



MALAYSIAN OPTICAL COUNCIL
MINISTRY OF HEALTH MALAYSIA



CANDIDATE HANDBOOK FOR

Accreditation of Prior Experiential Learning for
Credit Award [APEL (C)] Assessment

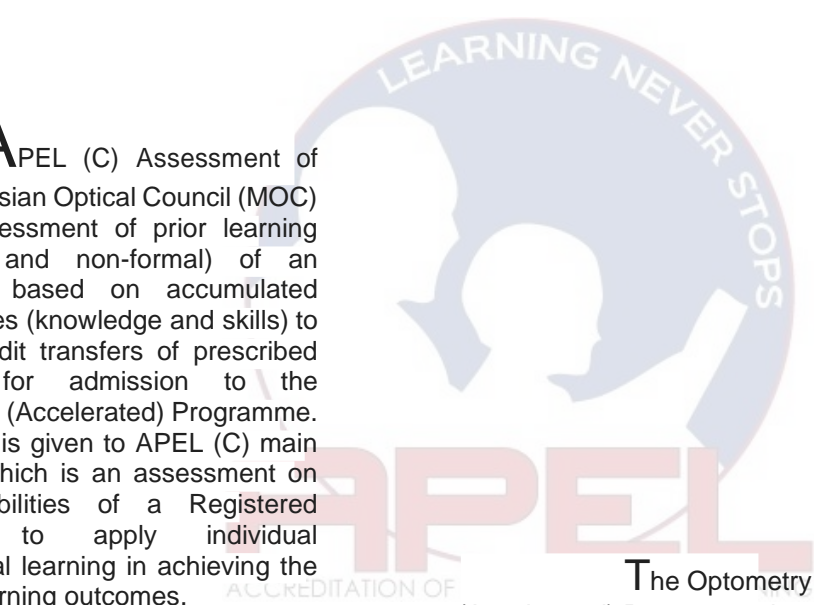
TABLE OF CONTENTS

NO.	CONTENTS	PAGE
1	Introduction	2
2	Objectives	3
3	General Policies	4-5
4	Bridging Course	6
5	APEL A Test (Level 6)	6
6	Procedure for APEL (C) Application	7-8
7	Award of Credits	9
8	Implementation Process	10
9	APEL (C) Assessment	11
10	Result of APEL (C)	11
11	Appendices	12-26

INTRODUCTION

APEL (C) Assessment of The Malaysian Optical Council (MOC) is an assessment of prior learning (informal and non-formal) of an individual based on accumulated experiences (knowledge and skills) to obtain credit transfers of prescribed courses for admission to the Optometry (Accelerated) Programme. Emphasis is given to APEL (C) main concept which is an assessment on the capabilities of a Registered Optician to apply individual experiential learning in achieving the course learning outcomes.

APEL (C) assessment of MOC is open only to opticians registered with MOC as one of the entry requirements for the Optometry (Accelerated) Programme at Higher Education Institutions based on the requirements set by Higher Education Department, Ministry of Education Malaysia. This assessment is conducted to enable Registered Opticians to obtain a credit transfer of forty-two (42) to enroll in Optometry (Accelerated) Programme.



The Optometry (Accelerated) Programme is a programme of Bachelor of Optometry which will be offered within a minimum of two years. This programme is specifically offered to Registered Opticians, which is approved by the Higher Education Department, Ministry of Education Malaysia (JPT) on 1st August 2016 with a reference number of JPT (A) 1000/016/018/45 Vol.4 (4). The programme offered has been approved by JPT with a validity period of ten (10) years (starting from the first year offered).

OBJECTIVES

1. To accredit individual experiential learning through informal & non-formal learning.
2. To enable the candidate to be given a credit transfer of 42 credit hours as a prerequisite for them to enroll in the Optometry (Accelerated) programme.
3. To reduce redundant learning for registered opticians.
4. Encourage admission of registered opticians to optometry degree programme.
5. To reduce cost and time to complete study.

