



AAMC
TRAINING GROUP

IMPROVING LIVES
THROUGH EDUCATION

How to access and complete CPD Courses

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How to access the course content and assessments for CPD Course

This 'how to' booklet will guide you through the process to access your online CPD course materials and online assessments.

Detailed below is the content or assessments you will expect to see within your Members' Area.

- Online students – Online material, online assessments

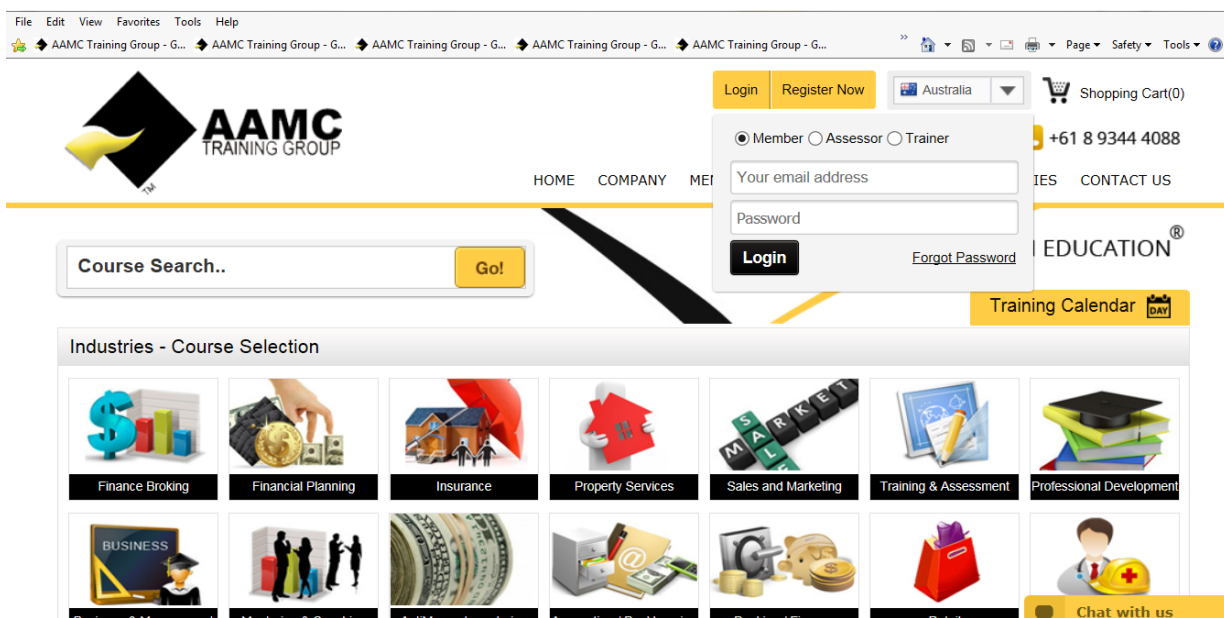
Should you experience problems with accessing your course:

- ensure that you allow pop-ups for our website.
- our correct web address must be used to gain access to your members area: www.aamctraining.edu.au

Please follow the step by step instructions to access your material or assessments accordingly. Should you have any queries during this process, please do not hesitate to contact us.

Step by Step Instructions

1. Please access the AAMC website www.aamctraining.edu.au and sign into the **AAMC Members' Area**. Enter your username and password which was issued to you upon enrolment for your CPD Course.



- You can access the course content and assessments by selecting '**Course Content and Assessments**'. This will also show you details of any other certificate/CPD courses you are also enrolled in.

