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.

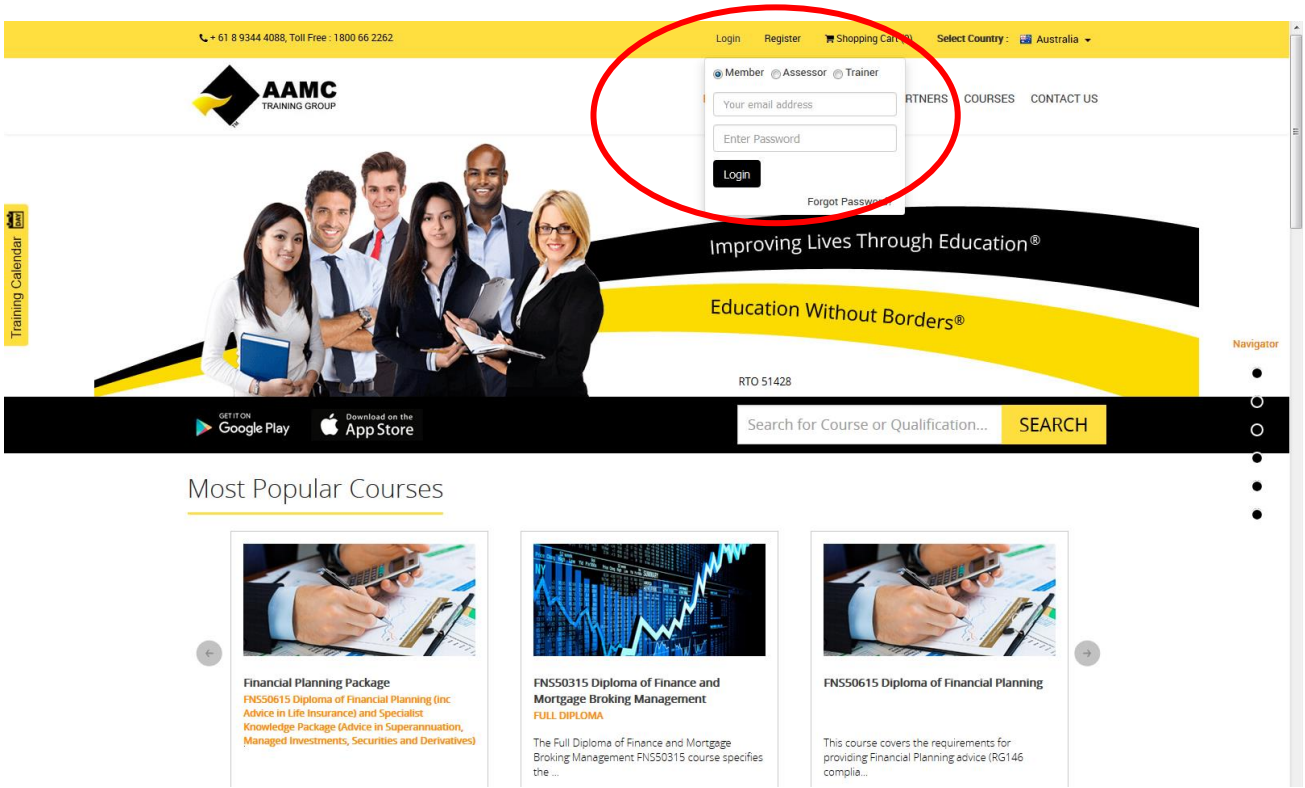
Should you experience problems with accessing your course:

