

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.

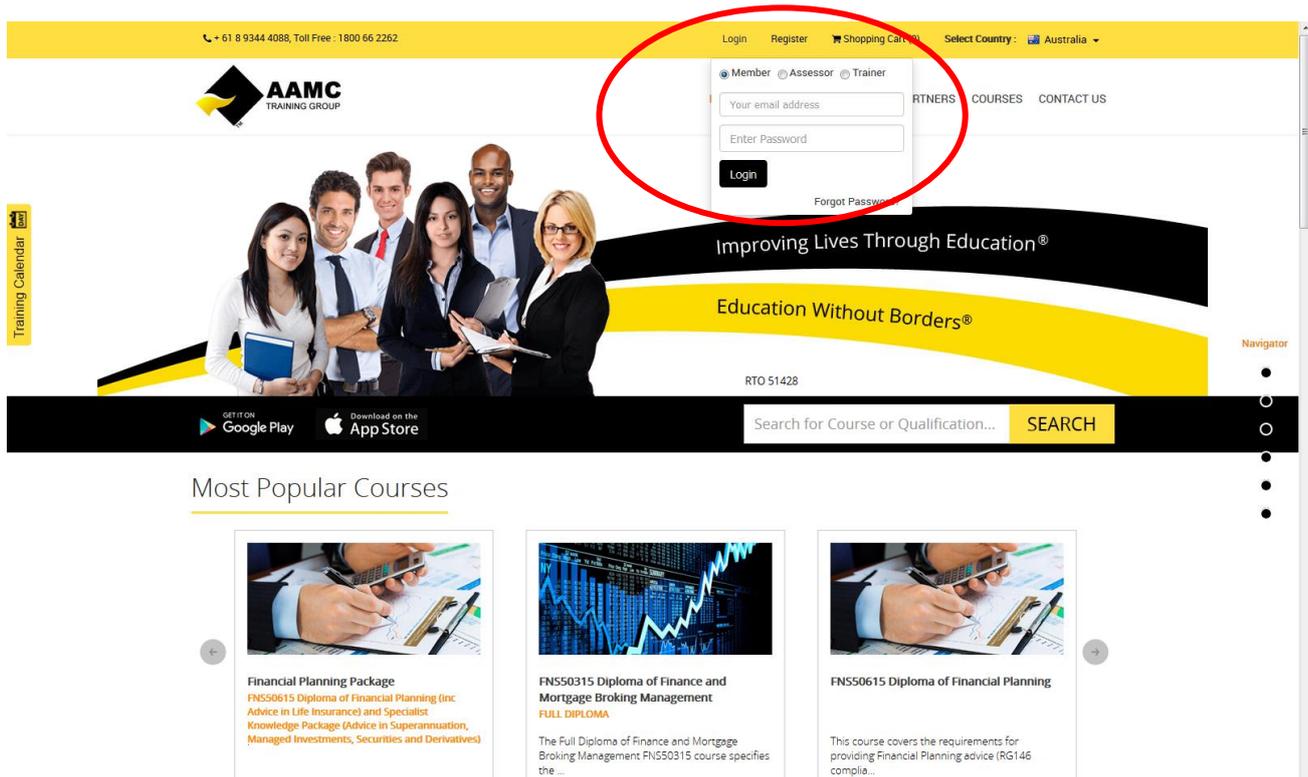
Should you experience problems with accessing your course:

- **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**. Enter your username and password which was issued to you upon enrolment for your RPL application.



The screenshot shows the AAMC website homepage. At the top, there is a yellow navigation bar with links for 'Login', 'Register', 'Shopping Cart', and 'Select Country: Australia'. Below this is the AAMC logo and a navigation menu with 'MEMBERS', 'COURSES', and 'CONTACT US'. A red circle highlights the login form, which includes fields for 'Your email address' and 'Enter Password', a 'Login' button, and a 'Forgot Password' link. The main content area features a group of diverse professionals and the tagline 'Improving Lives Through Education®' and 'Education Without Borders®'. At the bottom, there is a search bar and a section titled 'Most Popular Courses' with three course cards: 'Financial Planning Package', 'FNS50315 Diploma of Finance and Mortgage Broking Management', and 'FNS50615 Diploma of Financial Planning'.

