;
- iv. The method of assessment will be tailored to the level and experience of the learners, thus providing an opportunity for learners to demonstrate their acquired competencies;
- v. Decisions of APEL assessments should be transparent and subject to appeal and review;
- vi. Information and support services will be actively publicised, considering the diversity of the students; and
- vii. Quality assurance mechanisms should be clear and transparent.

RU is proud to be an APEL.A Assessment Centre. This Applicant's Handbook is developed to assist local and international individuals seeking admission to Diploma (MQF Level 4), Bachelor's (MQF Level 6) and Master's (MQF Level 7) coursework, mixed mode, or fully research-based programmes at RU through APEL.A.

This handbook provides a clear overview of the APEL.A admission criteria, assessment process, and will guide you through the application steps.

2. SCOPE OF APEL.A

APEL.A is available to both Malaysian and non-Malaysian applicants who wish to have their prior learning acknowledged. This certification signifies that the individual possesses the necessary skills and is prepared to undertake a specific programme. Nonetheless, obtaining the APEL.A certification does not ensure entry into the RU programme. Applicants must still comply with the established procedures and any additional requirements as determined by RU.

The APEL.A certification is solely intended for applicants to advance their studies in a field related to their prior learning. It does not equate to the knowledge and competencies of a specific academic degree programme at an MQF level. Additionally, this certification cannot be utilised for employment purposes.

The APEL.A certification acquired through assessment at RU permits the applicant to apply exclusively for a Diploma, Bachelor's, or Master's degree programme at RU. For a Master's degree programme, the applicant can only apply for the specific field of study indicated during the APEL.A application. If the learner wishes to change the field of study for the Master's degree programme, a new APEL.A assessment is required.

3. ENTRY REQUIREMENT

To be eligible for the APEL.A certification process, all applicants must meet the level of study criteria established by the Ministry of Education (MOE). Furthermore, for specific programmes involving professional bodies, applicants must adhere to the entry requirements specified by the relevant professional body.

The following sections outline the entry requirements and required documents for each level.

3.1 Programme at Diploma Level (APEL.A T-4)

No.	Entry Requirements	Documents
1.	A Malaysian citizen / an expatriate working in Malaysia / an expatriate's family members.	<i>A certified copy** of MyKad or A certified copy** of the passport</i>
2.	At least 20 years of age in the year of application.	
3.	Possess relevant work experience*	

3.2 Programme at Bachelor's Degree Level (APEL.A T-6)

No.	Entry Requirements	Documents
1.	A Malaysian citizen / an expatriate working in Malaysia / an expatriate's family members.	<i>A certified copy** of MyKad or A certified copy** of the passport</i>
2.	At least 21 years of age in the year of application.	
3.	Possess relevant work experience*	

3.3 Programme at Master's Degree Level (Coursework, Mixed Mode or Fully Research-based (APEL.A T-7)

No.	Entry Requirements	Documents
1.	A Malaysian citizen / an expatriate working in Malaysia / an expatriate's family members.	<i>A certified copy** of MyKad or A certified copy** of the passport</i>
2.	At least 30 years of age in the year of application.	
3.	The applicant has at least STPM/Diploma/equivalent qualifications***	<i>The certified copy of the relevant academic certificates along with the transcript **</i>
4.	The applicant possesses relevant work experience*	

If they do not meet requirement 1 and/or requirement 2, the application is considered non-compliant, and the application is deemed unsuccessful.

For applicants whose qualifications have not been previously evaluated and approved by the MQA/National Accreditation Board/relevant Ministry, RU will notify them that the qualifications are not accepted for further assessment.

Applicants may appeal for screening by the MQA. The appeal application for applicants must be submitted along with a service charge of RM100.00 and certified true copies of the following documents:

- i. Decision of not meeting the academic qualification screening by RU;
- ii. MyKad (front and back on an A4-sized white paper);
- iii. Resume (personal biodata); and
- iv. Sijil Tinggi Persekolahan Malaysia (STPM)/Diploma/other recognised equivalent qualification for APEL T-7 (copy of scroll and full transcript).

MQA will notify the appeal application decision via email to the APEL candidates who applied and RU APEL Centre. The application procedures and the APEL Screening Meeting schedule can be referred to on the MQA portal.

<https://www2.mqa.gov.my/portalapela/>

If the applicant's appeal is accepted by MQA, the RU APEL Centre will arrange for the applicant to prepare or take the assessment.

**APEL A entry requirements of each level follow Guideline to Good Practices: Accreditation of Prior Experiential Learning for Access (APEL.A) and Accreditation of Prior Experiential Learning for Micro- credentials (APEL.M), First Edition 2023, MQA and APEL.A Assessment Guidelines, 2021, MQA.*

**Note: For the APEL.A T-4, T6, and T-7, the number of years of work experience is not stipulated and may vary.*

***The documents must be certified true copies by an officer recognised by Malaysian Qualifications Agency (MQA), as listed in Section 3.4.*

****For International Qualifications Equivalency, learners may refer to the document entitled "The List of Entry Qualifications for International Student" on the MQA website*

https://www.mqa.gov.my/pv4/nilai_taraf.cfm

3.4 Certification of Documents

Certification must be performed by an officer recognised by MQA:

- Grade A Government Officer (Pegawai Kerajaan Kumpulan A)
- Principal / Headmaster (Pengetua / Guru Besar / Guru Penolong Kanan)
- Member of Parliament (Ahli Parlimen)
- District Officer / Village Head (Pegawai Daerah / Ketua Kampung)
- Pengerusi JKKK – Jawatankuasa Kemajuan dan Keselamatan Kampung
- Ketua Kaum / Ketua Anak Negeri
- Commissioner for Oaths (Pesuruhjaya Sumpah)

The certifying officer must include their official stamp, which must display their:

- Name
- Designation
- workplace address

The APEL.A Pre-Screening Form (refer Appendix 1) shall be used by applicants for submission and screening purposes.

4. DESCRIPTION OF LEARNER'S COMPETENCIES

The competencies required for the APEL.A assessment are aligned with the MQF clusters of learning outcomes. Accordingly, APEL.A assessments conducted by RU aim to ensure that learners demonstrate the following competencies:

- Knowledge and understanding
- Cognitive skills
- Functional work skills with focus on:
 - a. Practical skills
 - b. Interpersonal and communication skills
 - c. Digital and numeracy skills
 - d. Leadership, autonomy and responsibility
- Personal and entrepreneurial skills
- Ethics and professionalism.

The following elaborates the competencies in further details::

4.1 Knowledge and Understanding

Knowledge and understanding refers to a systematic understanding of facts, ideas, information, principles, concepts, theories, technical knowledge, regulations, numeracy, practical skills, tools to use, processes and systems.

It may relate to a subject, a field of study or discipline, as well as to technical and occupational or workplace aspects of knowledge and understanding. It starts with basic general knowledge and progress to varied, broader, specialised, and advanced knowledge including those relating to sustainable practices, rules and regulations, health, and safety, especially relevant to

Technical and Vocational Education and Training (TVET) type of and even professional programmes.

The scope of knowledge should include the common everyday knowledge within the environment of learners. This may also be acquired through formal, informal, and non-formal learning circumstances- experiences. Developing personal values and ethics may derive from knowledge and experiences.

Knowledge and understanding enables the learners to relate their prior knowledge while learning and/or work, as well as to expand to related fields. Knowledge provides the basis for applications of all other competencies.

4.2 Cognitive Skills

Cognitive skills relate to thinking or intellectual capabilities and the ability to apply knowledge and skills. The capacity to develop levels of intellectual skills progressively begins from understanding, critical/creative thinking, assessment, and applying, analysing, problem solving as well as synthesising to create new ideas, solutions, strategies, or new practices. Such intellectual skills enable the learner to search and comprehend new information from different fields of knowledge and practices.

4.3 Functional Work Skills

a. Practical Skills

These are generally work skills and operational skills applicable in common employment environment such as planning; organisational skills; selection of tools, material, technology methods and procedures, whilst in study context, it may include study skills and preparations, undertaking procedures, scientific skills, designs, research and so forth. It also includes specialised skills which are set by specific subject, discipline, technical or occupation-related work skills and professional practice which enhance professional competence. It should include safe and sustainable practices as well.

b. Interpersonal and Communication Skills

Interpersonal skills refer to a range of skills which, amongst others, include interactive communications; relationships and collaborative skills in managing relationships in teams and within the organisations; networking with people of different cultures; as well as social skills/etiquette.

