APEL PORTFOLIO EVALUATION FORM

PART 1: PERSONAL DETAILS

FULL NAME	JORDAN LEE		
IC / PASSPORT NUMBER	JL2025XXXX		
INTENDED FIELD OF STUDY	BUSINESS ADMINISTRATION		
INTENDED PROGRAMME	MASTER OF BUSINESS ADMINISTRATION (MBA)		
LEVEL OF STUDY	Bachelor	/	Master
REFERENCE NUMBER	-		

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

a) FORMAL LEARNING

Intentional learning/programme of study delivered within an organisation and structured context (pre-school, primary school, secondary school, technical college and university) that may lead to formal recognition / a recognised qualification.

NO.	ACADEMIC QUALIFICATION	AWARDING BODY/ INSTITUTION	YEAR AWARDED	COMPETENCIES (Please tick ✓) (Please refer Appendix 2 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (Please refer Appendix 1 for examples of evidence)
				1	2	3	4	5	6	7	8	
1.	Diploma in Business Management	TAFE NSW	2008	✓	✓	✓	✓		✓	✓		A1
2.	Certified Associate in Project Management (CAPM)	Project Management Institute (PMI), USA	2019	✓	✓	✓	✓	✓	✓		✓	A2
3.	Data Analytics for Business (Online Specialization)	Google / Coursera	2023	✓	✓	✓	✓	✓		✓		A3

*Note: All evidence must be properly labelled

b) INFORMAL LEARNING (start with the most recent)

Learning which takes place continuously through life and work experiences (sometimes known as experiential learning). It is often unintentional learning.

NO.	NAME OF EMPLOYER/ SELF-EMPLOYED	CONTACT ADDRESS	DURATION (MONTH/YEAR)		POSITION HELD	WHAT I HAVE LEARNT/ACQUIRED (Please tick √) (Please refer Appendix 2 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (Please refer Appendix 1 for examples of evidence)
			FROM	TO		1	2	3	4	5	6	7	8	
1.	Meditech Solutions (Private Healthcare IT)	Kuala Lumpur, Malaysia	Jan/ 2018	Present	Operations Manager	✓	✓	✓	✓	✓	✓	✓	✓	B1
2.	BrightPath Learning Centre	Petaling Jaya, Malaysia	Mar/ 2014	Dec/ 2018	Centre Director	✓	✓	✓	✓	✓	✓	✓	✓	B2
3.	TechNova Systems	Sydney, Australia	Jan/ 2011	Dec/ 2014	Business Analyst	✓	✓	✓	✓	✓		✓		B3
4.	Freelance Digital Consultant	Remote	Jan/ 2015	Dec/ 2017	Consultant	✓	✓	✓	✓	✓	✓	✓		B4
5.	ABC General Hospital (Intern)	Sydney, Australia	Jun/ 2010	Dec/ 2010	Administrative Intern	✓	✓	✓	✓	✓			✓	B5

3

| 6. | Entrepreneurship Mentorship Program | Kuala Lumpur | Mar/ 2020 | Dec/ 2022 | Volunteer Mentor | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | B6 |

*Note: All evidence must be properly labelled

	OTHER LEARNING 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/ACQUIRED (Please tick ✓) (Please refer Appendix 2 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (if any) (Please refer Appendix 1 for examples of evidence)
			1	2	3	4	5	6	7	8	
1.	Volunteered as mentor in Youth Entrepreneurship Programme	2022	✓	✓		✓		✓	✓	✓	B7
2.	Organized "IT for Good" Hackathon (Health Data Innovation)	2020	✓	✓	✓	✓	✓	✓	✓		B8
3.	Facilitated workshop on "Digital Tools for Education"	2019	✓	✓	✓	✓	✓	✓			B9
4.	Member of Malaysian Association of Business Leaders	2017	✓			✓		✓	✓	✓	B10

*Note: All evidence must be properly labelled

4

c) NON-FORMAL LEARNING (start with the most recent)

Learning that takes place alongside the mainstream systems of education and training. It may be assessed but does not normally lead to formal certification.

