

# MANUAL PENGGUNA SISTEM

*[CALON APEL]*

**Pengakreditasi Pembelajaran Berasaskan  
Pengalaman Terdahulu**

***Accreditation of Prior Experiential  
Learning***

**APEL.A**

# MODUL CALON APEL

Pengguna Modul: Terbuka kepada semua warganegara MALAYSIA berminat untuk memohon pensijilan APEL.A.

## TATACARA LOGIN

1. Sila klik pada pautan diberikan oleh Pusat APEL UTM untuk mengakses sistem APEL.A. Pengguna sedia ada boleh log masuk ke sistem manakala bagi pengguna baharu, perlu mendaftar terlebih dahulu.
2. Masukkan ID Pengguna dan kata laluan. Klik Log Masuk.

**APEL (A)**  
UNIVERSITI TEKNOLOGI  
MALAYSIA

ID / IC Pengguna  
Kata Laluan  
Lupa kata laluan?

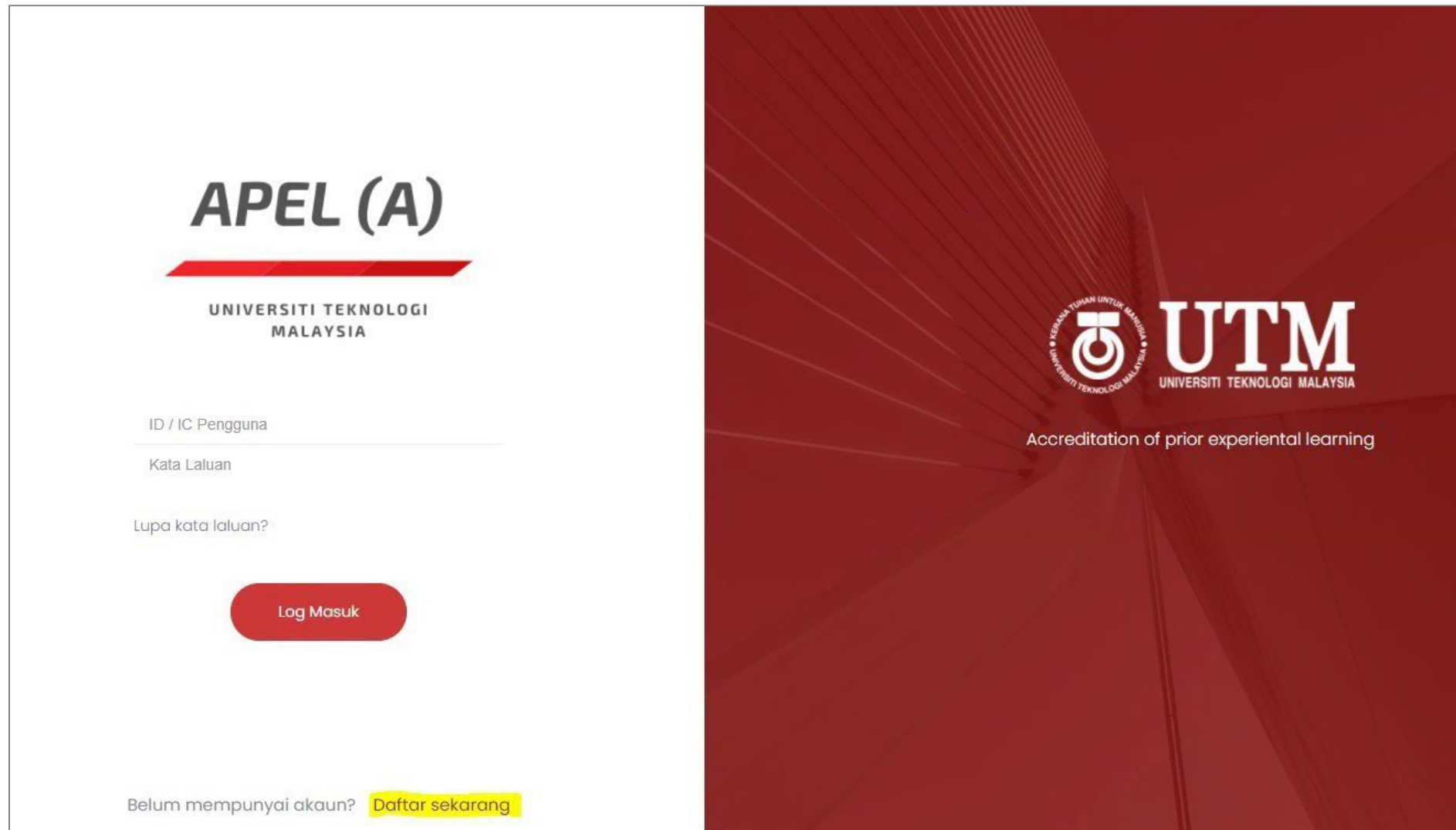
Log Masuk

Belum mempunyai akaun? [Daftar sekarang](#)

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# PENDAFTARAN

1. Bagi pengguna baharu, klik **Daftar sekarang**.



**APEL (A)**

UNIVERSITI TEKNOLOGI  
MALAYSIA


ID / IC Pengguna

Kata Laluan

Lupa kata laluan?

Log Masuk

Belum mempunyai akaun? [Daftar sekarang](#)

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## 2. Isi maklumat yang diperlukan dan klik **Daftar**.

### Pendaftaran Pengguna APEL

Sila lengkapkan maklumat dibawah

Nama Penuh:

Nama penuh calon

No. Kad Pengenalan:

No kad pengenalan calon

Emel

Emel calon

Jantina:

-

Tarikh Lahir:

dd/mm/yyyy

Status Keupayaan:

-

Pengelasan Isi Rumah:

-

Bangsa:

-

No Telefon:

Tanpa -

Alamat:

Daerah:

Poskod:

A00001

Negeri:

-

Kata Laluan:

\*\*\*\*\*

Masukkan Semula Kata Laluan:

Daftar

## 3. *Popup* pendaftaran berjaya akan terpapar.

apelapp.utm.my says

Pendaftaran berjaya! Sila log masuk dengan menggunakan Kad Pengenalan dan Kata Laluan anda yang telah didaftarkan

OK

# KURSUS PERSEDIAAN

1. Klik **Kursus Persediaan** → **Daftar Kursus**.
2. Isi maklumat dan klik **Daftar**.

3. *Popup* berjaya akan terpapar.

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SHARIDAH CALON

APELA

**Kursus Persediaan**

Daftar Kursus

Senarai Kursus

Bayaran

PENILAIAN APEL

Permohonan Sijil

Ujian Aptitud

Portfolio

Temuduga

Sekiranya calon tidak memerlukan pendaftaran Kursus Persediaan, calon boleh terus ke laman [Permohonan Sijil](#) untuk memohon sijil APEL.

Daftar Kursus Persediaan

Nama Peserta: shardah

Emel:

No Telefon:

No Kad Pengenalan:

Jantina: Perempuan

Alamat: UTM KL

Daerah: Kuala Lumpur

Poskod: 54100

Negeri: Kuala Lumpur

Nama Majikan:

Pekerjaan:

Universiti Pilihan:

Bidang Pengajian:

Daftar

apelapp.utm.my says

Pendaftaran anda telah dihantar. Sila pilih Tarikh untuk kursus persediaan yang dimohon di tab Senarai Kursus

OK

4. Klik Kursus **Persediaan** → **Senarai Kursus**. Klik **Pilih**.

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MUHAMMAD SUFI BIN ADNAN  
CALON

Kursus Persediaan

- Daftar Kursus
- Senarai Kursus**
- Bayaran

PENILAIAN APEL

- Permohonan Sijil
- Ujian Aptitud
- Portfolio
- Temuduga

APEL.A

Senarai Kursus

Search...

