

GUIDEBOOK APEL.C FOR LEARNERS

ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING
FOR CREDIT AWARD

i-CATS

What can APEL.C do for you?



We value your
Work and Life Experiences

SHORTER study **DURATION**

Maximum of **60%**
Credit transfer from
total graduating credits

Award of **Credits** for various
courses within programmes
of study

FIND OUT MORE:



<https://icats.edu.my/apel-centre/>

Table of Contents

A: Accreditation of Prior Experiential Learning (APEL)

A1. Glossary	4
A2. What is APEL.C	4
A3. Benefits of APEL.C for Students	5
A4. Important Rules for Students	6

B: APEL.C Application, Assessment and Appeal Process

B1. Pre-Application Process	10
B2. Application Process	10
B3. Assessment Methods	11
B3.1 Challenge Test	11
B3.2 Portfolio Submission	12
B4. Assessment Results and Credit Award	12
B5. Evidence Requirements	13
B6. Appeal Process	14
B7. Related Forms	14

Appendices

Appendix A: APEL.C Counselling Form for Learners	16
Appendix B: APEL.C Self-Assessment Form for Learners	17
Appendix C: APEL.C Application Form for Learners	19
Appendix D: APEL.C Portfolio Submission Form & Sample Portfolio	20
Appendix E: APEL.C Appeal for Re-Evaluation of Marks Form	22

References	24
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PART A:

Accreditation of Prior Experiential Learning (APEL)



A1. Glossary

APEL	Accreditation of Prior Experiential Learning (APEL), a system to provide access to higher education programmes and academic recognition for individuals with informal and non-formal learning throughout their work and life experiences introduced by Malaysian Qualifications Agency (MQA). It involves the identification, documentation and assessment of prior learning to determine the extent to which an individual has achieved the desired learning outcomes, for access to a programme of study and/or award of credits.
APEL.C	Introduced in 2016, Accreditation of Prior Experiential Learning for Credit Transfer/Award is an assessment of prior learning that are relevant to the course learning outcomes within a specific programme of study so that learners can avoid repetition of learning and to maximize their learning potential, through award of credits.
Course Learning Outcomes (CLOs)	Each course in every programme of study has its learning outcomes stated clearly in the course outline, which is a general description of the course in a specific programme of study. CLOs are the desired learning expected of learners from each course.
APEL Centre	A dedicated one- stop centre in managing the application for APEL.C in i-CATS University College. The main function of the APEL Centre is to coordinate and provide support to faculty members and students throughout the APEL.C process.

A2. What is APEL.C

APEL.C refers to the award of credits for prior experiential learning that is relevant to a specific course in an accredited programme of the University. It recognises knowledge and skills gained through informal and non-formal learning, such as work experience, training, professional practice, community involvement or self-learning.

Through APEL.C, learners may apply for credit transfer for selected courses if they can demonstrate that their prior learning matches the Course Learning Outcomes (CLOs) of the course. The assessment may be conducted through a Challenge Test or Portfolio.

APEL.C assesses the learning gained from experience, not merely the experience itself.

For more information, please visit the i-CATS University College APEL Centre website at <https://icats.edu.my/apel-centre/> or contact the APEL Centre at 082-570888.

A3. Benefits of APEL.C for Students

APEL.C provides an opportunity for learners to gain credit award for selected courses by recognising prior experiential learning acquired through work experience, training, professional practice, self-learning, community involvement, or other informal and non-formal learning activities.

The benefits of APEL.C for students include:

1. Recognition of prior learning

APEL.C recognises learning that students have acquired through non-formal and informal sources, provided that the learning is relevant to the Course Learning Outcomes (CLOs) of the course applied for.

2. Reduction of duplication of learning

Students may avoid repeating the same or similar learning if they can demonstrate that they have already achieved the required learning outcomes of the course.

3. Encouragement of adult participation in higher education

APEL.C supports adult learners by recognising their prior experiential learning in the form of credits awarded toward a programme of study.

4. Potential reduction in study time and cost

Successful APEL.C applications may reduce the time and cost required to complete a study programme, subject to the approved credit award.

5. Support for lifelong learning

APEL.C encourages continuous learning by recognising that valuable learning can take place beyond the formal classroom, including through work and life experiences.