Communication skills refer generally to the ability to communicate/convey information/ideas/reports cogently and professionally in an appropriate language. The communication must be effective and in appropriate forms, in various medium, to a range of audience and different situations. The ability to communicate in more than one language is encouraged.

c. Digital and Numeracy Skills

Digital skills generally refer to the ability to use information/digital technologies or tools to support work and studies. The skills include sourcing and storing information, processing data, using applications for problem solving and communication, as well as ethics in applying digital skills.

These are the quantitative skills that require learners to acquire increasingly higher levels of numerical abilities. It is acknowledged as an important living skill relevant in study, work, and daily life. It may include understanding of basic mathematics, symbols relating to statistical techniques and so forth.

d. Leadership, Autonomy, and Responsibility Skills

This cluster of skills refers to the ability of an individual to build relationships and work with teams made up of peers or in managerial capacities with varying degrees of autonomy to make decisions or setting goals at organisational/unit/team levels; to take responsibilities and provide accountability; to be confident, knowledgeable, articulate, honest, professional, concerned, resilient, a risk taker and possess other intrapersonal skills including working in, and leading teams.

4.4 Personal and Entrepreneurial Skills

Personal skills are life skills that learners are expected to use daily. They are normally portrayed through enthusiasm for independent learning, intellectual and self-development; by demonstrating confidence, self-control, social skills, and proper etiquette; and commitment to professionalism in the workplace. It also includes capability to plan for career development or further education. Aspects of character such as honesty, punctuality, time management, keeping to and maintaining deadlines that are important in a work environment are also important personal skills.

Entrepreneurial skills require relevant knowledge, skills, and expertise in key areas of an enterprise. Important personal qualities will include creativity, grit, and drive. The drive to be an entrepreneur is set as personal skills but also requires the requisite of relevant knowledge, cognitive and functional skills.

4.5 Ethics and Professionalism

Ethics and values are important at personal, organisational, societal/community and global settings as they guide personal actions and interactions at work and within the community at large. Awareness/understanding and respect of ethical, social, and cultural differences and issues are important in the exercise of professional skills and responsibilities: integrity, professional conduct (professionalism), and standards of conduct such as upholding regulations, laws and codes of good practices or code of professional conduct. A sensitive approach in dealings with other cultures adds value to this learning domain.

5. APEL.A CERTIFICATION PROCESSES

APEL.A certification determines the eligibility of an applicant to apply for admission into a Master's Degree by coursework, mixed mode, or fully research-based, Bachelor's, or Diploma programme at RU. Given the fact that APEL.A assessment may take as long as two (2) to four (4) months, applicants are advised to apply for APEL.A certification 6 months prior to the date of admission into RU. An APEL certification qualifies the applicant to apply for admission to RU but is not a guarantee for admission into the said intended programme of study.

APEL.A certification process for each level applied by RU is as illustrated in **Appendix 2 - 5**.

5.1 Pre Application Phase

5.1.1 Self Assessment

In deciding whether to undertake APEL, applicants will need to consider the fact that it is a highly individualised process which will require the use of their skills such as self-motivation, reflection, and time management.

Applicants can refer to the **Frequently Asked Questions (FAQs)** on the RU website or discuss with RU educational consultant or APEL Centre for clarification.

Applicants must first ensure that the basic entry requirements set by the Ministry of Education (refer **Section 3: Entry Requirement**) are met.

Apart from being a Malaysian / an expatriate working in Malaysia / an expatriate's family member as well as meeting the age and academic qualification requirements (only master's level admission require academic qualification), applicants must also assess the relevancy of their prior learning experience whether there is a match between their prior experience or certificated learning and the competencies stipulated in **Section 4: Description of Learner's Competencies**.

It is important for the applicant to understand the learning needs of the desired programme. If the applicant feels he has the potential to pursue a level of study (Master's, Bachelor's, Diploma) and have met the basic requirements, the applicant may apply to be assessed through APEL.A.

5.1.2 Application Process

All eligible applicants must register on the MQA website https://www2.mqa.gov.my/apel_a/ and indicate **Raffles University** as the designated APEL.A Assessment Centre to conduct the assessment.

Once registered, applicants will receive an email confirmation from the MQA. With this email, applicants can register with RU through the following link: <https://apel.raffles-university.edu.my>.

Once an application is submitted, the RU APEL Centre will conduct qualification screenings upon receiving the applicant's notification email from MQA. Unsuccessful applicants will be notified via email. Applicants must pay the application fee to RU and submit proof of payment to the RU APEL Centre.

APEL.A application fee structures are as follows:

Level of Study	APEL.A Fees	
	Malaysian	International
APEL T-4 Diploma Level	RM240.00	USD240.00
APEL T-6 Bachelor's Level	RM370.00	USD370.00
APEL T-7 Master's Level (Coursework, mixed mode or fully research-based)	RM560.00	USD560.00

Once payment is received, applicants will be registered into the APEL Centre portal.

A user guide will be provided to applicants on how to submit their application via the RU APEL.A website.

5.2 APEL.A Assessment

5.2.1 Assessment Instrument

The assessment instruments that will be utilised to assess the prior experiential learning of the learners for admission into a programme of study comprise a combination of instruments from the following components, depending on the MQF level of qualification:

- Aptitude Test.
- Portfolio.
- Interview.
- Research Intent and Presentation (based on research proposal or area of expertise).
This assessment instrument is only applicable for the MQF Level 7 research-based programmes.

Applicants must pass each stage of the assessment depending on the instruments adopted for the respective MQF level.

The APEL Centre of RU will ensure that any assessor appointed as an APEL.A assessor is not involved as an advisor. The advisory role is held by APEL Centre.

5.2.2 Assessment Weightage

The APEL.A assessments can carry different weightages that contributes to the overall assessment. The weightages of each assessment instrument are divided based on the MQF level of qualification, as stated below:

Assessment weightage based on MQF levels of qualifications:

Level Instrument	APEL T-4 Diploma Level	APEL T-6 Bachelor's Degree	APEL T-7 Master's Level	
			Coursework mixed mode or	Fully Research-based
Aptitude Test	100%	30%	40%	
Portfolio	/	70%	40%	50%
Research Intent + Presentation				30%
Interview			20%	20%
Total	100%	100%	100%	100%

Note: (/) for submission only without any assessment weightage.

5.2.3 Portfolio Construction

For recognition of prior learning, applicants are required to disclose all formal, informal, and non-formal learning in the form of a Portfolio as shown in **Appendix 6**. Thus, their claim may include certificated learning and experiential learning. For certificated learning, applicants are required to attach certified copies of their certificates and documentation of courses.

As for experiential learning, applicants must be careful to match their experience to the stated MQF competencies (refer to **Section 4: Description of Learner's Competencies**). Applicants also need to select relevant supporting evidence and link it to their reflective description. This may include documentary evidence, statements / testimonies from employers / clients / colleagues (refer to **Appendix 7**). However, applicants should be selective in choosing clear and concise evidence which have direct relevance to the learning acquired. Documents submitted as evidence that are not in English must be accompanied by a certified full translation.

Portfolio will help assessors to visualise and evaluate competences acquired by the learners either in informal or non-formal learning that have been stipulated in **Section 4: Description of Learner's Competencies**.

5.2.4 Aptitude Test

Aptitude test is a test to assess the readiness of the applicants to commence their tertiary education and not whether they are able to follow through with the entire programme of study. The Aptitude Test assessment components comprise Bahasa Malaysia Language, English Language, Numerical Literacy and General Knowledge + Critical Thinking + Digital Literacy of the applicant.

Applicants are required to sit for the Aptitude Test at the time, date and place scheduled by RU's APEL Centre.

5.2.5 APEL.A Assessment by Level

5.2.5.1 APEL.A Assessment for Diploma (T-4) and Bachelor's Degree (T-6) Level

a. Aptitude Test

Alongside the portfolio submission, applicants are to undergo an Aptitude Test, a formal examination carrying **100%** of the total APEL.A assessment weightage for **Diploma (T-4)** level, or 30% of the total APEL.A assessment weightage for **Bachelor's degree level (T-6)**.