- **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***

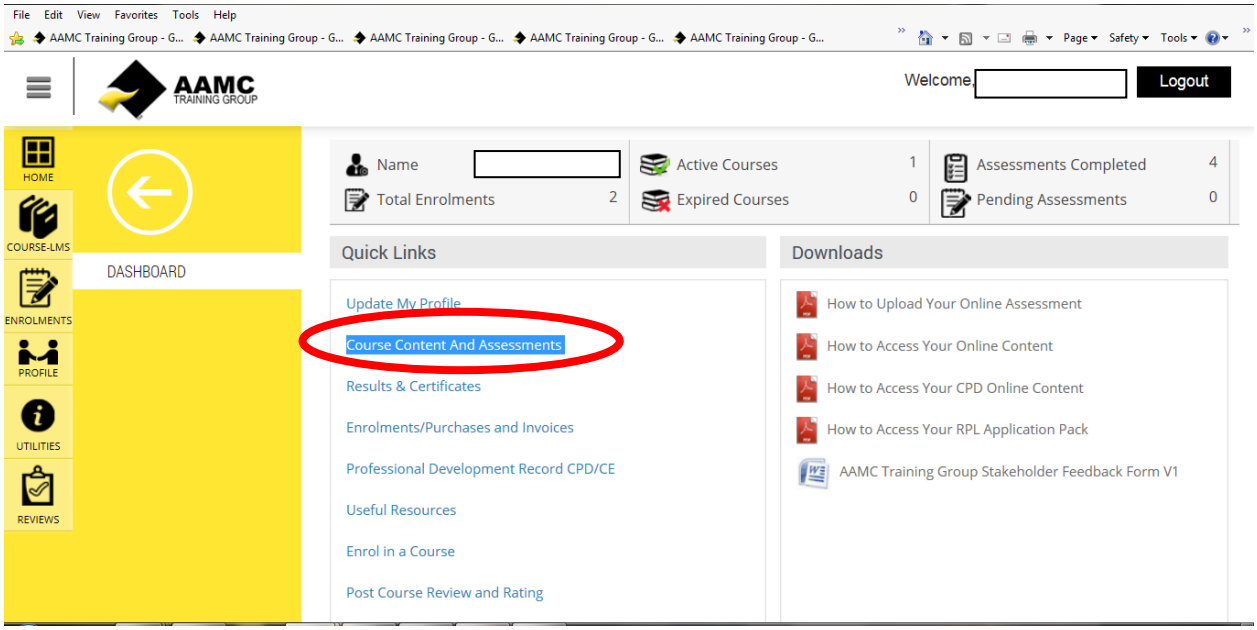
Please follow the step by step instructions to access your material or assessments accordingly. Should you have any queries during this process, please do not hesitate to contact us.

Step by Step Instructions

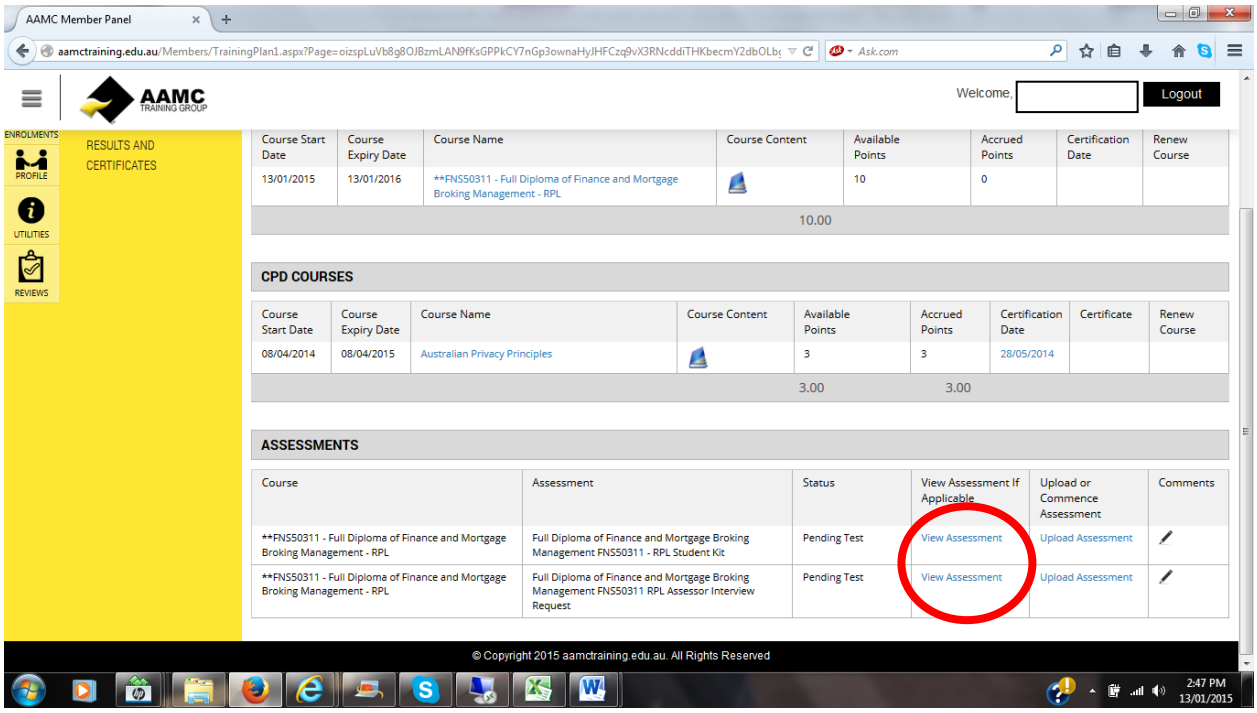
1. Please access the AAMC website www.aamctraining.edu.au and sign into the **AAMC Members' Area.** Enter your username and password which was issued to you upon enrolment for your RPL application.