No	Tarikh	Masa Mula	Masa Tamat	Lokasi/Platform	Kekosongan	Status Kursus	Pilihan Tarikh
1	18/11/2023	09:00 AM	01:00 PM	WEBEX	27	-	<b>Pilih</b>

10 Displaying 1 - 1 of 1 records

5. *Popup* berjaya akan terpapar.

apelapp.utm.my says

Kursus persediaan berjaya didaftar dan dalam proses pengesahan. Anda akan dibawa ke halaman pembayaran untuk membuat bayaran.

OK

# PROSES PERMOHONAN PENILAIAN APEL

## Permohonan Penilaian

1. Klik pada **Permohonan Penilaian**.
2. Klik **+Pendaftaran**.

The screenshot shows the UTM portal interface. On the left is a dark red sidebar with the UTM logo and navigation options: 'Kursus Persediaan', 'Bayaran', and 'PENILAIAN APEL' (with sub-items 'Permohonan' and 'Penilaian'). The main content area is titled 'APEL(A) Pendaftaran'. It features a search bar and a table with the following columns: 'No', 'Tahap', 'Tarikh Permohonan', 'Proses Sijil', and 'Keputusan Sijil APEL'. A blue button with a plus sign and the text '+ Pendaftaran' is circled in black. At the bottom right of the table area, it says '10' and 'Displaying 1 - 1 of 1 records'. The user's name 'MUHAMMAD SUFI BIN ADNAN CALON' is displayed in the top right corner.

3. **Permohonan Baharu Sijil APEL** akan terpapar. Pilih tahap yang hendak dimohon.

The screenshot shows the 'Permohonan Baru Sijil APEL' form. At the top, there is an information icon and a text box containing the following instructions: '- Dokumen salinan hendaklah disahkan oleh Pegawai Kerajaan Kumpulan A/ Pengetua/ Guru Besar/ Guru Penolong Kanan/ Wakil Rakyat/ Penggawa/ Penghulu/ Ketua Kampung/ Pengerusi JKKK (JawatanKuasa Kemajuan dan Keselamatan Kampung)/ Ketua Kaum/ Ketua Anak Negeri/ Pesuruhjaya Sumpah.' and '- Cop Pegawai atau saksi hendaklah mempunyai nama dan jawatan pegawai serta jabatan atau alamat di mana pegawai bertugas. - Had maksimum fail yang di muat naik adalah tidak melebihi 5mb.' Below this is the form title 'Permohonan Baru Sijil APEL'. There is a 'Tahap:' label followed by a dropdown menu currently showing 'Sila Pilih'. The dropdown menu is open, showing options: 'Sila Pilih', 'Tahap 4 (Diploma)', 'Tahap 6 (Ijazah Sarjana Muda)', 'Tahap 7 (Ijazah Sarjana)', 'SEMUA TAHAP', 'Tahap 7 (Ijazah Sarjana - Penyelidikan)', and 'Tahap 8 (Kedoktoran - Pelbagai Mod)'. Below the dropdown is a 'Bukti Pendaftaran MQA:' label. At the bottom of the form is a blue button labeled 'Mohon'. The user's name 'MUHAMMAD SUFI BIN ADNAN CALON' is displayed in the top right corner.

#### 4. Sila muat naik dokumen yang berkaitan dan klik **Mohon**.

The screenshot shows the 'Permohonan Baru Penilaian APELA' form. At the top, there is a header with 'Kursus Persediaan', 'Bayaran', and 'PENILAIAN APELA'. The main content area includes a list of instructions: '- Dokumen salinan hendaklah disahkan oleh Pegawai Kerajaan Kumpulan A/ Pengetua/ Guru Besar/ Guru Penolong Kanan/ Wakil Rakyat/ Penggawa/ Penghulu/ Ketua Kampung/ Pengerusi JKKK (Jawatan/Kuasa Kemajuan dan Keselamatan Kampung)/ Ketua Kaum/ Ketua Anak Negeri/ Pesuruhjaya Sumpah.', '- Cop Pegawai atau saksi hendaklah mempunyai nama dan jawatan pegawai serta jabatan atau alamat di mana pegawai bertugas.', and '- Had maksimum fail yang di muat naik adalah tidak melebihi 5mb.' Below this, the user's name 'ABDUL HARIS BIN ISMAIL CALON' is displayed. The form fields include: 'Tahap: \*' (dropdown menu set to 'Tahap 4 (Diploma)'), 'Bukti Pendaftaran MQA: \*' (file upload button 'Choose File' with 'No file chosen'), 'Program Pilihan: \*' (text input), 'Bidang APEL A: \*' (dropdown menu set to 'Sila Pilih'), 'Pendidikan Tertinggi: \*' (dropdown menu set to 'Sila Pilih'), 'Tempoh Pengalaman Kerja (Bil Tahun):' (text input), 'Jawatan Terkini: \*' (text input), 'Sijil Akademik Tertinggi: \*' (file upload button 'Choose File' with 'No file chosen'), 'Salinan Kad Pengenalan: \*' (file upload button 'Choose File' with 'No file chosen'), and 'CV: \*' (file upload button 'Choose File' with 'No file chosen'). A blue 'Mohon' button is at the bottom. The footer reads '2020 School of Graduate Studies, UTM - All rights reserved'.

#### 5. *Popup* berjaya akan terpapar.

apelapp.utm.my says

Permohonan anda telah dihantar dan saringan sijil anda akan diproses

OK



# Bayaran

1. Klik pada menu **Bayaran**.
2. Klik pada **kategori yuran** mengikut tahap yang dipilih. Klik **Hantar**.

The screenshot shows the UTM Bayaran portal interface. The left sidebar contains the UTM logo and navigation menu items: 'Kursus Persediaan', 'Bayaran', 'PENILAIAN APEL', and 'Permohonan Sijil'. The 'Bayaran' menu item is highlighted with a yellow box. The main content area is titled 'APEL.A' and 'Daftar Pembayaran Yuran'. It features a table with 14 rows of fee categories and amounts. The 'Kategori Yuran' and 'Jumlah Bayaran' columns for the first three rows are highlighted with yellow boxes. Below the table, there are input fields for 'Kategori Yuran' (set to 'Kursus Persediaan APEL'), 'Jumlah Bayaran', 'Tarikh Transaksi Pembayaran' (format dd/mm/yyyy), and 'Muat Naik Bukti Pembayaran' (with a 'Choose File' button and a note '(Hanya .PDF Sahaja!)'). A 'Hantar' button is highlighted with a yellow box. At the bottom, there is a table with columns: No, ID Pembayaran, Kod Yuran, Kategori Yuran, Tarikh Pembayaran, Jumlah Bayaran, Status Bayaran, and Resit.

bil	Kategori Yuran	Jumlah Bayaran
1	Yuran Pemprosesan	RM100
2	Kursus Persediaan APEL	RM150
3	Yuran penilaian APELA T4	RM240
4	Ulangan Ujian Aptitud APELA T4	RM155
5	Yuran penilaian APELA T6	RM370
6	Ulangan Ujian Aptitud APELA T6	RM150
7	Yuran Ulangan Portfolio T6	RM80
8	Yuran penilaian APELA T7	RM560
9	Ulangan Ujian Aptitud APELA T7	RM200
10	Yuran Ulangan Portfolio & Temuduga T7	RM170
11	Yuran penilaian APELA T7(P)	RM560
12	Ulangan Ujian Aptitud APELA T7(P)	RM200
13	Yuran Ulangan Portfolio & Temuduga T7(P)	RM170
14	Yuran penilaian APELA T8	RM750