The Aptitude Test will take **two (2) hours** to assess an applicant's numerical literacy, language capabilities and general knowledge / critical thinking abilities of the candidate. The structure of the Aptitude Test is as shown below:

Components *	Test Content	Structure of Assessment
Bahasa Malaysia Language*	• Reading & comprehension • Vocabulary • Grammar & tenses • Error correction • Spelling	10 MCQ questions
English Language	• Reading & comprehension • Vocabulary • Grammar & tenses • Error correction • Spelling	10 MCQ questions
Numerical Literacy	• Basic descriptive statistics • Basic numeracy • Basic algebra • Problem-solving	10 MCQ questions
General Knowledge**, Critical Thinking and Digital Literacy	• General knowledge: current issues, digital literacy, and information sourcing • Critical thinking: logic reasoning, classification skills and pattern recognition	10 MCQ questions

* / ** For **international applicants**, expatriates, and their family members:

- The Bahasa Malaysia Language component will not be tested. The number of questions omitted under the Bahasa Malaysia Language component will be added to the English Language component.

- Under General Knowledge, the section on current issues will focus on issues in the global context.

Aptitude test will be conducted through a **computer-based assessment** mode. Below are the general rules and regulations that govern the computer-based aptitude test:

- The computer-based aptitude test is an on-campus assessment, administered according to the schedule set by the APEL Centre. Test questions are available on the intranet-based Aptitude Test System, which is installed on university-owned computers.
- The aptitude test comes with test instructions on the cover page of the test paper.
- Applicants should read the test instructions carefully to be fully informed of the rules applicable to the test paper.
- The aptitude test is to be completed within the allotted time and according to the instructions for that specific test. The test is scheduled based on the date and time determined by APEL Centre.
- The computer-based test questions and/or answers are strictly prohibited from being reproduced independently. Breaching this rule will be considered cheating / plagiarism and may lead to disciplinary sanctions, and/or that APEL Committee may deem that applicant to have failed the aptitude test.
- The test schedule states the start time and the end time. The applicants are required to answer the test questions based on the instruction given.
- The test will automatically end at the specified end time. The applicants need to save their answers regularly during the test and submit their completed answers before the end time. If they do not manually submit their answers before the end time, the system will automatically submit the test for them.
- An invigilator will be assigned by the APEL Centre to invigilate the aptitude test.
- The applicant is advised to contact APEL Centre if he or she is ill and not fit to take the test, with the supporting letter.
- The submitted answers by the applicants will be marked digitally and the final marks will be reviewed by APEL Centre.

Applicants will receive their result within 7 working days after completing the aptitude test.

b. Portfolio Assessment

Applicant's Portfolio (either in Bahasa Malaysia or English) will be forwarded to the RU APEL Centre for the assessment to take place. Upon receiving the portfolio, the APEL Centre will send it to the appointed assessors for evaluation. The assessors will then evaluate the portfolio based on the pre-set criteria and rubric. The APEL Centre will then review the submitted marks to ensure consistency and accuracy.

Applicants will receive their result within **20 working days** of submitting the completed portfolio.

If the assessors are uncertain with the evidence presented in the portfolio, hence other forms of assessments shall be carried out. This could be in the form of an interview, presentation, demonstration, etc.

The weightage of this Portfolio assessment is **70%** of the total APEL.A assessment for **Bachelor's degree level (T-6)**.

Applicants at the Diploma level **are required to submit the portfolio**. However, the portfolio will not be assessed as it only serves as documentary evidence to support that the applicants have acquired some form of prior experiential learning in the past.

5.2.5.2 APEL.A Assessment for Master's Degree (T-7) Level

a. Aptitude Test

Applicants **must pass** the Aptitude Test before the learner can proceed with the preparation of the Portfolio Assessment.

Aptitude test carrying **40%** of the total APEL.A assessment weightage for **Master's degree level (T-6)**. This assessment is only applied for **coursework** or **mixed mode** programmes.

The Aptitude Test will take **two and a half (2.5) hours** to assess an applicant's numerical literacy, language capabilities and general knowledge / critical thinking abilities of the candidate. The structure of the Aptitude Test is as shown below:

Components	Test Content	Structure of Assessment
Bahasa Malaysia Language*	• Reading & comprehension • Vocabulary • Grammar & tenses • Error correction • Spelling	Part A: 13 Objective Questions Part B: 1 Structured Question
English Language	• Reading & comprehension • Vocabulary • Grammar & tenses • Error correction • Spelling	Part A: 12 Objective Questions Part B: 1 Structured Question
Numerical Literacy	• Basic descriptive statistics • Basic numeracy • Basic algebra • Problem-solving	Part A: 25 Objective Questions Part B: 1 Structured Question
General Knowledge**, Critical Thinking and Digital Literacy	• General knowledge: current issues, digital literacy, and information sourcing • Critical thinking: logic reasoning, classification skills and pattern recognition	Part A: 25 Objective Questions Part B: 2 Structured Questions

* / ** For international applicants, expatriates, and their family members:

- The Bahasa Malaysia Language component will not be tested. The number of questions omitted under the Bahasa Malaysia Language component will be added to the English Language component.
- Under General Knowledge, the section on current issues will focus on issues in the global context.

Aptitude test will be conducted through a computer-based assessment mode. Below are the general rules and regulations that govern the computer-based aptitude test:

- The computer-based aptitude test is an on-campus assessment, administered according to the schedule set by the APEL Centre. Test questions are available on the intranet-based Aptitude Test System, which is installed on university-owned computers.
- The aptitude test comes with test instructions on the cover page of the test paper.
- Applicants should read the test instructions carefully to be fully informed of the rules applicable to the test paper.
- The aptitude test is to be completed within the allotted time and according to the instructions for that specific test. The test is scheduled based on the date and time determined by APEL Centre.
- The computer-based test questions and/or answers are strictly prohibited from being reproduced independently. Breaching this rule will be considered cheating / plagiarism and may lead to disciplinary sanctions, and/or that APEL Committee may deem that applicant to have failed the aptitude test.
- The test schedule states the start time and the end time. The applicants are required to answer the test questions based on the instruction given.
- The test will automatically end at the specified end time. The applicants need to save their answers regularly during the test and submit their completed answers before the end time. If they do not manually submit their answers before the end time, the system will automatically submit the test for them.
- An invigilator will be assigned by the APEL Centre to invigilate the aptitude test.
- The applicant is advised to contact APEL Centre if he or she is ill and not fit to take the test, with the supporting letter.
- The submitted answers by the applicants will be marked digitally and the final marks will be reviewed by APEL Centre.

Applicants will receive their result within 7 working days after completing the aptitude test.

b. Portfolio Assessment

Applicant's Portfolio (**must be in English**) will be forwarded to the RU APEL Centre for the assessment to take place. Upon receiving the portfolio, the APEL Centre will send it to the appointed assessors for evaluation. The assessors will then evaluate the portfolio based on the set criteria. The submitted marks will be reviewed by the APEL Centre to ensure consistency and accuracy.

Applicants will receive the decision within **30 working days** of submitting the completed portfolio.

If the assessors are uncertain with the evidence presented in the portfolio, hence other forms of assessments shall be carried out. This could be in the form of interview, presentation, demonstration, etc.

The Portfolio assessment at **Master's degree level (T-7)** contributes to **40%** of the total APEL.A assessment for the coursework and mixed mode programmes, while in the case of **fully research-based** programmes, it constitutes **50%** of the entire APEL.A assessment.

c. Interview

Upon successful completion of the portfolio assessment, applicants will undertake an interview assessment. This is a structured oral interview-based assessment to assess the applicant's skills and knowledge/competencies to undertake tertiary studies.

Applicants are required to present their portfolio to a panel of assessors, explaining in greater detail about their portfolio. This presentation will be conducted in the form of an interview, which will last for about 20 to 30 minutes. Applicants will be contacted by APEL Centre to set the date and details of the interview.

The appointed assessors will conduct the interview based on pre-set criteria and a rubric. The assessment marks will be submitted by the assessors **within two (2) working days** after the interview session. The APEL Centre will then review the submitted marks to ensure consistency and accuracy.

Applicants will receive their result within **7 working days** after completing the interview.

The interview assessment contributes to **20%** of the total APEL.A assessment for **all three modes** (i.e., coursework, mixed mode and fully research-based) of postgraduate studies at MQF level 7.

d. Research Intent + Presentation

This assessment mode contributes to **30%** of the total APEL.A assessment for **fully research-based** programmes, where applicants will be evaluated on their readiness and preparedness to undertake such programmes by providing details and information related to the areas/disciplines of the research.