NO.	NAME/TITLE OF TRAINING OR COURSE	ORGANISER /LOCATION	DATE	LENGTH (Hours/ Days/ Month)	WHAT I HAVE LEARNT/ACQUIRED (Please tick v) (Please refer Appendix 2 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (if any) (Please refer Appendix 1 for examples of evidence)
					1	2	3	4	5	6	7	8	
1.	Leadership in Healthcare Management	Harvard Online	Mar 2021	8 weeks	✓	✓	✓	✓		✓		✓	C1
2.	Digital Transformation Strategy	Coursera – Boston Consulting Group	Sep 2020	6 weeks	✓	✓	✓	✓	✓	✓	✓		C2
3.	Advanced Excel for Business Analytics	LinkedIn Learning	Feb 2022	10 hours	✓	✓	✓		✓		✓		C3
4.	Managing People and Teams	University of Michigan (Online)	May 2019	6 weeks	✓	✓	✓	✓		✓		✓	C4
5.	Digital Marketing Essentials	Google Digital Garage	Nov 2023	40 hours	✓	✓	✓	✓	✓		✓		C5

5

NO.	NAME/TITLE OF TRAINING OR COURSE	ORGANISER /LOCATION	DATE	LENGTH (Hours/ Days/ Month)	WHAT I HAVE LEARNT/ACQUIRED (Please tick v) (Please refer Appendix 2 for list of skills on what I have learnt)								EVIDENCE OF LEARNING* (if any) (Please refer Appendix 1 for examples of evidence)
					1	2	3	4	5	6	7	8	
6.	Financial Management for Non- Financial Managers	HRD Corp Malaysia	Jul 2018	2 days	✓	✓	✓		✓	✓		✓	C6
7.	Effective Communication and Presentation Skills	HRDF Malaysia	Oct 2016	2 days	✓		✓	✓		✓		✓	C7

*Note: All evidence must be properly labelled

d) LANGUAGE COMPETENCY

LANGUAGE	LEVEL OF COMPETENCE (Please tick ✓) 1: POOR; 2: AVERAGE; 3: GOOD; 4: EXCELLENT															
	LISTENING				READING				SPEAKING				WRITING			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1. English				✓				✓				✓				✓
2. Bahasa Malaysia			✓				✓			✓				✓		
3. Mandarin		✓				✓				✓			✓			

e) SELF ASSESSMENT/REFLECTION (Compulsory)

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

1. Why do you want to pursue this intended programme of study?
   I want to pursue the MBA to formalize and deepen my leadership and strategic management knowledge. Over 15 years, I've led cross-functional teams and business improvement projects; now, I wish to strengthen my analytical foundation to move into senior leadership and contribute to organizational growth with evidence-based decision-making.

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

   My experiences managing educational, healthcare, and IT projects have given me a strong grasp of business operations, technology integration, and people management. These areas overlap directly with MBA subjects such as strategic management, organizational behavior, and business analytics, making the programme a natural next step.

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

   I plan to balance professional and academic responsibilities through structured time management, allocating specific weekly study hours. Financially, I have prepared tuition funding and employer support. I will engage actively in group projects and maintain open communication with lecturers to ensure academic progress.

4. How will the completion of this programme help you in your life?

   Earning an MBA will empower me to take on executive leadership positions, expand my consultancy capabilities, and mentor emerging professionals. Personally, it will reinforce resilience, discipline, and ethical leadership—qualities valuable both in business and in contributing positively to society.

REFEREES (Family members and relatives cannot serve as referees)

NAME	DR. SAMUEL TAN	
POSITION	DIRECTOR	
ORGANISATION	MEDITECH SOLUTIONS	
PHONE NUMBER	OFFICE: +603-8888 1111 *(Compulsory)*	MOBILE: +6012-333 2222
EMAIL ADDRESS	samuel.tan@meditech.com	
RELATIONSHIP	SUPERVISOR	

NAME	MS. ALISHA NG	
POSITION	PROGRAMME DIRECTOR	
ORGANISATION	BRIGHTPATH LEARNING CENTRE	
PHONE NUMBER	OFFICE: +603-7788 9900 *(Compulsory)*	MOBILE: +6016-777 9988
EMAIL ADDRESS	alisha.ng@brightpath.edu.my	
RELATIONSHIP	SUPERVISOR	

9

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: **JORDAN LEE**

Date: **2 NOVEMBER 2023**

This application is subject to Terms and Conditions stated below:

a. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified full translation.
b. The Malaysian Qualifications Agency (MQA) is authorised by the applicant, to make references to and use the information or data in this application as may be deemed necessary.
c. The certification applied for is designed to meet requirements set by the MQA. Admission to the Academic Programme applied for, using this APEL Certificate is subject to the Academic Regulations approved by the Lincoln University College.
d. Non-refundable application fee of **RM _____** is submitted. **Do not send cash.**

CHECK LIST	Yes	No	For Office Use
			Acknowledgment
Photocopy IC			
Application Fee (Banker's Cheque/Draft No…………………)			
1 recent passport size photographs			
Certified Certificates/Documents			Date
1 copy of application			

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 activities ● Written skills
Records of workplace activities You can provide documents that verify your work activities ● Notes ● Emails ● Completed worksheets ● Workplace agreement ● 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 ● Meritorious Awards	

List of skills on what I have learnt based on Malaysian Qualifications Framework Learning Outcome

1. Knowledge and understanding
2. Cognitive skills

   Functional work 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.