2. Select **"Course Content & Assessments"** under Quick Links.

The screenshot shows the AAMC Training Group dashboard. On the left is a navigation menu with icons for HOME, COURSE-LMS, DASHBOARD, ENROLMENTS, PROFILE, UTILITIES, and REVIEWS. The main content area includes a user profile summary with fields for Name, Total Enrolments (2), Active Courses (1), Expired Courses (0), Assessments Completed (4), and Pending Assessments (0). Below this is a 'Quick Links' section with several options: Update My Profile, **Course Content And Assessments** (circled in red), Results & Certificates, Enrolments/Purchases and Invoices, Professional Development Record CPD/CE, Useful Resources, Enrol in a Course, and Post Course Review and Rating. To the right is a 'Downloads' section with links to various guides and forms.

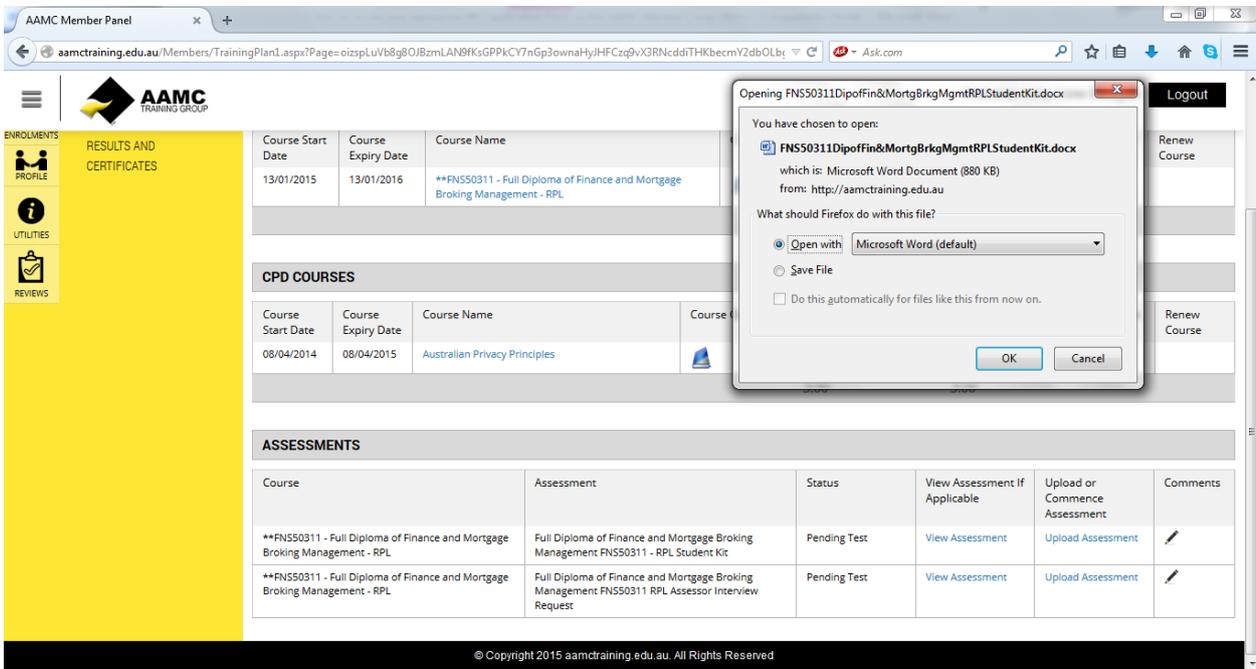
3. Under the **Assessments** tab you will see two assessments relating to your RPL course. One being an RPL Student Kit and the other being an Interview Request for the assessor. Click on **"View Assessment"** to open these documents.

The screenshot shows the AAMC Member Panel. The left navigation menu is set to 'RESULTS AND CERTIFICATES'. The main content area displays three sections: 'ENROLMENTS', 'CPD COURSES', and 'ASSESSMENTS'. The 'ASSESSMENTS' section contains a table with the following data:

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	Pending Test	View Assessment	Upload Assessment	
**FNS50311 - Full Diploma of Finance and Mortgage Broking Management - RPL	Full Diploma of Finance and Mortgage Broking Management FNS50311 RPL Assessor Interview Request	Pending Test	View Assessment	Upload Assessment	

The 'View Assessment' links in the table are circled in red. The footer of the page reads '© Copyright 2015 aamctraining.edu.au. All Rights Reserved' and the system clock shows 2:47 PM on 13/01/2015.

- This will allow you to download and print the RPL documents. The RPL Student Kit document gives you full Step-by-Step instructions as to how you complete the process of RPL.



The screenshot shows the AAMC Member Panel interface. A dialog box is open over the page, asking for confirmation to open a Microsoft Word document. The background page shows sections for 'RESULTS AND CERTIFICATES', 'CPD COURSES', and 'ASSESSMENTS'.

