

Appendix 1

Level	: SPM
Ref. number	:
(Office use only)	

**REGISTRATION FORM
ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING**

FULL NAME: (AS IN IC)	TOK EN QI		
CORRESPONDENCE ADDRESS:	NO.2 JALAN INTAN, TAMAN INTAN 86400 PARIT RAJA, BATU PAHAT ,JOHOR.		
IC NUMBER:	020614-01-0122		
DATE OF BIRTH:	14/06/2002		
GENDER:	Female		
CONTACT NUMBERS:	HOME:	OFFICE:	FAX:
	MOBILE:010 3593383	E-MAIL:tokenqi12@gmail.com	
LEVEL OF INTENDED STUDY:	DIPLOMA		
HIGHEST QUALIFICATION:	SPM		

APEL PORTFOLIO

PART 1: PERSONAL DETAILS

FULL NAME	Tok En Qi
IC NUMBER	020614-01-0122
REFERENCE NUMBER	(for MQA use only)

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

a) CERTIFICATED LEARNING

EDUCATION AND TRAINING							
YEAR AWARDED	TITLE OF CERTIFICATION	LEVEL OF THE AWARD (CERTIFICATE/DIPLOMA/ DEGREE)	AWARDING BODY	COMPETENCIES (please tick ✓)			
				GENERIC	NUMERICAL	LANGUAGE	ICT
1. Year 2019	SPM						
2.							
3.							
4.							
5.							

TRAINING ACTIVITIES	
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[illegible]

c) **OTHER LEARNING SKILLS / ACTIVITIES**

OTHER 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 (Please tick ✓ which apply) (Please refer Appendix 4 for list of skills on what I have learned)							
			1.	2.	3.	4.	5.	6.	7.	8.
1.										
2.										
3.										
4.										

d) **LANGUAGE SKILLS**

LANGUAGE	LEVEL OF COMPETENCE (tick ✓ which apply) 1: POOR; 2: GOOD; 3: AVERAGE; 4: EXCELLENT															
	LISTENING				READING				SPEAKING				WRITING			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1. Bahasa Malaysia		✓				✓				✓				✓		
2. English Language		✓				✓				✓				✓		
3. Mandarin				✓				✓				✓				✓

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

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

1. Why do you want to study? *(Min 100 words)*

I want to Study Diploma in Early Childhood Course because I want to equip myself with more professional skills so that I can apply in to my current job and I can do better for children in my center. And I want to expose myself to more theories and methodologies relating to early childhood. This will help me to do better lesson plan, plan more activities for my preschool.

2. Please tell about your experience? *(Min 150 words)*

My daily routine in the preschool includes checking of teachers' work, such as lesson plan, the use of teaching aids, marking etc, handling children such as class management, separation anxiety, etc, handling parents, organizing school events such as Sports Day, Concert, etc.

I believe that the acquired teaching skills and experience over these years will help me to understand the theories faster and better. I will be able to consolidate the learning further with my working experience.

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PART 3: EVIDENCE OF LEARNING

a) **LIST OF ITEMS PROVIDED** (Please refer **Appendix 3** for list of evidence).

NO.	TITLE OF ITEM
1.	SPM
2	
3.	
4.	
5.	
6.	

7.	
8.	

b) **REFEREES** (relevant to work situation)

NAME	Lim Bee Eng	
POSITION	Principle	
ORGANISATION	Learning Well	
PHONE NUMBER	OFFICE: (Compulsory)	MOBILE:012-7379439
EMAIL ADDRESS	tammylim8239@yahoo.com.my	
RELATIONSHIP	Employer	

NAME	Melody Wong May Ying	
POSITION	Director	
ORGANISATION	Learning well	
PHONE NUMBER	OFFICE:	MOBILE: 012-7152678