Applicants are required to submit a brief research intent outlining the information as indicated in the below, prior to the presentation / demonstration. The items required for research intent are:

1. **Institution** identified to undertake the research
2. **Potential supervisor** consulted for the research studies (name and related information of the supervisor)
3. **Title of research**
4. **Introduction / Research background**
 - a. Provide an introduction encompassing the context, establish the relevance of the proposal and provide a discussion of the important studies and theories or frameworks related to the research problem.
 - b. Briefly provide the research scope, justification, and objectives of the research.
5. **Research problem**

Identify the research problem and its significance in contribution to addressing an existing knowledge gap in the field/making a novel contribution to the said discipline.
6. **Literature review**

Provide a critical summary of published research literature relevant to the topic under consideration for research. Its purpose is to create familiarity with current thinking and research on a particular topic and may justify future research into a previously overlooked or understudied area.
7. **Research plan/methodology**

Outline the following in brief:

- a. Methods used to gather the data.
- b. Theories and techniques used to analyse the data.
- c. Overall research plan from conceptualisation to the writing of thesis/dissertation.

Applicant's research intent will be forwarded to RU APEL Centre for the assessment to take place. Upon receiving the research intent, the APEL Centre will send it to the appointed assessors for evaluation. The assessors will then evaluate the research intent based on the pre-set criteria within **20 working days**.

In addition, applicants are required to present their research intent to a panel of assessors, explaining in greater detail about it, which will last for about 20 to 30 minutes. Applicants will be contacted by APEL Centre for the date and details of the presentation. The appointed assessors will evaluate the presentation based on the pre-set criteria and rubric. The assessment marks will be submitted by the assessors within **two (2) working days** after the presentation session. The APEL Centre will then review the final research intent and presentation assessment marks submitted by the assessors to ensure consistency and accuracy.

Applicants will receive their result within **7 working days** after completing the research intent presentation.

5.2.5 Assessment Procedures: Physical and Online Options

All **local** applicants are required to attend the assessment physically at the designated RU APEL Centre. This ensures a controlled environment that upholds the integrity and standardisation of the assessment process. Applicants must adhere to the scheduled assessment date and venue as communicated by the RU APEL Centre.

However, for local applicants who are unable to attend in person due to valid reasons, they may request an online assessment, subject to approval by the RU APEL Centre on a case-by-case basis. To apply for an online assessment, applicants must:

- Submit a formal request via email to the RU APEL Centre, stating the reason for their inability to attend physically.
- Provide supporting documents where applicable (e.g., medical certificate, work-related travel documents).
- Await confirmation and further instructions from the RU APEL Centre.

International applicants residing overseas are automatically eligible for online assessment. The RU APEL Centre will provide the necessary guidelines and schedule for the online assessment.

a. Online Aptitude Test

Online aptitude tests will be monitored using a proctoring system to ensure fairness, security, and compliance with assessment standards. Applicants must comply with the RU Online Aptitude Test Proctoring Policy.

b. Online Interview

Online interviews will be conducted via a designated video conferencing platform. Applicants must ensure they have a stable internet connection, a functioning camera and microphone, and a quiet environment for the session.

5.3 Post Assessment

5.3.1 Results

Upon completion of the APEL.A assessments, the APEL Assessment Centre will notify the applicants of the outcome of the assessment. If the applicants successfully complete the related assessments for entry into a specific MQF level of qualification, they will be provided with the APEL Certificate from MQA. The sample of the APEL.A certificate is presented in **Appendix 11**. This APEL.A certificate will enable the applicants to apply for admission into the related MQF level of study in any higher education institution in Malaysia.

At any stage of the assessment process, HEPs must ensure that the outcomes and results are announced in a timely manner to the applicants.

5.3.2 Appeal or Resit

Applicants who failed any of the assessment instruments may appeal for a review of the results or opt for a resit. The applicant will be charged the appeal or resit fee set by MQA for each attempt.

Appeal:

The applicant who is not satisfied with the decision of the APEL assessment result can submit a written appeal to the PPA by providing the grounds for the appeal. The appeal must be submitted within one (1) week from the date of the official announcement of the result.

A different Assessor will be appointed to evaluate the merit of the appeal.

Resit:

The applicant who failed the aptitude test can only resit the aptitude test for a maximum of 2 attempts. If the applicant still fails at the second attempt, the applicant must wait for a minimum of three (3) months before resitting for the third time.

Applicants who have failed the portfolio assessment may resubmit the portfolio for reassessment. However, this resubmission can only be made at least six (6) months after the notification date of the APEL.A result.

5.4 Conferment of APEL.A Certificates

MQA will issue the APEL.A certificate of successful applicants to the APEL Assessment Centre where they have registered to undertake the APEL.A assessment.

If the applicants prefer to have the APEL.A Certificate couriered to them, they will need to inform the APEL Assessment Centre and pay the relevant fees for the courier service.

6. CONTACT INFORMATION

If you have any enquiries regarding admissions, programmes, or specific processes, please refer to the contact details below. For general enquiries, please use the general email provided. For department- specific matters, you may reach out to the designated contact person.

Department	Role	Contact Person
Key Departments and Officers in APEL.A Application		
Sales Marketing Agent Relations	- Adult Learner Recruitment - APEL.A Initial Consultation - Programme Enrolment Guidance for Successful APEL.A Applicants	General Enquiries: enquiry@raffles-university.edu.my Sales Manager: Carol Wong Chai Yun carolwong@raffles-university.edu.my Marketing Manager: Chong Hook Bong chonghookbong@raffles-university.edu.my Agent Relations, Manager: Teresa Liu Bao Che teresaliu@raffles-university.edu.my
Admission	- Eligibility Screening - Advice on Appeal to MQA - Programme Enrolment Processing for Successful APEL.A Applicants	General Enquiries: admissions.io@raffles-university.edu.my International Office/Admission, Manager: Siti Aishah Binti Abdullah sitiashah@raffles-university.edu.my
APEL Centre	- Consultation and Advisory on the Assessment Process - Assessment Fee Processing - Assessments Coordination - Results Processing - Notification of Results - Appeal and Resit Case Processing - Compilation of Overall Result for Submission to MQA	General Enquiries: apelcentre@raffles-university.edu.my APEL Centre, Manager: Low See Mei lowseemei@raffles-university.edu.my
Finance	Verification of Fee Payments	Finance Manager: Fennie Tan Yoke Peng fennietan@raffles-university.edu.my
Centre for Postgraduate Studies	Consultation on Research Intent Preparation	General Enquiries: enquiry@raffles-university.edu.my Centre for Postgraduate Studies, Head: AP Dr Wong Shaw Chiang shawchiangwong@raffles-university.edu.my

Department	Role	Contact Person
Supporting Departments and Officers		
Marketing Communication (MarCom)	- APEL.A Awareness - Communication Channels Updates	General Enquiries: enquiry@raffles-university.edu.my MarCom Manager: Sanndra Chee Siew Foon sanndrachee@raffles-university.edu.my
IT & Facilities	- System and Technical Support - APEL Website Maintenance and Updates	General Enquiries: ruitfacility@raffles-university.edu.my IT & Facilities, Manager: Mohamad Hatim Bin Mohd Shahfri mohamadhatim@raffles-university.edu.my
Library/Learning Support Centre	Academic Resources Support	General Enquiries: enquiry@raffles-university.edu.my Librarian: Nurunnadiah Binti Baharum nurunnadiah@raffles-university.edu.my
Quality Assurance (QA) Committee	Compliance and Process Improvement	QA Committee Chairman: AP Dr Tan Wee Chuen tanweechuen@raffles-university.edu.my

7. ENQUIRIES

For enquiries about this Handbook, contact us at:

RU APEL Centre

Raffles University

G-05, Medini 7, Jalan Medini Sentral 5, Bandar Medini Iskandar Malaysia, 79250 Iskandar Puteri, Johor, Malaysia.