Important Notice: Certification of Portfolio Documents

Please be informed that all portfolio certificates and supporting evidence submitted for your application **MUST be certified as true copies** by any of the following authorized officers:
- Government Officers Grade 9 and above
- Elected Representatives
- District Chiefs/Village Chiefs
- Head of Village/JKKK Chairman
- Community Leader/Native Chief
- Commissioner for Oaths

Documents that require certification include (but are not limited to) your Identification Card (MyKad), academic qualification certificates, and any other supporting documents such as short-course certificates, work experience letters, or portfolios.

Failure to provide certified true copies may result in your documents being considered incomplete.

Jordan Lee — Labeled Sample Certificates (A/B/C)

DISCLAIMER: All documents in this PDF are **SAMPLE / DEMONSTRATION ONLY**. They are mock-ups for portfolio layout and review purposes and are not official credentials.

This combined file contains labeled sample evidence corresponding to Part 2 of the APEL portfolio.

Legend: A = Formal Learning; B = Informal Learning; C = Non-Formal Learning

A1 — Diploma Certificate (Sample)

Recipient: Jordan Lee (Sample)

Diploma in Business Management

Awarding Body: TAFE NSW (Sample)

Year Awarded: 2008

Sample diploma document.

**CERTIFIED
TRUE COPY**

Document Type (Sample):	Diploma Certificate (Sample)
Label Code:	A1
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-A1-2025-001

Authorized (Sample): _____

A2 — Professional Certification (Sample)

Recipient: Jordan Lee (Sample)

Certified Associate in Project Management (CAPM) — PMI (Sample)

Year Awarded: 2019

Sample professional certification.

CERTIFIED
TRUE COPY

Document Type (Sample):	Professional Certification (Sample)
Label Code:	A2
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-A2-2025-001

Authorized (Sample): _____

A3 — Course Completion Certificate (Sample)

Recipient: Jordan Lee (Sample)

Data Analytics for Business (Google / Coursera) — Sample

Date Completed: 12 July 2023

Sample course completion certificate.

CERTIFIED
TRUE COPY

Document Type (Sample):	Course Completion Certificate (Sample)
Label Code:	A3
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-A3-2025-001

Authorized (Sample): _____

B1 — Employment Confirmation (Sample)

Recipient: Jordan Lee (Sample)

Meditech Solutions — Operations Manager

Duration: Jan 2018 – Present

Sample employment confirmation letter/statement.

CERTIFIED TRUE COPY

Document Type (Sample):	Employment Confirmation (Sample)
Label Code:	B1
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-B1-2025-001

Authorized (Sample): _____

B2 — Employment Confirmation (Sample)

Recipient: Jordan Lee (Sample)

BrightPath Learning Centre — Centre Director

Duration: Mar 2014 – Dec 2018

Sample employment confirmation and role summary.

CERTIFIED
TRUE COPY

Document Type (Sample):	Employment Confirmation (Sample)
Label Code:	B2
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-B2-2025-001

Authorized (Sample): _____

B3 — Employment Reference (Sample)

Recipient: Jordan Lee (Sample)

TechNova Systems — Business Analyst

Duration: Jan 2011 – Dec 2014

Sample reference letter/statement.

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TRUE COPY

Document Type (Sample):	Employment Reference (Sample)
Label Code:	B3
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-B3-2025-001

Authorized (Sample): _____

B4 — Client Project Completion (Sample)

Recipient: Jordan Lee (Sample)

Freelance Digital Consultant — Various clients

Duration: Jan 2015 – Dec 2017

Sample project completion summary and client feedback.

Document Type (Sample):	Client Project Completion (Sample)
Label Code:	B4
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-B4-2025-001

Authorized (Sample): _____

B5 — Internship Completion (Sample)

Recipient: Jordan Lee (Sample)

ABC General Hospital — Administrative Intern

Duration: Jun 2010 – Dec 2010

Sample internship completion certificate.

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Document Type (Sample):	Internship Completion (Sample)
Label Code:	B5
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-B5-2025-001

Authorized (Sample): _____

B6 — Mentor Certificate (Sample)

Recipient: Jordan Lee (Sample)

Entrepreneurship Mentorship Program — Volunteer Mentor

Duration: Mar 2020 – Dec 2022

Sample mentor participation certificate.