6. Greater learner ownership of learning

APEL.C is a learner-centred and voluntary process where students take responsibility for identifying, documenting and providing evidence of their prior learning.

A4. Important Rules for Students

The following rules apply to learners who wish to apply for APEL.C at i-CATS University College:

1. APEL.C is available to registered learners of i-CATS University College, whether they entered the programme through the conventional route or the APEL.A route.
2. APEL.C recognises prior experiential learning for the purpose of credit award. This may include learning gained through work experience, professional practice, training, Massive Open Online Courses (MOOC), self-learning, or other informal and non-formal learning activities.
3. APEL.C is applicable only to courses in accredited or provisionally accredited programmes, subject to University and MQA requirements.
4. For postgraduate programmes, APEL.C applies only to courses in programmes conducted by coursework or mixed mode.
5. Courses under professional bodies may be considered for APEL.C, subject to the approval or requirements of the relevant professional bodies.
6. Learners must pay the required non-refundable processing or application fee before the application is processed.
7. Credits awarded through APEL.C are recorded as credit transfer. No grade will be

awarded, and the credits will not be included in the calculation of GPA or CGPA. However, the credits will count towards the total credit requirement for graduation.

8. The maximum credit transfer allowed through APEL.C is up to **60% of the total graduating credits** of a specific programme of study, subject to current MQA requirements.
9. Credits awarded through APEL.C must be equivalent to the credit value of the course applied for. Partial credit will not be awarded.
10. APEL.C assessment must be carried out separately for each course. Credit award cannot be granted on a block basis.
11. Credits awarded are applicable only to the specific course applied for. They are not automatically applicable to other courses or prerequisite courses.
12. Learners are not allowed to apply for APEL.C for courses that they have already registered for, undertaken, or repeated during their period of study.
13. Learners who are unsuccessful in the APEL.C assessment must register and complete the course through the usual process in their programme of study.

The following courses are normally not applicable for APEL.C:

Courses Not Applicable for APEL.C	Remarks
Final-year project-based courses	Not applicable
Project papers and dissertations	Not applicable
General studies courses for undergraduate programmes	Not applicable
Industrial training / practicum	May be considered depending on the suitability of the field

APEL GUIDELINES

EVIDENCE PORTFOLIO

ASSESSMENT CRITERIA

LEARNING ACHIEVEMENT



ASSESSMENT
PROCESS



APPLICATION FORM

APPLICANT INFORMATION

Full Name: _____
Position Title: _____
Department: _____
Institution/Office: _____
Email: _____ Date: _____ Signature: _____
Phone: _____
Phone (Secondary): _____
Fax/Other: _____
Date Submitted: _____

EMPLOYMENT EXPERIENCE

Current Position: _____
Employer/Office: _____
Years of Service: _____
Key Responsibilities: _____

DECLARATION

I declare that the information provided in this application is true and correct.
Signature: _____ Date: _____

ASSESSMENT

ASSESSMENT SHEET

Criteria	Description (DS)	Score (1-5)	Comments
Understanding			
Communication			
Critical Thinking			
Technical Skills			
Problem Solving			
Ethics	n/a		

