

PENILAIAN PORTFOLIO APEL.Q



BAHAGIAN 1: MAKLUMAT PERIBADI/PART 1: PERSONAL PARTICULARS				
Nama Penuh/ <i>Full name</i>				
No. Kad Pengenalan/Pasport <i>Identify card (IC)/ Passport Number</i>				
Program Pengajian Dipohon <i>Intended programme of study</i>				
Aras MQF <i>MQF Level</i>		Diploma Lanjutan (T5)/ <i>Advanced Diploma (L5)</i>		Ijazah Sarjana Muda (T6)/ <i>Bachelor's Degree (L6)</i>
		Ijazah Sarjana (T7)/ <i>Master's Degree (L7)</i>		Ijazah Kedoktoran (T8)/ <i>Doctoral Degree (L8)</i>
Jumlah Kredit Bergraduat <i>Total graduating credits of the programme</i>				

Nota: Untuk panduan pengisian Bahagian 2 dan 3, rujuk Appendix A.

BAHAGIAN 2: PERINCIAN PEMBELAJARAN DIPEROLEH *(mulakan dengan yang lebih terkini)*
PART 2: DETAILS OF LEARNING ACQUIRED *(start with the most recent)*

**(A) SIJIL PEMBELAJARAN (PEMBELAJARAN FORMAL)/
 CERTIFICATED LEARNING (FORMAL LEARNING)**

TAJUK SIJIL/ TITLE OF CERTIFICATION	TAHAP PENGANUGER AHAN/ LEVEL OF THE AWARD	BADAN/INSTITUSI PENGANUGERAH/ AWARDING BODY / INSTITUTION	TEMPOH PENGAJIAN (BULAN/TAHUN)/ DURATION OF STUDY (MONTHS/ YEARS)	TAHUN PENGANUGER AHAN/ YEAR AWARDED	LABEL DAN LAMPIRAN PEMBUKTI AN/ LABEL AND ATTACHED EVIDENCE
Contoh: STPM	Certificate	Majlis Peperiksaan Malaysia (MPM)	2 Years	1995	e.g Appendix A (STPM certificate)
1.					
2.					
3.					

(B) PEMBELAJARAN TIDAK FORMAL/INFORMAL LEARNING

Pengalaman Bekerja/ Work Experience

NAMA MAJIKAN/ BEKERJA SENDIRI/ NAME OF EMPLOYEE /SELF EMPLOYED	ALAMAT MAJIKAN/ ADDRESS OF EMPLOYER	TEMPOH BERKHIDMAT TIME SERVED (BULAN & TAHUN/ MONTH & YEAR)		JAWATAN DISANDANG / POSITION(S) HELD	PENERANGAN RINGKAS TUGAS/ BRIEF JOB DESCRIPTIONS
		DARI FROM	SEHINGGA TO		
Contoh: 1 : XYZ Company	No. 123, Batu 3, Shah Alam	May 2000	April 2005	Floor Supervisor	
Contoh: 2: XYZ Company	No. 123, Batu 3, Shah Alam	May 2005	Disember 2006	Shift Manager	
1.					
2.					
3.					
4.					
5.					

Lain-lain Aktiviti Pembelajaran (cth. Hobi etc)/ Other learning activities (eg. hobby etc)

LAIN-LAIN AKTIVITI/ OTHER ACTIVITIES Ia mungkin termasuk hobi / sukan/rekreasi / khidmat sosial/komuniti / latihan yang diberikan / khidmat perundingan atau aktiviti lain yang mungkin berkaitan dengan kompetensi <i>This may include your hobbies/ sports/ recreation/ social/ community service/ training given/ consultancy services or other activities which might be relevant to the competencies.</i>	TAHUN/YEAR	APA YANG TELAH SAYA BELAJAR/ WHAT I HAVE LEARNT (Berkaitan dengan Program yang dimohon/ <i>Relevant to the programme applied</i>)
e.g: Marshall Of Local Cycling Club	1990 - PRESENT	Planning and Managing Club Activities.
1.		
2.		
3.		

(C) PEMBELAJARAN BUKAN FORMAL/NON-FORMAL LEARNING

Training/seminar/workshop/conferences etc

NAMA/TAJUK LATIHAN ATAU KURSUS NAME/TITLE OF TRAINING OR COURSE	LOKASI/ LOCATION	TARIKH/ DATE	TEMPOH/ LENGTH (Jam/Hari/ Bulan/ Hours/Days/ Month)	KETERANGAN PENGETAHUAN/ KEMAHIRAN DIPEROLEH DESCRIPTION OF KNOWLEDGE/ SKILLS ACQUIRED
e.g: 5S Workshop	Hotel Eastin, Petaling Jaya	2nd May 2005	1 Day	Basics Of 5S, Managing 5s Practices
1.				
2.				
3				

(D) KEMAHIRAN BERBAHASA/ LANGUAGE COMPETENCY

BAHASA LANGUAGE	1: LEMAH/POOR; 2: SEDERHANA/AVERAGE 3: BAIK/GOOD; 4: CEMERLANG/EXCELLENT											
	Tandakan '✓' mana-mana berkaitan/ Mark '✓' which relevant											
	MEMBACA/READING				BERCAKAP/SPEAKING				MENULIS/Writing			
	1	2	3	4	1	2	3	4	1	2	3	4
1. BM												
2.												
3.												
4.												

