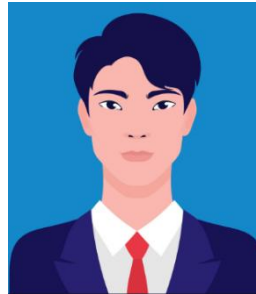


**PORTFOLIO SUBMISSION FORM
APEL.A**



PART 1: PERSONAL DETAILS

Full Name	ABDUL RAZAK BIN AHMAD		
Nationality	MALAYSIA		
NRIC / Passport No.	XXXXXX-XX-XXXX		
Intended Field of Study	BUSINESS ADMINISTRATION		
Intended Programme	MASTER OF BUSINESS ADMINISTRATION		
Level of Study	<input type="checkbox"/> Diploma	<input type="checkbox"/> Bachelor	<input checked="" type="checkbox"/> Master
Reference Number	(for UNIRAZAK use only)		

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 2 for the list of skills)								EVIDENCE OF LEARNING* AND WHAT HAVE I LEARNED (Please refer Appendix 1 for the examples of evidence)
				1	2	3	4	5	6	7	8	
1.	Diploma in Management	UNIRAZAK	2006	✓	✓	✓	✓	✓				Appendix 1 – Diploma Scroll and Transcript
2.	SPM	Majlis Peperiksaan Malaysia	2004	✓	✓	✓	✓	✓				Appendix 2 – SPM Certificate
3.												
4.												
5.												

**Note: All evidence must be properly labelled*

b) INFORMAL LEARNING (start with the most recent)

Learning that 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 Appendix 2 for the list of skills)								EVIDENCE OF LEARNING* AND BRIEF JOB DESCRIPTIONS (Please refer Appendix 1 for the examples of evidence)
			FROM	TO		1	2	3	4	5	6	7	8	
			1.	ABC Ventures Sdn Bhd		123, Jalan Kenanga, 50100 Kuala Lumpur	January 2018	Current	Head of Marketing	✓	✓			

																			iii. Product Catalogue Brief Job Description: i. Founder / Partner of business. ii. Oversaw daily operations, managed inventory, and handled customer service for a successful family-owned business
4.	LL Mart	KK Mart Cawangan Kepong, Selangor	February 2005	July 2008	Shop and Sales Assistant								✓	✓					Evidence (Appendix 6): i. Payslip ii. Photos at workplace (work activities) Brief Job Description: i. Managing the cash register or point of sale system and helping customers find products in their store. ii. Managing monthly inventory, check stocks.
5.																			
6.																			

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

NO.	OTHER LEARNING ACTIVITIES This may include your hobbies/ sports/recreation/social activities/ community service/training/ consultancy services or other activities which might be relevant to the competencies.	YEAR	WHAT I HAVE LEARNT / ACQUIRED (Please tick ✓) (Please refer Appendix 2 for list of skills)								EVIDENCE OF LEARNING* (if any) (Please refer Appendix 1 for the example of evidence)
			1	2	3	4	5	6	7	8	
1.	Company Bowling Activity	2023	✓	✓		✓				✓	Appendix 7 – Bowling Tournament Photos
2.	CSR Programme – Volunteer for Flood Victim Programme	2020	✓	✓		✓			✓	✓	Appendix 8 – Certificate of Participation / Photos during Programme Activity
3.	Standard Chartered Marathon	2018	✓	✓		✓				✓	Appendix 9 - Photo of Medal - Certificate of Participation -Photos During Marathon
4.	Hiking	2017 - current	✓	✓		✓				✓	Appendix 10 - Photos During Hiking Activity

**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 a formal certification.

NO.	NAME / TITLE OF TRAINING OR COURSE, etc.	ORGANISER	DATE OF COMPLETION	DURATION (Hours/ Days/ Month)	WHAT I HAVE LEARNT / ACQUIRED (Please tick ✓) (Please refer Appendix 2 for list of skills)								EVIDENCE OF LEARNING* (if any) (Please refer Appendix 1 for the examples of evidence)
					1	2	3	4	5	6	7	8	
1.	Big Data & Ai Workshop	AI Sdn. Bhd.	29 November, 2023	2 days	✓	✓	✓		✓				Appendix 11 - Certificate of Participation - Photos during training
2.	Autonomous Data Workshop	Oracle	25 June 2022	3 days	✓	✓	✓		✓				Appendix 12 - Email Invitation
3.	International Fintech Seminar	Monetary Authority Singapore	13 April 2022	1 day	✓	✓	✓		✓				Appendix 13 - Certificate of Participation
4.	Training for BNM Purpose Code Amendment	JP Morgan	3 February 2021	1 day	✓	✓	✓		✓			✓	Appendix 14 - Certificate of Participation
5.	Microsoft Excel Training for Intermediate Level	UNIRAZAK	7 June 2018	2 Days	✓	✓	✓		✓		✓	✓	Appendix 15 - Certificate of Participation
6.	Making an Impacts: Personal Accountability	Bank Rakyat	13 – 14 March 2015	2 Days	✓	✓	✓	✓			✓	✓	Appendix 16 - Training Notes / Handout

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

d) LANGUAGE COMPETENCY

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.	English				✓				✓			✓				✓	
2.	Bahasa Malaysia				✓				✓				✓				✓
3.																	


