**SECTION A**

**IMPERIA INSTITUTE OF TECHNOLOGY**



|  |
| --- |
| Level : **Certificate/Diploma/Executive Diploma/Bachelors**  Ref. number : **PEL**  (Office use only) |

**REGISTRATION FORM**

# RECOGNITION OF PRIOR EXPERIENTIAL LEARNING (RPEL)

|  |  |  |  |
| --- | --- | --- | --- |
| **FULL NAME:**  **(AS IN IC)** |  | | |
| **CORRESPONDENCE ADDRESS:** |  | | |
| **IC NUMBER:** |  | | |
| **DATE OF BIRTH:** |  | | |
| **GENDER:** | Male / Female | | |
| **CONTACT NUMBERS:** | **HOME:** | **OFFICE:** | **FAX:** |
| **MOBILE:** | **E-MAIL:** | |
| **LEVEL OF INTENDED STUDY:** |  | | |
| **HIGHEST QUALIFICATION:** |  | | |

**SECTION B**

# PEL PORTFOLIO

Recent photo

**PART 1 : PERSONAL DETAILS**

|  |  |
| --- | --- |
| **FULL NAME** |  |
| **IC NUMBER** |  |
| **REFERENCE NUMBER** | **(for IMPERIA use only)** |

**PART 2: DETAILS LEARNING ACQUIRED** (start with the most recent)

1. **CERTIFICATED LEARNING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EDUCATION AND TRAINING** | | | | | | | |
| **YEAR AWARDED** | **TITLE OF CERTIFICATION** | **LEVEL OF THE AWARD**  **(CERTIFICATE/DIPLOMA/**  **DEGREE)** | **AWARDING BODY** | **COMPETENCIES (please tick 🗸)** | | | |
| **GENERIC** | **NUMERICAL** | **LANGUAGE** | **ICT** |
| **1.** |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |

1. **EXPERIENTIAL LEARNING**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY**  A description of the associate of evidence and knowledge, competency, performance or experience: | | | | | | | | |
| **No.** | **NAME OF EMPLOYER /SELF EMPLOYED** | **CONTACT ADDRESS** | **TIME SERVED**  **(MONTH/YEAR)** | | **POSITION HELD** | **JOB ROLES / PERFORMED (please tick)**  **1: OPERATIONAL; 2: MANAGERIAL;** | | |
| **FROM** | **TO** | **1** | **2** | **OTHER**  **(Please Specify)** |
| **1.** |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TRAINING ACTIVITIES** | | | | | | | | | | | | |
| **No.** | **NAME/TITLE OF TRAINING OR COURSE** | **LOCATION** | **DATE** | **LENGTH (Hours/Days/Month)** | **WHAT I HAVE LEARNED**  **(**Please refer **Appendix 2** for list of skills on what I have learned**)** | | | | | | | |
| **1.** | **2.** | **3.** | **4.** | **5.** | **6.** | **7.** | **8.** |
| **1.** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |  |  |  |  |  |  |

1. **OTHER LEARNING SKILLS / ACTIVITIES**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OTHER ACTIVITIES**  This may include your hobbies/sports/recreation/ social/community service /training given / consultancy services or other activities which might be relevant to the competencies. | | **YEAR** | **WHAT I HAVE LEARNT**  (Please tick 🗸 which apply)  (**(**Please refer **Appendix 2** for list of skills on what I have learned**)** | | | | | | | |
| **1.** | **2.** | **3.** | **4.** | **5.** | **6.** | **7.** | **8.** |
| **1.** |  |  |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |  |  |

1. **LANGUAGE SKILLS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LANGUAGE** | **LEVEL OF COMPETENCE (tick 🗸 which apply)**  **1: POOR; 2: GOOD; 3: AVERAGE; 4: EXCELLENT** | | | | | | | | | | | | | | | |
| **LISTENING** | | | | **READING** | | | | **SPEAKING** | | | | **WRITING** | | | |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| **1.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **SELF ASSESSMENT/REFLECTION (Compulsory)**

|  |
| --- |
| **Describe how your prior learning experiences prepare you for the intended level of study to undertake study** *(Not more than 250 words):* |
| 1. Why do you want to study? *(Min 100 words)*  2. Please tell about your experience? *(Min 150 words)* |

**PART 3: EVIDENCE OF LEARNING**

1. **LIST OF ITEMS PROVIDED** (Please refer **Appendix 1** for list of evidence).

|  |  |
| --- | --- |
| **NO.** | **TITLE OF ITEM** |
| 1. |  |
| 2 |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |

1. **REFEREES** (relevant to work situation)

|  |  |  |
| --- | --- | --- |
| **NAME** |  | |
| **POSITION** |  | |
| **ORGANISATION** |  | |
| **PHONE NUMBER** | **OFFICE:**  *(Compulsory)* | **MOBILE:** |
| **EMAIL ADDRESS** |  | |
| **RELATIONSHIP** |  | |
|  |  | |
| **NAME** |  | |
| **POSITION** |  | |
| **ORGANISATION** |  | |
| **PHONE NUMBER** | **OFFICE:**  *(Compulsory)* | **MOBILE:** |
| **EMAIL ADDRESS** |  |  |
| **RELATIONSHIP** |  |  |

**PART 4: SELF DECLARATION**

|  |
| --- |
| I hereby declare that all of 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:  Date: |

This application is subject to Terms and Conditions stated below

1. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified full translation.
2. The Management of IMPERIA is authorised by the applicant, to make references to and use the information or data in this application as may be deemed necessary.
3. Admission to the Academic Programme applied for, using this PEL is subject to the Academic Regulations approved by the IMPERIA College.

This PEL application form should be accompanies by IMPERIA application form, complete w**ith all** certified docum**ents.**

|  |  |
| --- | --- |
| **CHECK LIST**  Yes No  Photocopy IC  Application Fee (Banker’s Cheque/Draft No…………………)  1 recent passport size photographs  Certified Certificates/Documents  Application form | For Office Use |
| Acknowledgment  Date |

**Appendix 1**

**LIST OF EVIDENCE**

Evidence that can be provided for application

|  |  |
| --- | --- |
| **Direct Evidence** | **Indirect Evidence** |
| **Certificates**  You can provide copies of your qualification   * School certificates * Statement of results * Courses completed at work | **Written Records**  You can provide copies of   * Diaries * Records * Journals * Articles |
| **Work samples**  You can provide samples of your work   * Drawings or photographs * Reports * Written materials * Projects * Objects * Work of arts | **E-mail**  You can provide copies of email communications which verify   * Customer feedback * Work ctivities * Written skills |
| **Records of workplace activities**  You can provide documents that verify your work activities   * Notes * Emails * Completed worksheets * Workplace agreeement * Contracts | **Supporting letters**  You can provide letters to verify your claim from   * Employers * Community group * People you have work with (paid and unpaid work) |
| **Documents**  You can provide evidence that shows what you have done in your life   * Media articles * Meritoriuos Awards |  |

**Appendix 2**

**List of skills on what I have learned based on 8 Learning Outcomes Domain.**

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

8. Managerial and entrepreneurial skills