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:

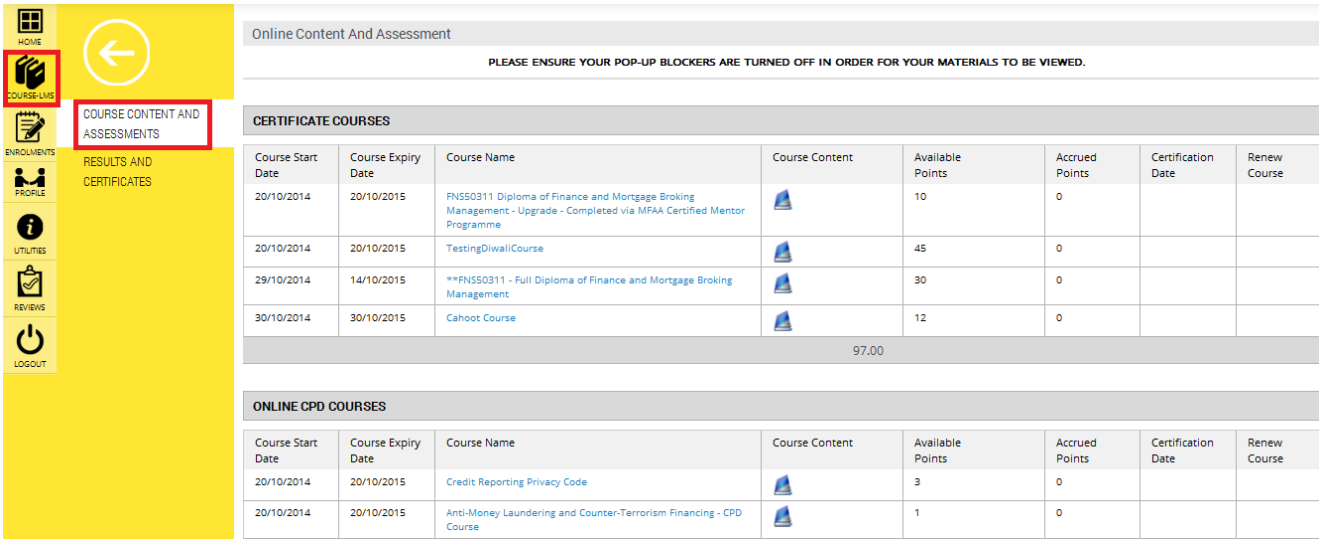
- **ensure that you allow pop-ups for our website.**
- our **correct web address** must be used to gain access to your members area: ***www.aamctraining.edu.au***

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.

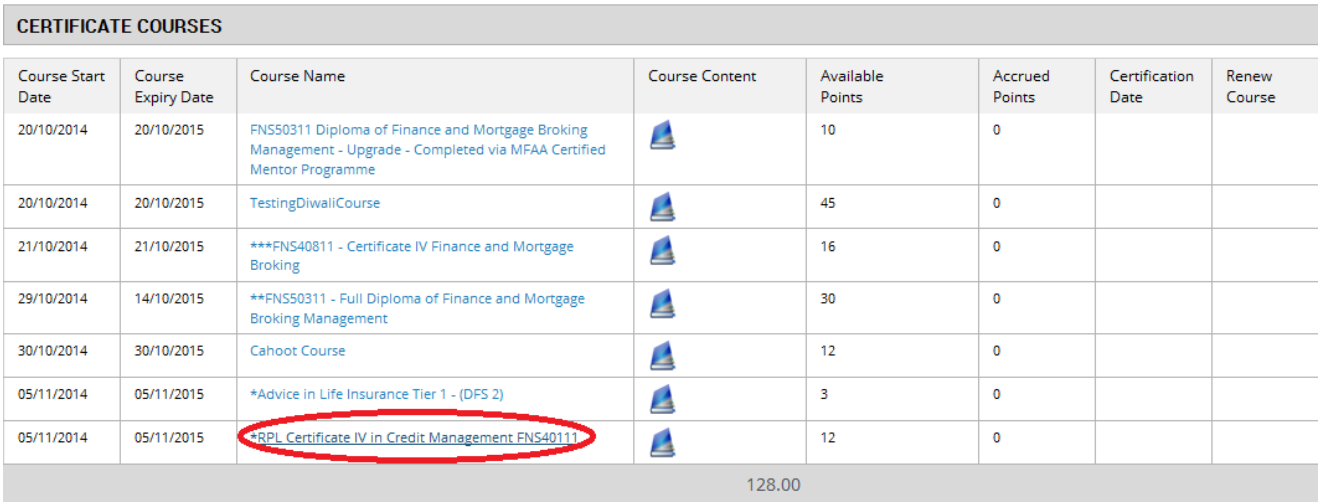
Step by Step Instructions

1. Please access the AAMC website www.aamctraining.edu.au and sign into the **AAMC Members' Area.** Select country. Click Login. Enter you're your email address and password.