RECOMMENDATIONS

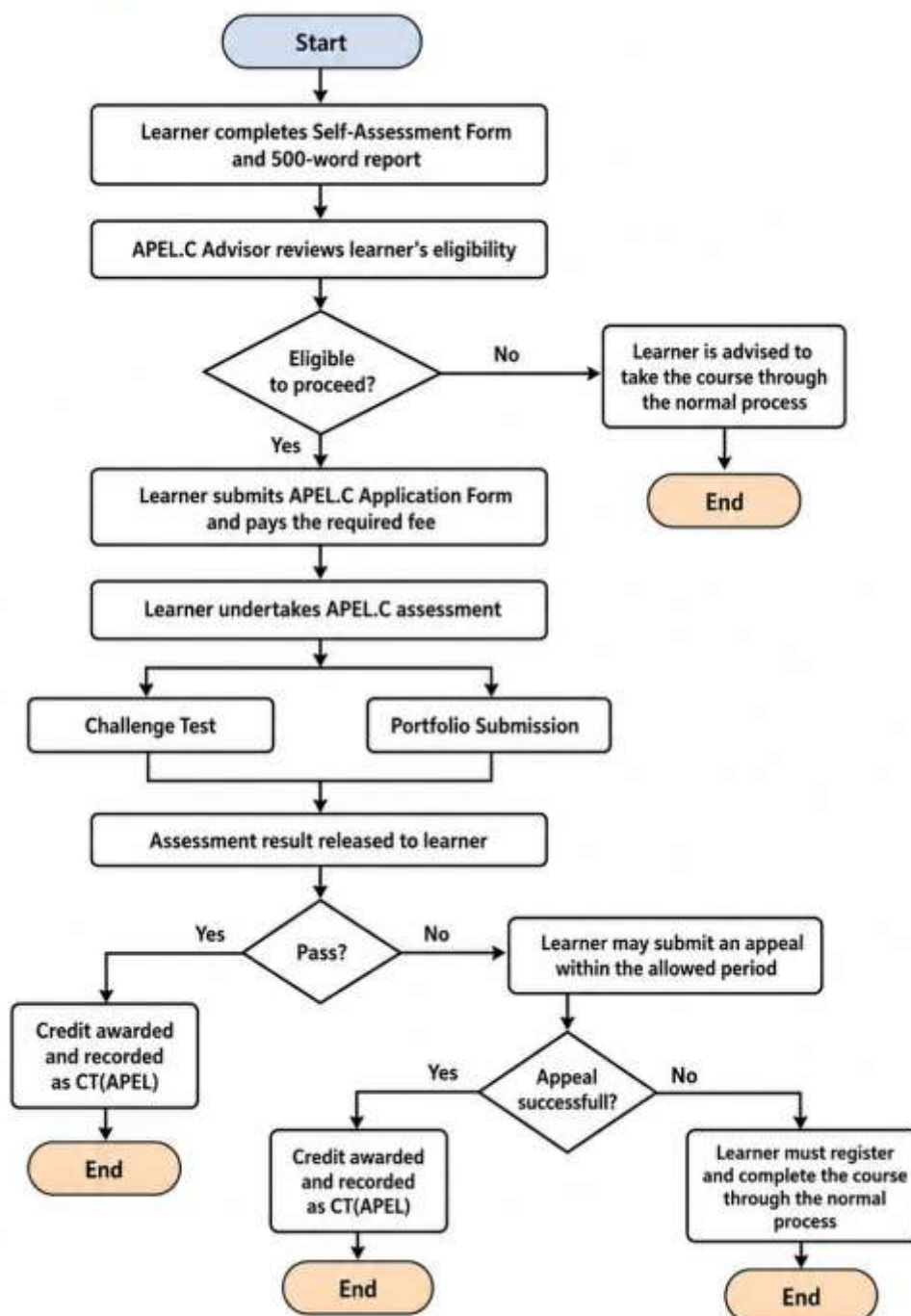
PART B:

APEL.C Application, Assessment and Appeal Process

Part B explains the APEL.C process for learners at i-CATS University College. It provides an overview of the steps involved, from pre-application and application to assessment, results and appeal.

Figure B1 below provides a summary of the APEL.C application process for learners.

Figure B1: APEL.C Application Process for Learners



Source: Adapted from MQA Guidelines to Good Practices: APEL(C).

B1. Pre-Application Process

Before applying for APEL.C, learners should contact the APEL Centre to obtain information on the APEL.C process, requirements, assessment methods, possible outcomes and applicable fees. Learners should also read and understand this Student Guide before deciding to proceed with the application.

Learners who wish to apply for APEL.C will be guided by an appointed APEL.C Advisor. The Advisor will explain the relevant course, Course Learning Outcomes (CLOs), assessment options and the suitability of the learner's prior experiential learning for the course applied for.

A counselling or acknowledgement form (Appendix A) must be completed and signed by the learner and the Advisor or APEL Centre as confirmation that the learner has been advised and understands the APEL.C process.

B2. Application Process

Before submitting the official APEL.C application, learners must complete the Self-Assessment Form (Appendix B) and submit a minimum 500-word report based on their prior experiential learning related to the CLOs of the course applied for.

The purpose of the self-assessment and report is to help determine whether the learner is ready and suitable to proceed with the APEL.C application. The APEL.C Advisor will review the self-assessment and report and make a recommendation.

