

**PRIOR WORKING EXPERIENCE
PORTFOLIO**

Recent photo

PART 1: PERSONAL PARTICULARS

FULL NAME	
IC NUMBER	
INTENDED FIELD OF STUDY/PROGRAMME	

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

a.) **CERTIFICATED LEARNING/FORMAL LEARNING**

TITLE OF CERTIFICATION	LEVEL OF THE AWARD (CERTIFICATE / DIPLOMA/ DEGREE)	AWARDING BODY / INSTITUTION	DURATION OF STUDY (MONTHS / YEARS)	YEAR AWARDED	LABEL AND ATTACHED EVIDENCE
e.g STPM	Certificate	Majlis Peperiksaan Malaysia (MPM)	2 Years	1995	e.g Appendix 1 (STPM certificate)
1.					
2.					
3.					

b.) EXPERIENTIAL LEARNING/INFORMAL LEARNING

(I) WORK EXPERIENCE

NAME OF EMPLOYER /SELF EMPLOYED	ADDRESS OF EMPLOYER	TIME SERVED (MONTH & YEAR)		POSITION(S) HELD	BRIEF JOB DESCRIPTIONS
		FROM	TO		
e.g 1 : XYZ Company	No. 123, Batu 3, Shah Alam	May 2000	April 2005	Floor Supervisor	
e.g 2: XYZ Company	No. 123, Batu 3, Shah Alam	May 2005	Disember 2006	Shift Manager	
1.					
2.					
3.					
4.					
5.					
6.					

(II) OTHER LEARNING 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 (Relevant To The Programme Applied)
e.g: Marshall Of Local Cycling Club	1990 - PRESENT	Planning and Managing Club Activities.
1.		
2.		
3.		

**c.) EXPERIENTIAL LEARNING/NON FORMAL LEARNING
TRAINING/SEMINAR/WORKSHOP**

NAME/TITLE OF TRAINING OR COURSE	LOCATIO N	DATE	LENGTH (Hours/Days/ Month)	DESCRIPTION OF KNOWLEDGE/SKILS ACQUIRED
e.g: 5S Workshop	Hotel Eastin, Petaling Jaya	2 nd May 2005	1 Day	Basics Of 5S, Managing 5s Practices
1.				
2.				
3				

d.) LANGUAGE COMPETENCY

LANGUAGE	1: POOR; 2; AVERAGE 3: GOOD; 4: EXCELLENT											
	READING				SPEAKING				WRITING			
	1	2	3	4	1	2	3	4	1	2	3	4
1. Bahasa Melayu												
2. English												
3.												
4.												

PART 3: REFEREES (Family members and relatives cannot serve as referees)

NAME	
POSITION	
ORGANIZATION	
PHONE NUMBER	
EMAIL ADDRESS	

NAME	
POSITION	
ORGANIZATION	
PHONE NUMBER	
EMAIL ADDRESS	

PART 4: SELF DECLARATION

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

Signature:

Name:

Date:

LIST OF EVIDENCE

Evidence that can be provided by the applicant

Direct Evidence	Indirect Evidence
<p>Certificates</p> <p>You can provide copies of your qualifications;</p> <ul style="list-style-type: none"> ● School certificates ● Statement of results ● Courses completed at work 	<p>Written Records</p> <p>You can provide copies of;</p> <ul style="list-style-type: none"> ● Diaries ● Records ● Journals ● Articles
<p>Work samples</p> <p>You can provide samples of your work;</p> <ul style="list-style-type: none"> ● Drawings or photographs ● Reports ● Written materials ● Projects ● Objects ● Work of arts 	<p>E-mail</p> <p>You can provide copies of email communication which verify;</p> <ul style="list-style-type: none"> ● Customer feedback ● Work activities ● Written skills
<p>Records of workplace activities</p> <p>You can provide documents that verify your work activities;</p> <ul style="list-style-type: none"> ● Notes ● Emails ● Completed worksheets ● Workplace agreement ● Contracts 	<p>Supporting letters</p> <p>You can provide letters to verify your claim from;</p> <ul style="list-style-type: none"> ● Employers ● Community group ● People you have worked with (paid and unpaid work)

<p>Documents</p> <p>You can provide evidence that shows what you have done in your life;</p> <ul style="list-style-type: none">• Media articles• Meritorious awards	