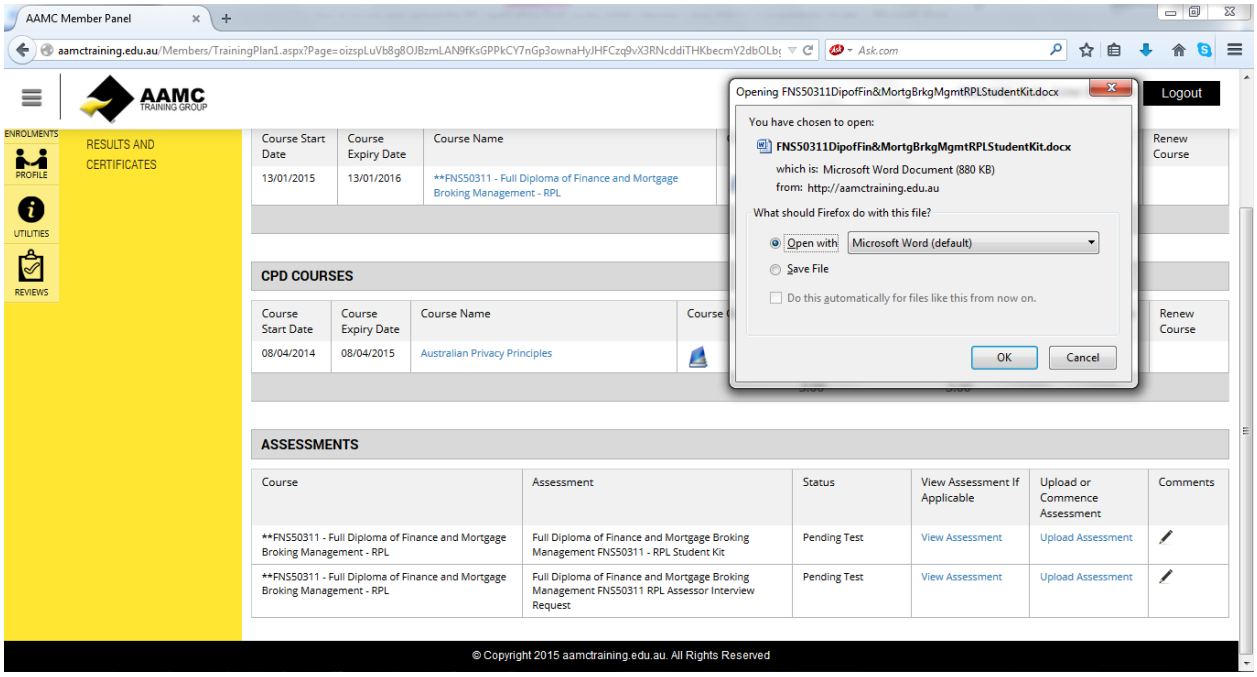
2. Select **"Course Content & Assessments"** under Quick Links.



