AAMC TRAINING AUTOMATED CREDIT TRANSFER PROCESS

Step 1 – In Members area, in the course LMS, go to Credit Transfer tab in the yellow menu on the left hand side.
STEP 2a – Credit transfer details explanation and instructions on how to and what documents are required to qualify for Credit Transfer.
2b – Scroll down the page to check mark the units already attained previously and select and upload evidence documentation. Hit ‘Submit Credit Transfer Request’.
Step 3 – The request will show as ‘Credit Transfer Request Pending’ in the table and will be sent to AAMC Training admin to review evidence documentation and approve. Once approved, the assessment will be marked as Credit Transfer and will not be required (unless the unit is part of a clustered assessment and the student requires the other units within the cluster – in which case the full assessment is required to be completed).
Step 4 – Once the request has been reviewed by AAMC Training Admin, the following example email confirmation will be sent out to the student to advise them.

AAMC Information
Credit Transfer Approval Email

To: Sandy Thompson

Followup: Start by Monday, 1 February 2016. Due by Monday, 1 February 2016.
If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Sandy,

This is to inform you that your credit transfer request for units contained in your FNS40815 - Certificate IV in Finance and Mortgage Broking Course has been approved for the below units:

- FNSFMSK05 - Comply with financial services legislation and industry codes of practice
- FNSINC401 - Apply principles of professional practice to work in the financial services industry
- FNSCRD301 - Process applications for credit

Please feel free to contact us if you require any further assistance.

Kind Regards

AAMC Information in courses