

OVERVIEW

Accreditation of Prior Experiential Learning or APEL is a systematic process that involves the identification, documentation and assessment of prior experiential 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 provides an opportunity for individual with working experience but lack of formal academic qualifications to pursue their studies in higher education institutions. In general, knowledge obtained through formal education and working experience will be both assessed in APEL's assessment.

1. APEL(A)

- 1.1 APEL Access Accreditation of Prior Experiential Learning Access or APEL(A) provides an alternative entry method to those who do not possess the requisite formal qualification to further their education to a higher level.
- 1.2 APEL(A) assessment will be conducted by the Malaysian Qualifications Agency (MQA) or its authorized MQA APEL Assessment Centers (MAAC).
- 1.3 Applicants with relevant working experience and APEL(A) certificate awarded by MQA will be eligible to apply for admission to IMPERIA'S programmes based on their respective APEL(A) certificate level awarded by MQA.

2. APEL(C)

APEL for Credit Award or APEL(C) is the award of credits for the prior experiential learning towards a course in a programme that has obtained at least provisional accreditation from MQA. The general policies will follow the latest edition of MQA guidelines on APEL(C). The following are the general policies and guidelines on APEL(C)

- 2.1 APEL(C) is open to all registered students (both local and international) at IMPERIA regardless of the mode of entry; whether through the conventional or APEL(A) route.
- 2.2 Learning acquired through Massive Open Online Courses (MOOC) or any other methods of self-learning will also be considered under this provision.
- 2.3 APEL(C) will be implemented for all areas and levels of qualifications as per MQA guidelines



on APEL(C). For postgraduate level of study, the credit award is limited only to the courses in programmes conducted via coursework and mixed modes.

2.4 Courses that form part of the programme structure under professional bodies may be considered for APEL(C), subject to acceptance by relevant professional bodies.

3. AWARD OF CREDIT

3.1 The award of credits through APEL(C) is in the form of credit transfer without grade whereby the credit awarded for the course will be counted towards the total credit requirement for graduation.

3.2 The maximum percentage of credit transfer through APEL(C) is 30% of the total graduating credits of a specific programme of study. This percentage is in addition to the credit transfer provision based on the existing formal credit transfer policy.

3.3 For Executive Diploma programmes, the provision of credit transfer is subject to 30 credits of the total graduating credits and to be assessed using the APEL(C) instrument.

3.4 Credits awarded through APEL(C) can be automatically transferred to another programme offered by IMPERIA if the course for which credits have been awarded through APEL(C) has the same learning outcome.

3.5 The credits awarded must be equivalent to the credit value of the course applied for APEL(C). Award of partial credits will not be allowed.

3.6 Credits awarded for a course are only applicable to the specific course applied for. Credits are not automatically applicable to prerequisites (if any) of the specific course.

3.7 Assessment for credit award will be carried out separately for each course as per MQA guidelines on APEL(C). Credit award will not be granted on a block basis.

3.8 For the APEL(C) assessment, applicants can opt to undertake either a Challenge Test or submission of Portfolio depending on the nature of the course and upon advice by the appointed APEL (C) Advisor.

3.9 For both the Challenge Test and Portfolio assessment, applicants must achieve at least 50% of each Course Learning Outcome. An applicant who fails the Challenge Test of a specific

course will not be allowed to submit a Portfolio for assessment for the same course and vice versa. Reattempt of the Challenge Test and resubmission of new evidence in the Portfolio for the same course through APEL(C) is strictly NOT allowed. In this case, the applicant must register and complete the course of their study programme through the usual process.

3.10 APEL(C) is applicable for all courses except for foundation studies, final year project-based courses and dissertations. Industrial training which includes practicum can also be considered based on the suitability of the field.

4. IMPLEMENTATION PROCESS

4.1 Applicants are required to submit their applications for APEL(C) by Week 3 of a long trimesters only throughout their studies at IMPERIA.

4.2 Applicants are not allowed to apply for APEL(C) for courses which they have already registered and undertaken during the period of study. This includes repeating courses.

4.3 The course that has been awarded credit through APEL(C) will appear in the transcript of the applicant as 'CT(APEL)'. It will not be taken into account in the calculation of GPA/CGPA. However, the credits will be counted towards the total credits required for graduation. IMPERIA will issue the Malaysian Qualification Statement (MQS) as a supplementary document for applicants who have been awarded APEL(C).

4.4 An appointed Advisor, Assessor and Moderators are to be approved by Board of Academic. The assessment results will be moderated by the appointed Moderators and approved by Board of Academic before the applicants are notified by APEL(C) Unit of the application outcome.

4.5 Applicants who are not successful in the APEL(C) assessment will have to complete the course through the usual process in their respective programme of studies.

4.6 Applicants may appeal against the results of APEL(C) assessment within one week after the release of the results. IMPERIA's decision of this appeal is final.

4.7 IMPERIA ensures that the implementation process of APEL(C) is in accordance with MQA's GGP. The process is effective, transparent, consistent, equitable and evidence-based.

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