CERTIFIED TRUE COPY

Document Type (Sample):	Mentor Certificate (Sample)
Label Code:	B6
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-B6-2025-001

Authorized (Sample): _____

B7 — Certificate of Appreciation (Sample)

Recipient: Jordan Lee (Sample)

Volunteered as Mentor — Youth Entrepreneurship Programme (Sample)

Year: 2022

Sample certificate of appreciation.

CERTIFIED TRUE COPY

Document Type (Sample):	Certificate of Appreciation (Sample)
Label Code:	B7
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-D1-2025-001

Authorized (Sample): _____

B8 — Organizer Acknowledgement (Sample)

Recipient: Jordan Lee (Sample)

Organized IT for Good Hackathon — Health Data Innovation (Sample)

Year: 2020

Sample organizer acknowledgement.

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TRUE COPY

Document Type (Sample):	Organizer Acknowledgement (Sample)
Label Code:	B8
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-D2-2025-001

Authorized (Sample): _____

B9 — Facilitator Certificate (Sample)

Recipient: Jordan Lee (Sample)

Workshop: Digital Tools for Education — Facilitator (Sample)

Date: 2019

Sample facilitator certificate.

Document Type (Sample):	Facilitator Certificate (Sample)
Label Code:	B9
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-D3-2025-001

Authorized (Sample): _____

NOTE: THIS IS A MOCK / SAMPLE DOCUMENT FOR PORTFOLIO LAYOUT PURPOSES ONLY. NOT AN OFFICIAL CREDENTIAL.

SAMPLE / DEMONSTRATION ONLY

B10 — Membership Confirmation (Sample)

Recipient: Jordan Lee (Sample)

Member — Malaysian Association of Business Leaders (Sample)

Year joined: 2017

Sample membership confirmation document.

Document Type (Sample):	Membership Confirmation (Sample)
Label Code:	B10
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-D4-2025-001

Authorized (Sample): _____

C1 — Course Completion (Sample)

Recipient: Jordan Lee (Sample)

Leadership in Healthcare Management — Harvard Online (Sample)

Date: Mar 2021

Length: 8 weeks

Sample course completion certificate.

CERTIFIED
TRUE COPY

Document Type (Sample):	Course Completion (Sample)
Label Code:	C1
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-C1-2025-001

Authorized (Sample): _____

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SAMPLE / DEMONSTRATION ONLY

C2 — Course Completion (Sample)

Recipient: Jordan Lee (Sample)

Digital Transformation Strategy — Coursera / BCG (Sample)

Date: Sep 2020

Length: 6 weeks

Sample completion certificate.

CERTIFIED
TRUE COPY

Document Type (Sample):	Course Completion (Sample)
Label Code:	C2
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-C2-2025-001

Authorized (Sample): _____

C3 — Course Completion (Sample)

Recipient: Jordan Lee (Sample)

Advanced Excel for Business Analytics — LinkedIn Learning (Sample)

Date: Feb 2022

Length: 10 hours

Sample badge/certificate.

CERTIFIED
TRUE COPY

Document Type (Sample):	Course Completion (Sample)
Label Code:	C3
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-C3-2025-001

Authorized (Sample): _____

C4 — Course Completion (Sample)

Recipient: Jordan Lee (Sample)

Managing People and Teams — University of Michigan (Sample)

Date: May 2019

Length: 6 weeks

Sample certificate.

Document Type (Sample):	Course Completion (Sample)
Label Code:	C4
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-C4-2025-001

Authorized (Sample): _____

C5 — Course Completion (Sample)

Recipient: Jordan Lee (Sample)

Digital Marketing Essentials — Google Digital Garage (Sample)

Date: Nov 2023

Length: 40 hours

Sample certificate.

CERTIFIED
TRUE COPY

Document Type (Sample):	Course Completion (Sample)
Label Code:	C5
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-C5-2025-001

Authorized (Sample): _____

C6 — Attendance Certificate (Sample)

Recipient: Jordan Lee (Sample)

Financial Management for Non-Financial Managers — HRD Corp Malaysia (Sample)

Date: Jul 2018

Length: 2 days

Sample attendance certificate.

CERTIFIED
TRUE COPY

Document Type (Sample):	Attendance Certificate (Sample)
Label Code:	C6
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-C6-2025-001

Authorized (Sample): _____

C7 — Course Completion (Sample)

Recipient: Jordan Lee (Sample)

Effective Communication & Presentation Skills — HRDF Malaysia (Sample)

Date: Oct 2016

Length: 2 days

Sample certificate.

CERTIFIED
TRUE COPY

Document Type (Sample):	Course Completion (Sample)
Label Code:	C7
Date (Sample):	See line item
Document ID (Sample):	SAMPLE-C7-2025-001

Authorized (Sample): _____

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