Kategori Yuran:

Jumlah Bayaran:

Tarikh Transaksi Pembayaran:

Muat Naik Bukti Pembayaran:  No file chosen *(Hanya .PDF Sahaja!)*

Pembayaran di portal Payhub UTM Atau boleh terus melakukan pembayaran ke akaun Bendahari UTM di:

Nama: Tetuan Universiti Teknologi Malaysia  
Akaun: 14032010035630  
No Akaun: Bank Islam Malaysia Berhad  
Akaun Bank: Bank Islam Malaysia Berhad, Ibu Pejabat Tabung Haji, Jalan Tun Razak, 50750 Kuala Lumpur, Malaysia  
Alamat Bank: Bimbmykl  
Swift Code: APEL UTM  
Message: (Mohon tulis nama penuh & No MyKad)

No	ID Pembayaran	Kod Yuran	Kategori Yuran	Tarikh Pembayaran	Jumlah Bayaran	Status Bayaran	Resit
-	-	-	-	-	-	-	-

3. *Popup* berikut akan terpapar setelah bayaran selesai dibuat.

apelapp.utm.my says  
Resit telah dimuat naik, dalam proses pengesahan.

OK

- Calon boleh membuat semakan status bayaran di menu **Permohonan Penilaian**.
- Klik **Dalam Proses** untuk melihat status bayaran.

The screenshot shows the UTM portal interface. On the left, a dark red sidebar contains the menu items: 'Kursus Persediaan', 'Bayaran', 'PENILAIAN APEL', 'Permohonan Penilaian' (highlighted with a yellow circle), and 'Ujian Aptitud'. The main content area is titled 'APEL(A)' and 'Pendaftaran'. Below the title is a search bar. A table displays application details:

No	Tahap	Tarikh Permohonan	Proses Sijil	Keputusan Sijil APEL
1	T7	25/10/2023	Dalam Proses	-

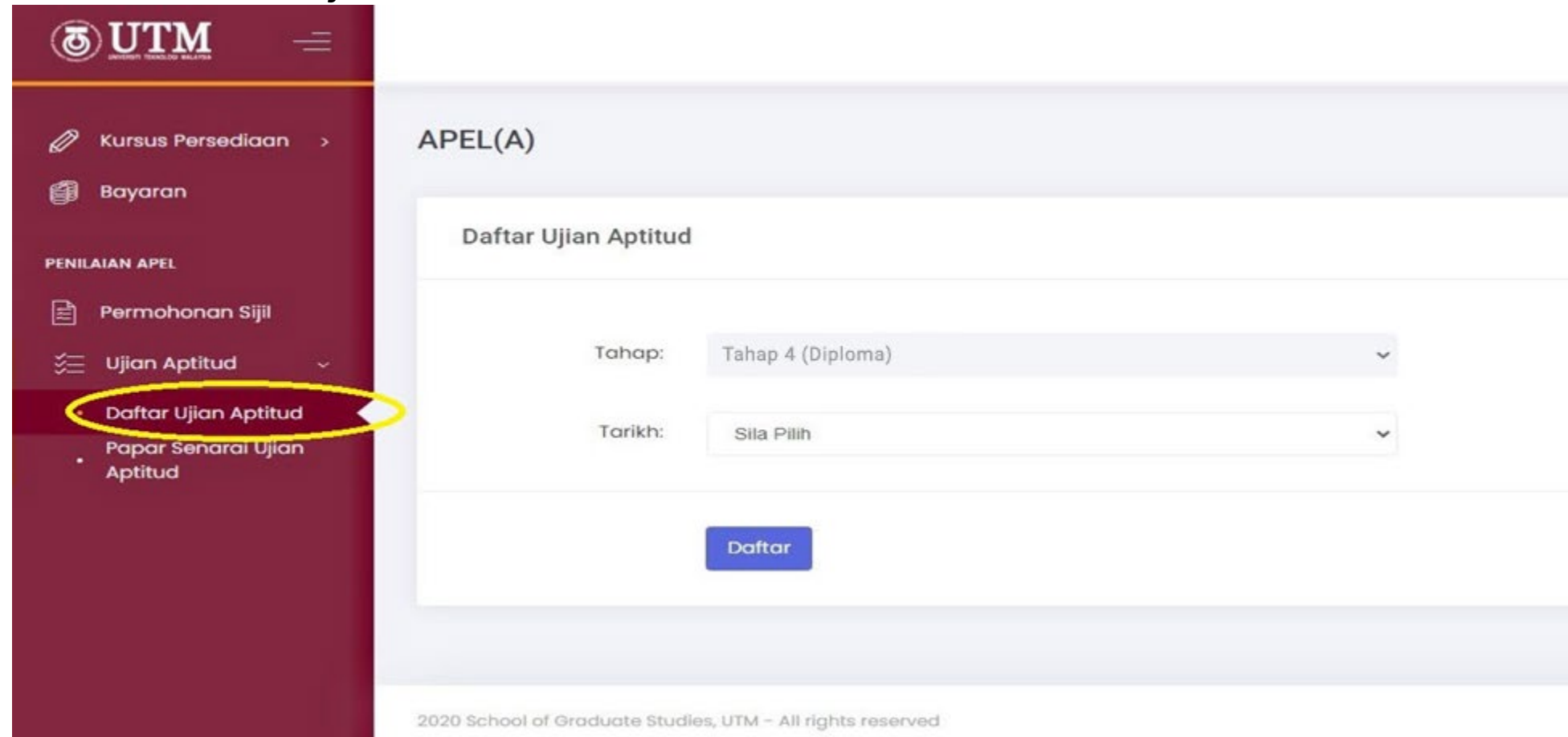
- Status bayaran akan terpapar.

The screenshot shows the UTM portal interface with a timeline of application status updates. The user is identified as 'MUHAMMAD SUFI BIN ADNAN CALON'. The timeline shows three events on 25/10/2023:

- Calon**: Permohonan Sijil APEL
- Pentadbir APEL**: Permohonan Sijil APEL disahkan. Sila buat pembayaran
- Calon**: Permohonan Sijil APEL Disahkan, Bayaran telah disahkan dan calon daftar ujian aptitud

## Ujian Aptitud – Daftar Ujian Aptitud

1. Klik pada **Ujian Aptitud → Daftar Ujian Aptitud**.
2. Pilih tarikh ujian dan klik **Daftar**.



The screenshot displays the UTM APEL(A) portal interface. On the left, a dark red sidebar contains the UTM logo and a menu with items like 'Kursus Persediaan', 'Bayaran', and 'PENILAIAN APEL'. Under 'PENILAIAN APEL', 'Ujian Aptitud' is expanded, and 'Daftar Ujian Aptitud' is highlighted with a yellow circle. The main content area shows the 'APEL(A) Daftar Ujian Aptitud' form. It includes two dropdown menus: 'Tahap' (currently set to 'Tahap 4 (Diploma)') and 'Tarikh' (currently set to 'Sila Pilih'). A blue 'Daftar' button is positioned below the form. At the bottom of the page, a footer reads '2020 School of Graduate Studies, UTM - All rights reserved'.

## Ujian Aptitud – Papar Senarai Ujian Aptitud

1. Sila klik pada **Ujian Aptitud → Papar Senarai Ujian Aptitud**.
2. Sistem akan memaparkan sejarah senarai ujian aptitud yang telah diambil oleh calon.
3. Calon yang gagal ujian aptitud boleh mengambil ujian ulangan sebanyak dua (2) kali percubaan.
4. Sekiranya calon masih gagal ujian aptitud kedua, calon perlu menunggu dalam tempoh tiga (3) bulan untuk menduduki semula ujian.
5. Bayaran perlu dibuat setiap kali calon menduduki ujian ulangan.

