

**AAMC**  
TRAINING GROUP

IMPROVING LIVES  
THROUGH EDUCATION

# How to access and upload the RPL Application Pack via the AAMC Members' Area

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## How to access and upload the RPL pack.

This 'how to' booklet will guide you through accessing the RPL application pack and uploading it via the AAMC Training Group portal to your nominated assessor.

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 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](http://www.aamctraining.edu.au) and sign into the **AAMC Members' Area**. Select country. Click Login. Enter you're your email address and password.



2. Selecting '**Course-LMS**' -> '**Course Content and Assessments**'.

HOME  
COURSE LMS  
ENROLLMENTS  
PROFILE  
RESULTS AND CERTIFICATES  
UTILITIES  
REVIEWS  
LOGOUT

Online Content And Assessment

PLEASE ENSURE YOUR POP-UP BLOCKERS ARE TURNED OFF IN ORDER FOR YOUR MATERIALS TO BE VIEWED.

**CERTIFICATE COURSES**

Course Start Date	Course Expiry Date	Course Name	Course Content	Available Points	Accrued Points	Certification Date	Renew Course
20/10/2014	20/10/2015	FNS50311 Diploma of Finance and Mortgage Broking Management - Upgrade - Completed via MFAA Certified Mentor Programme		10	0		
20/10/2014	20/10/2015	TestingDiwaliCourse		45	0		
29/10/2014	14/10/2015	**FNS50311 - Full Diploma of Finance and Mortgage Broking Management		30	0		
30/10/2014	30/10/2015	Cahoot Course		12	0		
				97.00			

**ONLINE CPD COURSES**

Course Start Date	Course Expiry Date	Course Name	Course Content	Available Points	Accrued Points	Certification Date	Renew Course
20/10/2014	20/10/2015	Credit Reporting Privacy Code		3	0		
20/10/2014	20/10/2015	Anti-Money Laundering and Counter-Terrorism Financing - CPD Course		1	0		

- Under **Certificate Courses**, select relevant RPL course under **Course Name**. This will take you to the learning centre where you can access content or take assessment.

**CERTIFICATE COURSES**

Course Start Date	Course Expiry Date	Course Name	Course Content	Available Points	Accrued Points	Certification Date	Renew Course
20/10/2014	20/10/2015	FNS50311 Diploma of Finance and Mortgage Broking Management - Upgrade - Completed via MFAA Certified Mentor Programme		10	0		
20/10/2014	20/10/2015	TestingDiwaliCourse		45	0		
21/10/2014	21/10/2015	***FNS40811 - Certificate IV Finance and Mortgage Broking		16	0		
29/10/2014	14/10/2015	**FNS50311 - Full Diploma of Finance and Mortgage Broking Management		30	0		
30/10/2014	30/10/2015	Cahoot Course		12	0		
05/11/2014	05/11/2015	*Advice in Life Insurance Tier 1 - (DFS 2)		3	0		
05/11/2014	05/11/2015	*RPL Certificate IV in Credit Management FNS40111		12	0		
				128.00			

- To access the content, click **Course content**.
- Click **Assessments** to check **Online Assessments** or **Written Assessments**. Assessment could be multiple-choice, short answer or case study.
- Click the assessment you want to take.

FNS40111Cert IV Credit Mgt RPL

[Back to members home page](#)

[Back to Content & Assessment](#)

[View Assessment](#)

[Upload your Assessment](#)

- To view case study, click **View Assessment**. After you complete the Assessment, upload it. Click **Upload your Assessment**.

## Financial Services Legislation & Compliance Assessment

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[View Assessment](#)

[Upload your Assessment](#)

- To browse for your file, click "**Browse**". Select your file and click "**Open**"

## Financial Services Legislation & Compliance Assessment

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[View Assessment](#)

[Upload your Assessment](#)

**\*\*Please do not use the Browser Close Button x to complete your assessment upload.  
\*\*Ensure you follow steps 1 to 4 when uploading.**

You can upload your assessment in 5 parts only  
You have a maximum upload limit of 20MB for each assessment part.

