



**AAMC**  
TRAINING GROUP

IMPROVING LIVES  
THROUGH EDUCATION

# How to access the Course Content and Assessments via the AAMC Members' Area

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## How to access the course content and assessments

This 'how to' information will guide you through the process to access your course materials, multi-choice and written assessments/case studies.

Detailed below is the content or assessments you will expect to see within your member's area.

- Learning material, multi-choice assessments and written assessments/case studies

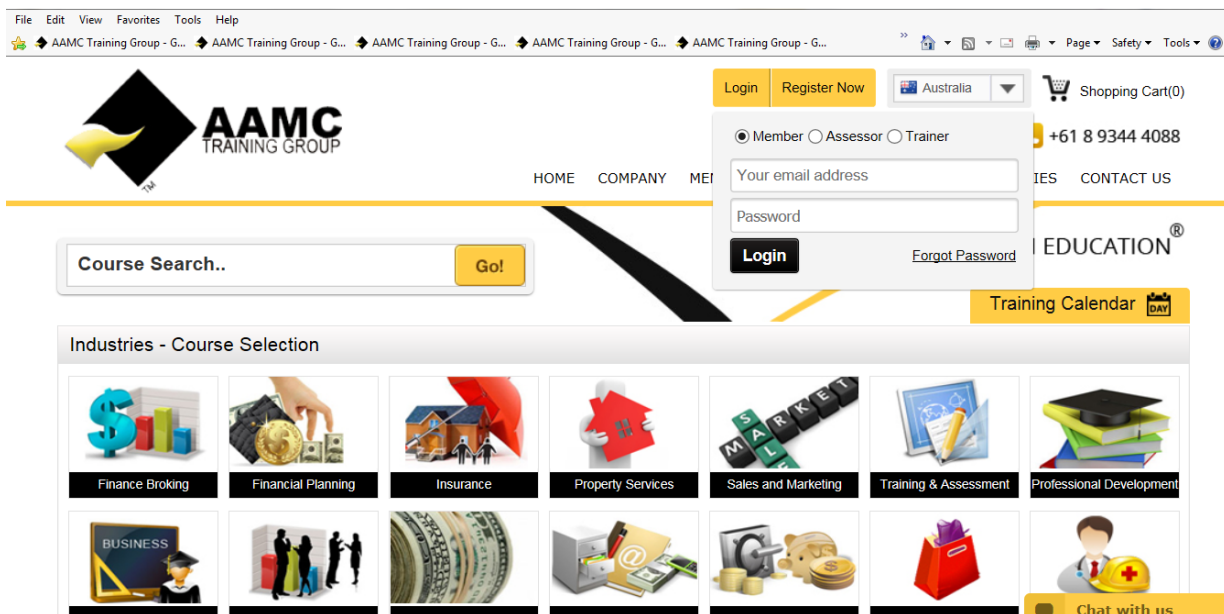
### Should you experience problems with accessing your course:

- 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](http://www.aamctraining.edu.au)

