



**How to access and upload
the Online Course and
Assessments
via the
AAMC Members' Area**

Head office: 9/17 Foley Street Balcatta WA 6021 • Tel: 1800 66 2262 • www.aamctraining.edu.au

IMPROVING LIVES THROUGH EDUCATION®

This 'how to' booklet will guide you through the process to access your online course materials, assessments and case studies. The material you have access to will be dependent upon your delivery method chosen at enrolment.

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

- Online students – Online material, online assessments and case studies
- Correspondence and Face to Face students – Online assessments and case studies.

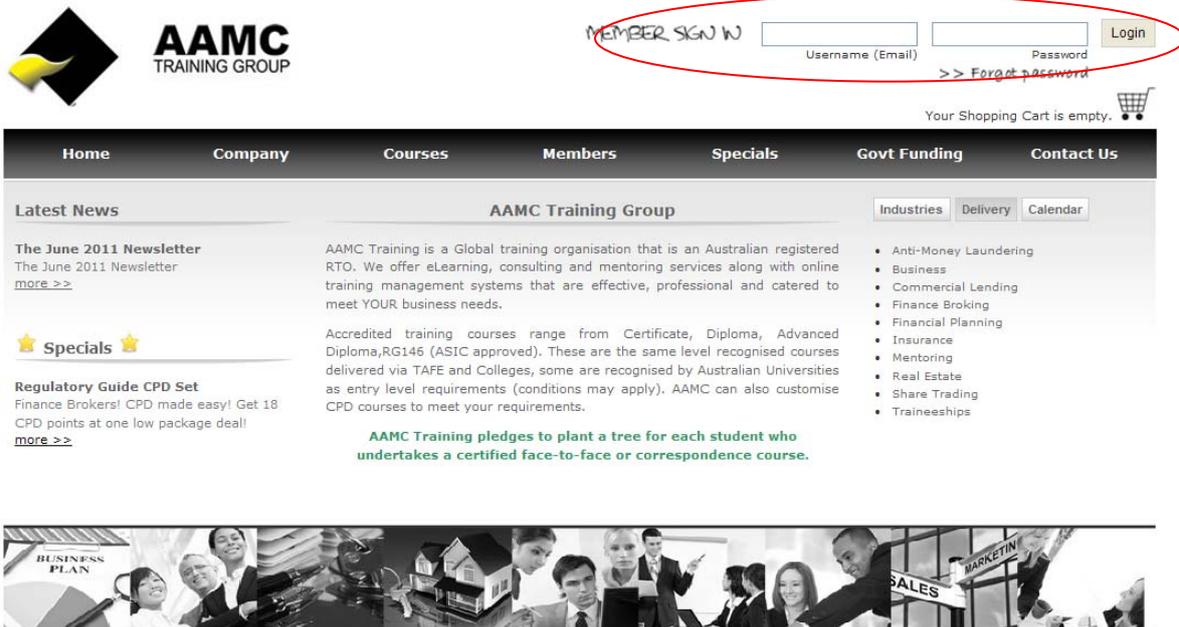
Should you experience problems with accessing your course:

- 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

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.

