

APCAL REGISTRATION FORM (A)

I, IC /Passport Number:.....

hereby register for Whale/Adv. Prof Cert/Diploma

I plan to finish my studies in 12/18/24 months (You may do in less time if you wish, but any longer than prescribed maximum time, will incur an additional fee of 5%).

I am/ am not interested in attending an official graduation ceremony, normally held in Malaysia or New Zealand (E.U.). Allow for extra costs for gown rental, photography and ceremonial dinner. Accomodotion and travel are also at own expense.

I have worked as a professional (Director, Manager, Facilitator, Trainer) other for (no. of years) and will be applying for subject/time exemptions based on 'Approved Prior Experiential Learning' (APEL). Forms B & C (to be completed).

I am especially interested in the following subject areas of study and/or research. You can refer to attachment I for possible choices os subject (mandatory for Dip/Msc).

Full Name :

Signed :Date:

Witness and Referee

I have personally known the above registrant for years and can vouch for his/her character and integrity, and recommend him/her as a suitable post graduate student.

Name of RefereePosition/Designation

Organization

Contact Number – Tel : Email :.....

Thank you for completing the registration details. Please attach your non-refundable fee of amount of RM1000.00. This fee will be deducted from your first instalment. Cheque made payable to 'CREDO TRUST' or bank direct to HSBC A/C No:302-305180-001 (Petaling Jaya Branch) New Town, Petaling Jaya, Selangor, Malaysia

You should receive confirmation within 14 working days, together with your receipt. Attached is a full 'package' of explanatory notes, guidelines and the forms you will need to complete and submit.

APPROVED PRIOR EXPERIENTIAL LEARNING (APEL) APPLICATION FORM (B) (APCAL)

Note : Up to 30% exemptions (subject areas/time) can be applied for learning from work experience and courses attended (I)

Name IC/Passport Number Date:

I certify that the following details of my professional work experience and documented learning are true and correct

..... (Signature)

| Type of experience, job or work/tasks performed or relevant courses attended | Employer or Client | Dates /Duration | | Relevant learning in terms of competencies mastered (knowledge/skills) | Additional Comments |
|--|--------------------|-----------------|----|--|---------------------|
| | | From | To | | |
| | | | | | |
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Note: You may list these on a separate sheet, should you need more space.

APPROVED PRIOR EXPERIENTIAL LEARNING (APEL) APPLICATION FORM (C) (APCAL)

II. Up to 20% of exemptions can additionally be applied for materials developed

Name : _____ IC/Passport Number _____ Date : _____

| Types of materials produced for related topic areas of study. (Books, manuals, lecture notes/talks) | Dates produced (Approx) | Types of client/audiences that materials were designed for (trainees/students/coaches etc) or conference/seminar | Approximate length or scope of materials (pages, size, number of power point slides etc) |
|---|-------------------------|---|--|
| <i>Note: Please submit, as attachments, certificates, relevant summaries of courses conducted or interventions facilitated – including/goals/outcomes and/or tables of content etc.</i> | | | |
| | | | |

Notes : You may list _____

GUIDELINES FOR RESUME (FORM D)

You may use whatever format that you deem appropriate but your Resume must contain the following:-

- I. Your full name and I.C./Passport Number
- II. Correspondence address, telephone number and e-mail
- III. Office address and telephone number (If employed)
- IV. Relevant academic background
 - a. Primary school (year and highest achievement)
 - b. Secondary school (year and highest achievement)
 - c. College (year and highest achievement)
 - d. Polytechnic (year and highest achievement)
 - e. University (year and highest achievement)
- V. Work background (including previous jobs)

Example

| Name of Organization/Department | Position | From (Year) | To (Year) |
|---------------------------------|----------|-------------|-----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

VI. At least 2 Referees (Academic or Work)

| Name | Position | Address | Tel. No | E-Mail | Fax No | Have Known The Applicant Since |
|------|----------|---------|---------|--------|--------|--------------------------------|
| 1. | | | | | | |
| 2. | | | | | | |

VII. Complete the attached APEL Application Forms (A and B).

VIII. Write an essay (200 – 300 words in length – New Times Roman, Font 12) which begins with:

“I am confident that I will be able to pursue this program successfully because”.

| APCAL CHECKLIST | | |
|---|--|--|
| Form to be submitted (Please tick) | | |
| i | Registration Form A and fee of RM1000 | |
| ii | Application Form B – for APEL I (Form B) | |
| iii | Application Form C – for APEL (Form C) | |
| iv | Resume (Form D) | |
| v | Payment Schedule (Form E) | |
| v | Evidence of payment made (photo copy of cheque or bank reference number etc) | |
| Attach as appendices | | |
| i | Academic/professional certificates (include membership) | |
| ii | Other relevant certificates (eg. Training Programs) | |
| iii | Reports written/presented | |
| iv | Congratulatory letters received/testimonials | |
| v | Paper cuttings (if relevant) | |
| vii | Invitation letters (if relevant) | |
| vii | Others that may assist you in your application | |

REMINDERS

- I. All copies of certificates and documents must be certified as a true copy
 - II. Applicants should not send original certificates/documents
 - III. The resume must be typed on A4 Size Paper (Times New Roman, Font Type 12 point)
- Please submit by email to : admin@bdglobal.org , Or Fax to : 603-79554571

Or Post to :

CREDO TRUST

NO: 7, Jalan 16/3
46350 Petaling Jaya
Selangor, Malaysia
Tel : 603-7957 1130

Website : www.bdglobal.org

Payment to be made to the

CREDO Trust
HSBC Bank, Petaling Jaya Branch
Malaysia
Bank A/C No: 302-305180-001