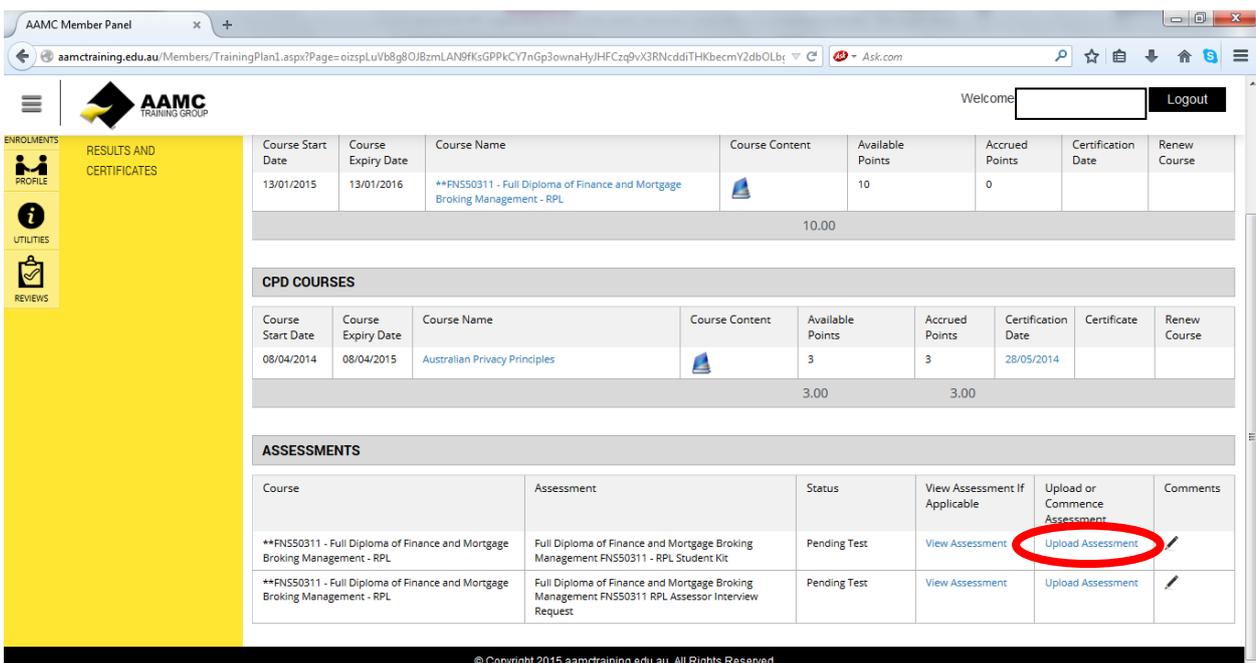
Course Start Date	Course Expiry Date	Course Name
13/01/2015	13/01/2016	**FNS50311 - Full Diploma of Finance and Mortgage Broking Management - RPL

Course Start Date	Course Expiry Date	Course Name
08/04/2014	08/04/2015	Australian Privacy Principles

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	Pending Test	View Assessment	Upload Assessment	✎
**FNS50311 - Full Diploma of Finance and Mortgage Broking Management - RPL	Full Diploma of Finance and Mortgage Broking Management FNS50311 RPL Assessor Interview Request	Pending Test	View Assessment	Upload Assessment	✎

- Once you have completed the RPL assessments you now need 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 a maximum of 5 documents**, and retrace the above steps only this time select **"Upload Assessment"**.