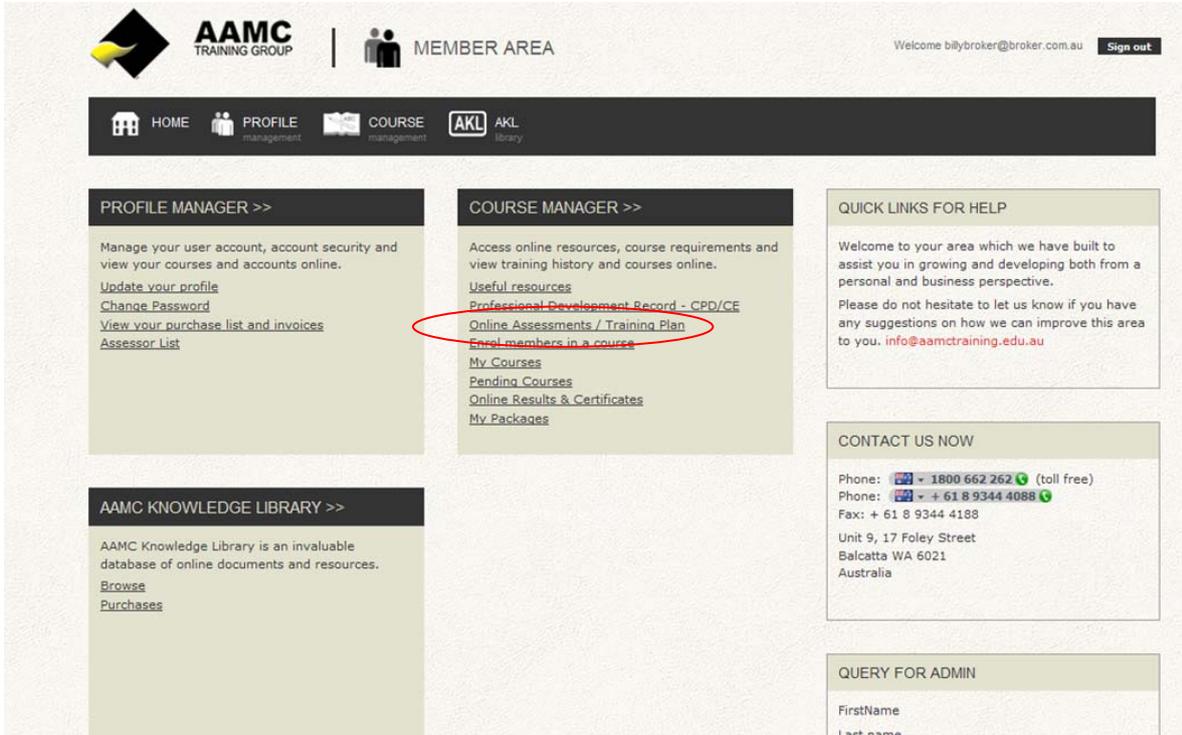
Step by Step Instructions

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 RPL application.



The screenshot shows the AAMC Training Group website. At the top right, there is a login section with the text "MEMBER SIGN W" circled in red. Below this text are two input fields: "Username (Email)" and "Password", followed by a "Login" button. A red circle also encompasses the "Forgot password" link below the password field. Below the login section, there is a shopping cart icon with the text "Your Shopping Cart is empty." The main navigation bar includes links for Home, Company, Courses, Members, Specials, Govt Funding, and Contact Us. The main content area is divided into sections for "Latest News" (including "The June 2011 Newsletter"), "Specials" (including "Regulatory Guide CPD Set"), and a central "AAMC Training Group" section with a list of services and a pledge to plant a tree.

- There are two ways you can access the online course content and assessments, either by selecting **'My Courses'** or **'Online Assessment/Training Plan'**. We have suggested the second option as this will also show you your training plan which details any other certificate/CPD courses you are also enrolled in.



AAMC TRAINING GROUP | MEMBER AREA | Welcome billybroker@broker.com.au | Sign out

HOME | PROFILE management | COURSE management | AKL library

PROFILE MANAGER >>
 Manage your user account, account security and view your courses and accounts online.
[Update your profile](#)
[Change Password](#)
[View your purchase list and invoices](#)
[Assessor List](#)

COURSE MANAGER >>
 Access online resources, course requirements and view training history and courses online.
[Useful resources](#)
[Professional Development Record - CPD/CE](#)
[Online Assessments / Training Plan](#) (circled in red)
[Enrol members in a course](#)
[My Courses](#)
[Pending Courses](#)
[Online Results & Certificates](#)
[My Packages](#)