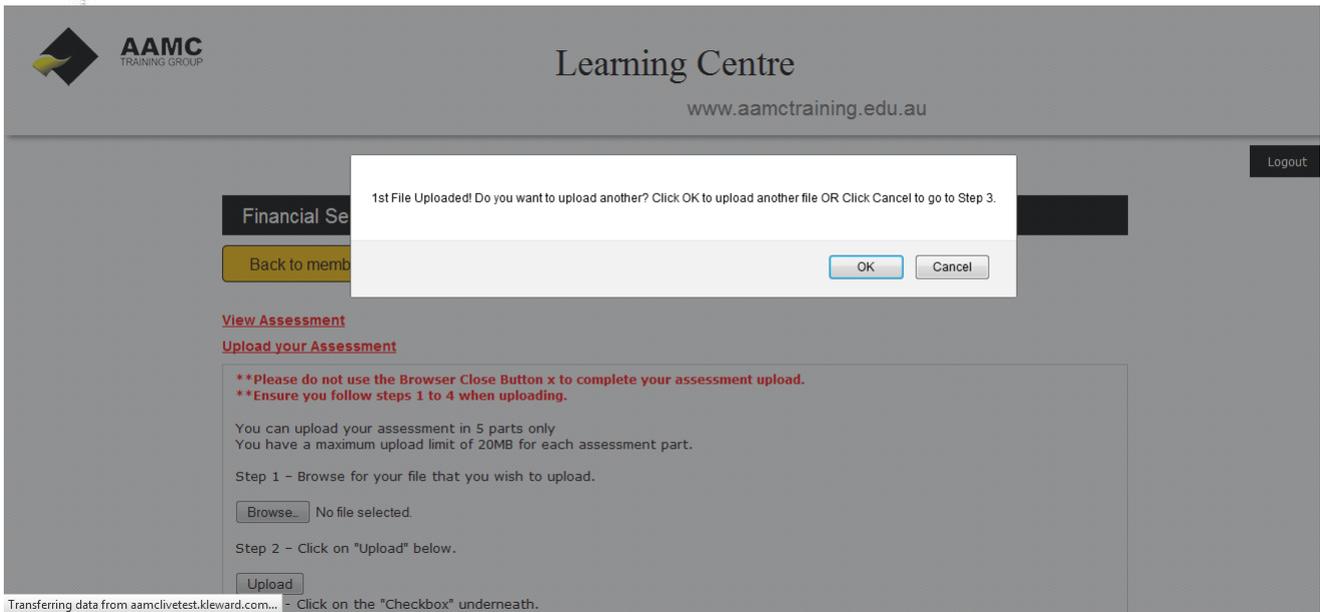
Step 1 - Browse for your file that you wish to upload.

No file selected.

Step 2 - Click on "Upload" below.

Step 3 - Click on the "Checkbox" underneath.

- Once you have selected your file, click "**Upload**". Please allow the system to process your attachment – this may take a few minutes depending on the size of your attachment.
- A new pop-up will appear saying "1st File Uploaded! Do you want to upload another? Click OK to upload another file OR Click Cancel to go to Step 3." If you have another file to upload, click **OK** and proceed as before. If no more file, click **Cancel**.



The screenshot shows the AAMC Learning Centre website. At the top left is the AAMC Training Group logo. The page title is "Learning Centre" with the URL "www.aamctraining.edu.au" below it. A "Logout" button is in the top right. A central dialog box asks: "1st File Uploaded! Do you want to upload another? Click OK to upload another file OR Click Cancel to go to Step 3." Below the dialog, there is a "Back to members home page" button. The main content area is titled "Financial Services" and "View Assessment". Under "Upload your Assessment", there are instructions: "\*\*Please do not use the Browser Close Button x to complete your assessment upload." and "\*\*Ensure you follow steps 1 to 4 when uploading." It states: "You can upload your assessment in 5 parts only. You have a maximum upload limit of 20MB for each assessment part." Step 1: "Browse for your file that you wish to upload." with a "Browse..." button and "No file selected." Step 2: "Click on 'Upload' below." with an "Upload" button. At the bottom, a status bar says: "Transferring data from aamclivetest.kleward.com... - Click on the 'Checkbox' underneath."

9. You will need to confirm that the work you have submitted is your own by checking the Check box.
10. To go back to home page, click **Back to members home page**. To go back to training plan page , click **Back to Online content & Assessment**.