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.

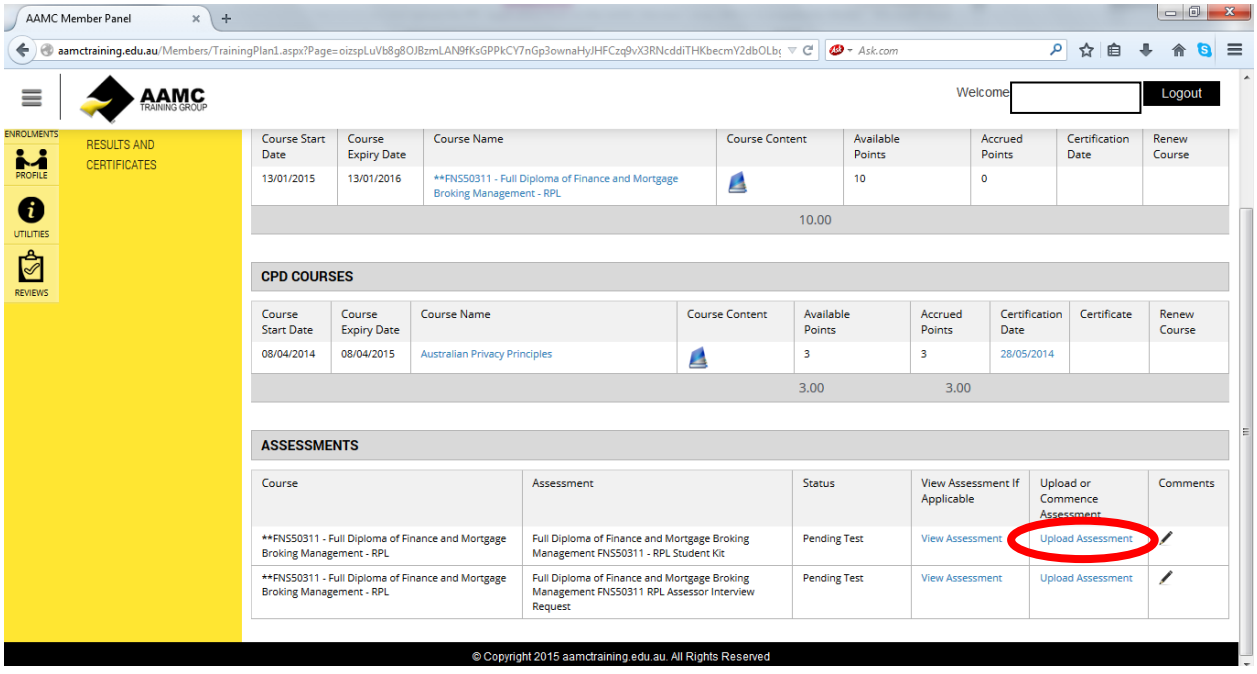


4. This will allow you to download and print the RPL documents. The RPL Student Kit document gives you full Step-by-Step instructions as to how you complete the process of RPL.