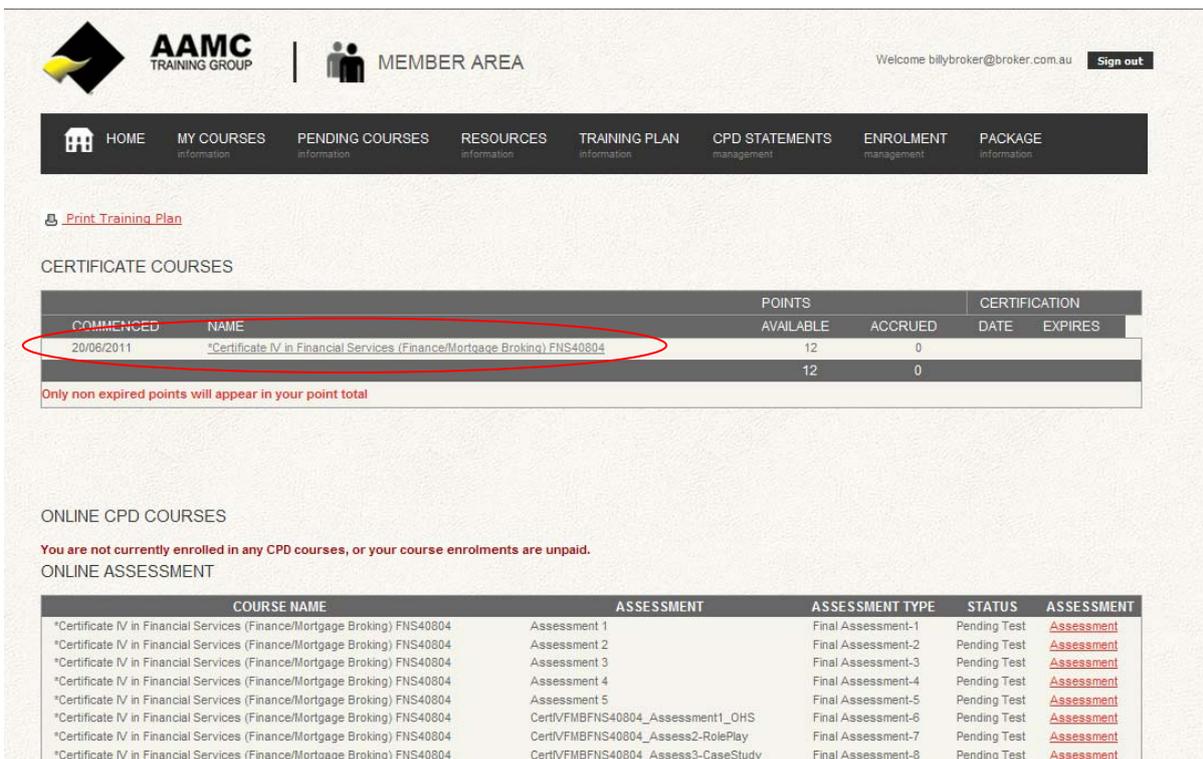
QUICK LINKS FOR HELP
 Welcome to your area which we have built to assist you in growing and developing both from a personal and business perspective.
 Please do not hesitate to let us know if you have any suggestions on how we can improve this area to you. info@aamctraining.edu.au

CONTACT US NOW
 Phone: +61 8 9344 4088 (toll free)
 Phone: +61 8 9344 4088
 Fax: +61 8 9344 4188
 Unit 9, 17 Foley Street
 Balcatta WA 6021
 Australia

QUERY FOR ADMIN
 First Name
 Last Name

AAMC KNOWLEDGE LIBRARY >>
 AAMC Knowledge Library is an invaluable database of online documents and resources.
[Browse](#)
[Purchases](#)

- Now select the course name under the **'Certificate Courses'** heading. This will allow you to view the course content along with the online assessments. (Try holding down the CTRL key when clicking on your course if it does not respond by simply selecting it.)