No	Tarikh	Masa	Lokasi Ujian	Tahap	Keputusan Ujian Aptitud	Keputusan
1	24/11/2023	09:00 AM - 11:30 AM	webex	Semua Tahap	Dalam Proses	-

## Ujian Aptitud – Ubah Tarikh Ujian Aptitud

1. Sila klik pada **Ujian Aptitud** → **Papar Senarai Ujian Aptitud**.
2. Sistem akan memaparkan sejarah senarai ujian aptitud yang telah diambil oleh calon.
3. Pilih ujian aptitud dan klik **Ubah Tarikh**.

Tahap: SEMUA TAHAP

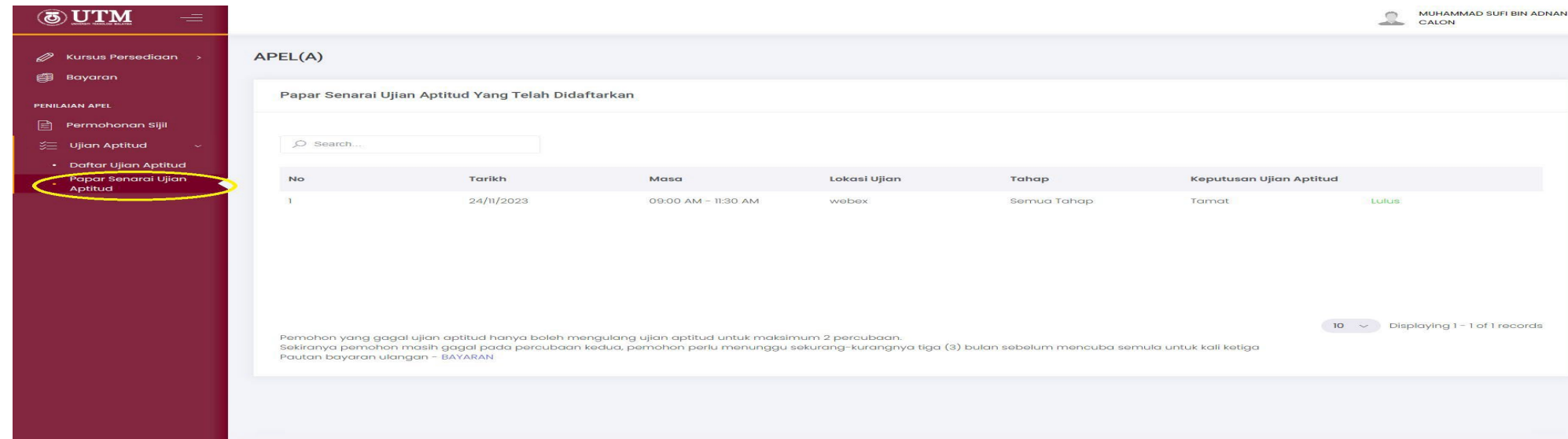
Tarikh: 24/11/2023 (webex)

Ubah Kembali

4. Pilih tarikh yang baru.
5. Klik **Ubah**.

## Ujian Aptitud – Semakan Keputusan

1. Klik menu **Papar Senarai Ujian Aptitud**.



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MUHAMMAD SUFI BIN ADNAN CALON

APEL(A)

Papar Senarai Ujian Aptitud Yang Telah Didaftarkan

Search...

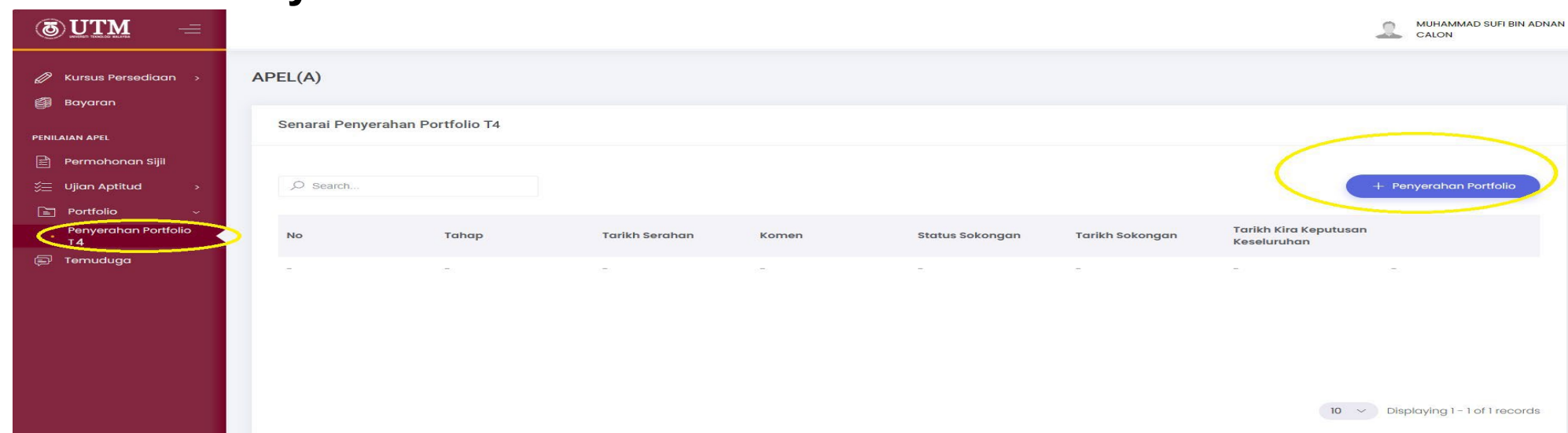
No	Tarikh	Masa	Lokasi Ujian	Tahap	Keputusan Ujian Aptitud
1	24/11/2023	09:00 AM - 11:30 AM	webex	Semua Tahap	Tamat <span>Lulus</span>

10 Displaying 1 - 1 of 1 records

Pemohon yang gagal ujian aptitud hanya boleh mengulang ujian aptitud untuk maksimum 2 percubaan. Sekiranya pemohon masih gagal pada percubaan kedua, pemohon perlu menunggu sekurang-kurangnya tiga (3) bulan sebelum mencuba semula untuk kali ketiga. Pautan bayaran ulangan - BAYARAN

## Portfolio – Penyerahan Baru Portfolio

1. Klik pada **Portfolio** → **Penyerahan Portfolio**.
2. Sistem akan memaparkan senarai serahan portfolio oleh calon.
3. Klik **+Penyerahan Portfolio**.



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MUHAMMAD SUFI BIN ADNAN CALON

APEL(A)

Senarai Penyerahan Portfolio T4

Search...


No	Tahap	Tarikh Serahan	Komen	Status Sokongan	Tarikh Sokongan	Tarikh Kira Keputusan Keseluruhan
-	-	-	-	-	-	-

10 Displaying 1 - 1 of 1 records

4. Sistem akan memaparkan butiran calon.
5. Calon isi program pilihan. Klik **Simpan dan Seterusnya**.

APEL(A)

Penyerahan Baru Portfolio T7



Name	MUHAMMAD SUFI BIN ADNAN
Mailing Address	256 LORONG TITIWANGSA II TAMAN BUKTI AMPANGAN SEREMBAN, NEGERI SEMBILAN 70400 Malaysia, , 70400, SEREMBAN, Negeri Sembilan
IC Number	
Date of Birth	02/07/1987
Gender	Lelaki
Email	
Phone Number	
Intended Field/Programme of Study	UTM
Field of APEL (A)	KEJURUTERAAN MEKANIKAL DAN PEMBUATAN

← Kembali

**Simpan & Seterusnya**

6. Sistem akan memaparkan senarai **Details of Learning Acquired**. Klik **Tambah** untuk tambah rekod **Formal Learning**.