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

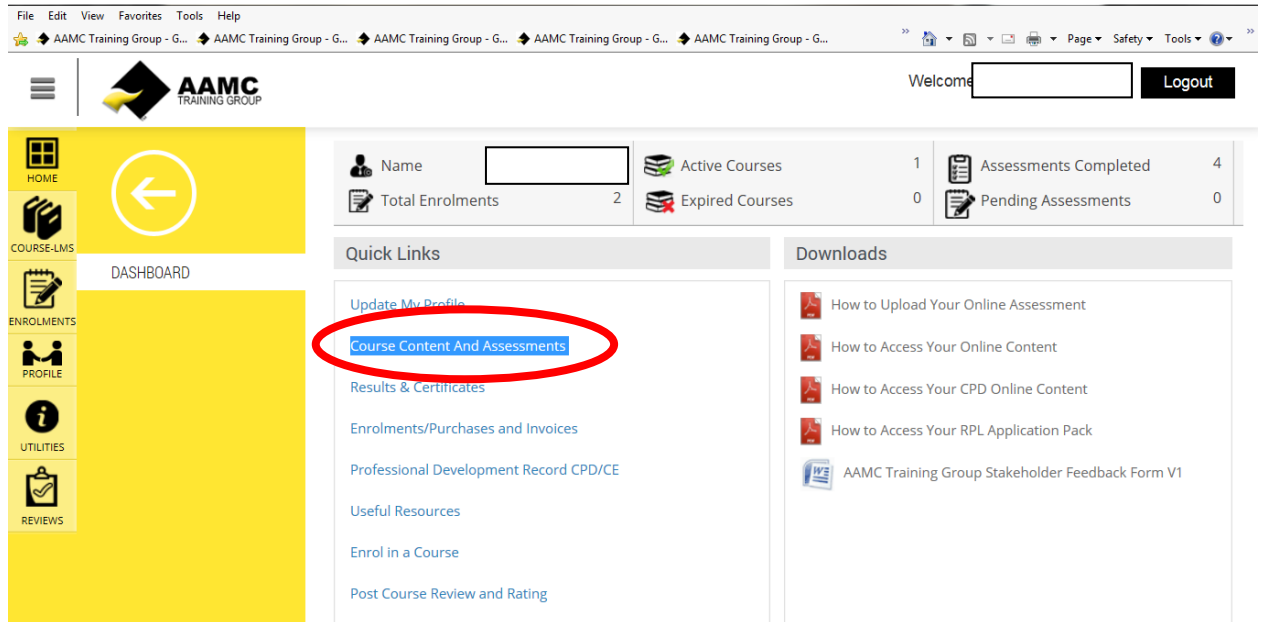
## Step by Step Instructions

1. Please access the AAMC Training website [www.aamctraining.edu.au](http://www.aamctraining.edu.au) and sign into the **AAMC Members' Area**. Enter your username and password which was issued to you upon registration.