	(Compulsory)	
EMAIL ADDRESS	melody7272.wong@gmail.com.my	
RELATIONSHIP	Employer	

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: *Tok*

Name: Tok En Qi

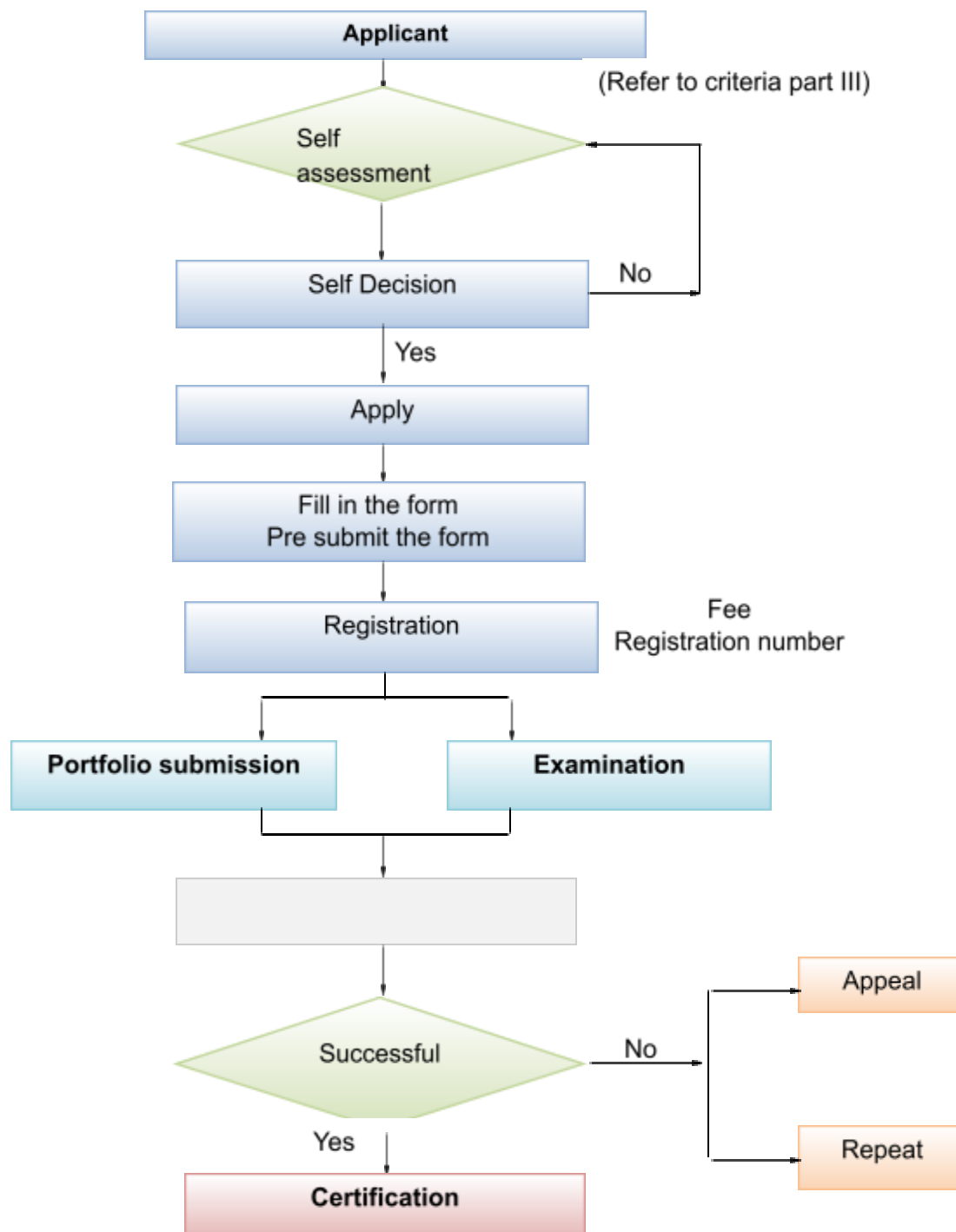
Date:15/12/2022

This application is subject to Terms and Conditions stated below

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

This application form, complete **with all** certified documents and processing fee must be sent to:

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

FLOW CHART: APEL CERTIFICATION PROCESS

NB: Timescale for an assessment will depend on the complexity of the application.

LIST OF EVIDENCE

Evidence that can be provided for application

Direct Evidence	Indirect Evidence
Certificates You can provide copies of your qualification <ul style="list-style-type: none"> • School certificates • Statement of results • Courses completed at work 	Written Records You can provide copies of <ul style="list-style-type: none"> • Diaries • Records • Journals • Articles
Work samples You can provide samples of your work <ul style="list-style-type: none"> • Drawings or photographs • Reports • Written materials • Projects • Objects • Work of arts 	E-mail You can provide copies of email communications which verify <ul style="list-style-type: none"> • Customer feedback • Work activities • Written skills
Records of workplace activities You can provide documents that verify your work activities <ul style="list-style-type: none"> • Notes • Emails • Completed worksheets • Workplace agreement • Contracts 	Supporting letters You can provide letters to verify your claim from <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Media articles • Meritorious Awards 	

List of skills on what I have learned based on 8 Learning Outcomes Domain.

1. Knowledge
2. Practical Skills
3. Social skills and responsibilities
4. Values, attitudes and professionalism
5. Communication, leadership and team skills
6. Problem Solving and scientific skills
7. Information management and lifelong learning skills
8. Managerial and entrepreneurial skills