UTM

Kursus Persediaan >  
Bayaran  
PENILAIAN APEL  
Permohonan Sijil  
Ujian Aptitud >  
Portfolio  
Penyerahan Portfolio T7  
Temuduga

MURHAMMAD SUFI BIN ADNAN  
CALON

APEL.A

Details Of Learning Acquired - Formal Learning

- 1 **Formal Learning**
- 2 Informal Learning
- 3 Other Learning
- 4 Non - formal Learning
- 5 Language Competency
- 6 Self Assessment - Motivation
- 7 Self Assessment - Experience
- 8 Self Assessment - Plan
- 9 Self Assessment - Future Use
- 10 Referees

**Info!**  
1. Mulakan dengan yang paling terkini.  
2. Semua data yang dimasukkan hendaklah dalam bahasa Inggeris.

Competencies												
No	Academic Qualification	Awarding body / Institution	Year Awarded	1	2	3	4	5	6	7	8	Evidence of Learning

1- Knowledge and understanding

2- Cognitive skills

3- Practical skills

4- Interpersonal and communication skills

5- Digital and numeracy skills

6- Leadership, autonomy and responsibility

7- Personal and entrepreneurial skills

8- Ethics and professionalism

← Kembali

**+ Tambah** **Seterusnya →**



## 7. Calon mengisi dan memuat naik maklumat. Klik **Simpan**.

### Add Formal Learning

Academic Qualification:

Awarding body / Institution:

Year Awarded:

**Competencies**  
(Please tick relevant skills acquired. You may tick more than one.)

- Knowledge and understanding
- Cognitive skills
- Practical skills
- Interpersonal and communication skills
- Digital and numeracy skills
- Leadership, autonomy and responsibility
- Personal and entrepreneurial skills
- Ethics and professionalism

Evidence:  No file chosen

If the evidence you want to upload is more than **ONE** file, please combine the files first using [PDF MERGE](#)

## 8. Rekod baharu akan dipaparkan. Klik **Seterusnya**.

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MUHAMMAD SUFI BIN ADNAN CALON

### APEL.A

#### Details Of Learning Acquired - Formal Learning

- 1 Formal Learning
- 2 Informal Learning
- 3 Other Learning
- 4 Non - formal Learning
- 5 Language Competency
- 6 Self Assessment - Motivation
- 7 Self Assessment - Experience
- 8 Self Assessment - Plan

**Info!**  
1. Mulakan dengan yang paling terkini.  
2. Semua data yang dimasukkan hendaklah dalam bahasa Inggeris.

No	Academic Qualification	Awarding body / Institution	Year Awarded	Competencies								Evidence of Learning		
				1	2	3	4	5	6	7	8			
1	DIPLOMA IN ENGINEERING TECHNOLOGY	GERMAN MALAYSIAN INSTITUTE	2011	X	X	X	X	X	X	X	X	X	+	🗑

1- Knowledge and understanding  
2- Cognitive skills  
3- Practical skills  
4- Interpersonal and communication skills  
5- Digital and numeracy skills  
6- Leadership, autonomy and responsibility  
7- Personal and entrepreneurial skills  
8- Ethics and professionalism

## 9. Sistem akan memaparkan *Informal Learning*. Klik **+Tambah**.

UTM

Kursus Pendediaan >  
Bayaran  
PENILAIAN APEL  
Permohonan Sijil  
Ujian Aptitud >  
Portfolio  
Penyerahan Portfolio T7  
Temuduga

APEL.A

Details Of Learning Acquired - Informal Learning

1 Formal Learning ✓  
2 Informal Learning  
3 Other Learning  
4 Non - formal Learning  
5 Language Competency  
6 Self Assessment - Motivation  
7 Self Assessment - Experience  
8 Self Assessment - Plan  
9 Self Assessment - Future Use  
10

**Info!**  
1. Mulakan dengan yang paling terkini.  
2. Semua data yang dimasukkan hendaklah dalam bahasa inggeris.

No	Name of Employer / Self Employed	Contact Address	Duration		Position Held	What i have learnt/acquired								Evidence of Learning				
			From	To		1	2	3	4	5	6	7	8					
1	SKF BEARING INDUSTRIES (M) SDN BHD	Lot 7910, Jalan Ts Utama,Taman Semarak, 71807 Nilai, Negeri Sembilan	Oct 2011	Oct 2023	TECHNICIAN	x	x	x	x	x	x	x	x	x	x	x	↓	🗑️

1- Knowledge and understanding  
2- Cognitive skills  
3- Practical skills  
4- Interpersonal and communication skills  
5- Digital and numeracy skills  
6- Leadership, autonomy and responsibility  
7- Personal and entrepreneurial skills  
8- Ethics and professionalism

← Kembali + Tambah Seterusnya →

## 10. Isi maklumat dan klik **Simpan**.

Add Informal Learning

Employer:

Address:

From:  📅

To:  📅

Position Held:

What i have learnt/acquired  
(Please tick relevant skills acquired. You may tick more than one.)

Knowledge and understanding  
 Cognitive skills  
 Practical skills  
 Interpersonal and communication skills  
 Digital and numeracy skills  
 Leadership, autonomy and responsibility  
 Personal and entrepreneurial skills  
 Ethics and professionalism

Evidence:

If the evidence you want to upload is more than **ONE** file, please combine the files first using [PDF MERGE](#)

Simpan Tutup



## 11. Rekod baharu akan dipaparkan. Klik **Seterusnya**.

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Details Of Learning Acquired - Informal Learning

Info!  
1. Mulakan dengan yang paling terkini.  
2. Semua data yang dimasukkan hendaklah dalam bahasa inggeris.

No	Name of Employer / Self Employed	Contact Address	Duration		Position Held	What i have learnt/acquired								Evidence of Learning			
			From	To		1	2	3	4	5	6	7	8				
1	SKF BEARING INDUSTRIES (M) SDN BHD	Lot 7910, Jalan Ts Utama, Taman Semarak, 71807 Nilai, Negeri Sembilan	Oct 2011	Oct 2023	TECHNICIAN	x	x	x	x	x	x	x	x	x	x	↓	🗑️

1- Knowledge and understanding  
2- Cognitive skills  
3- Practical skills  
4- Interpersonal and communication skills

5- Digital and numeracy skills  
6- Leadership, autonomy and responsibility  
7- Personal and entrepreneurial skills  
8- Ethics and professionalism

← Kembali + Tambah Seterusnya →

## 12. Sistem akan memaparkan **Other Learning**. Klik **+Tambah**.

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Details Of Learning Acquired - Other Learning Activities

Info!  
1. Mulakan dengan yang paling terkini.  
2. Semua data yang dimasukkan hendaklah dalam bahasa inggeris.