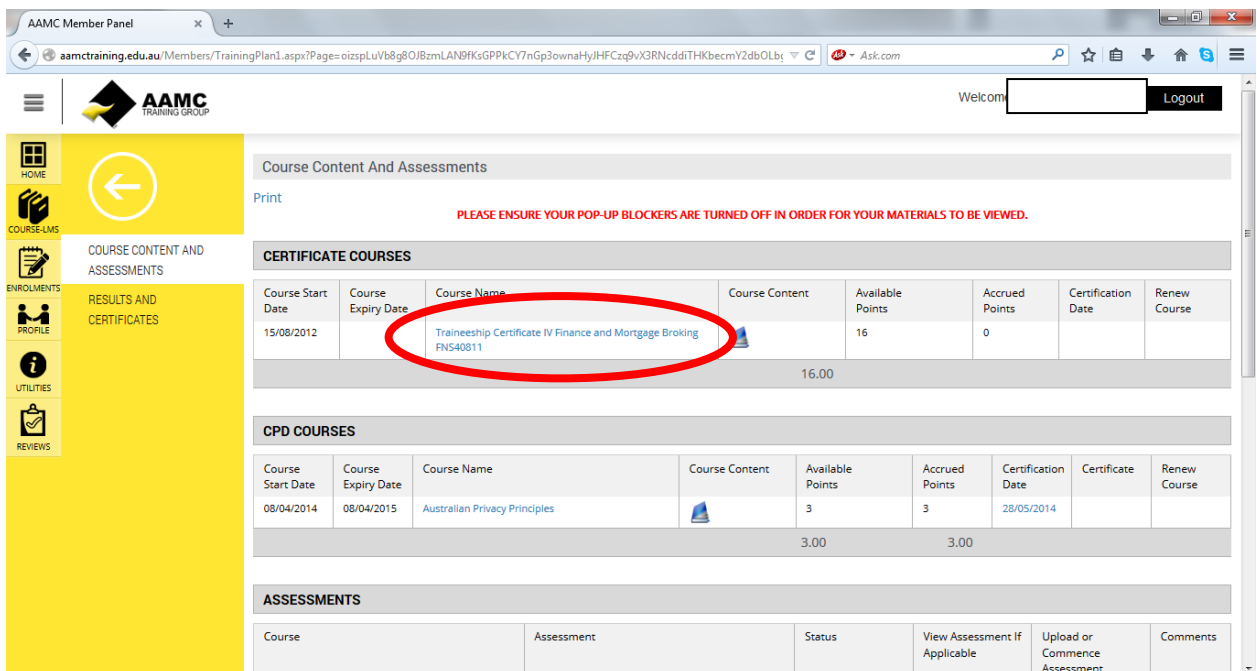


The screenshot shows the AAMC Training Group website interface. At the top left is the AAMC logo. To the right are links for 'Login' and 'Register Now', along with a location dropdown set to 'Australia' and a shopping cart icon. Below this is a navigation menu with 'HOME', 'COMPANY', and 'MEMBERS' (partially visible). A search bar with 'Course Search..' and a 'Go!' button is on the left. On the right, there's a phone number '+61 8 9344 4088' and a 'CONTACT US' link. A 'Training Calendar' button is also visible. The main content area is titled 'Industries - Course Selection' and features a grid of 14 icons representing different industries: Finance Broking, Financial Planning, Insurance, Property Services, Sales and Marketing, Training & Assessment, Professional Development, Business & Management, Marketing & Creative, Law & Legal Services, Accounting & Bookkeeping, Real Estate/Finance, Retail, and a 'Chat with us' button.

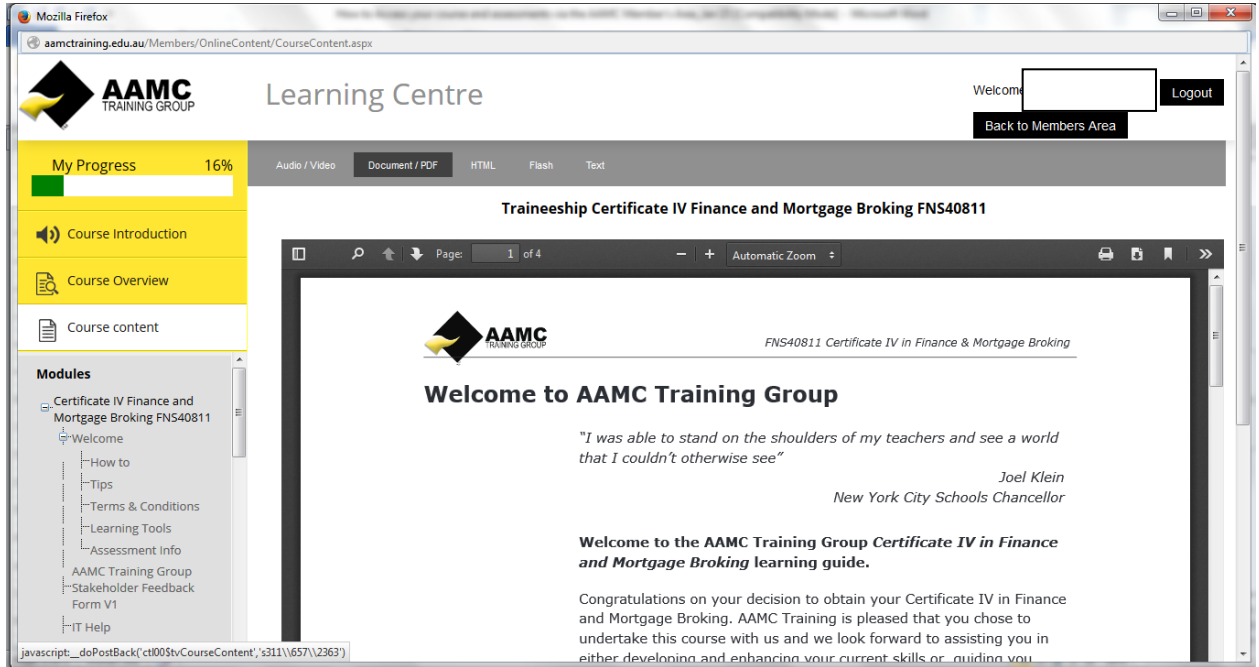
- You can access the course content and assessments by selecting **'Course Content and Assessments'**. This will also show you details of any other certificate/CPD courses you are also enrolled in.