General Policies :

1. The Malaysian Optical Council recognizes the continuous education, knowledge and skills possessed by registered opticians in the matter of informal and non-formal learning. This is in line with the policy of the creation of APEL (C) by the Malaysian Qualifications Agency (MQA) which is a mechanism for recognizing learning based on past experience in the form of knowledge and skills acquired through informal and/or non-formal learning.
2. MOC through several discussions since 2012 have agreed to establish a pathway for registered opticians to upgrade themselves to become optometrists through learning without leaving their field of work called the Optometry (Accelerated) Programme. A series of discussions have been held between the MOC, the MQA and the Higher Education Department (JPT) on this matter until the JPT approves the program on August 1, 2016. As agreed by all parties, the programme will only be offered for a period of 10 + 5 years only.
3. The application for the APEL (C) MOC assessment is opened only to Opticians registered with the Malaysian Optical Council under the terms as below :

REQUIREMENTS FOR MOC APEL (C) ASSESSMENT

No.	Student Entry following Current Academic Qualification	Minimum Working Experience as Registered Optician	Bridging Course	APELA Test
1	Diploma In Opticianry (MQF Level 4)	2 years *	Must undergo <i>Bridging Course</i> (3 months)	-
2	Diploma (MQF Level 4) or Bachelor Degree (MQF Level 6) in any field	Has been practice before 1991		-
3	Sijil Tinggi Pelajaran Malaysia (STPM) or pre-university recognised by MQA			-
4	Fellow British Dispensing Optician Certificate (FBDO) (MQF Level 3)	3 years *		Pass APELA Test (Level 6) & above 21 years old
5	Sijil Pelajaran Malaysia (SPM) with 3 credits in science subject	Has been practice before 1991		
6	No Academic Qualification			

* Total years of practice as optician is calculated from the date of registration with the Malaysia Optical Council

- This APEL (C) assessment is a prerequisite for admission to the Optometry (Accelerated) Programme (MQF level 6) offered by a Higher Education Provider (HEP) who has been fully accredited by MQA for the conventional Optometry undergraduate degree programme.

BRIDGING COURSE

01

1. Enroll in any Higher Education providers that offer Optometry (Accelerated) Programme


02


2. Duration of study : minimum 3 months

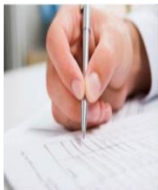
APEL A TEST (LEVEL 6)

Applicant under category 4, 5 and 6 is required to undergo the test which can be applied through MQA or any university that has been awarded as APEL A Centre by MQA.

Further information is available at MQA official Portal: <https://www2.mqa.gov.my/portalapela/>

 apeladmin@mqa.gov.my

 03-86881900



PROCEDURE FOR APEL (C) APPLICATION

1. Each applicant is required to fill in a self-assessment form (refer Appendix I) for all subjects which will be given credit transfer (refer Appendix II) through the APEL (C) assessment.
2. The self-assessment form will be evaluated by the MOC advisor whether the candidate is eligible or not to apply for the APEL (C) assessment.
3. If the candidate is eligible, he/she need to fill the application form (refer Appendix III or IV).
4. MOC will use the portfolio (refer Appendix V & VI) as the APEL (C) test mode for all fifteen courses.
5. MOC advisor will conduct a briefing to all candidate on how to fill up the self-assessment form and portfolio.
6. All candidates need to complete the portfolio for recognition of prior learning based on the candidate's registration category either under section 18(1) for FBDO qualification and Diploma in Opticianry or 18(2)(a) in addition to those qualifications.
7. Notification will be made by the MOC secretariat either by mail/email/phone if the application is found incomplete or does not meet the stipulated conditions.