AAMC TRAINING GROUP | MEMBER AREA | Welcome billybroker@broker.com.au | Sign out

HOME | MY COURSES information | PENDING COURSES information | RESOURCES information | TRAINING PLAN information | CPD STATEMENTS management | ENROLMENT management | PACKAGE information

[Print Training Plan](#)

CERTIFICATE COURSES

| COMMENCED | NAME | POINTS | | CERTIFICATION | |
|------------|---|-----------|---------|---------------|---------|
| | | AVAILABLE | ACCRUED | DATE | EXPIRES |
| 20/06/2011 | *Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 | 12 | 0 | | |
| | | 12 | 0 | | |

Only non expired points will appear in your point total

ONLINE CPD COURSES
 You are not currently enrolled in any CPD courses, or your course enrolments are unpaid.

ONLINE ASSESSMENT

| COURSE NAME | ASSESSMENT | ASSESSMENT TYPE | STATUS | ASSESSMENT |
|---|-------------------------------------|--------------------|--------------|----------------------------|
| *Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 | Assessment 1 | Final Assessment-1 | Pending Test | Assessment |
| *Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 | Assessment 2 | Final Assessment-2 | Pending Test | Assessment |
| *Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 | Assessment 3 | Final Assessment-3 | Pending Test | Assessment |
| *Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 | Assessment 4 | Final Assessment-4 | Pending Test | Assessment |
| *Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 | Assessment 5 | Final Assessment-5 | Pending Test | Assessment |
| *Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 | CertIVFMBFNS40804_Assessment1_OHS | Final Assessment-6 | Pending Test | Assessment |
| *Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 | CertIVFMBFNS40804_Assess2-RolePlay | Final Assessment-7 | Pending Test | Assessment |
| *Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 | CertIVFMBFNS40804_Assess3-CaseStudy | Final Assessment-8 | Pending Test | Assessment |

- 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. If you are a Correspondence or Face to Face student you will not see any content - only the assessments will be available.



NO Contents
 With Contents

***Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804**

Please click on modules to view the contents.

- Modules**
- + *Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 (Provide finance and/or mortgage broking services)
 - Welcome
 - How to..
 - Tips
 - Terms & Conditions
 - Learning tools
 - AAMC Training Group
 - IT Help
 - Copyright
 - Overview
 - Modules 01-11
 - Section 01
 - Section 02
 - Section 03
 - Section 04
 - Section 05

- When you are ready to complete your assessments, select the appropriate assessment. You will note that you can also complete your assessments in the Online Assessments/Training Plan area. See screen print in step 3.



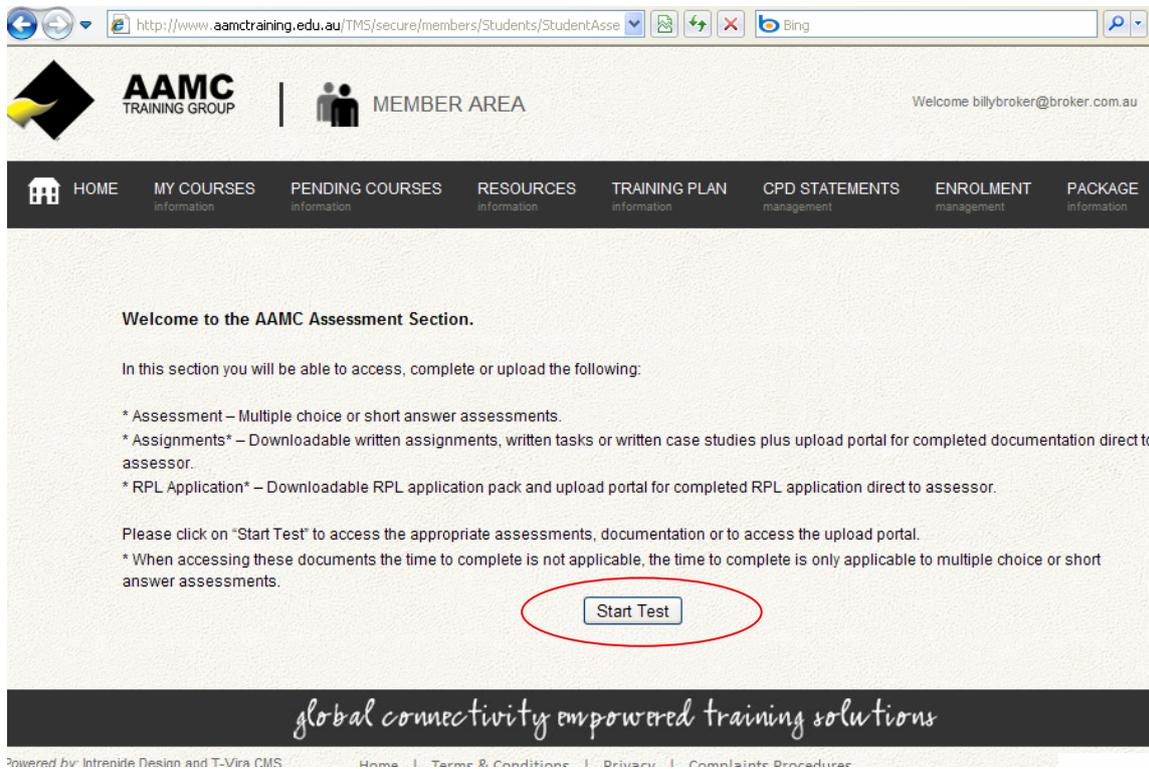
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 With Contents

***Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804**

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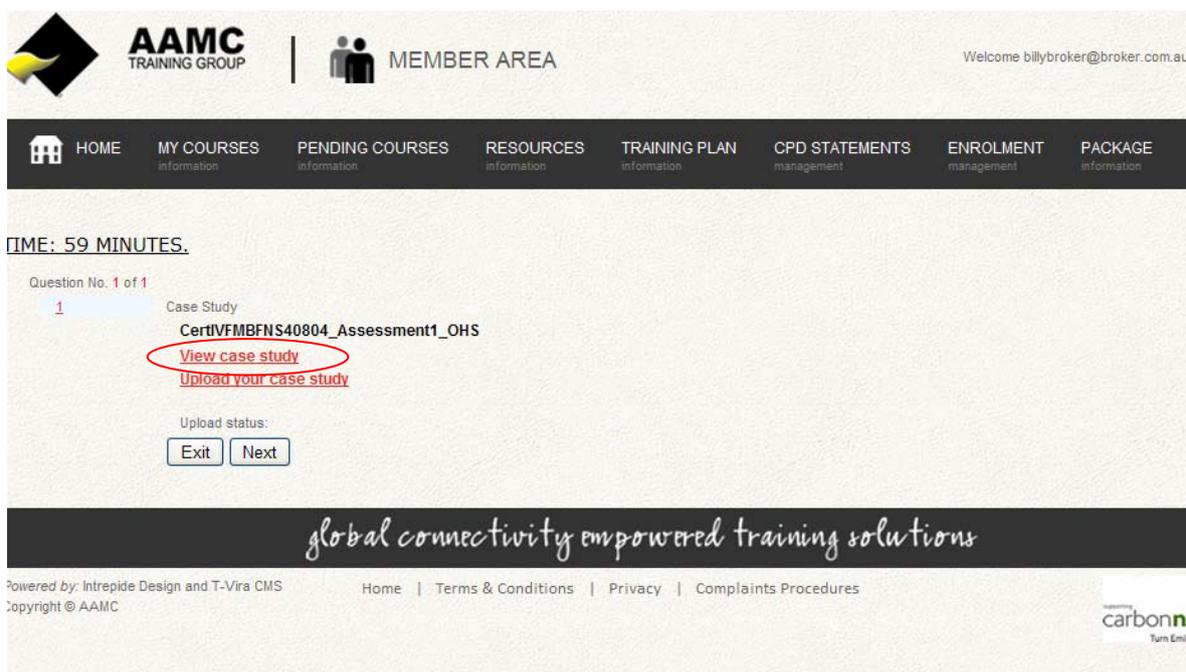
- Modules**
- + *Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 (Provide finance and/or mortgage broking services)
- Assessments**
- Assessment 1
 - Assessment 2
 - Assessment 3
 - Assessment 4
 - Assessment 5
 - CertIVFMBFNS40804_Assessment1_OHS
 - CertIVFMBFNS40804_Assess2-RolePlay
 - CertIVFMBFNS40804_Assess3-CaseStudy

6. Select **Start Test** to commence your assessment. Upon completion of your online assessment you will receive email confirmation of your result.