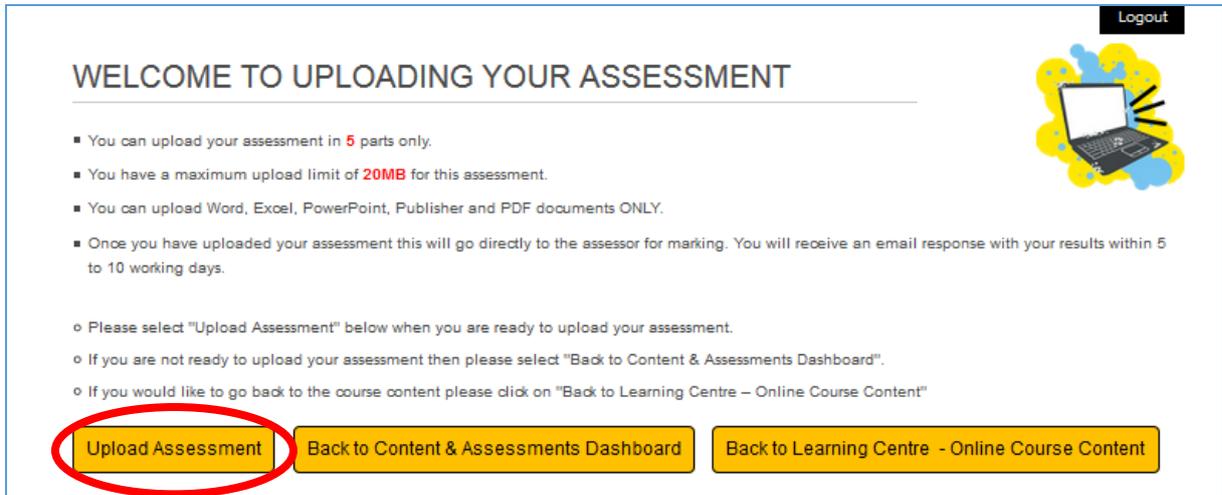
The screenshot shows the AAMC Member Panel interface with the 'ASSESSMENTS' table. The 'Upload Assessment' link in the second row is circled in red.

Course Start Date	Course Expiry Date	Course Name	Course Content	Available Points	Accrued Points	Certification Date	Certificate	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	Australian Privacy Principles		3	3	28/05/2014		
				3.00	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	Pending Test	View Assessment	Upload Assessment	✎
**FNS50311 - Full Diploma of Finance and Mortgage Broking Management - RPL	Full Diploma of Finance and Mortgage Broking Management FNS50311 RPL Assessor Interview Request	Pending Test	View Assessment	Upload Assessment	✎

6. Read through the information on this page and then select **"Upload assessment"**.



Logout

WELCOME TO UPLOADING YOUR ASSESSMENT

- You can upload your assessment in **5** parts only.
- You have a maximum upload limit of **20MB** for this assessment.
- You can upload Word, Excel, PowerPoint, Publisher and PDF documents ONLY.
- Once you have uploaded your assessment this will go directly to the assessor for marking. You will receive an email response with your results within 5 to 10 working days.

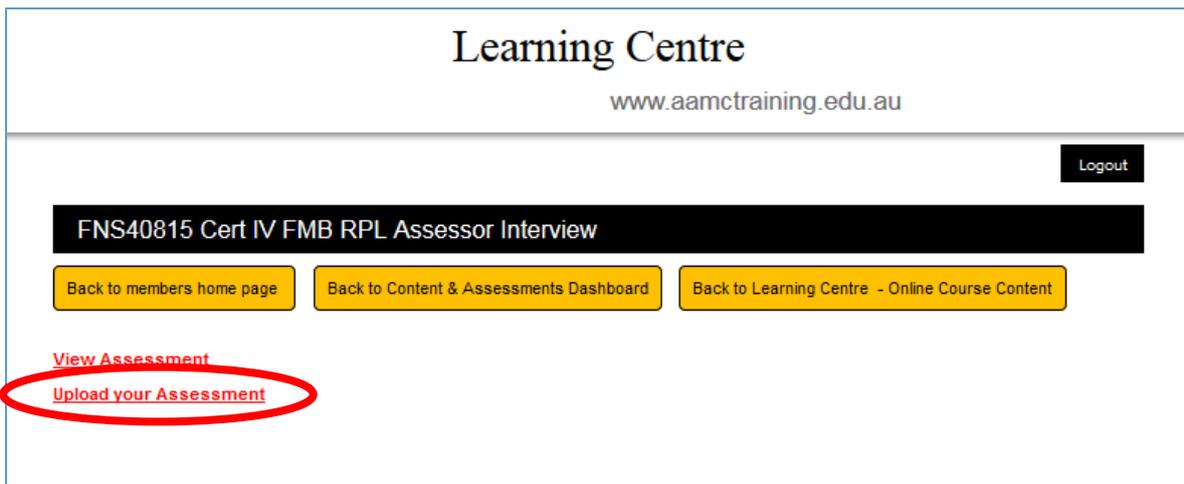
o Please select "Upload Assessment" below when you are ready to upload your assessment.

o If you are not ready to upload your assessment then please select "Back to Content & Assessments Dashboard".

o If you would like to go back to the course content please click on "Back to Learning Centre – Online Course Content"

[Upload Assessment](#) [Back to Content & Assessments Dashboard](#) [Back to Learning Centre - Online Course Content](#)