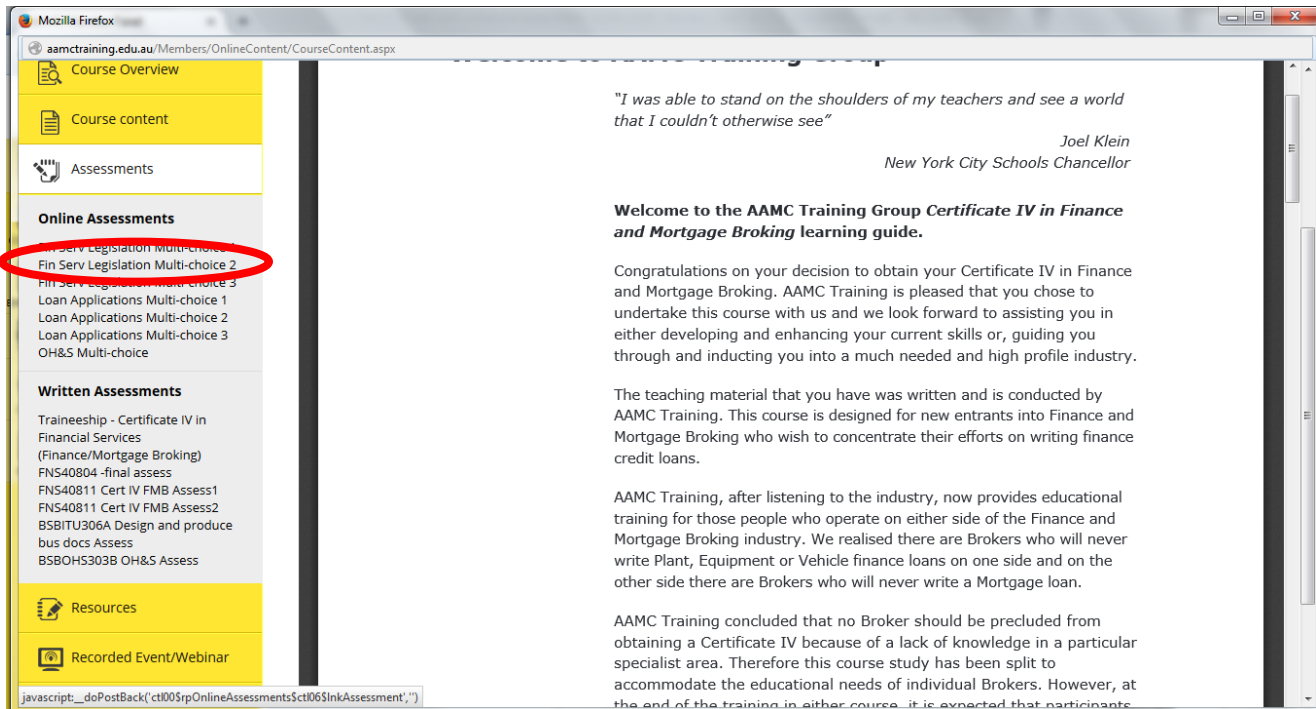
- Now select the course name under the **'Certificate Courses'** heading. This will then open up a new page - the **Learning Centre**. Here you will be able to view the course content along with the assessments. Please ensure all pop-up blockers are turned off. (Try holding down the CTRL key when clicking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



- 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.