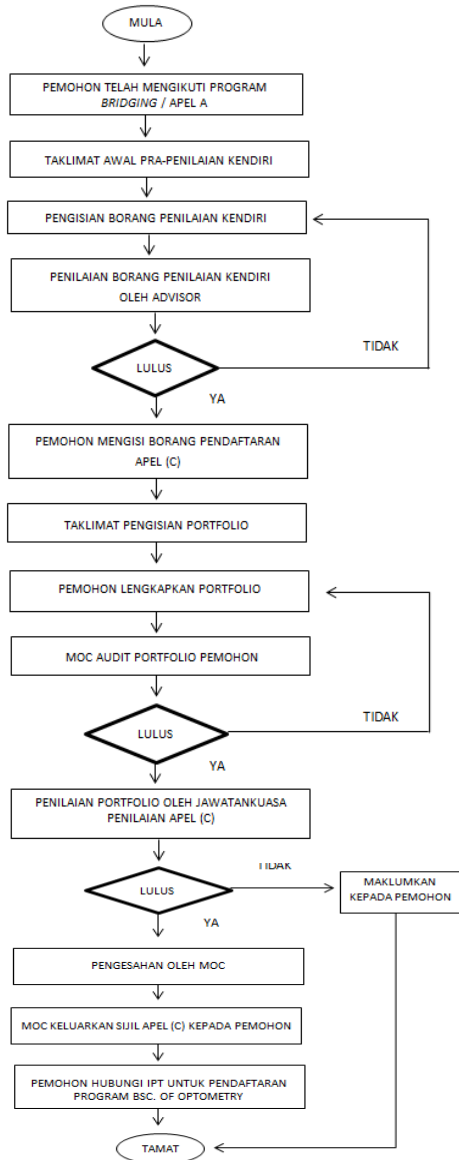
All related documents can be downloaded from the MOC official portal at the <https://hq.moh.gov.my/moc/>. If candidate has any inquiry, they may contact MOC APEL(C) administrator as below:

Secretariat

- ❖ Mrs. Sulastrey Binti Mohamed
sulastrey@moh.gov.my
03-88831281
- ❖ Mrs. Suryani Binti Md Sujairi
apelc.mom@gmail.com
03-88906081

Below are the flow chart for APEL(C) assessment procedure for each application.

PROSES PELAKSANAAN APEL (C)



Award of Credits:

1. The credit transfer is for the admission to the Optometry (Accelerated) programme only (MQF level 6).
2. These courses account for 30% (42 credits) of the total credit of the Optometry (Accelerated) programme.
3. Each candidates need to collect 42 credits based on experiential learning to pass the MOC APEL (C) assessment. The courses that are eligible for credits transfer are as in Appendix VII.
4. Credits award by APEL (C) is a form of credit transfer that does not involve grades. However, credit granted for this APEL (C) will be calculated for the purpose of the graduation and marked as CT (APEL) on the transcript.

Implementation Process:

1. The implementation of the APEL (C) MOC assessment process is guided by the APEL (C) Guidelines to Good Practices: Accreditation of Prior Experiential Learning for Credit Award, MQA.
2. Registered opticians who are interested to further study in the Optometry (Accelerated) Programme at any HEP offering it must pass the MOC APEL (C) assessment. Candidates who pass the APEL (C) assessment will be given a certificate of approval for the purpose of entry into the programme.
3. All HEPs offering the Optometry (Accelerated) programme must ensure that only candidates who pass the MOC APEL (C) assessment are eligible to enter the programme.
4. Courses transferred by credit through APEL (C) will be marked as 'CT (APEL)' transcribed and excluded from CGPA. These credits contribute to the degree of credit offered.
5. Applicants who fail the APEL (C) MOC assessment are not eligible to enter the Optometry (Accelerated) programme.
6. The MOC will keep all complete records including applications, instruments, evidences and decision results.

APEL (C) ASSESSMENT

Assessment for prior experiential learning shall include the process of comparing working experience to course learning outcome (CLO) for courses offered in the Optometry (Accelerated) Programme to the candidate.

APEL (C) assessment is done according to the needs of the courses/Optomtry (Accelerated) Programme through assessment of candidate's portfolio.