7. Select **"Upload your assessment"** from the next pop-up.



Learning Centre

www.aamctraining.edu.au

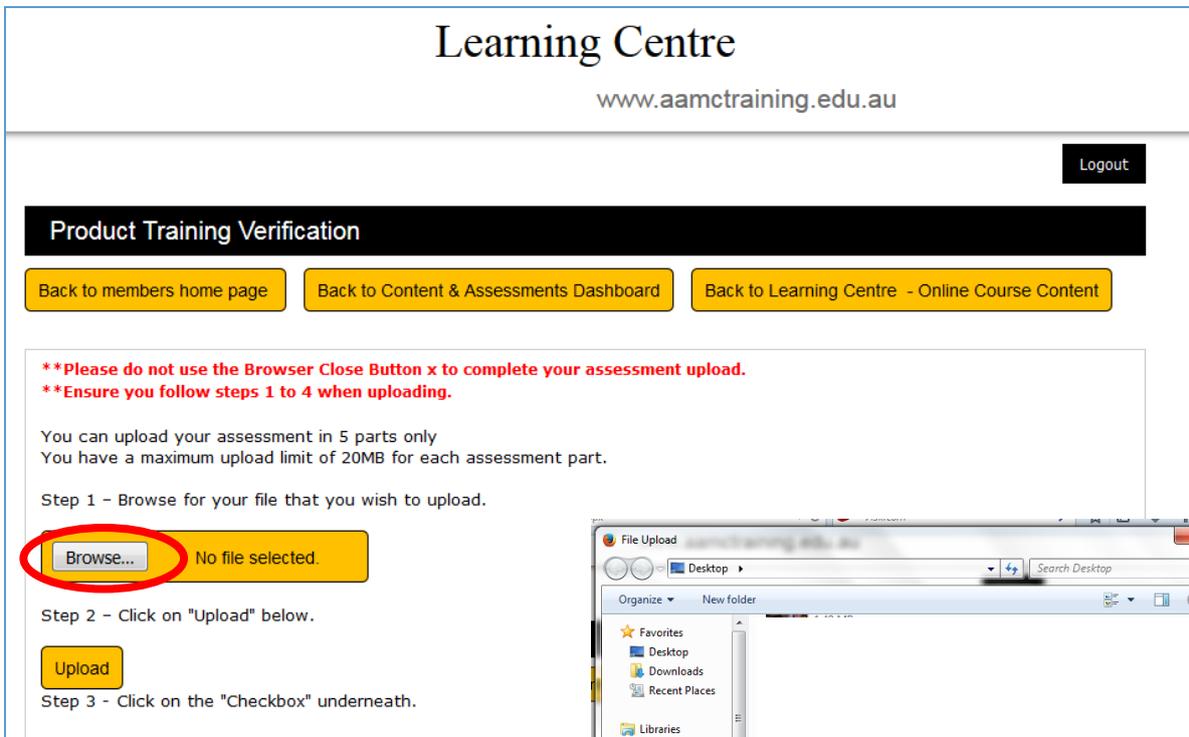
Logout

FNS40815 Cert IV FMB RPL Assessor Interview

[Back to members home page](#) [Back to Content & Assessments Dashboard](#) [Back to Learning Centre - Online Course Content](#)

[View Assessment](#)
[Upload your Assessment](#)

8. Browse for your file by clicking "**Browse**".



Learning Centre
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Logout

Product Training Verification

Back to members home page Back to Content & Assessments Dashboard Back to Learning Centre - Online Course Content

****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.

Browse... No file selected.

Step 2 - Click on "Upload" below.

Upload

Step 3 - Click on the "Checkbox" underneath.