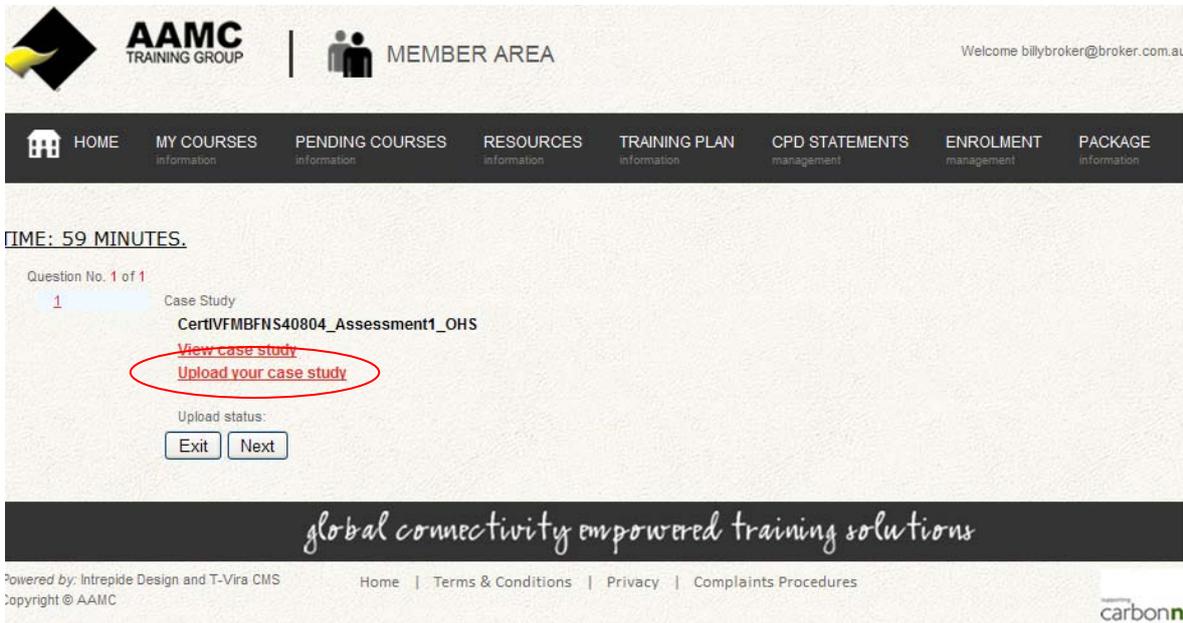
The screenshot shows a web browser window with the URL <http://www.aamctraining.edu.au/TM5/secure/members/Students/StudentAsse>. The page header includes the AAMC TRAINING GROUP logo, a 'MEMBER AREA' icon, and a welcome message for 'billybroker@broker.com.au'. A navigation menu contains links for HOME, MY COURSES, PENDING COURSES, RESOURCES, TRAINING PLAN, CPD STATEMENTS, ENROLMENT, and PACKAGE. The main content area is titled 'Welcome to the AAMC Assessment Section.' and lists available actions: Assessment, Assignments, and RPL Application. A 'Start Test' button is highlighted with a red circle. The footer includes the slogan 'global connectivity empowered training solutions' and technical details.

7. Once you have completed all of your online assessments, you will need to view, print and complete your case studies/tasks.