Portfolio :

Candidate portfolio is an official document consist of evidence documenting prior experiential learning of the candidate and learning articulation acquired within certain period of time in the optometry field. The content of the candidate portfolio should consist of the proof of literal knowledge such as :

- Certificate of attendance for courses/seminars attended
- Employer confirmation letter
- Transcript for courses attended
- Logbook of cases seen throughout working life which has been verified by MOC APEL (C) Auditor

Result of APEL (C) :

Candidate need to achieve at least 50% of assessment marks for each CLO in order to pass the APEL (C) assessment.

The official result for courses that pass APEL (C) application will be stated as the learning outcome in the candidate academic transcript.

A P P E N D I C E S

APPENDIX I: Self-Assessment Form

PART A: PERSONAL PARTICULARS

Name	
Identity Card No.	
Name of programme	Bachelor of Science (Hons) Optometry
Course Code & Course Title	Occupational Vision
No of Credits of the Course	3

PART B: SELF ASSESSMENT EXERCISE

Please tick (✓) whichever applicable

Course Learning Outcomes (CLO)	I have learned this through my former studies or working career and can provide paper evidence/ documents/certificates	I know most of this but I have no paper evidence	I am willing to complete a task/assignment or any form of relevant assessment to show I have learned this	I really need to take the module
CLO1 - Describe the visual demands in the workplace or special environments.				
CLO2 - Explain the associated visual standards and occupational eye protection for the workplace, industry and/or special environments.				

PART C: REPORT SUBMISSION

Write and submit a minimum of 500-word report based on the headings below:

Report title : Elaborate your understanding on ergonomics concept for the vision and workplace and includes the principles underlying the setting and administration of visual standards, human factors engineering of the task and environment.

I confirm that all the details on this form are correct to the best of my knowledge. The submission of the report is also my own works.

Submitted by :

Date :

For office use only:

Received by :

Date :

APPENDIX II:

Courses Eligible for APEL (C) Assessment

COURSES ELIGIBLE FOR APEL (C) ASSESSMENT

NO.	COURSES	CREDITS
1.	ANATOMY AND PHYSIOLOGY	4
2.	OCCUPATIONAL VISION	3
3.	PROFESSIONAL ISSUES	2
4.	ENTREPRENEURSHIP	3
5.	INDUSTRY EXPERIENCE	4
6.	BUSINESS ETHICS	3
7.	CLINIC I	2
8.	CLINIC II	4
9.	CLINIC III	4
10.	CASE STUDIES I	1
11.	CASE STUDIES II	2
12.	OPTOMETRIC OPTICS I	4
13.	OPTOMETRIC OPTICS II	4
14.	OPHTHALMIC DISPENSING I	1
15.	OPHTHALMIC DISPENSING II	1
TOTAL CREDITS :		42

APPENDIX III:

Application Form for Registered Optician under section 18(1)

(Office use only): Registration under Section 18(1): Diploma in Opticianry FBDO

**APPLICATION FORM FOR APEL (C) ASSESSMENT REGISTERED OPTICIAN
UNDER SECTION 18(1)**

NAME (AS IN IC)			
CORRESPONDENCE ADDRESS			
IC NUMBER			
DATE OF BIRTH			
GENDER	Male / Female		
CONTACT NUMBERS	HOME:	OFFICE:	FAX:
	MOBILE:	E-MAIL:	
MOC FULL REGISTRATION NUMBER / CONTACT LENS REGISTRATION NUMBER			
DATE OF REGISTRATION			
CURRENT APC NUMBER			
HIGHEST QUALIFICATION			

I acknowledged that I have been briefed and understood all aspects related to APEL(C) and has received the APEL(C) handbook. I understood and agreed with all the conditions imposed by MOC.

Applicant's signature :

APPENDIX IV:

Application Form for Registered Optician under section 18(2)(a)

(Office use only):

Registration under Section 18(2)(a): Tertiary Qualification
 SPN with 3 Credits
 No Academic Qualification

**APPLICATION FORM FOR APEL (C) ASSESSMENT REGISTERED OPTICIAN
UNDER SECTION 18(2)(a)**

NAME (AS IN IC)			
CORRESPONDENCE ADDRESS			
IC NUMBER			
DATE OF BIRTH			
GENDER	Male / Female		
CONTACT NUMBERS	HOME:	OFFICE:	FAX:
	MOBILE:	E-MAIL:	
MOC FULL REGISTRATION NUMBER / CONTACT LENS REGISTRATION NUMBER			
DATE OF REGISTRATION			
CURRENT APC NUMBER			
HIGHEST QUALIFICATION			

I acknowledged that I have been briefed and understood all aspects related to APEL(C) and has received the APEL(C) handbook. I understand and agreed with all the conditions imposed by MOC.