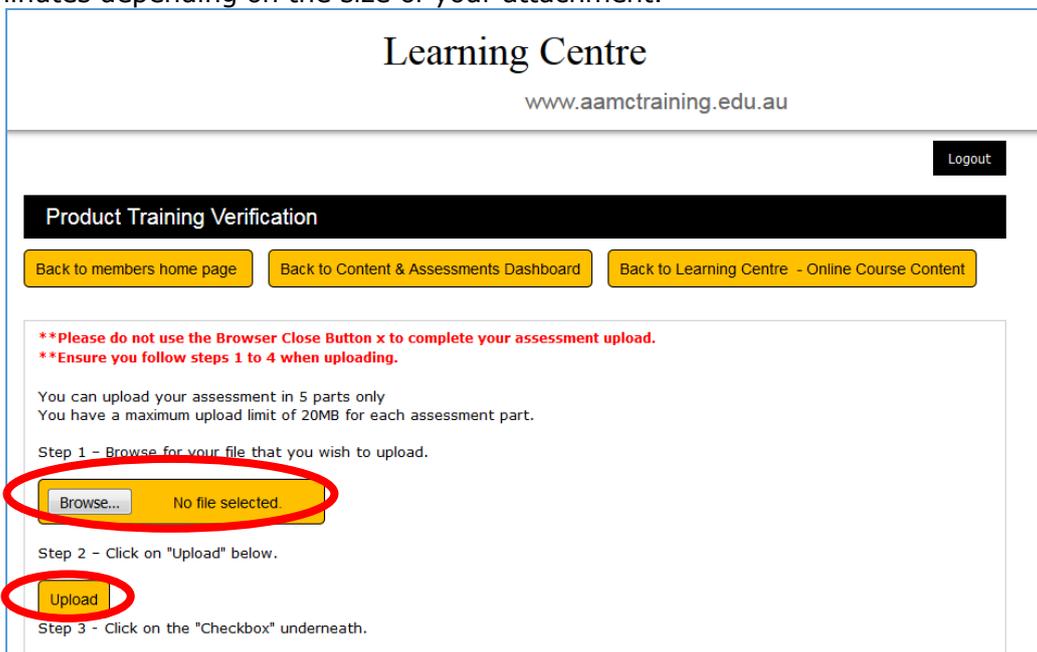
File Upload window showing file selection:

File name: TESTING upload document All Files

Open Cancel

9. Select your file and click "**Open**".

10. The name of your file will now appear next to the '**Browse**' box. Once you can see this then click on "**Upload**". Please allow the system to process your attachment - this may take a few minutes depending on the size of your attachment.



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Logout

Product Training Verification

Back to members home page Back to Content & Assessments Dashboard Back to Learning Centre - Online Course Content

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

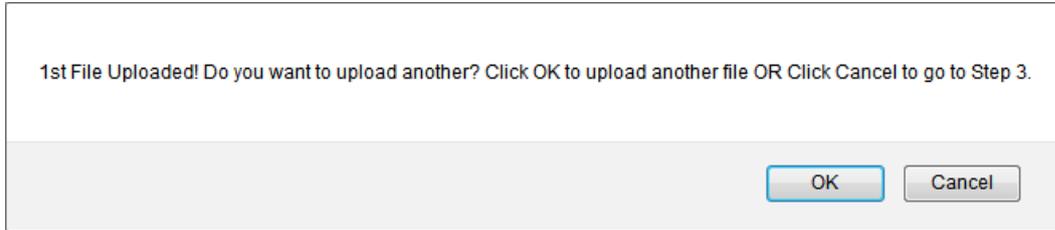
Browse... No file selected.

Step 2 - Click on "Upload" below.

Upload

Step 3 - Click on the "Checkbox" underneath.

11. A new window will appear saying:



If you have another file to upload, click OK. If not, click Cancel.

12. You will need to confirm that the work you have submitted is your own by checking the box. Then click **"Continue."**

Learning Centre

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[Logout](#)

Product Training Verification

[Back to members home page](#) [Back to Content & Assessments Dashboard](#) [Back to Learning Centre - Online Course Content](#)

****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.

I confirm that the assessment that I have submitted is my own work.

Step 4 - Click on "Continue" .

Continue

Upload status: File uploaded!

13. You will then see the name of the file/s you have uploaded, if this is all you wish to submit then click "**Submit Uploaded Files**". If you have uploaded an incorrect file, you can delete the attachment and start the upload process again by clicking on **Upload Another File**.

Learning Centre

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Logout

Product Training Verification

- Please check the file that you have uploaded is correct and then click on "Submit Uploaded Assessment" below.
- If not correct then please edit by selecting delete for any unwanted files and then "Upload another file" to add a different one.

Please note you can upload FIVE (5) files

Uploaded File/s	Delete
243116_12115_FBAA Anti Money Laundering and Counter Terrorism Financing Course.pdf	✘

Upload Another File

Submit Uploaded Files

14. You have now submitted your written assessment and will be contacted within 5-10 working days with a result.

Logout

THANK YOU FOR UPLOADING YOUR ASSESSMENT!

- Your assessment will now go directly to the assessor for marking.
- You will receive an email response with your results within 5 to 10 working days.



Back to members home page

Back to Content And Assessments Dashboard

Back to Learning Centre - Online Course Content

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