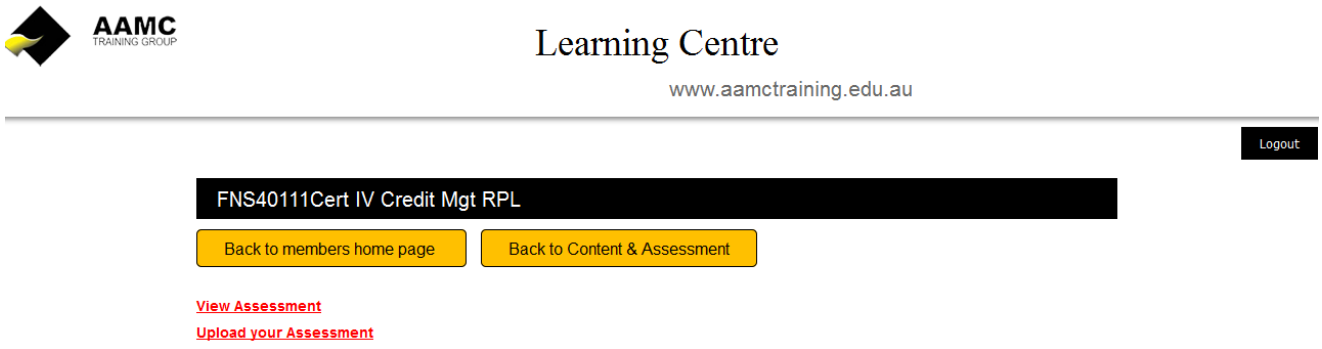
2. Selecting **'Course-LMS' -> 'Course Content and Assessments'**.



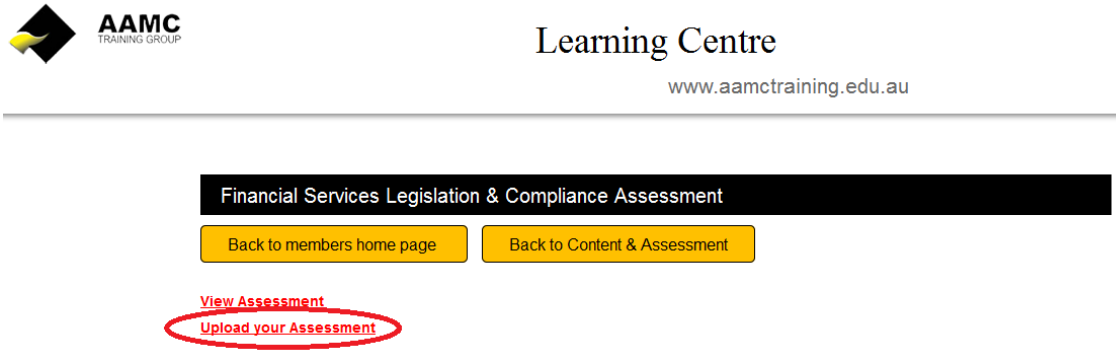
3. Under **Certificate Courses**, select relevant RPL course under **Course Name**. This will take you to the learning centre where you can access content or take assessment.