If the learner is not recommended to proceed, the learner will be advised accordingly and may take the course through the normal process.

If the learner is recommended to proceed, the learner must:

1. complete the **APEL.C Application Form**;
2. choose the proposed mode of assessment, whether **Challenge Test** or **Portfolio Submission**;
3. pay the required application or processing fee; and
4. submit the completed documents to the APEL Centre.

Learners may apply for APEL.C at any time during their studies. However, learners are encouraged to apply during the **first year of study**.

Learners are **not allowed** to apply for APEL.C for courses that they have already registered for, undertaken, or repeated during their period of study.

B3. Assessment Methods

APEL.C assessment is carried out to determine whether the learner's prior experiential learning is comparable to the Course Learning Outcomes (CLOs) of the course applied for.

The assessment is conducted course by course and must correspond to the credit value and level of the course. Learners may be assessed through either:

- a **Challenge Test**; or
- a **Portfolio Submission**.

The mode of assessment will depend on the nature of the course and the advice of the APEL.C Advisor.

B3.1 Challenge Test

A Challenge Test is a formal assessment used to determine whether the learner has achieved the CLOs of the course.

Depending on the nature of the course, the Challenge Test may take one or more of the following forms:

- written test;
- oral examination;
- presentation;
- performance assessment;
- skills demonstration; or
- other suitable assessment methods.

The format of the assessment will be communicated to the learner in advance.

B3.2 Portfolio Submission

A Portfolio is a formal collection of evidence prepared by the learner to demonstrate that prior experiential learning has taken place and is relevant to the CLOs of the course applied for.

The Portfolio should clearly show what the learner has learned, where and how the learning took place, and what evidence is available to support the claim.

Examples of supporting evidence may include:

- certificates;
- letters of attestation or confirmation;
- work samples;
- reports;
- records of workplace activities;
- project documents;
- presentations;
- training records; and
- other relevant supporting documents.

Learners who choose the Portfolio method must complete the prescribed **Portfolio Submission Form (Appendix D)**.

B4. Assessment Results and Credit Award

To be awarded credit through APEL.C, learners must demonstrate achievement of at least **50% of each Course Learning Outcome (CLO)** of the course applied for.

Credit award through APEL.C is based on **demonstrated and evidence-based learning** and not solely on the basis of experience itself.

If the learner is successful, the course will be recorded in the academic transcript as **CT(APEL)**.

Credits awarded through APEL.C:

- are counted towards the total credit requirement for graduation;
- do **not** carry a grade; and
- are **not** included in the calculation of GPA or CGPA.

The maximum credit transfer allowed through APEL.C is up to **60% of the total graduating credits** of a specific programme of study, subject to current MQA requirements.

If the learner is **unsuccessful**, the learner must register for and complete the course through the normal process in the programme of study.

A learner who fails the Challenge Test for a particular course is **not allowed** to submit a Portfolio for the same course, and vice versa. Re-attempt of the Challenge Test or re-submission of new Portfolio evidence for the same course through APEL.C is **not allowed**.

B5. Evidence Requirements

For learners applying through the Portfolio method, all evidence submitted must be clear, relevant and properly organised.

Evidence should demonstrate that the learner has achieved the CLOs of the course applied for. In general, the evidence submitted should meet the following requirements:

1. **Relevant** – the evidence must match the CLOs of the course applied for.
2. **Sufficient** – the evidence must be adequate in breadth and depth to support the claim.
3. **Authentic** – the evidence must reflect the learner's own work, learning and experience.
4. **Current** – the evidence should reflect current knowledge and skills relevant to the course or discipline.

Learners are encouraged to organise their evidence carefully and provide clear explanations where necessary.

B6. Appeal Process

A learner who is not satisfied with the result of the APEL.C assessment may submit an appeal to the APEL Centre.

The appeal must:

1. be made using the prescribed **APEL.C Appeal Form**;
2. be submitted to the APEL Centre within 14 days of receiving the APEL.C result;
3. be accompanied by the required appeal fee of RM50; and
4. involve only re-evaluation of the original submission, with no new or additional evidence to be included in the appeal or re-evaluation procedure.

