

## How to Complete a Portfolio?

### General Guidelines

Dear potential student, the main requirement for an admission in OUM via APEL is to submit a portfolio showing your experiential learning. You are required to download the portfolio template and prepare a portfolio accordingly. Read this guideline and fill up the information in the template provided. For Undergraduate Programme, you can submit your portfolio in either Bahasa Malaysia or English however for Postgraduate Programme, please submit your portfolio in English only.

You need to fill up the Portfolio Form and arrange the evidences as Attachment file. The Attachment file consists of Appendix 1, Appendix 2 and so on. We kindly request you to convert the Portfolio Form and Evidences Attachment (all the Appendices in one single file) into PDF format and submit in [fastrac.oum.edu.my](http://fastrac.oum.edu.my) upon completion. Read the '*User Manual to Submit APEL A Portfolio*'.

Completed Portfolio Form has to be saved as Portfolio\_New IC number (example: Portfolio\_77111111231.pdf) and the Attachment file as Attachment\_New IC number (example: Attachment\_77111111231.pdf), prior to making your submission to OUM.

### Part 1: Personal Details

In this section, fill in your personal details such as your full name and IC Number / Military Number. Include a recent passport-sized photograph and a photocopy of your IC in your application. The reference number will be given by the staff at the OUM Learning Centre. It usually indicates the following information:

***Flexible Entry/Programme of Study/Learning Centre/Semester/Learner IC No.***

For example,

(FE / DIM / Kedah / 142 / 690909095999) or

(FE / DECE / Bangi / 143 / 921212055443)

## Part 2: Details of Learning Acquired

This section provides an overview of your prior learning. It details out all forms and sources of learning that you may have gained throughout your work and life experiences. In order to show that you have achieved certain level of competencies and are ready to pursue a programme of study at University level, it is important at this stage for you to recall your previous learning experience and to search for evidence to support your application.

### a. Certificated Learning

Certificated learning indicates the formal education or training certified / recognised by an awarding institution. This includes the formal school education or any professional training that you have attended. Start with the most recent certification you have obtained. For each certification, indicate the year of award, the title of certification and its level, and the awarding institution. You may include schools / professional certificates and results as evidence. In the competencies column, indicate the competencies you have acquired upon completion of the learning experience.

*Generic skills: Includes social, entrepreneurship and ethical values*

*Numerical skills: Includes critical thinking and problem solving*

*Language skills: Includes reading, listening, writing, and speaking*

*ICT skills: Includes information management and lifelong learning*

EDUCATION & TRAINING								
No	Year Awarded	Title of Certification	Level of Award	Awarding Body / Institution	Competencies Acquired (Tick ✓ where relevant) <i>Refer to the Handbook for Details</i>			
					Generic	Numerical	Language	ICT
1	2011	Sijil Asas Kepolisan	Certificate	PDRM	√	√	√	√
2	2009	LCCI	Level 1	LCCI	√	√	√	
3	2007	SPM	Form 5	KPM	√	√	√	
4	2005	PMR	Form 3	KPM	√	√	√	

### b. Experiential Learning

*Employment History:* State your previous employment background. By starting with the most recent employment, indicate the name of your current employer / company name; contact address, years of service from start to end; the position held as well as the type of job you performed, i.e. operational, managerial or others. As evidence, you may include your job appointment letter or supporting letter from your employer. Continue to input information if you have more than one employer. If you are self-employed, indicate your company name and the type of business you are involved in.

Select *Operational* roles if your job involves technical tasks and production activities and *Managerial* roles if you are in the administrative or management positions. Otherwise, select *Others* if your job role is in neither category.

EMPLOYMENT HISTORY							
No	Name of Employer / Self-Employed	Contact Address	Years of Service	Position Held	Job Roles / Performed (Tick ✓ where relevant) 1: Operations 2: Managerial 3. Others		
					<i>Refer to the Handbook for Details</i>		
					1	2	3
1	PDRM	Bukit Aman	2009 - now	Trainee			✓
2	LL Supermart	Kelana Jaya	2008 - 2009	Asst Sales Personnel	✓		
3							
4							

*Training Activities:* State the training activities/ short courses / seminar / workshops that you have attended while at school or work. Indicate from the most recent, the name/title of the training; its location and duration (hours/days/months) and the competencies you have acquired. As evidence, you may include certificate of participation / attendance, pictures taken or materials used during the activities, or any other indication to prove that you have attended, participated and completed the session. Tick on the competencies that you think you have acquired upon attending / participating or completing the activity. Refer to the Table of Competencies below.