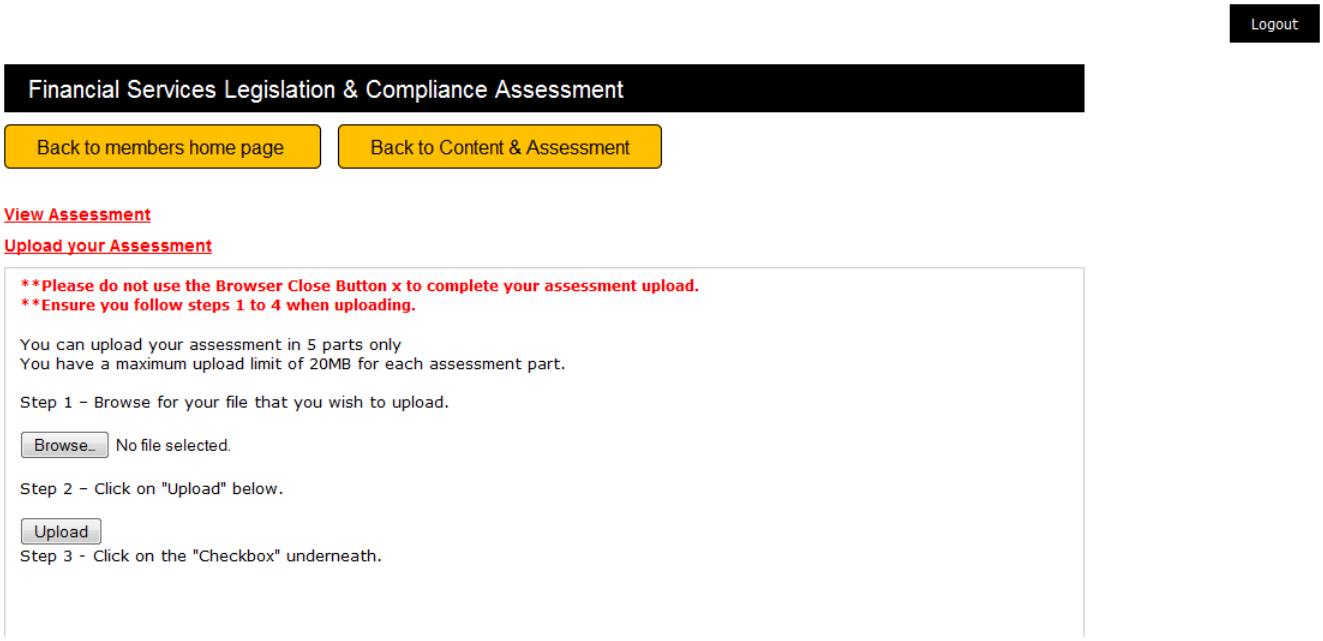
4. To access the content, click **Course content.**
5. Click **Assessments** to check **Online Assessments** or **Written Assessments**. Assessment could be multiple-choice, short answer or case study.
6. Click the assessment you want to take.



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

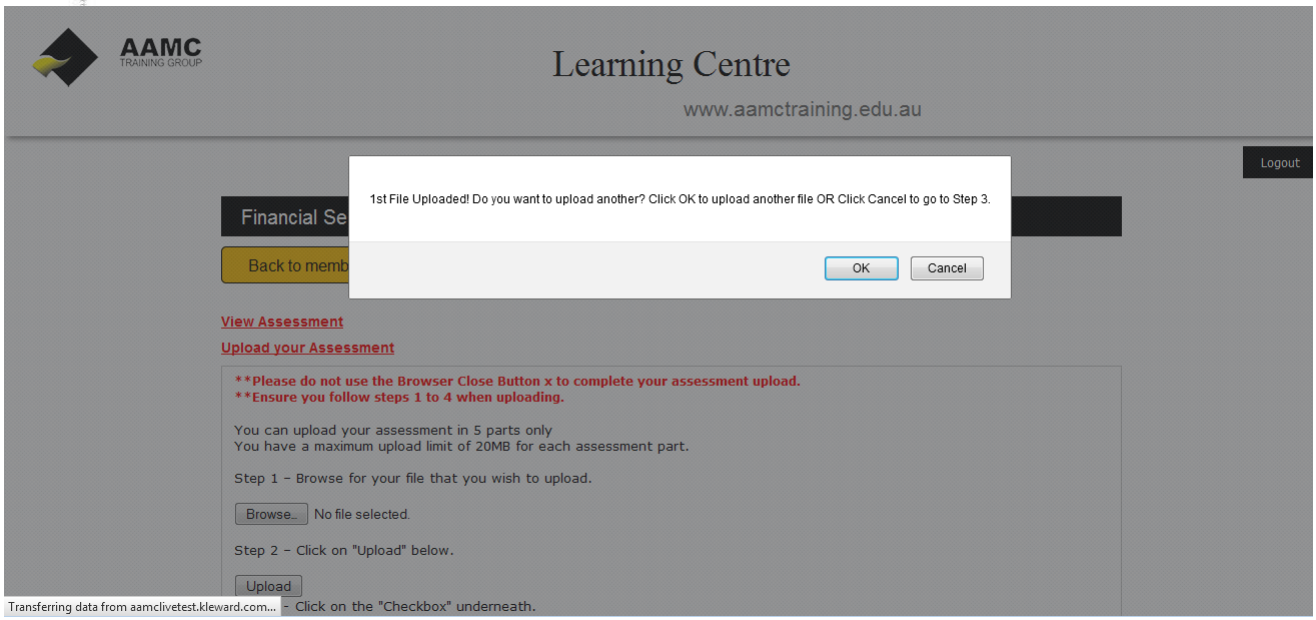


6. To browse for your file, click "**Browse".** Select your file and click **"Open"**



7. 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.

8. 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.**



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.**