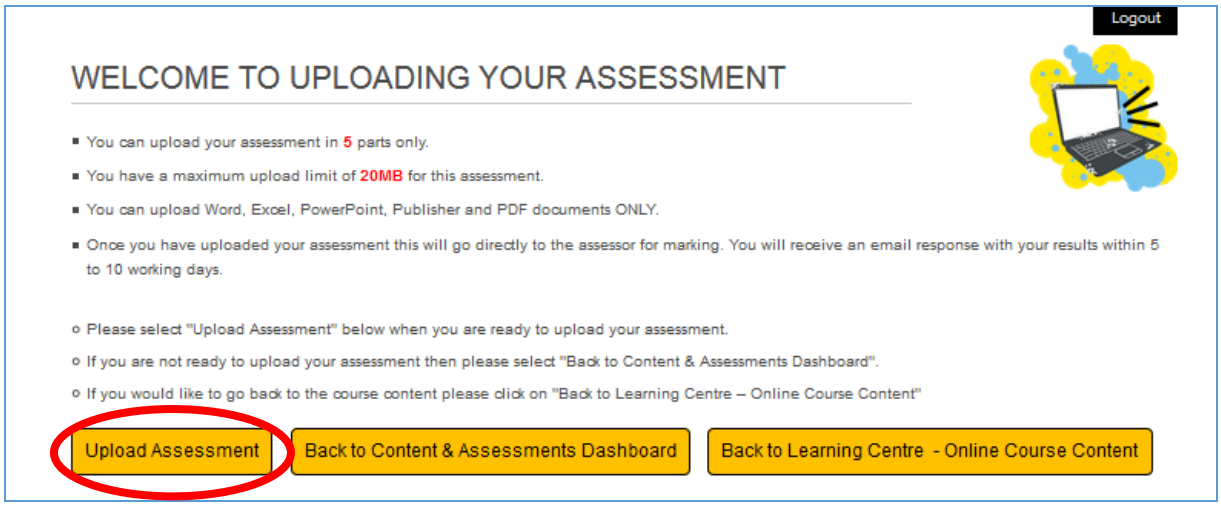


5. Once you have completed the RPL assessments you now need to electronically upload your submission directly to the assessor in an electronic format (Word, Excel, PDF, etc.).

   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"**.