**\*Table of Competencies\***

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; and
8. managerial and entrepreneurial skills.

TRAINING ACTIVITIES													
No	Name / Title of Training	Location	Date	Duration (Hours / Days / Month)	What competency have I acquired? (Tick ✓ where relevant)								
					<i>Refer to the Table of Competencies in the Handbook</i>								
					1	2	3	4	5	6	7	8	
1	English for Oral Communication	Petaling Jaya	20-22 May 2011	3 days	✓		✓	✓	✓				
2	Effective Selling Techniques	Kuala Lumpur	28-31 June 2008	3 days	✓	✓	✓	✓	✓	✓	✓	✓	✓

**c. Other Learning Activities**



#### d. Language Skills

Identify and list out the type of language that you are competent in. Rate your competency level for each language based on the scale of 1 (Poor) to 4 (Excellent) from the aspects of listening, reading, speaking and writing.

		Level of Competency (Tick ✓ where relevant)															
		1: POOR; 2; AVERAGE 3: GOOD; 4: EXCELLENT															
		Listening				Reading				Speaking				Writing			
No	Language	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	English			✓				✓				✓				✓	
2	Bahasa Malaysia				✓				✓				✓				✓
3																	

#### e. Self-Assessment / Reflection

This section requires you to describe how your previous learning experiences prepare you for the intended programme of study. Start by reflecting on your own life and work experience. Provide a description of the experience and explain how it is related to the programme of study of your choice. Also indicate the preparations you have made in order to pursue the programme of study from the perspectives of financing your studies, time management, balancing between career and family, employer support and other relevant information that may support your application.

Q1: What area/field/programme do you want to study?

Q2: Why do you want to pursue the chosen area of study?

Q3: How is the area of study related to your work experience?

Q4: What preparations have you made in order to pursue the  
programme of study?

### Part 3: Evidence of Learning

#### a. *Description of Evidence Provided*

For each learning experience/information you have indicated in your portfolio, evidence must be attached to support your claims. Describe the evidences and attach certified copies of the original documents in this section.

No	Description of Evidence (Certified evidence must be attached to the Portfolio)
1	Sijil Asas Kepolisan
2	LCCI Level 1 Transcript
3	SPM Certificate
4	PMR Certificate
5	Employer testimonial
6	Workshop materials for English for Oral Communication
7	Certificate of Attendance: Effective Selling Techniques
8	Synopsis / Summary of book read
9	Pictures with football team

Evidence could be in the form of direct or indirect documents. Direct evidences are documents that relate specifically to the learning that you acquired, skills that are obtained or even your own masterpieces/products. These include certificates (school certificates, academic transcripts / results); work samples (reports, written materials, projects, photographs, work of art); records from workplace activities (notes, emails, contracts); and even awards/articles you have received /written. These are proofs of learning that you have gained.

Indirect evidences, on the other hand, are documents from a third party that acknowledge your participation in the learning process. Examples of indirect evidences are written records (minutes of meeting, journals); emails or letters from customers and even testimonials from your employers, colleagues and community group that indicate your participation or involvement.

**b. Referees**

Individuals or professional acquaintances that know you and are willing to verify or provide additional information about you. Ask for their permissions before including their details here. You must provide at least TWO referees that have no family connections with you.

<b>Name:</b>	
<b>Position:</b>	
<b>Organisation:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Relationship</b>	

**Part 4: Self-Declaration**

Before you submit your portfolio, ensure that all documents and information provided are complete with the supporting evidence. Intentional falsification of information or incomplete documentations may affect your application or offer to study.

The strength of a portfolio lies on the ability of the applicant to identify, document and articulate the learning that they have acquired from various source of learning. Applicants must also include verified copies of evidence to prove their claims for prior learning.