No	Other Learning Activities	Year	What candidate has learnt/acquired								Evidence	
			1	2	3	4	5	6	7	8		
1	KELAB SUKAN & REKREASI DEFTECH	2023	x	x	x	x	x	x	x	x	↓	🗑️

1- Knowledge and understanding  
2- Cognitive skills  
3- Practical skills  
4- Interpersonal and communication skills

5- Digital and numeracy skills  
6- Leadership, autonomy and responsibility  
7- Personal and entrepreneurial Skills  
8- Ethics and professionalism

← Kembali + Tambah Seterusnya →

13. Isi maklumat dan klik **Simpan**.

**Add Other Learning Activities**

**Other Learning Activities:**

(Activities which might be relevant to competencies such as hobbies/sports/recreation/social/community service/training given/consultancy services)

**Year:**

**What i have learnt/acquired?**  
(Please tick relevant skills acquired. You may tick more than one.)

- Knowledge and understanding
- Cognitive skills
- Practical skills
- Interpersonal and communication skills
- Digital and numeracy skills
- Leadership, autonomy and responsibility
- Personal and entrepreneurial skills
- Ethics and professionalism

**Evidence:**  No file chosen

If the evidence you want to upload is more than **ONE** file, please combine the files first using [PDF MERGE](#)

14. Rekod baharu akan dipaparkan. Klik **Seterusnya**.

**UTM** | MUHAMMAD SUFI BIN ADNAN CALON

**APELA**

**Details Of Learning Acquired - Other Learning Activities**

**Info!**  
1. Mulakan dengan yang paling terkini.  
2. Semua data yang dimasukkan hendaklah dalam bahasa Inggeris.

**What candidate has learnt/acquired**

No	Other Learning Activities	Year	1	2	3	4	5	6	7	8	Evidence	
1	KELAB SUKAN & REKREASI DEFTECH	2023	x	x	x	x		x	x	x	↓	🗑️

**1-** Knowledge and understanding  
**2-** Cognitive skills  
**3-** Practical skills  
**4-** Interpersonal and communication skills

**5-** Digital and numeracy skills  
**6-** Leadership, autonomy and responsibility  
**7-** Personal and entrepreneurial Skills  
**8-** Ethics and professionalism

Add Non - formal learning

Name/Title of Training/Course:

Organiser/Location:

Date:

Length (hours/day /month):

What i have learnt/acquired?  
(Please tick relevant skills acquired. You may tick more than one.)

- Knowledge and understanding
- Cognitive skills
- Practical Skills
- Interpersonal and communication skills
- Digital and numeracy skills
- Leadership, autonomy and responsibility
- Personal and entrepreneurial Skills
- Ethics and professionalism

Evidence:

If the evidence you want to upload is more than **ONE** file, please combine the files first using [PDF MERGE](#)

15. Sistem akan memaparkan **Non-Formal Learning**. Isi maklumat dan klik **Simpan**.

16. Rekod baharu akan dipaparkan. Klik **Seterusnya**.

UTM

Kursus Persediaan >

Bayaran

PENILAIAN APEL

Permohonan Sijil

Ujian Aptitud >

Portfolio

Penyerahan Portfolio T7

Temuduga

APEL.A

MUHAMMAD SUFI BIN ADNAN CALON

Details Of Learning Acquired - Non-Formal Learning

1- Formal Learning ✓

2- Informal Learning ✓

3- Other Learning ✓

4- Non - formal Learning

5- Language Competency

6- Self Assessment - Motivation

7- Self Assessment - Experience

8- Self Assessment - Plan

9- Self Assessment - Future Use

**Info!**  
1. Mulakan dengan yang paling terkini.  
2. Semua data yang dimasukkan hendaklah dalam bahasa inggeris.

What i have learnt/acquired?

No	Name/Title of Training/Course	Organiser/Location	Date	Length(Hours/Day /Month)	1	2	3	4	5	6	7	8	Evidence
1	AUTOCAD TRAINING BASIC TO INTERMEDIATE LEVEL	FTKMA, UNIVERSITI MALAYSIA PAHANG	2023	2 days	x	x	x		x		x		<input type="text"/> <input type="button" value="🗑️"/>

1- Knowledge and understanding  
2- Cognitive skills  
3- Practical skills  
4- Interpersonal and communication skills

5- Digital and numeracy skills  
6- Leadership, autonomy and responsibility  
7- Personal and entrepreneurial Skills  
8- Ethics and professionalism

17. Sistem akan memaparkan **Language Competency**. Klik **Tambah**.

UTM

APELA

Details Of Learning Acquired - Language Competency

Info:  
1. Mulakan dengan yang paling terkini.  
2. Semua data yang dimasukkan hendaklah dalam bahasa Inggeris.  
3. Bahasa Melayu dan Bahasa Inggeris wajib ditambah dan diisi.

No	Language	Listening	Reading	Speaking	Writing
1	Formal Learning	✓			
2	Informal Learning	✓			
3	Other Learning	✓			
4	Non - formal Learning	✓			
5	Language Competency				
6	Self Assessment - Motivation				
7	Self Assessment - Experience				
8	Self Assessment - Plan				
9	Self Assessment - Future Use				
10	Referees				

← Kembali + Tambah Seterusnya →

Add Language Competency

Language: Sila Pilih

Level of Competence

Listening:  Poor  Average  Good  Excellent

Reading:  Poor  Average  Good  Excellent

Speaking:  Poor  Average  Good  Excellent

Writing:  Poor  Average  Good  Excellent

Simpan Tutup

18. Isi maklumat dan Klik **Simpan**.

## 19. Rekod baharu akan dipaparkan. Klik **Seterusnya**.

UTM

Kursus Persediaan >  
Bayaran  
PENILAIAN APEL  
Permohonan Sijil  
Ujian Aptitud >  
Portfolio  
Penyerahan Portfolio T7  
Temuduga

APEL.A

Details Of Learning Acquired - Language Competency

Info!  
1. Mulakan dengan yang paling terkini.  
2. Semua data yang dimasukkan hendaklah dalam bahasa Inggeris.  
3. Bahasa Melayu dan Bahasa Inggeris wajib ditambah dan diisi.

No	Language	Listening	Reading	Speaking	Writing
1	Bahasa Melayu	Cemerlang	Cemerlang	Cemerlang	Cemerlang
2	Bahasa Inggeris	Bagus	Bagus	Bagus	Bagus

← Kembali

+ Tambah

Seterusnya →

## 20. Sistem akan memaparkan **Self Assessment - Motivation**. Isi maklumat dan klik **Simpan**.

UTM

Kursus Persediaan >  
Bayaran  
PENILAIAN APEL  
Permohonan Sijil  
Ujian Aptitud >  
Portfolio  
Penyerahan Portfolio T7  
Temuduga

APEL.A

Self Assessment - Motivation

Why do you want to pursue this intended programme of study?  
(Not more than 100 words):

← Kembali

Simpan

Seterusnya →



## 21. Rekod baharu akan dipaparkan. Klik **Seterusnya**.

The screenshot shows the UTM APEL.A interface. On the left is a dark red sidebar with navigation options: 'Kursus Persediaan', 'Bayaran', 'PENILAIAN APEL', 'Permohonan Sijil', 'Ujian Aptitud', 'Portfolio', 'Penyerahan Portfolio T7', and 'Temuduga'. The main content area is titled 'APEL.A' and 'Self Assessment - Motivation'. It features a vertical list of seven assessment steps, each with a number in a circle and a yellow checkmark: 1. Formal Learning, 2. Informal Learning, 3. Other Learning, 4. Non-formal Learning, 5. Language Competency, 6. Self Assessment - Motivation (highlighted in a dark red pill), and 7. Self Assessment - Experience. To the right of this list is a text input field with the question: 'Why do you want to pursue this intended programme of study? (Not more than 100 words):'. The field contains the text: 'I wish to continue with this study plan because I want to broaden my knowledge. Opportunities to apply theoretical ideas to practical circumstances are provided by this program. My present line of work is closely related to this field. I've been able to pursue my goal of continuing my education because to the experience I've obtained through projects at my current position. In addition, I'm determined to enhance my career in this industry in the future. I might be able to go into more difficult fields through this program, which would help me progress my career'. At the bottom of the page, there are three buttons: '← Kembali', 'Simpan', and 'Seterusnya →'.