The appeal will be reviewed in accordance with the University's appeal procedure and, where applicable, will be evaluated by an assessor other than the original assessor. The learner will be informed of the appeal decision upon completion of the process.

The appeal decision is final.

B7. Related Forms

Learners may refer to the following appendices for the forms related to the APEL.C process:

- **Appendix A:** APEL.C Counselling / Acknowledgement Form
- **Appendix B:** APEL.C Self-Assessment Form
- **Appendix C:** APEL.C Application Form
- **Appendix D:** APEL.C Portfolio Submission Form
- **Appendix E:** APEL.C Appeal Form

APPENDICES



APPENDIX A: APEL.C COUNSELLING FORM FOR LEARNERS

PART A: PERSONAL PARTICULARS

Name of Applicant	
Identity Card No. / Passport No	
Contact No.	
Email Address	
Name of Programme	
Course Code & Course Name	

PART B: ITEM CHECKLIST

The following activities/processes have been conducted:

No.	Action	Please Tick (✓)
1	Explain the core principle of the APEL.C and its benefits.	
2	Explain the APEL.C pre-assessment process.	
3	Explain the procedure and process of the APEL.C application and the fees involved.	
4	Explain the mode of assessment: Challenge Test	
5	Explain the mode of assessment: Portfolio	
6	Explain the post-assessment process and appeal process.	
7	Provide/email the APEL.C Learner's Guidebook.	
Comments:		

(Please attach additional sheets if required)

Confirmation by the Advisor: I hereby confirm that the above applicant has been advised on APEL.C processes and procedures. Signature: Name of Counsellor/Advisor: Date:	Confirmation by the Applicant: I hereby confirm that I have been advised by the named officer on the aforementioned matters and accept the processes and procedures of APEL.C of i-CATS University College. Signature: Name of Applicant: Date:
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APPENDIX B: APEL.C SELF-ASSESSMENT FORM FOR LEARNERS

PART A: PERSONAL PARTICULARS

Name	
Identity Card No. / Passport No	
Name of Programme	
Course Code & Course Name	
No. of Credits of The Course	

PART B: SELF-ASSESSMENT EXERCISE

Course Learning Outcome (CLO) On completion of this course, the learner should be able to.....	I have learned this through my former studies or working career and can provide paper evidence/ documents/ certificates	I know most of this, but I have no paper evidence, however, I am willing to complete a task/ assignment or any form of relevant assessment to show I have learned this	I really need to take the module
CLO1 Analyse the the global business strategies that companies used to reach their customers.	<i>Write in this column if you fulfilled the above.</i> <i>Explain how and what has been learned in accordance with the CLO, and list the evidence/documents/ certificates/etc.</i>	<i>Write in this column if the above best explains your situation.</i> <i>Explain how and what has been learned in accordance with the CLO.</i> <i>AND you are willing to complete a task/assignment/assessment to demonstrate CLO attainment through the learning experience.</i>	<i>Write in this column if you need to take the module like a regular student, that is, to attend the course and complete the assessment.</i>
CLO2 Classify the key issues behind the marketing strategies selection that company used to reach their global customers.			
CLO3 Evaluate marketing innovation and strategic elements for effective global market entry, using			

digital tools to support efficient decision-making and operations in a globalised environment.			
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PART C: REPORT SUBMISSION

Write and submit a **minimum of 500-word report** based on your prior experiential learning of each of the course learning outcomes within the stipulated time.

Report Title: XXXXX

CLO1:

CLO2:

CLO3:

I confirm that all the details on this form are correct to the best of my knowledge. The submission of the report is also my own work. Submitted by: Date:	
For office use only:	
Received by: Date:	Recommendation



APPENDIX C: APEL.C APPLICATION FORM FOR LEARNERS

(This form is required to be submitted to the APEL Centre immediately upon payment of the fee.)

Name	
Identity Card No./ Passport No.	
Name of Programme	
Course Code & Course Name	
No. of Credits of the Course	
Mode of Assessment Chosen	☐ Challenge Test ☐ Portfolio Submission
Confirmation of APEL.C Advisor	I hereby confirm that the above learner has been advised and is deemed eligible for the APEL.C assessment. Signature: Name of Advisor: Date:

I hereby:

- declare that I have read and understood all the terms and conditions stipulated under the provision of APEL.C of i-CATS University College; and
- declare that all the information/documents provided to support this application are authentic, true, and accurate.