Email: apelcentre@raffles-university.edu.my

Tel: +607 5352515

Website: <https://Raffles-University.edu.my>

Appendix 1 APEL.A Pre-Screening Form



Accreditation of Prior Experiential Learning for Access (APEL.A)

APEL.A Pre-Screening Form

Applicant Name : _____

Programme You Wish to Apply for via APEL.A Pathway: _____

APEL.A Level : ☐ T-4 (for admission to Diploma Level)

☐ T-6 (for admission to Bachelor's Level)

☐ T-7 (for admission to Master's Degree Level Coursework or Mixed Mode)

☐ T-7 (for admission to Master's Degree Level Fully Research-based)

CHECKLIST:

[Please tick (✓) where applicable]

No.	DESCRIPTION	DOCUMENT ATTACHED
1	Nationality : ☐ Malaysian : ☐ Non-Malaysian	A certified copy of MyKad or passport
2	Age (in the year of application) _____ (applicant to fill in)	
3	Possess relevant work experience : ☐ Yes : ☐ No	A certified copy of resume/curriculum vitae (CV)
4	Possess at least STPM/Diploma/equivalent qualifications (only applicable for T-7 level) : ☐ Yes : ☐ No	A certified copy of STPM/Diploma/equivalent qualifications

Applicant's Signature:	Checked by:
Name:	Name:
Date:	Date:

ENTRY REQUIREMENTS:**Programme at Diploma Level (APEL.A T-4)**

No.	Entry Requirements	Documents
1	A Malaysian citizen / an expatriate working in Malaysia / an expatriate's family members.	<i>A certified copy** of MyKad or A certified copy** of the passport</i>
2	At least 20 years of age in the year of application.	
3	Possess relevant work experience*	

Programme at Bachelor's Degree Level (APEL.A T-6)

No.	Entry Requirements	Documents
1	A Malaysian citizen / an expatriate working in Malaysia / an expatriate's family members.	<i>A certified copy of MyKad** or A certified copy of the passport**</i>
2	At least 21 years of age in the year of application.	
3	Possess relevant work experience*	

Programme at Master's Degree Level Coursework, Mixed Mode or Full Research (APEL.A T-7)

No.	Entry Requirements	Documents
1	A Malaysian citizen / an expatriate working in Malaysia / an expatriate's family members.	<i>A certified copy** of MyKad or A certified copy** of the passport</i>
2	At least 30 years of age in the year of application.	
3	Possess at least STPM/Diploma/equivalent qualifications***	<i>Copies of relevant academic certificates along with certified transcripts **</i>
4	Possess relevant work experience*	

* For the APEL.A T-4, T6, and T-7, the number of years of work experience is not stipulated and may vary.

** For International Qualifications Equivalency, learners may refer to the document entitled "The List of Entry Qualifications for International Student" on the MQA website
https://www.mqa.gov.my/pv4/nilai_taraf.cfm

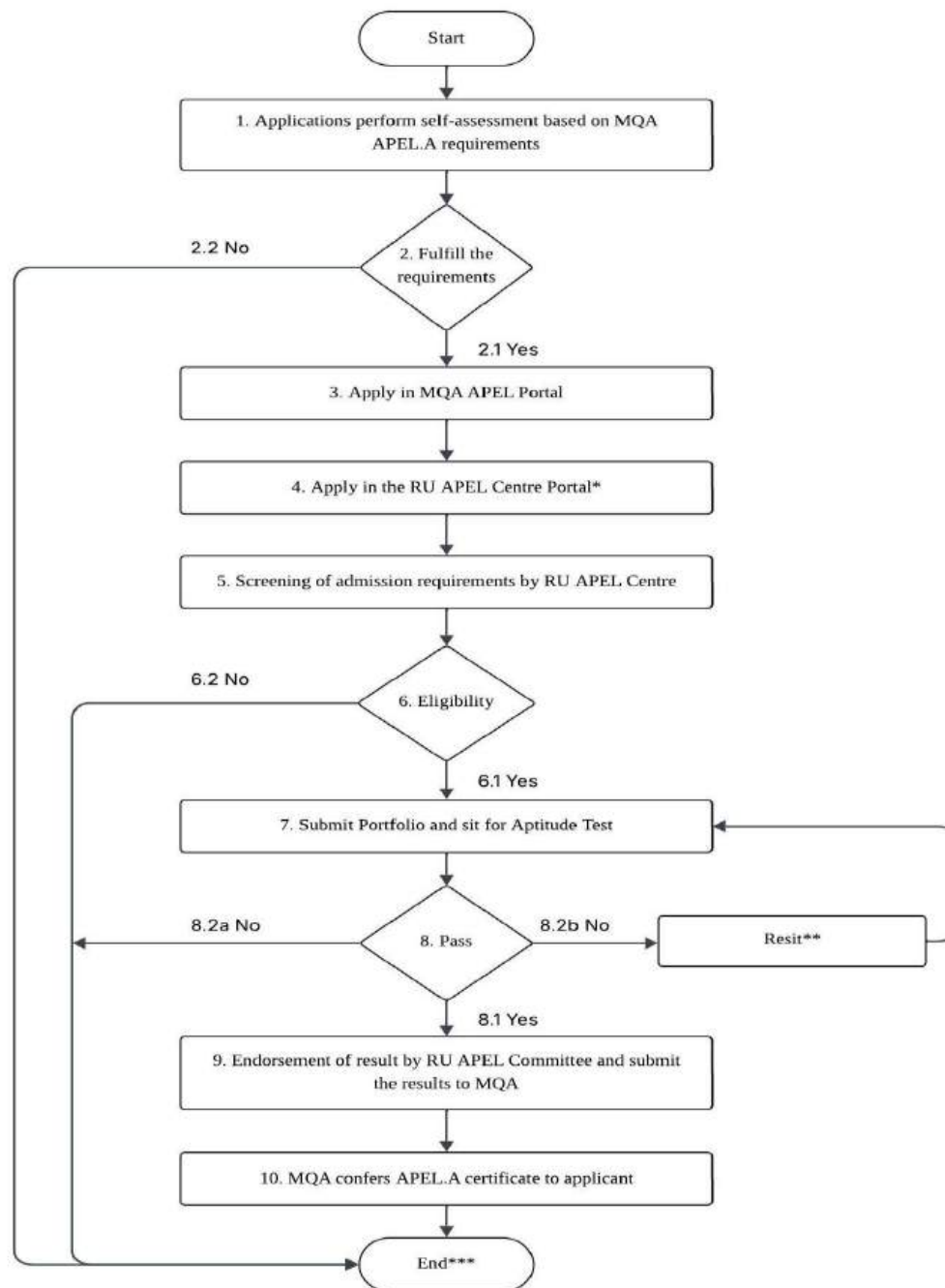
Certification must be performed by an officer **recognised** MQA:

- Grade A Government Officer (*Pegawai Kerajaan Kumpulan A*)
- Principal / Headmaster (*Pengetua / Guru Besar / Guru Penolong Kanan*)
- Member of Parliament (*Ahli Parlimen*)
- District Officer / Village Head (*Pegawai Daerah / Ketua Kampung*)
- Pengerusi JKKK – *Jawatankuasa Kemajuan dan Keselamatan Kampung*
- Ketua Kaum / Ketua Anak Negeri
- Commissioner for Oaths (*Pesuruhjaya Sumpah*)

The certifying officer must include their **official stamp**, which must display their

- name
- designation
- workplace address

Appendix 2 APEL.A Assessment and Certification Process for Diploma (T-4) Programmes



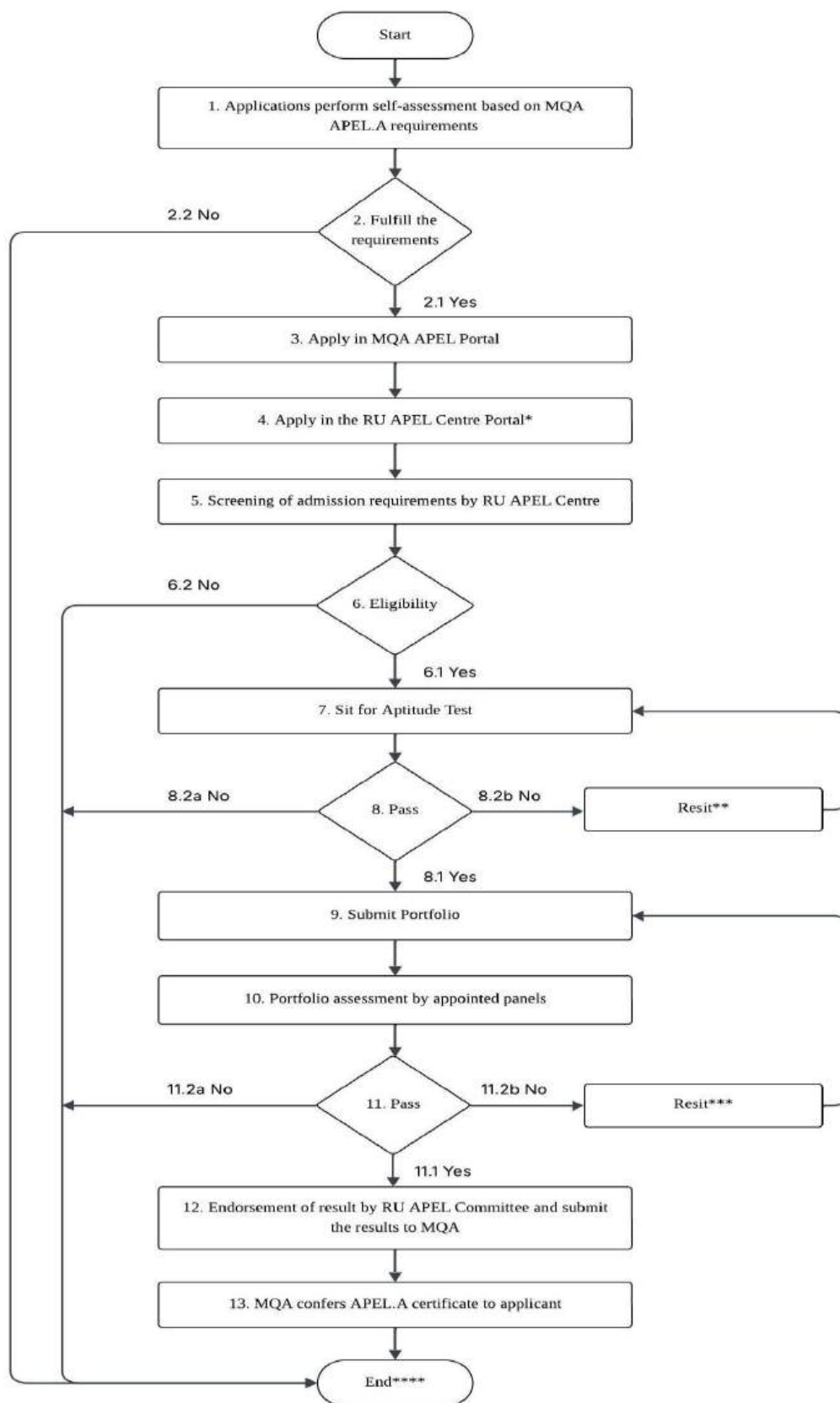
Note:

* If applicant does not apply in the RU Portal after 6 months, he / she will be de-registered from MQAAPEL registry.

** Applicant may submit appeal to re-sit the Aptitude Test up to a maximum three (3) times within one (1) week from the date of the notification of APEL.A result. If the applicant fails at the 2nd re-sit, the applicant must wait for a minimum of three (3) months before re-sitting for the 3rd time.

*** Applicants apply for admission to RU.

Appendix 3 APEL.A Assessment and Certification Process for Bachelor's (T-6) Programmes



Note:

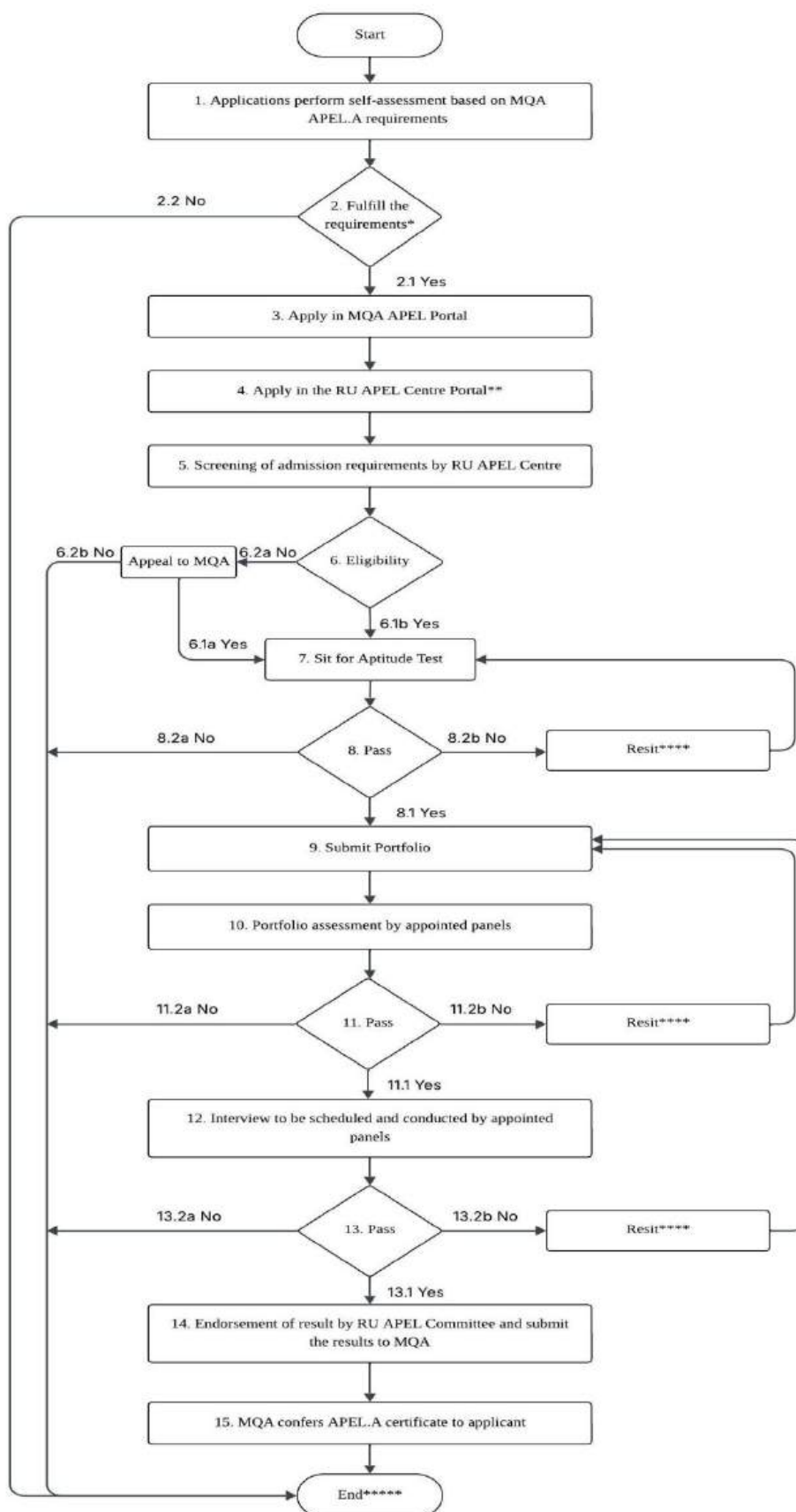
* If applicant does not apply in the RU Portal after 6 months, he / she will be de-registered from MQA APEL registry.

** Applicant may submit appeal to re-sit the Aptitude Test up to a maximum three (3) times within one (1) week from the date of the notification of APEL.A result. If the applicant fails at the 2nd re-sit, the learner must wait for a minimum of three (3) months before re-sitting for the 3rd time.

*** Portfolio re-submission can only be made at least six (6) months after the date of notification of APEL.A result.

**** Applicants apply for admission to RU.

Appendix 4 APEL.A Assessment and Certification Process for Master's (T-7) Coursework and Mixed Mode Programmes



Note:

* The local applicants for Master's (T-7) coursework and mixed mode programmes must fulfil three requirements:

- i. The applicant is a Malaysian citizen.
- ii. The applicant is over 30 years old.
- iii. The applicant has at least STPM/Diploma/equivalent qualifications.

If they do not meet requirement 1 and/or requirement 2, the application is considered non-compliant, and the application is deemed unsuccessful and failed.

For the confirmation of requirement 3, which refers to academic qualifications, if the applicant has a Diploma that has been accredited by the MQA or a Diploma that has previously been evaluated and approved by the MQA/National Accreditation Board/related Ministry, RU would proceed with the assessment process. Proof of this will be attached and kept in the applicant's personal file. RU would proceed to arrange for the applicant to take the Aptitude Test.