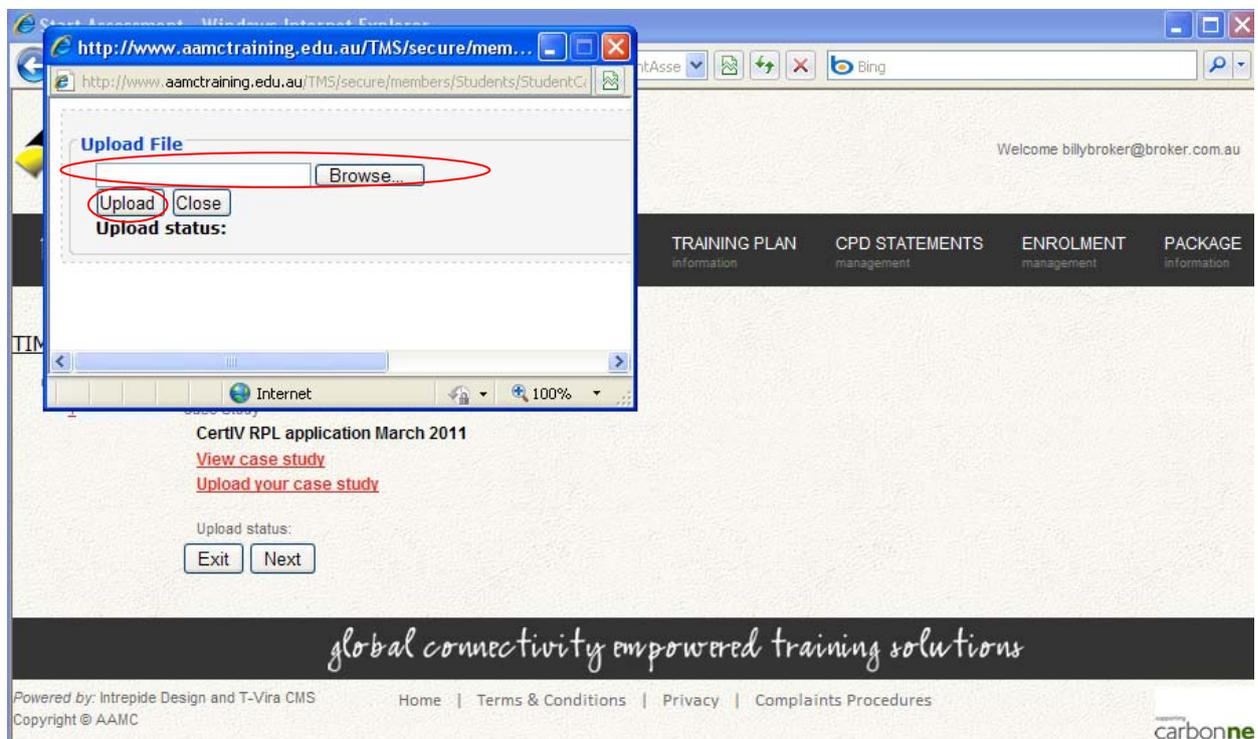


The screenshot shows the AAMC Member Area interface for a case study assessment. The header and navigation menu are identical to the previous screenshot. The main content area displays 'TIME: 59 MINUTES.' and 'Question No. 1 of 1'. The question is identified as 'Case Study' and 'CertIVFMBFNS40804_Assessment1_OHS'. Two red circles highlight the 'View case study' and 'Upload your case study' links. Below these links, the 'Upload status:' section contains 'Exit' and 'Next' buttons. The footer features the same slogan and technical information as the previous screenshot, along with a 'carbonn' logo.

8. Now you have completed your case study you have the ability to electronically upload your submission directly to the assessor in an electronic format (Word, Excel, PDF, etc.). In order to do this you will need to **save your files into one document** only, and retrace your steps to the following page. This time select **Upload your case study**.



9. Select **Browse** to search your directory for your saved document. Once selected, your file path will show in the description. If this is the correct document you can select **Upload**.



10. You will now see that you have successfully uploaded your case study. You now need to select the **Close** tab. ***If you do not close this page your upload will not submit to the assessor.*** The assessor will contact you should any additional information be required, or if marked as competent, an email will be sent to you advising you of your result.