REFEREES (family members and relatives cannot serve as referees)

Name	Mr. Alex Izwan Bin Ibrahim	
Position	C.E.O	
Organization	ABC Ventures Sdn Bhd	
Phone Number	OFFICE: 03 – xxx xxxx <i>(compulsory)</i>	MOBILE: 010 – xxx xxxx <i>(compulsory)</i>
Email Address	alex@abcventures.com	
Relationship	Reporting Chief	

Name	Mazlina Binti Azhar	
Position	Senior Manager	
Organization	XYX Sdn Bhd	
Phone Number	OFFICE: 03 – xxx xxxx <i>(compulsory)</i>	MOBILE: 012 – xxx xxxx (compulsory)
Email Address	mazlina@gmail.com	
Relationship	Former Reporting Manager	

PART 3: SELF DECLARATION

I hereby declare that all 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: ABDUL RAZAK BIN AHMAD

Date: 20 February 2024

This application is subject to Terms and Conditions stated below

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

CHECKLIST		<i>For Office Use</i>	
	YES / NO	Acknowledgement	
Photocopy IC	<input type="checkbox"/> <input type="checkbox"/>		
1 recent passport size photograph	<input type="checkbox"/> <input type="checkbox"/>		
Certified Certificates / Documents	<input type="checkbox"/> <input type="checkbox"/>		
Resume	<input type="checkbox"/> <input type="checkbox"/>		
Application Fee (if any)	<input type="checkbox"/> <input type="checkbox"/>		
		Date :	

LIST OF EVIDENCE

Evidence that can be provided for application includes.

Direct Evidence	Indirect Evidence
<p>Certificates You can provide copies of your qualification:</p> <ul style="list-style-type: none"> • School certificates • Statement of result • Courses completed at work 	<p>Written records You can provide copies of:</p> <ul style="list-style-type: none"> • Diaries • Records • Journals • Articles
<p>Work Samples You can provide samples of your work:</p> <ul style="list-style-type: none"> • Drawings or photographs • Reports • Written materials • Projects • Objects • Work of arts 	<p>Emails You can provide copies of email communication which verify:</p> <ul style="list-style-type: none"> • Customer feedback • Work activities • Written skills
<p>Records Of Workplace Activities You can provide documents that verify your work activities:</p> <ul style="list-style-type: none"> • Notes • Emails • Completed worksheets • Workplace agreement • Contracts 	<p>Supporting letters You can provide letters to verify your claim from:</p> <ul style="list-style-type: none"> • Employers • Community groups • People you have worked with (paid and unpaid work)
<p>Documents You can provide evidence that shows what you have done in your life:</p> <ul style="list-style-type: none"> • Media articles • Meritorious awards 	<p>Others You can provide evidence which verify your;</p> <ul style="list-style-type: none"> • Hobbies • Voluntary work • Activities / Society
<p>Training / Workshop - Attended Course / workshop</p>	<p>Resume -Latest resume</p>

List of skills on what learners have learnt based on the Malaysian Qualifications Framework Learning Outcomes. Below is a sample of the level of descriptors. Applicable to the appropriate level of Bachelor, Master and Doctorate.

1. Knowledge and understanding

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

2. Cognitive skills

- a. This relates to the 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, applying, analysing, problem-solving and synthesizing to create new ideas, solutions, strategies or new practices. Such intellectual skills enable the learner to search for and comprehend new information from different fields of knowledge and practices.

3. Functional work skills:

a. Practical work skills

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

4. Interpersonal and Communication skills

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

5. Digital and Numeracy skills

- a. Digital skills generally refer to the ability to use information/digital technologies 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.
- b. Numeracy 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 to study, work and daily life. Within the Malaysian Qualifications Framework levels, this learning outcome may not be specifically mentioned for every level, but it is expected that the requirement of numerical skills as an outcome ought to be indicated for every specific programme. It may include an understanding of basic mathematics, symbols relating to statistical techniques, etc.

6. Leadership, autonomy and responsibility

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

7. Personal and entrepreneurial skills

- a. 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, or by demonstrating confidence, self-control, social skills, proper etiquette and commitment to professionalism in the workplace. It also includes the capability to plan for career development or further education. Aspects of character, such as honesty, punctuality, time management, and keeping to and maintaining important deadlines in a work environment, are also important personal skills.

8. Ethics and professionalism

- a. Ethics and values are important in 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 comprising integrity, professional conduct (professionalism) and standards of conduct (e.g., 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.