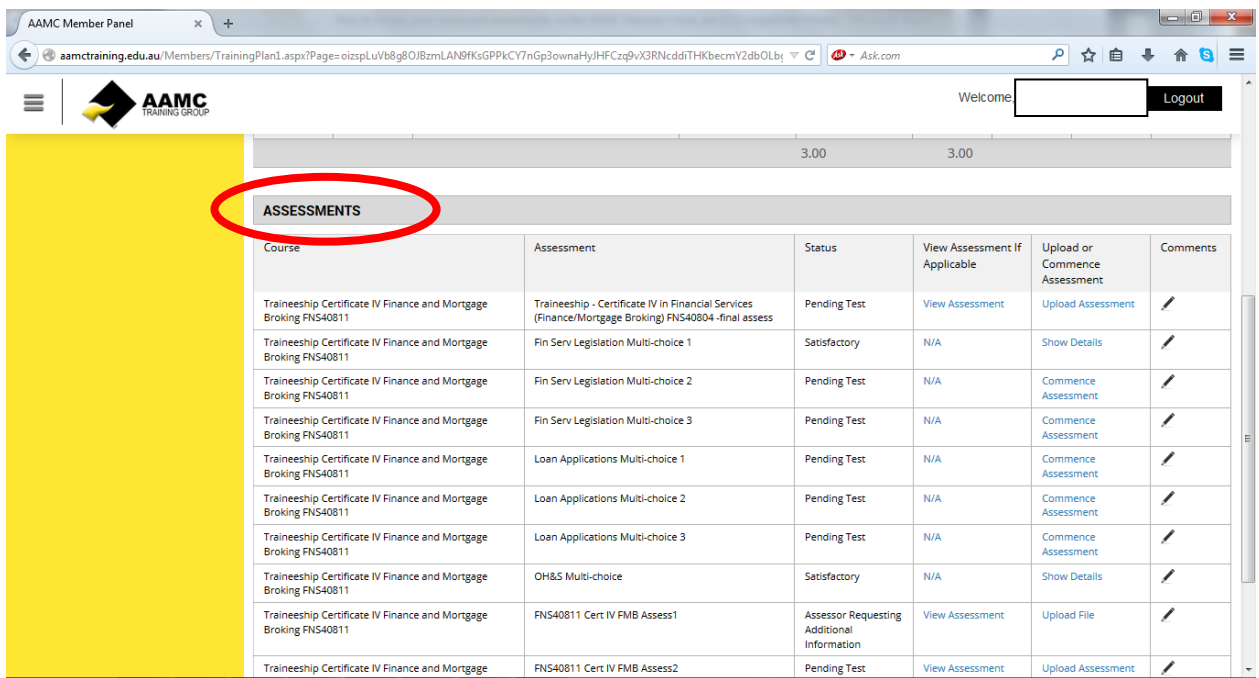
- When you are ready to complete any of your assessments, select the appropriate assessment in the Learning Centre. Once you have selected your chosen assessment to complete you will be guided through this process with on screen instructions.



- Alternatively you can access your assessments from the **'Course Content & Assessments'** page under the assessments heading nearing to the bottom of this page.

Here you can view written assessments/case studies which will download a PDF file. Some of the larger files may take a little longer to download. You can also upload written assessments and complete Multi-choice assessments along with short answer questions.

Once you have selected your chosen assessment to complete you will be guided through this process with on screen instructions.



ASSESSMENTS					
Course	Assessment	Status	View Assessment If Applicable	Upload or Commence Assessment	Comments
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	Traineeship - Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 -final assess	Pending Test	<a href="#">View Assessment</a>	<a href="#">Upload Assessment</a>	<a href="#">✎</a>
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	Fin Serv Legislation Multi-choice 1	Satisfactory	N/A	<a href="#">Show Details</a>	<a href="#">✎</a>
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	Fin Serv Legislation Multi-choice 2	Pending Test	N/A	<a href="#">Commence Assessment</a>	<a href="#">✎</a>
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	Fin Serv Legislation Multi-choice 3	Pending Test	N/A	<a href="#">Commence Assessment</a>	<a href="#">✎</a>
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	Loan Applications Multi-choice 1	Pending Test	N/A	<a href="#">Commence Assessment</a>	<a href="#">✎</a>
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	Loan Applications Multi-choice 2	Pending Test	N/A	<a href="#">Commence Assessment</a>	<a href="#">✎</a>
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	Loan Applications Multi-choice 3	Pending Test	N/A	<a href="#">Commence Assessment</a>	<a href="#">✎</a>
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	OH&S Multi-choice	Satisfactory	N/A	<a href="#">Show Details</a>	<a href="#">✎</a>
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	FNS40811 Cert IV FMB Assess1	Assessor Requesting Additional Information	<a href="#">View Assessment</a>	<a href="#">Upload File</a>	<a href="#">✎</a>
Traineeship Certificate IV Finance and Mortgage Broking FNS40811	FNS40811 Cert. IV FMB Assess2	Pending Test	<a href="#">View Assessment</a>	<a href="#">Upload Assessment</a>	<a href="#">✎</a>