Applicant's signature :

APPENDIX V:

Portfolio for recognition of prior learning for Registered Optician under section 18(1)

Content	Page
Part 1 Personal Details	1
Part 2 Details Of Learning Acquired	
A) Formal Learning Certificated Learning	4
B) Non Formal Learning Core Continuing Education Activities Attended	6 - 8
C) Informal Learning Experiential Learning : Employment History	10 - 11
D) List Of Clinical Cases Seen Throughout Working Life	
1) Cases Of Myopia With/Without Astigmatism (55)	15 - 25
2) Cases Of Hyperopia With/Without Astigmatism (35)	26 - 32
3) Cases Of Presbyopia (60)	33 - 44
4) Cases With Ocular Abnormalities (10)	45 - 46
E) Dispensing	
1) Full Frame (50)	48 - 51
2) Semi Rimless (40)	52 - 55
3) Rimless (40)	56 - 58
F) Other Relevant Learning Skills / Activities	59
G) Language Skills	59
Part 3 : Referees	60

APPENDIX VI:

Portfolio for recognition of prior learning for Registered Optician under section 18(2)(a)

Content	Page
Part 1 Personal Details	1
Part 2 Details Of Learning Acquired	
A) Formal Learning Certificated Learning	4
B) Non Formal Learning Core Continuing Education Activities Attended	6 - 8
C) Informal Learning Experiential Learning : Employment History	10 - 11
D) List Of Clinical Cases Seen Throughout Working Life	
1) Cases Of Myopia With/Without Astigmatism (100)	14 - 33
2) Cases Of Hyperopia With/Without Astigmatism (80)	34 - 49
3) Cases Of Presbyopia (110)	50 - 71
4) Cases With Ocular Abnormalities (10)	72 - 73
E) Dispensing	
4) Full Frame (50)	75 - 78
5) Semi Rimless (40)	79 - 81
6) Rimless (40)	82 - 84
F) Other Relevant Learning Skills / Activities	85
G) Language Skills	85
Part 3 : Referees	86

**THE COURSES GIVEN CREDIT TRANSFER
THROUGH MOC APEL (C) ASSESSMENT**

NO	LIST OF COURSES	CREDIT	COURSE SYNOPSIS	COURSE LEARNING OUTCOME
1.	ANATOMY AND PHYSIOLOGY	4	The course(s) should address a comprehensive understanding of the human body and ocular structures and functions. Students explore anatomical terminology, cellular morphology, and the regulatory mechanisms that govern bodily processes. Additionally, they delve into analysing the relationship between structure and function in both normal and diseased states.	CLO1 - Describe the anatomy of the human body and ocular structures. CLO2 - Explain the physiological functions of the human body and ocular structures. CLO3 - Explain the normal and abnormal (diseases) of the human body and ocular structures.
2.	OCCUPATIONAL VISION	3	The course(s) should address the critical role of vision in occupational or workplace settings. Students delve into visual demands, standards, and protective measures necessary for maintaining eye health and productivity. Additionally, the course emphasizes visual ergonomics to optimize work environments.	CLO1 – Describe the visual demands in the workplace or special environments. CLO2 – Explain the associated visual standards and occupational eye protection for the workplace, industry and/or special environments.