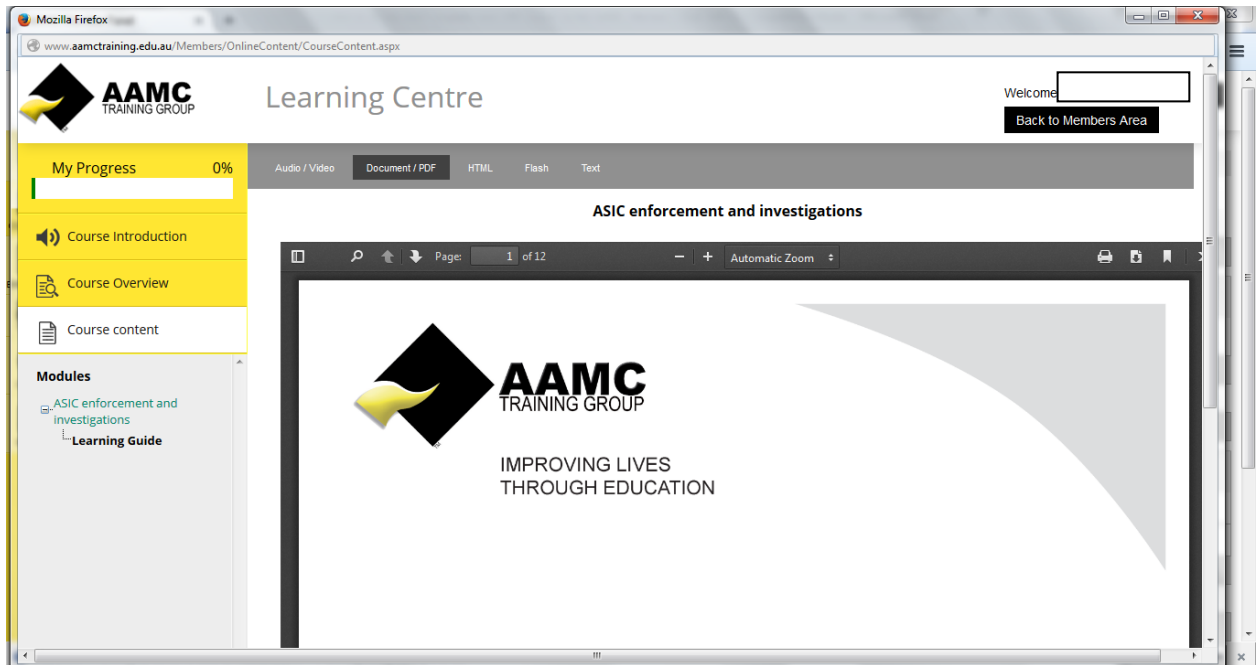
The screenshot shows the AAMC Member Panel Dashboard. On the left is a navigation menu with options like HOME, COURSE-LMS, ENROLMENTS, PROFILE, UTILITIES, and REVIEWS. The main area displays user statistics: Name, Active Courses (1), Assessments Completed (4), Total Enrolments (2), Expired Courses (0), and Pending Assessments (0). Below this are two columns: 'Quick Links' and 'Downloads'. In the 'Quick Links' column, the link 'Course Content And Assessments' is highlighted with a red circle. Other links include 'Update My Profile', 'Results & Certificates', 'Enrolments/Purchases and Invoices', 'Professional Development Record CPD/CE', 'Useful Resources', 'Enrol in a Course', and 'Post Course Review and Rating'. The 'Downloads' column lists several PDF guides and a feedback form.

- Now select the course name under the '**CPD Courses**' heading. This will then open up a new page - the **Learning Centre**. Here you will be able to view the course content along with the assessments. Please ensure all pop-up blockers are turned off. (Try holding down the CTRL key when clicking on your course if it does not respond by simply selecting it.)

The screenshot shows the 'AAMC Member Panel' with the 'COURSE CONTENT AND ASSESSMENTS' page open. The page is divided into three main sections: 'CERTIFICATE COURSES', 'CPD COURSES', and 'ASSESSMENTS'. The 'CPD COURSES' table is highlighted, and the course 'ASIC enforcement and investigations' is circled in red. Below is the 'ASSESSMENTS' table.

Course Start Date	Course Expiry Date	Course Name	Course Content	Available Points	Accrued Points	Certification Date	Renew Course	
13/01/2015	13/01/2016	**FNS50311 - Full Diploma of Finance and Mortgage Broking Management - RPL		10	0			
				10.00				
Course Start Date	Course Expiry Date	Course Name	Course Content	Available Points	Accrued Points	Certification Date	Certificate	Renew Course
08/04/2014	08/04/2015	ASIC enforcement principles		3	3	28/05/2014		
15/01/2015		ASIC enforcement and investigations		2	0			
				5.00	3.00			
Course	Assessment	Status	View Assessment If Applicable	Upload or Commence Assessment	Comments			
**FNS50311 - Full Diploma of Finance and Mortgage Broking Management - RPL	Full Diploma of Finance and Mortgage Broking Management FNS50311 - RPL Student Kit	Satisfactory	View Assessment	Show Details				

4. Click on the + to expand the course content on the left hand side to view each module accordingly. Once you have read through your course content you can commence the relevant assessments.



5. When you are ready to complete your assessments, select the appropriate assessment in the Learning Centre. Once you have selected your chosen assessment to complete you will be guided through this process with on screen instructions.