I fully understand that i-CATS University College reserves the right to reject my application if proven otherwise. I also agree with the mode of assessment recommended by the APEL.C Advisor.

Signature:

Name:

Date:



APPENDIX D: APEL.C PORTFOLIO SUBMISSION FORM FOR LEARNERS

Personal Details

Name	
Identity Card No./ Passport No.	
Name of Programme	
Course Code & Course Name	
No. of Credits of the Course	

Competency Worksheet for Course-Based Learning Portfolios

Course Code and Name			
Course Synopsis			
Course Learning Outcomes (CLO)	Learning Statements	Origin of Learning	Supporting Documentation
Gather as much information as possible about the contents of the course. Follow the advice of your Advisor to access course learning outcomes (what you should know after completing the course) Learning outcomes for many courses are listed in the 'Course Learning Outcomes' documents available at i-CATS homepage.	Learning statements from the core of the portfolio. The language you use and details you provide here will show the Assessors what you know.	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. Note: You can include information from 2 main sources: a. Informal b. Non-formal	Wherever possible, make reference to supporting documentation that provides evidence of the learning you have claimed. i. Records of workplace activities ii. Workplace samples iii. Client's feedback iv. Projects Use tabs and cross-referencing to facilitate easy access to your supporting documents.



SAMPLE OF A PORTFOLIO

Course Code and Name		Microcomputer Applications in Business (Windows)	
Course Synopsis			
Course Learning Outcomes	Learning Statements	Origin of Learning	Supporting documentation
Editing in Word (example of one CLO)	Identify and use the various editing functions in Word to edit documents in paragraph and table format.	Applied Business Sdn Bhd Administrative Assistant 1992-1994	Appendix 1: Letter of Attestation (from Manager XXX)
	Explain the main editing functions in Word to a learner audience, to convey how these functions relate to preparing a document for publication.	ABC College Course Assistant 1995-1996	Appendix 2: Letter of Attestation (Principal)
	Prepare and deliver presentations on issues related to editing functions in Word to be identified and resolved.		Appendix 3: Lesson Plans, Editing Functions in Word - 1, 2 and 3

DECLARATION:

I hereby declare that all the information/documents provided to support this application are authentic, true, and accurate. I fully understand that i-CATS University College reserves the right to reject my application if proven otherwise.

Signature:

Name:

Date:



APPENDIX E: APEL.C APPEAL FOR RE-EVALUATION OF MARKS FORM

(This form is required to be submitted to the APEL Centre immediately upon payment of the fee.)

Name	
Identity Card No./ Passport No.	
Subject Code	
Subject Name	
Date	
Semester	
Reason for Appeal (Fill in by the learner):	
Approved by Assessor, Signature	
Name	
Date	
For Office Use Only	
Finance Office	
Receipt No	
Name	
Signature	
Date	
Registry	
Received by Name	
Signature	
Date	

FOR OFFICE USE ONLY			
PORTFOLIO / CHALLENGE TEST			
Percentage (%)	Marks	Total	Remarks
Marks Obtained			
CLO 1			
CLO 2			
CLO 3			
CLO 4			
Total Marks Obtained			
Adjusted New Marks			
CLO 1			
CLO 2			
CLO 3			
CLO 4			
Total New Marks Obtained			
Assessor's comments/ recommendation:			
Assessor's Name and Signature			
Date			
Academic Board Decision	☐ YES ☐ NO <i>Please tick (√)</i>		

References

1. MQA Guidelines to Good Practices: APEL(C) 2020.
2. Surat Makluman MQA Bil. 6/2025.
3. APEL Centre, AeU, Wisma Subang Jaya, Subang Jaya, Selangor, Malaysia
4. University Malaysia Sarawak, Apel Guidelines, Unimas Apel Center, Kota Samarahan, Sarawak, Malaysia.
5. APEL Center, Menara OUM, Blok C, Kompleks Kelana Centre Point Jalan SS7/19, Kelana Jaya, 47301 Petaling Jaya, Selangor, Malaysia.
6. APEL Center Policy Handbook, City University Malaysia, Petaling Jaya, Malaysia.



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