NO	LIST OF COURSES	CREDIT	COURSE SYNOPSIS	COURSE LEARNING OUTCOME
3.	PROFESSIONAL ISSUES	2	The course(s) should address the optometrist's profession, including roles, responsibilities, and the essential knowledge required for effective practice in Malaysia. It combines theoretical and practical applications of legislation, ethical considerations, and business management strategies relevant to the profession. Several key optometry-related authorities will be introduced to understand the regulatory and organizational landscape.	CLO1 - State legislation and professional practice of an optometrist within Malaysian context. CLO2 - Explain ethical reasoning and professional code of conduct binding to the profession and the laws regulating optometry practice. CLO3 - Describes the business management aspects of an optometry practice
4.	ENTREPRENEURSHIP	3	The course(s) should address the essential entrepreneurial knowledge and skills to develop advanced technologies that can serve as the foundation for new technology-based ventures. The course focuses on the entrepreneurial process, the attributes of successful entrepreneurs, opportunity recognition and evaluation, business planning, financing, and implementation of new ventures. Students will also learn how marketing, management, finance,	CLO1 - Explain the entrepreneurial process, including the attributes of successful entrepreneurs, and the methods for recognizing and evaluating opportunities. CLO2 - Evaluate and plan new ventures, including financing and implementing them effectively. CLO3 - Analyse the marketing, management, finance, global markets, and legal aspects interconnect to support the business planning process.

NO	LIST OF COURSES	CREDIT	COURSE SYNOPSIS	COURSE LEARNING OUTCOME
			global markets, and legal concerns influence business planning.	
5.	INDUSTRY EXPERIENCE	4	The course is designed to immerse students in real-world optometric practice, providing hands-on experience and practical application of their academic knowledge. Through an industrial placement, students will develop essential skills in clinical assessment, optical dispensing, customer service, and professional ethics. This course aims to bridge the gap between theoretical learning and professional practice, preparing students for successful careers in optometry.	<p>CLO1 - Demonstrate the ability to assess refractive clinical cases, dispense optical corrections and handle customer-based services during the industrial placement.</p> <p>CLO2 - Apply the knowledge of current optical products to effectively meet the needs of patients in an optometric practice.</p> <p>CLO3 - Demonstrate professional attitude and adherence to the ethical code of conduct when dealing with potential patients in an optometric practice.</p>
6.	CLINIC I	2	The course(s) should address the optometric clinical training that candidates have undergone. The course(s) should cover the training of the primary optometry clinic, in the aspects of knowledge, conducting clinical tests, deriving diagnosis and determining management. The course(s) also should address communication and	<p>CLO1 - Display competency in examining patients using various optometric tests and tools.</p> <p>CLO2 - Interpret optometric data correctly in making diagnosis, under guided supervision.</p> <p>CLO3 - Prepare the appropriate management for patients accordingly to the cases' need, under guided supervision.</p>

NO	LIST OF COURSES	CREDIT	COURSE SYNOPSIS	COURSE LEARNING OUTCOME
			<p>professionalism in handling patients.</p> <p>This first installment of Clinic Course covers clinical training of simple optometric cases under close supervision of optometrists.</p>	<p>CLO4 - Conform to the expected professionalism and skills in communicating with patients.</p>
7.	CLINIC II	4	<p>The course(s) should address the optometric clinical training that candidates have undergone. The course(s) should cover the training of the primary optometry clinic, in the aspects of knowledge, conducting clinical tests, deriving diagnosis and determining management. The course(s) also should address communication and professionalism in handling patients.</p> <p>This second installment of Clinic Course covers clinical training of optometric cases under supervision of optometrists.</p>	<p>CLO1 - Display competency in performing the appropriate optometric tests on patients.</p> <p>CLO2 - Construct correct diagnosis based on proper data interpretation.</p> <p>CLO3 - Propose correct management for patients.</p> <p>CLO4 - Demonstrate professionalism and skills in communicating with patients.</p>
8.	CLINIC III	4	<p>The course(s) should address the optometric clinical training that candidates have undergone. The course(s) should cover the training of the primary optometry clinic, in the aspects of knowledge, conducting clinical tests, deriving</p>	<p>CLO1 - Display competency in performing the correct tests on patients.</p> <p>CLO2 - Construct correct diagnosis based on accurate data interpretation.</p> <p>CLO3 - Deduce the best management for patients.</p>