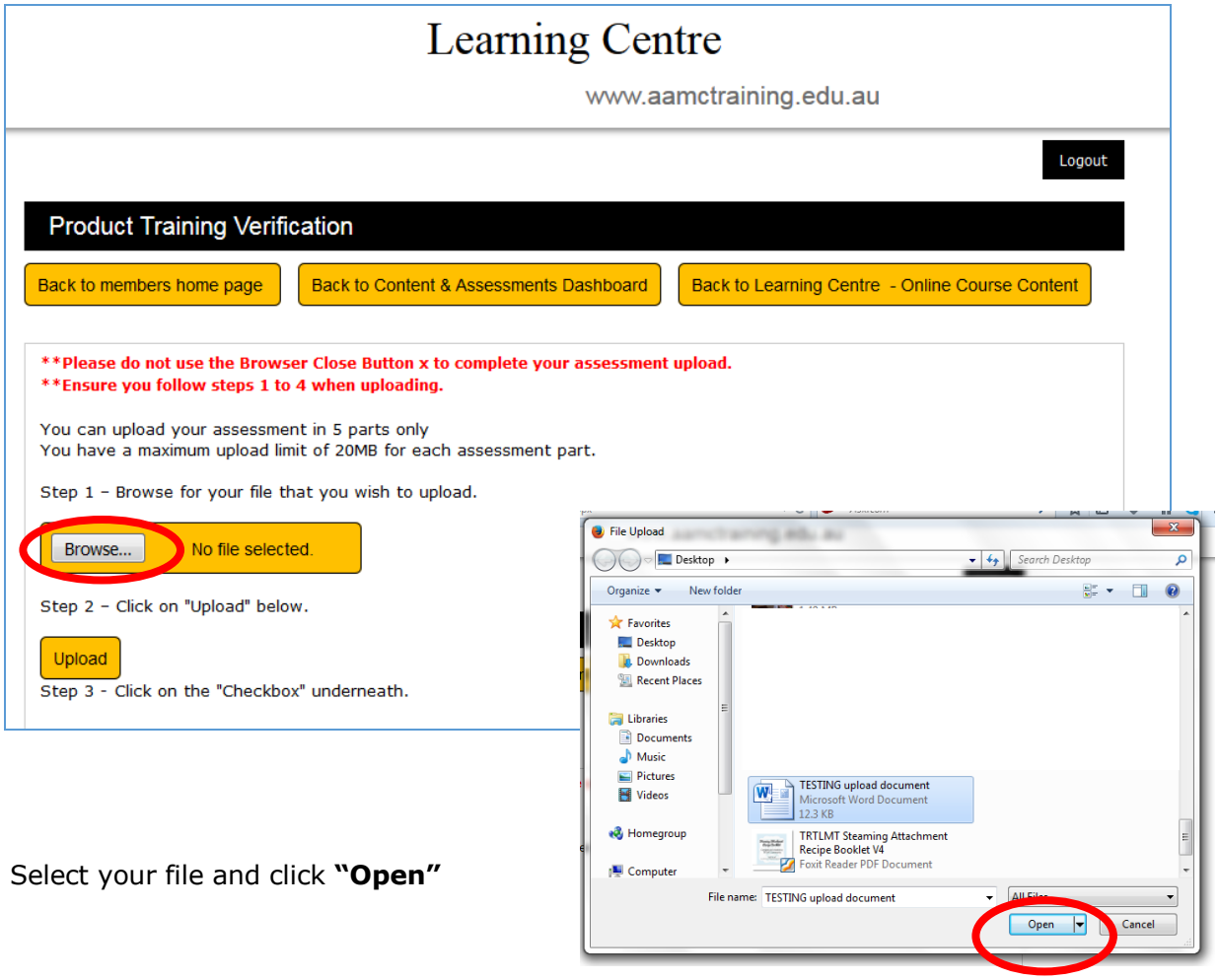


6. Read through the information on this page and then select "**Upload assessment".**



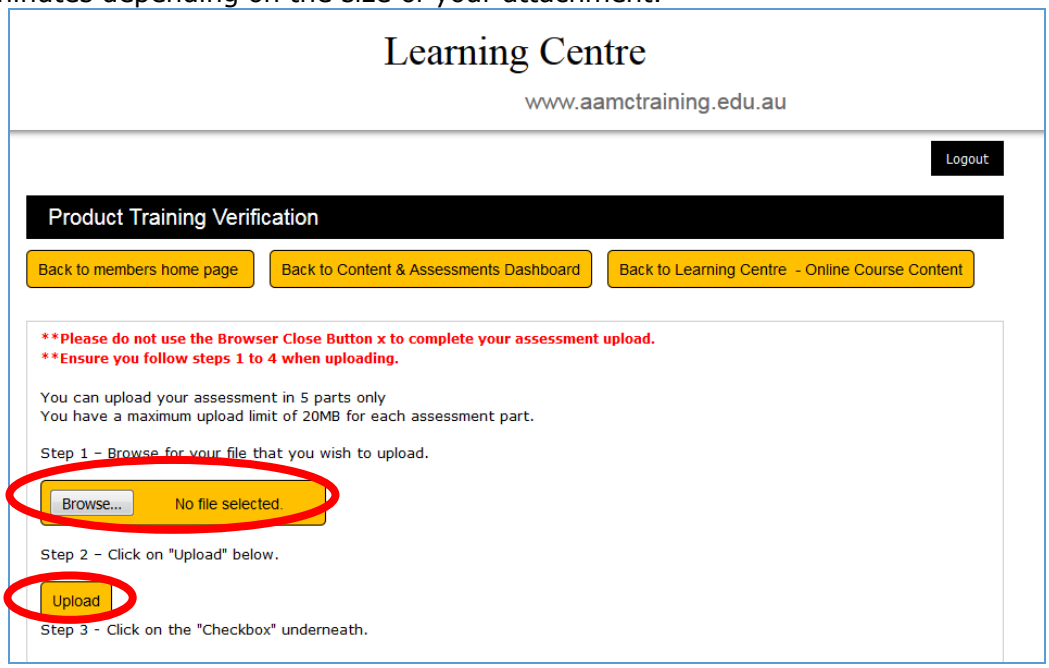
7. Select **"Upload your assessment"** from the next pop-up.

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

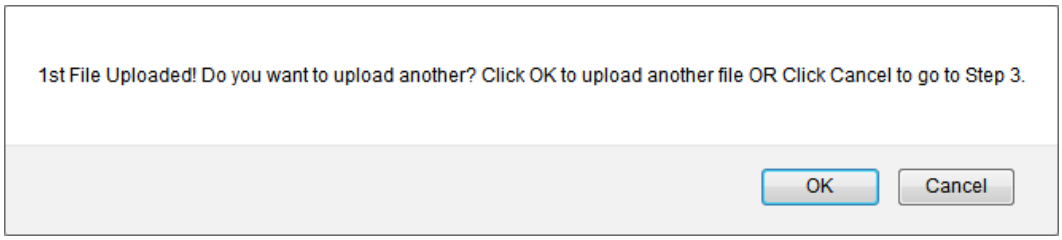


9. Select your file and click **"Open"**

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.