## 22. Sistem akan memaparkan **Self Assessment - Experience**. Isi maklumat dan klik **Simpan**.

The screenshot shows the UTM APEL.A interface for the 'Self Assessment - Experience' step. The sidebar is identical to the previous screenshot. The main content area is titled 'APEL.A' and 'Self Assessment - Experience'. The vertical list of assessment steps now includes: 1. Formal Learning, 2. Informal Learning, 3. Other Learning, 4. Non-formal Learning, 5. Language Competency, 6. Self Assessment - Motivation, 7. Self Assessment - Experience (highlighted in a dark red pill), 8. Self Assessment - Plan, 9. Self Assessment - Future Use, and 10. Referees. To the right of this list is a text input field with the question: 'How is your prior learning experience applicable to / related to / relevant to your chosen field of study? (Not more than 100 words):'. The field is currently empty. At the bottom of the page, there are three buttons: '← Kembali', 'Simpan', and 'Seterusnya →'.

## 23. Rekod baharu akan dipaparkan. Klik **Seterusnya**.

The screenshot shows the 'Self Assessment - Experience' form. On the left, a vertical sidebar contains navigation options: 'Kursus Persediaan', 'Bayaran', 'PENILAIAN APEL', 'Permohonan Sijil', 'Ujian Aptitud', 'Portfolio', 'Penyerahan Portfolio T7', and 'Temuduga'. The main content area is titled 'APEL.A' and 'Self Assessment - Experience'. It features a progress list on the left with items 1 through 8, each with a checkmark. Item 7, 'Self Assessment - Experience', is highlighted in red. The main text area contains the question: 'How is your prior learning experience applicable to / related to / relevant to your chosen field of study? (Not more than 100 words):'. Below the question is a text input field with a sample response: 'For more than ten years, I have been employed at DRB-Hicom Defence Technologies (DEFTECH). As a leading provider of armored and logistical vehicles for all facets of Malaysian national security, DEFTECH is a recognized leader in the defense industry. Additionally, there are supplies for commercial businesses, such as buses, hearses, ambulances, mobile clinics, and others. Over a decade, I have worked in the engineering department, performing related tasks including putting government tenders into action, creating bill of materials (BOM) and general arrangement (GA) drawings, project development vehicles, research and development, homologation and testing, final acceptance test (FAT) procedures, and others. My current work therefore has a strong connection to the area of study I chose'. At the bottom, there are three buttons: '← Kembali', 'Simpan', and 'Seterusnya →'.

## 24. Sistem akan memaparkan **Self Assessment - Plan**. Isi maklumat dan klik **Simpan**.

The screenshot shows the 'Self Assessment - Plan' form. The layout is similar to the previous form, with a sidebar on the left and a main content area titled 'APEL.A' and 'Self Assessment - Plan'. The progress list on the left now includes item 9, 'Self Assessment - Future Use'. Item 8, 'Self Assessment - Plan', is highlighted in red. The main text area contains the question: 'What are your action plans in ensuring the successful completion of your programme? (Commitment, time management, financial resources and support etc.) (Not more than 100 words):'. Below the question is an empty text input field. At the bottom, there are three buttons: '← Kembali', 'Simpan', and 'Seterusnya →'.

## 25. Rekod baharu akan dipaparkan. Klik **Seterusnya**.

UTM

Kursus Persediaan >  
Bayaran

PENILAIAN APEL

Permohonan Sijil >  
Ujian Aptitud >  
Portfolio >  
Penyerahan Portfolio T7  
Temuduga

APELA

Self Assessment - Plan

- 1 Formal Learning ✓
- 2 Informal Learning ✓
- 3 Other Learning ✓
- 4 Non - formal Learning ✓
- 5 Language Competency ✓
- 6 Self Assessment - Motivation ✓
- 7 Self Assessment - Experience ✓
- 8 Self Assessment - Plan

What are your action plans in ensuring the successful completion of your programme?  
(Commitment, time management, financial resources and support etc.)  
(Not more than 100 words):

I will make sure that my level of dedication to this study program is really high. I will put out a lot of effort to finish the objectives and difficulties set forth in the program since I recognize how important my education is.

I will plan out an efficient schedule to help me effectively manage my time as I complete my projects and get ready for examinations. I may make sure that I give the study program enough attention by practicing discipline and placing responsibility first. I will wisely organize and manage my financial resources for the payment of study charges and registration fees. If necessary, I will also seek for options to obtain financial aid from the company.

I will also seek assistance from family, colleagues, and professors in the study program. To get their suggestions and leadership, I shall speak with them. I will also look for classmates to assist and support one another during this academic adventure. I am certain that I can successfully complete this study program if I exercise commitment, time management, financial responsibility, and assistance.

← Kembali

Simpan Seterusnya →

## 26. Sistem akan memaparkan **Self Assessment - Future Use**. Isi maklumat dan klik **Simpan**.

UTM

Kursus Persediaan >  
Bayaran

PENILAIAN APEL

Permohonan Sijil >  
Ujian Aptitud >  
Portfolio >  
Penyerahan Portfolio T7  
Temuduga

APELA

Self Assessment - Future Use

- 1 Formal Learning ✓
- 2 Informal Learning ✓
- 3 Other Learning ✓
- 4 Non - formal Learning ✓
- 5 Language Competency ✓
- 6 Self Assessment - Motivation ✓
- 7 Self Assessment - Experience ✓
- 8 Self Assessment - Plan ✓
- 9 Self Assessment - Future Use
- 10 Referees

How will the completion of this programme help you in your life?  
(Not more than 100 words):

← Kembali

Simpan Seterusnya →



## 27. Rekod baharu akan dipaparkan. Klik

Seterusnya

The screenshot shows the APEL.A interface for a user named MUHAMMAD SUFI BIN ADNAN CALON. The left sidebar contains navigation options: Kursus Persediaan, Bayaran, PENILAIAN APEL (Permohonan Sijil, Ujian Aptitud, Portfolio, Penyerahan Portfolio T7, Temuduga). The main content area is titled 'Self Assessment - Future Use'. It features a vertical list of steps 1 through 9, with step 9 highlighted. Step 9 is 'Self Assessment - Future Use'. To the right of the list is a text input area with the prompt: 'How will the completion of this programme help you in your life? (Not more than 100 words):'. Below the input area are buttons for 'Kembali' (Back), 'Simpan' (Save), and 'Seterusnya' (Next).

## 28. Sistem akan memaparkan **Referees**. Klik **Tambah**.

The screenshot shows the APEL.A interface for a user named MUHAMMAD SUFI BIN ADNAN CALON. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Referees'. It features a vertical list of steps 1 through 10, with step 10 highlighted. Step 10 is 'Referees'. To the right of the list is an 'Info' section with instructions: '1. Mulakan dengan yang paling terkini. 2. Semua data yang dimasukkan hendaklah dalam bahasa Inggeris.' Below the info section is a table with the following columns: No, Name, Position, Organisation, Office Phone Number, Mobile Number, Email, and Relationship. Below the table are buttons for 'Kembali' (Back), '+ Tambah' (Add), and 'Seterusnya' (Next).