NO	LIST OF COURSES	CREDIT	COURSE SYNOPSIS	COURSE LEARNING OUTCOME
			<p>diagnosis and determining management. The course(s) also should address communication and professionalism in handling patients.</p> <p>This third installment of Clinic Course covers the students' competency handling optometric cases and dispensing of ophthalmic aids.</p>	<p>CLO4 - Respects patients, colleagues and surrounding in bringing oneself in clinic.</p> <p>CLO5 - Display skills in dispensing the patients' optical needs.</p>
9.	BUSINESS ETHICS	3	The course(s) should address the topics pertaining to ethics in business and organization.	<p>CLO1 - Comprehend the ethics in organization and business.</p> <p>CLO2 - Show ability to address issues pertaining to ethics in organization and business.</p>
10.	CASE STUDIES I	1	The course(s) should address the essential skills in diagnosing and managing visual disorders encountered in clinical practice (refractive cases). Through a combination of theoretical knowledge and practical experience, students should be able to present cases, analyse clinical scenarios, and apply appropriate differential diagnostic approaches for management and treatments.	<p>CLO1 - Evaluate clinical cases by considering relevant information, symptoms, and patient history.</p> <p>CLO2 - Formulate evidence-based management plans for patients with refractive visual disorders.</p>

NO	LIST OF COURSES	CREDIT	COURSE SYNOPSIS	COURSE LEARNING OUTCOME
11.	CASE STUDIES II	2	The course(s) should address the essential skills in diagnosing and managing visual disorders encountered in clinical practice (ocular disease-related cases). Through a combination of theoretical knowledge and practical experience, students should be able to present cases, analyse clinical scenarios, and apply appropriate differential diagnostic approaches for management and treatments.	CLO1 - Evaluate clinical cases by considering relevant information, symptoms, and patient history. CLO2 - Formulate evidence-based management plans for patients with functional and/or pathological visual disorders.
12.	OPTOMETRIC OPTIC I	4	The course(s) should address the fundamental principles of physical and geometrical optics. Students must be able to relate the optic principles of instruments, such as microscopes and other diagnostic tools.	CLO1 - Demonstrate understanding in fundamental knowledge on physical and geometrical optics. CLO2 - Demonstrate understanding in relating both physical and geometrical optics principles to optic instrumentation.
13.	OPTOMETRIC OPTICS II	4	The course(s) should address the principles of visual optics, such as understanding of eye optics, including aberrations, the measurement and correction of refractive errors, and the optics of corrective lenses. Students must	CLO1 - Demonstrate understanding in knowledge on visual optics. CLO2 - Able to characterize and verify the optics of various types of corrective lenses.

NO	LIST OF COURSES	CREDIT	COURSE SYNOPSIS	COURSE LEARNING OUTCOME
			learn to characterize and verify the optics of various types of lenses.	
14.	OPHTHALMIC DISPENSING I	1	The course(s) should address the knowledge and skills to prepare lenses before edging. Students should be able to mark and measure all types of lenses correctly before edging. Students must be competent in handling all related dispensing equipment's with supervision.	CLO1 - Able to demonstrate knowledge in preparing all types of lenses before edging. CLO2 - Demonstrate the ability to mark and measure all types of lenses correctly before edging. CLO3 - Demonstrate the competency in handling all related dispensing equipment with supervision.
15.	OPHTHALMIC DISPENSING II	1	The course(s) should address the skills to edge and dispense single vision, bifocals and progressive lenses on a full frame/half frame/rimless of plastic and metal frames. Students must be able to handle various types of prescriptive spectacles, a variety of machineries used in optical edging laboratory independently, and able to analyze and solve problems related to dispensing ophthalmic.	CLO1 - Able to independently handle the optical dispensing equipment's competently. CLO2 - Demonstrate ability in edging single vision, bifocals and progressive lenses of various prescription on a full frame/half frame/rimless of plastic and metal frames. CLO3 - Able to handle trouble shooting to problems related to ophthalmic dispensing.