BAHAGIAN 3: LEMBARAN KERJA KOMPETENSI UNTUK PORTFOLIO PEMBELAJARAN BERASASKAN PROGRAM
PART 3: COMPETENCY WORKSHEET FOR PROGRAMME-BASED LEARNING PORTFOLIOS

Hasil Pembelajaran Program (HPP)/ <i>Programme Learning Outcomes (PLO)</i>	Body of Knowledge (BOK)/ Kompetensi Teras Program/ <i>Body of Knowledge (BOK)/ Core Competencies of the Programme</i>	Kenyataan Pembelajaran/ <i>Learning Statements</i>	Punca Pembelajaran/ <i>Origin of Learning</i>	Dokumen Sokongan/ <i>Supporting Documentation</i>
Maklumat (HPP/BOK) ini akan disediakan oleh Fakulti/Institut <i>This (PLO & BOK) will be provided by the HEP</i>		Rujuk Nota Penasihat/ Refer to The Advisory Note*		

*** Nota Penasihat/Advisory note**

Kumpulkan sebanyak mungkin maklumat mengenai struktur kurikulum program/ *Gather as much information as possible about the curriculum structure of the programme*

Kaji hasil pembelajaran program (HPP) (pengetahuan, kemahiran atau kecekapan yang harus anda capai setelah tamat program). HPP pelbagai program pengajian biasanya terdapat di laman web fakulti/insitut/pusat akademik/ *Examine the programme learning outcomes (PLOs) (knowledge, skills or competencies that you should achieve upon completion of the programme). The PLOs of the various programmes of study are usually available at the HEP website.*

Kenyataan Pembelajaran/ Learning Statements	Punca Pembelajaran/ Origin of Learning	Dokumen Sokongan/ Supporting Documentations
Pernyataan Pembelajaran membentuk teras portfolio. Kenyataan yang anda gunakan dan perincian yang anda berikan di sini akan menunjukkan kepada Penilai apa yang telah anda peroleh dari pembelajaran formal / tidak formal / bukan formal anda yang berkaitan dengan program <i>Learning statements form the core of the portfolio. The language you use and details you provide here will show the Assessors what you have acquired or gained from your formal/informal/non- formal learning which are relevant to the programme.</i>	<i>Sertakan maklumat mengenai lokasi dan waktu (di mana dan bila) pembelajaran berlaku. Lokasi dan tarikh boleh digunakan lebih dari sekali di seluruh lembaran kerja kompetensi anda.</i> <i>Include information regarding the location and time (where and when) the learning occurred. A location and date can be used more than once throughout your competency worksheets.</i>	<i>Seboleh-bolehnya, rujuk kepada dokumen sokongan yang memberikan bukti pembelajaran yang telah anda nyatakan sebelum ini. Gunakan rujukan silang untuk memudahkan capaian dokumen sokongan</i> <i>Wherever possible, make reference to supporting documentation that provides evidence of the learning you have claimed. Use tabs and cross- referencing to facilitate easy access to your supporting documents.</i>

BAHAGIAN 4: RUJUKAN (Ahli keluarga dan saudara-mara tidak boleh menjadi rujukan)	
PART 4: REFEREES (Family members and relatives cannot serve as referees)	
Nama/ Name	
Jawatan/ Position	
Organisasi/ Organisation	
Nombor Telefon Phone number	
Alamat Emel Email address	

PERAKUAN/DECLARATION
Dengan ini saya mengesahkan bahawa semua maklumat / dokumen yang diberikan untuk menyokong dokumen ini adalah sahih, benar dan tepat. Saya memahami sepenuhnya bahawa UKM berhak untuk menolak permohonan saya sekiranya terbukti sebaliknya. <i>I hereby declare that all the information/ documents provided to support this application are authentic, true and accurate. I fully understand that the UKM reserves the right to reject my application if proven otherwise.</i> Tandatangan/ Signature : Nama/ Name : Tarikh/ Date :

APPENDIX A

LIST OF EVIDENCE

Evidence that can be provided by the candidate:

Direct Evidence	Indirect Evidence
Certificates You can provide copies of your qualifications; • 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 communication which verify; • 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 claim from; • Employers • Community group • People you have worked with (paid and unpaid work)
Documents You can provide evidence that shows what you have done in your life; • Media articles • Meritorious awards	