For applicants from categories whose qualifications have not been previously evaluated and approved by the MQA/National Accreditation Board/related Ministry, RU would inform the applicant that the qualifications are not accepted to proceed with the assessment, and **the applicant can submit an appeal for screening by the MQA** by providing a notification letter from RU stating that the qualifications are not accepted along with copies of the following documents:

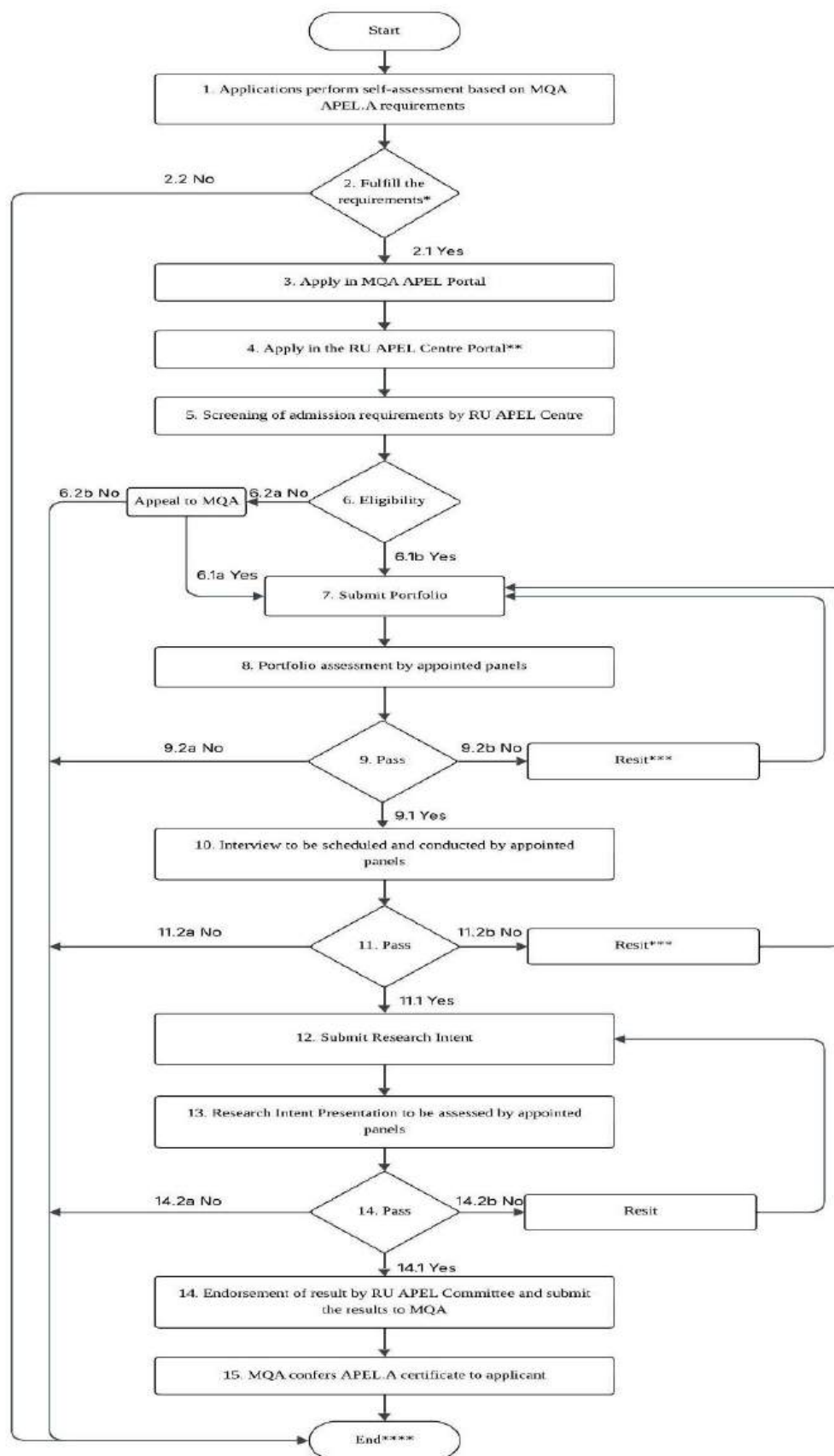
- i. Copy of MyKad;
- ii. Copy of Sijil Tinggi Persekolahan Malaysia (STPM)/Diploma;
- iii. Copy of full Diploma transcript; and
- iv. Resume (curriculum vitae).

The MQA will notify the applicant and RU of the appeal decision via email. If the applicant's appeal is accepted by the MQA, RU would then arrange for the applicant to take the Aptitude Test.

** If applicant does not apply in the RU Portal after 6 months, he / she will be de-registered from MQAAPEL registry.

.....

Appendix 5 APEL.A Assessment and Certification Process for Master's (T-7) Fully Research- based Programmes



Note:

* The local applicants for Master's (T-7) fully research-based programmes must fulfil three requirements:

- i. The applicant is a Malaysian citizen.
- ii. The applicant is over 30 years old.
- iii. The applicant has at least STPM/Diploma/equivalent qualifications.

If they do not meet requirement 1 and/or requirement 2, the application is considered non-compliant, and the application is deemed unsuccessful and failed.

For the confirmation of requirement 3, which refers to academic qualifications, if the applicant has a Diploma that has been accredited by the MQA or a Diploma that has previously been evaluated and approved by the MQA/National Accreditation Board/related Ministry, RU would proceed with the assessment process. Proof of this will be attached and kept in the applicant's personal file. RU would proceed to arrange for the applicant for the submission and assessment of Portfolio.

For applicants from categories whose qualifications have not been previously evaluated and approved by the MQA/National Accreditation Board/related Ministry, RU would inform the applicant that the qualifications are not accepted to proceed with the assessment, and **the applicant must submit an appeal for screening by the MQA** by providing a notification letter from RU stating that the qualifications are not accepted along with copies of the following documents:

- i. Copy of MyKad;
- ii. Copy of Sijil Tinggi Persekolahan Malaysia (STPM)/Diploma;
- iii. Copy of full Diploma transcript; and
- iv. Resume (curriculum vitae).

The MQA will notify the applicant and RU of the appeal decision via email. If the applicant's appeal is accepted by the MQA, RU would then arrange for the applicant for the submission and assessment of Portfolio.

** If applicant does not apply in the RU Portal after 6 months, he / she will be de-registered from MQA APEL registry.

*** Portfolio re-submission and repeat interview can only be made at least six (6) months after the date of notification of APEL.A result.

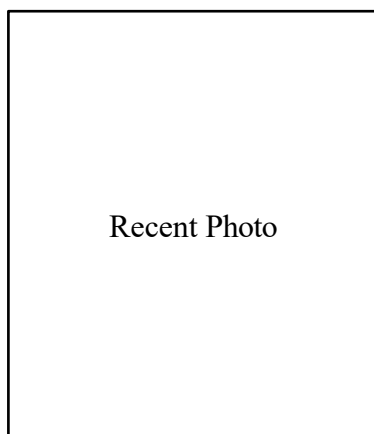
**** Applicants apply for admission to RU.

Appendix 6 Portfolio Submission Form (APEL.A)



PORTFOLIO SUBMISSION FORM

APEL.A



PART 1: PERSONAL DETAILS

Full name	:						
Nationality	:						
NRIC/Passport No.	:						
Intended field of study	:						
Intended programme	:						
Level of study	:	☐	Diploma (T-4)	☐	Degree (T-6)	☐	Master (T-7)
Reference number	:						

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

a) FORMAL LEARNING

Intentional learning/programme of study acquired in a structured context (primary school, secondary school, college or university) that led to a formal recognition / a recognised academic qualification.

NO.	ACADEMIC QUALIFICATION	AWARDING BODY/ INSTITUTION	YEAR AWARDED	COMPETENCIES (Please tick ✓) (Please refer to Appendix 1 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (Please refer to Appendix 2 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 *(start with the most recent)*

Learning which takes place continuously through life and work experiences. 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 to Appendix 1 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (Please refer to 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*

NO.	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 1 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (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*

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 etc	ORGANISER	DATE OF COMPLETION	LENGTH (Hours/ Days/ Month)	WHAT I HAVE LEARNT/ACQUIRED (Please tick ✓) (Please refer to Appendix 1 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (Please refer to Appendix 5 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

NO.	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.																	
4.																	