**Add Referees** ✕

Name:

Position:

Organisation:

Address of Organisation:

Office Phone Number:

Mobile Number:

Email:

Relationship:

**Simpan** **Tutup**

29. Isi maklumat dan klik **Simpan**.

30. Rekod baharu akan dipaparkan. Klik **Seterusnya**.

**UTM** MUHAMMAD SUFI BIN ADNAN CALON

**Referees**

**Info!**  
1. Mulakan dengan yang paling terkini.  
2. Semua data yang dimasukkan hendaklah dalam bahasa inggeris.

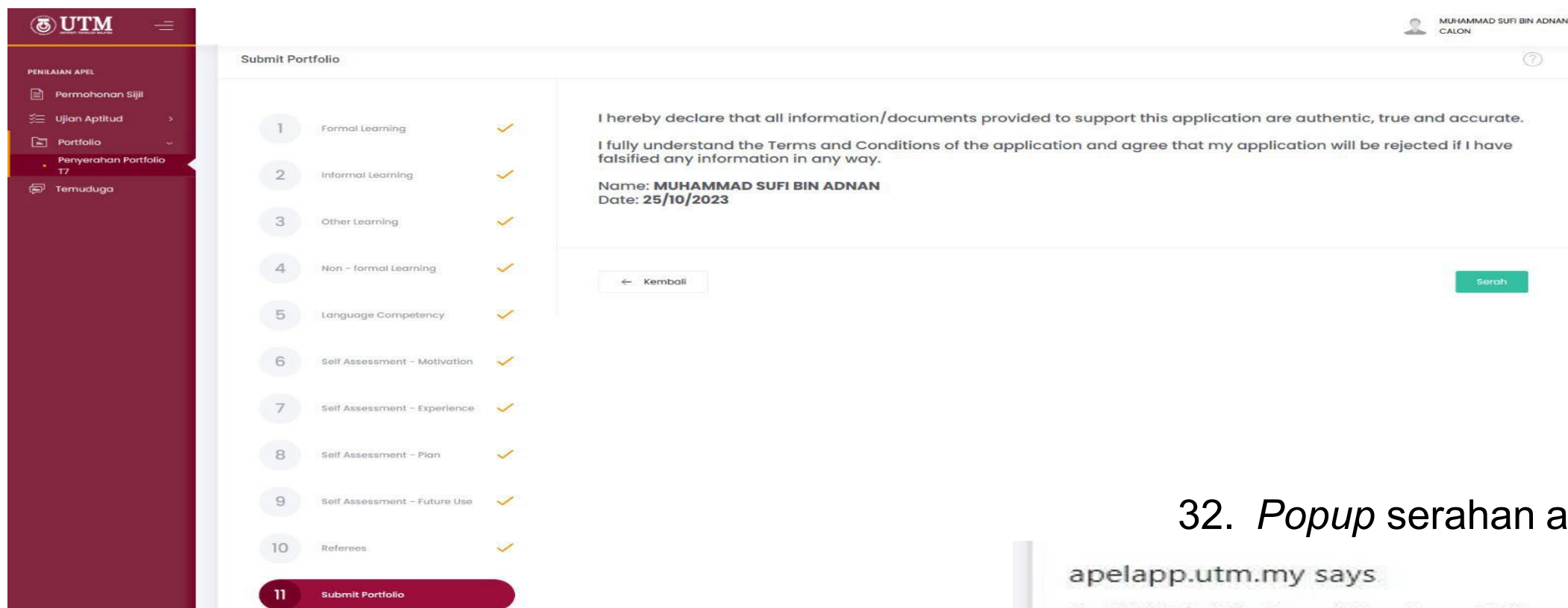
No	Name	Position	Organisation	Office Phone Number	Mobile Number	Email	Relationship
1	Ir. SAIFULA AZIZI BIN MOHAMAD SAAD	HEAD OF DEPARTMENT	-	0355228888	0126350580	sazizms@deftech.com.my	SUPERIOR
2	Ir. Ts. FATIMAH BINTI MD HASAN	HEAD OF DEPARTMENT	-	0355228888	0123842994	fatimah.hasan@deftech.com.my	SUPERIOR HEAD PROJECT

**10 Referees**

**11 Submit Portfolio**

**Kembali** **+ Tambah** **Seterusnya**

### 31. Sistem akan memaparkan **Submit Portfolio**. Klik **Serah**.



### 32. *Popup* serahan akan terpapar.

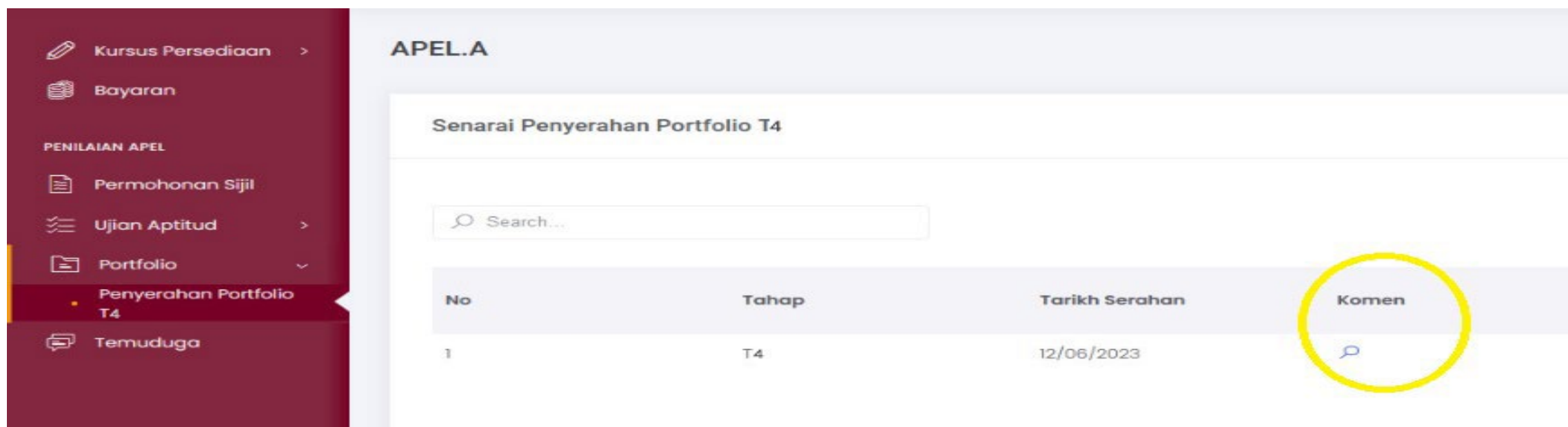
apelapp.utm.my says

Portfolio telah diserahkan kepada Pengawai PPA untuk tindakan lanjut

OK

## Portfolio – Baiki Portfolio

1. Klik pada **Portfolio** → **Penyerahan Portfolio**
2. Sistem akan memaparkan senarai serahan portfolio.
3. Klik ikon **kanta** untuk melihat **Komen**.



#### 4. Klik **Serah** untuk menghantar semula **Portfolio**.

Submit Portfolio

MUHAMMAD SUFI BIN ADNAN  
CALON

1 Formal Learning ✓

2 Informal Learning ✓

3 Other Learning ✓

4 Non - formal Learning ✓

5 Language Competency ✓

6 Self Assessment - Motivation ✓

7 Self Assessment - Experience ✓

8 Self Assessment - Plan ✓

9 Self Assessment - Future Use ✓

10 Referees ✓

11 Submit Portfolio

I hereby declare that all 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.

Name: **MUHAMMAD SUFI BIN ADNAN**  
Date: **25/10/2023**

← Kembali

Serah

## Temuduga

1. Klik **Temuduga**.
2. Sistem akan memaparkan butiran temuduga calon.

UTM

Kursus Persediaan >

Bayaran

PENILAIAN APEL

Permohonan Sijil

Ujian Aptitud >

Portfolio >

Temuduga

APEL.A

Papar Butiran Temuduga

IC	[REDACTED]	Tarikh Temuduga	-	19/12/2023
Nama	MUHAMMAD SUFI BIN ADNAN	Masa Temuduga	-	10.00 AM - 11.00 AM
		Kaedah Temuduga	-	Atas Talian



DOKUMEN DISEDIAKAN OLEH

PASUKAN PEMBANGUN SISTEM APEL.A  
JABATAN TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA),  
UNIVERSITI TEKNOLOGI MALAYSIA  
2023