



**How do I
prepare
my
portfolio?**

1. Certified learning/Formal learning

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This includes the formal or school education or any professional training that you have attended.

TITLE OF CERTIFICATION	LEVEL OF THE AWARD (Certificate /Diploma / Degree/ etc.)	AWARDING BODY / INSTITUTION	DURATION OF STUDY (Year/ Months)	YEAR AWARDED	LABEL OF ATTACHED EVIDENCE (Appendix)	
1	Diploma in the Theory and Practice of the Montessori Method of Education	Diploma	St Nicholas Training Centre for the Montessori Method of Education	4 Years	1999	Appendix 1
2	Sijil Pelajaran Malaysia (SPM)	Sijil	Majlis Peperiksaan Malaysia	2 Years	1993	Appendix 2
3	Penilaian Menengah Rendah (PMR)	Sijil	Majlis Peperiksaan Malaysia	3 Years	1990	Appendix 3

2. Experiential learning/Informal learning

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State your previous employment background.

	NAME OF EMPLOYER / SELF EMPLOYED	ADDRESS OF EMPLOYER	DURATION OF SERVICE (MONTH / YEAR)		POSITION(S) HELD	BRIEF JOB DESCRIPTION
			FROM	TO		
1.	Tadika Putera Puteri	Jalan Setiawangsa 21, Setiawangsa	2016	current	Teacher Assistant	Teaching co curriculum to kindergarten students
2.	Melova Sdn. Bhd.	Kelana Jaya	2012	2015	Secretary	Routine secretarial tasks e.g. drafting, typing, photocopying, filing of letters and other documents. Taking minutes of meeting
3.	MediaXX Sdn Bhd	Damansara	2014	2010	Journalist	Reporting issues related to corporate social responsibility

3. Other learning activities

You may have gathered some knowledge or learn new skills on your own initiative or participated in activities within the community or small groups during your leisure time.

OTHER ACTIVITIES (This may include candidate's hobbies/sports/recreation/social/community service/ training given/ consultancy services or other activities which might be relevant to the competencies)		YEAR	WHAT HAVE I LEARNT? (Relevant to the course learning outcomes)
1.	Bengkel Perkembangan Kanak-Kanak	2015	Learn on the child development and learn on early childhood education that focuses on learning through play
2.	Merdeka Charity Run	2013	Gain self motivation in order to expand my network
3.	Persatuan Bulan Sabit Merah	2013	Get chance to help other people. Providing medical aid assistance to community.
4.	Meteor Club	2012	Took the challenge to climb the KK mountain and reached the top. Able to enhance teamwork spirit and self esteem.

4. Experiential learning/Non Formal learning

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State the training activities/short courses/seminar/workshops that you have attended while at school or work.

NAME/TITLE OF TRAINING/COURSE		LOCATION	DATE (dd/mm/yy yy)	LENGTH (Hours/Days/ Month)	DESCRIPTION OF COMPETENCIES ACQUIRED (Please refer *Note below for more information on competencies)
1	Ms Excel Training	UPM, Serdang	16-18 May 2014	2 days	Able to enhance my IT skills in my workplace because I can use Ms Excel efficiently
2	Teambuilding Training	Morib, Banting	6-9 Feb 2014	3 days	Leadership skills Learn how to work in team. Able to gain motivation

6. Self Assessment / Reflection

This section requires you to describe how your previous learning experiences prepare you for the intended programme of study.

Q1: Why do you want to pursue this chosen area of study?

Q2: How is your prior learning experience applicable to / related to / relevant to your chosen field of study?

Q3: What are your action plans in ensuring the successful completion of your programme? (Commitment, time management, financial resources, support etc)

Q4: How will the completion of this programme help you in your life?

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

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

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

2. Describe your experience in relation to the programme of study. (Min 150 words)

7. Referees

Individuals or professional acquaintances that know you and are willing to verify or provide additional information about you. (Work related)

Name:	
Position:	
Organisation:	
Phone Number	
Email Address:	

Supporting documents as evidence

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Direct Evidence	Indirect Evidence
<p>Certificates</p> <p>You can provide copies of your qualifications:</p> <ul style="list-style-type: none">• School certificates• Statements of results• Courses completed at work	<p>Written records</p> <p>You can provide copies of:</p> <ul style="list-style-type: none">• Diaries• Records• Journals• Articles
<p>Work samples</p> <p>You can provide samples of your work:</p> <ul style="list-style-type: none">• Drawings or photographs• Reports• Written materials• Projects• Objects• Works of art	<p>E-mail</p> <p>You can provide copies of email communication which verify:</p> <ul style="list-style-type: none">• Customer feedback• Work activities• Written skills

Supporting documents as evidence

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Direct Evidence	Indirect Evidence
<p>Record of workplace activities You can provide documents that verify your work activities:</p> <ul style="list-style-type: none">• Notes• Emails• Completed worksheets• Workplace agreements• 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	

THANK YOU
&
GOOD LUCK