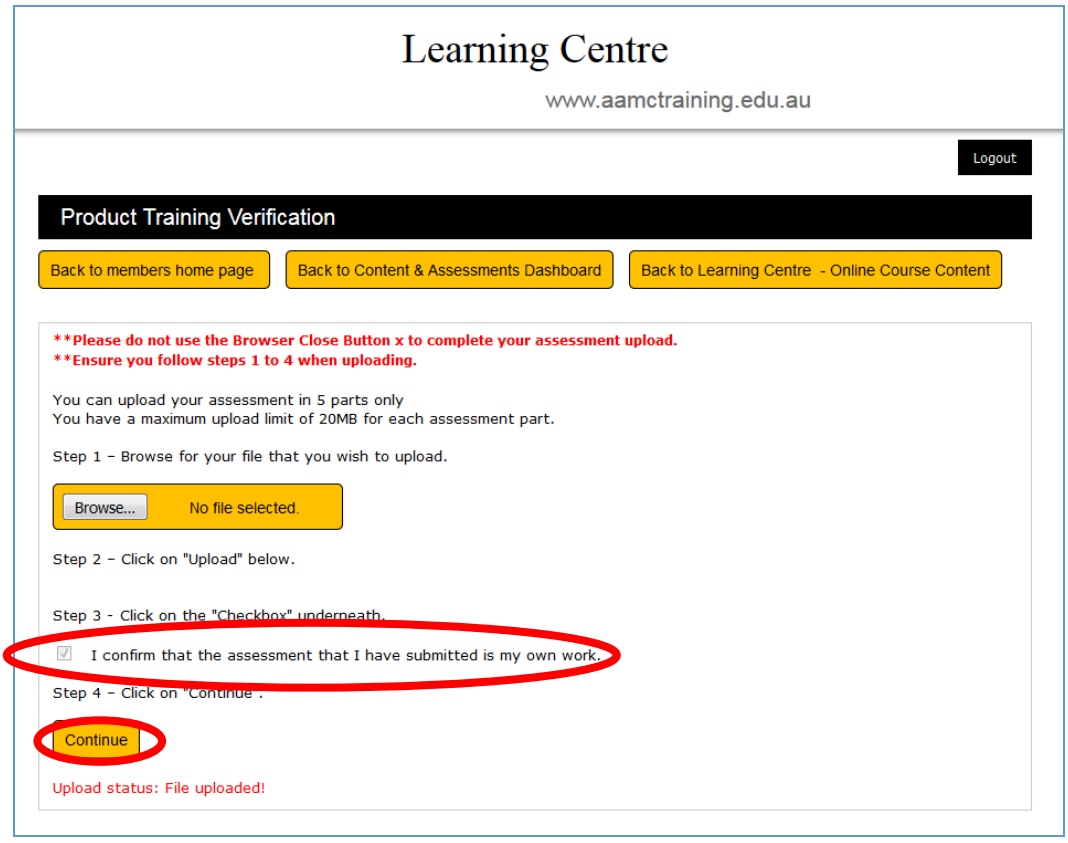


11. A new window will appear saying:

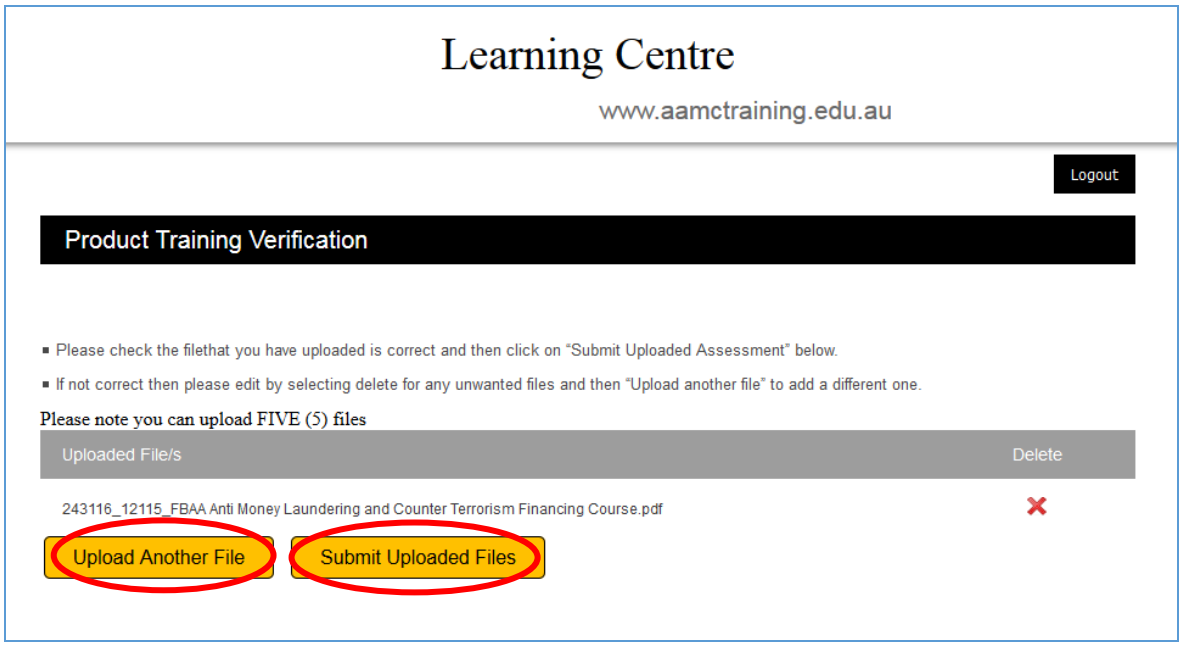
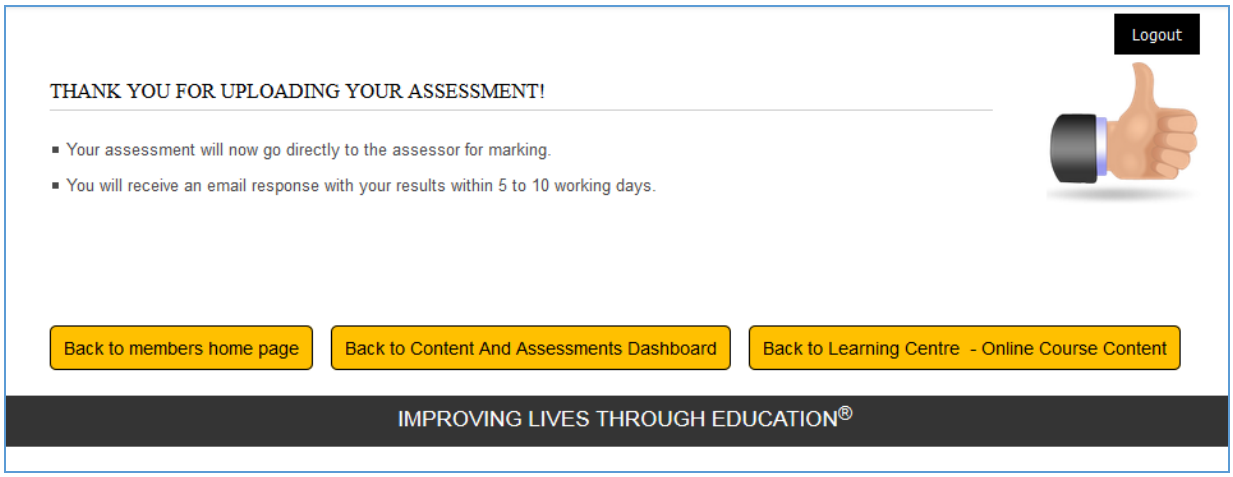


If you have another file to upload, click OK. If not, click Cancel.

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



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.**



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