PART 3: SELF ASSESSMENT/REFLECTION

For APEL.A application at T6 or T7

Describe how your prior learning experiences prepare you for the intended level of study (at least 500 words):

1. Why do you want to pursue this intended programme of study?
2. How is your personal prior learning experience applicable to/related to/relevant to your chosen programme and level of study? *(You may provide your description based on how your prior experiential learning has improved your knowledge, skills set, professionalism, communication, leadership, problem solving etc)*
3. How will the completion of this programme help you in your work/personal life?
4. What are your action plans in ensuring the successful completion of your programme? *(Commitment, time management, financial resources and support etc).*

For APEL.A application at T4

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 personal 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: <i>(Compulsory)</i>
Email address	:		
Relationship	:		

Name	:		
Position	:		
Organisation	:		
Phone number	:	OFFICE: <i>(Compulsory)</i>	MOBILE: <i>(Compulsory)</i>
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:

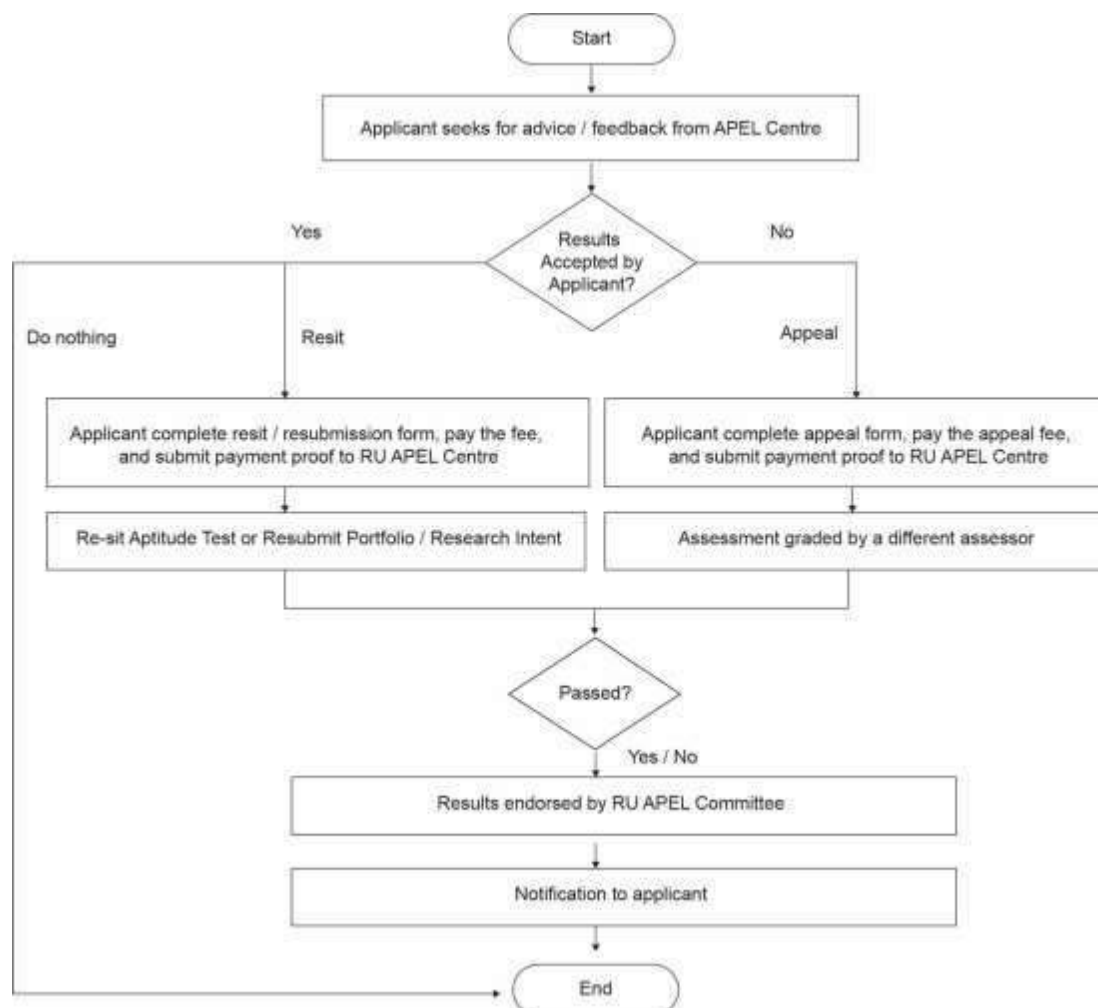
Name:

Date:

Appendix 7: Types of Evidence

Direct Evidence	Indirect Evidence
Certificates You can provide copies of your qualification: - School certificates - Statement of results - Courses completed at work	Written Records You can provide copies of: - Diaries - Records - Journals - Articles
Work Samples You can provide samples of your work: - Drawings or photographs - Reports - Written materials - Projects - Objects - Work of arts	E-mail You can provide copies of email communications which verify the following: - Customer feedback - Work activities - Written skills
Records of Workplace Activities You can provide documents that verify your work activities: - Notes - Emails - Completed worksheets - Workplace agreement - Contracts	Supporting Letters You can provide letters to verify your claims from: - Employers - Community group - People you have work with (paid and unpaid work)
Documents You can provide evidence that shows what you have done in your life: - Media articles - Meritorious awards	

Appendix 8 APEL.A Appeal Work Process



Appendix 9 APEL.A Appeal Form



APEL.A APPEAL FORM

Updated: July 2024

Instruction:

1. Ensure that the information needed in this form is completed before submission to RU APEL Centre.
2. Incomplete forms will not be processed and returned to applicant.
3. Payment for the appeal fee shall be made using the following details.

Bank Name :
 Account Name :
 Account No :
 Remarks : Please submit the proof of payment together with this appeal form

Part 1: To be filled by the applicant			
Full Name		NRIC No / Passport No	
Email Address		Phone No	
Date			
Appeal / Review of Marks For (Tick as appropriate)	☐ Aptitude Test		
	☐ Portfolio		
	☐ Interview		
	☐ Research Intent and Presentation		
Level of Study (Tick as appropriate)	☐ Diploma Level (T-4)		
	☐ Bachelor's Degree Level (T-6)		
	☐ Master's Degree Level (T-7)		
Reason for Appeal			
I hereby confirm that I would like to appeal based on the details stated above. I fully understand that the result and decision of the appeal are final.			
..... Applicant's Name Date:			

Part 2: To be filled by APEL Centre
Received and verified by APEL Centre: Name Administrator, APEL Centre Raffles University, MALAYSIA Date:

Part 3: Appeal Result Reviewed by APEL Centre**Review Marks (Please complete one level of study only):**

Diploma Level (T-4)	Marks Obtained Before (%)	Marks Obtained After (%)
Aptitude Test		
Portfolio		
Interview		
Total		

Bachelor's Degree Level (T-6)	Marks Obtained Before (%)	Marks Obtained After (%)
Aptitude Test		
Portfolio		
Interview		
Total		

Master's Degree Level (T-7)	Marks Obtained Before (%)	Marks Obtained After (%)
Aptitude Test		
Portfolio		
Interview		
Research Intent and Presentation		
Total		

Reviewed and verified by the Head of APEL Centre:

.....
Name
Head, APEL Centre
Raffles University, MALAYSIA

Date:**Part 4: Appeal Result Endorsed by APEL Committee****Appeal result endorsed by APEL Committee:**

.....
Name
Chairman, APEL Committee
Raffles University, MALAYSIA

Date:

Appendix 10 APEL.A Resit or Resubmission Form

	APEL.A RESIT / RESUBMISSION FORM Updated: July 2024													
Instruction: 1. Ensure that the information needed in this form is completed before submission to RU APEL Centre. 2. Incomplete forms will not be processed and returned to applicant. 3. Payment for the appeal fee shall be made using the following details. <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Bank Name</td> <td style="width: 5%;">:</td> <td style="width: 65%;"></td> </tr> <tr> <td>Account Name</td> <td>:</td> <td></td> </tr> <tr> <td>Account No</td> <td>:</td> <td></td> </tr> <tr> <td>Remarks</td> <td>:</td> <td>Please submit the proof of payment together with this resit / resubmission form</td> </tr> </table>			Bank Name	:		Account Name	:		Account No	:		Remarks	:	Please submit the proof of payment together with this resit / resubmission form
Bank Name	:													
Account Name	:													
Account No	:													
Remarks	:	Please submit the proof of payment together with this resit / resubmission form												
Part 1: To be filled by the applicant														
Full Name		NRIC No / Passport No												
Email Address		Phone No												
Date														
Resit / Resubmission For (Tick as appropriate)	☐ Aptitude Test													
	☐ Portfolio													
	☐ Interview													
	☐ Research Intent and Presentation													
Level of Study (Tick as appropriate)	☐ Diploma Level (T-4)													
	☐ Bachelor's Degree Level (T-6)													
	☐ Master's Degree Level (T-7)													
Reason for Resit / Resubmission														
I hereby confirm that I would like to <u>resit</u> / <u>resubmit</u> the above item for re-evaluation according to the policy outlined by the APEL Centre. Applicant's Name Date:														
Part 2: To be filled by APEL Centre														
Received and verified by APEL Centre: Name Administrator, APEL Centre Raffles University, MALAYSIA Date:														

Appendix 11: Sample of APEL.A Certificate

