

How to access your RPL documents

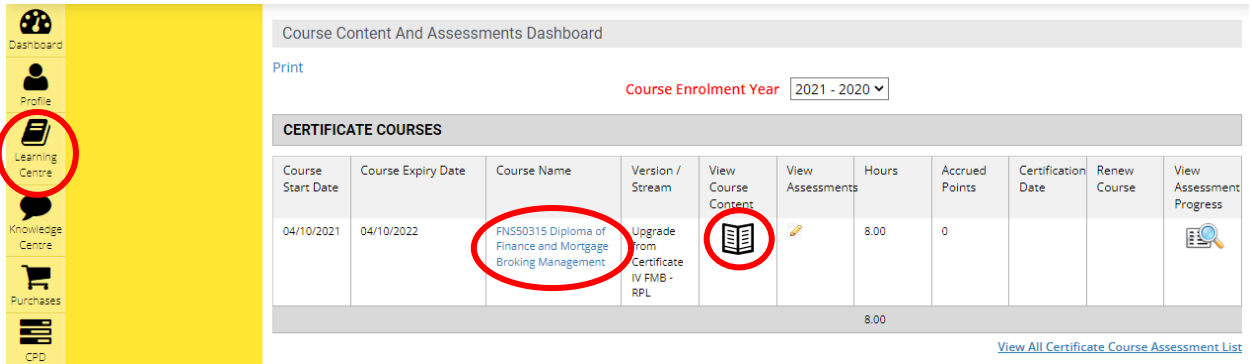
This guide will assist you to access the RPL documents and upload them via the AAMC Training Group portal to your nominated assessor.

Should you experience problems with accessing your documents, **ensure that you allow pop-ups for our website.** (Try holding down the CTRL key when clicking on your course if it does not respond by simply selecting it.)

Follow the step-by-step instructions, should you have any queries during this process, please contact us.

Step by Step Instructions




1. From your **AAMC Members Area** you can access the **Course Content and Assessments** from the '**Learning Centre**' button of your dashboard. This area will also show you details of any other qualification/CPD courses you are also enrolled in. select the course name under the '**Certificate Courses**' heading or the '**View Course Content**' icon.



Course Content And Assessments Dashboard

Print

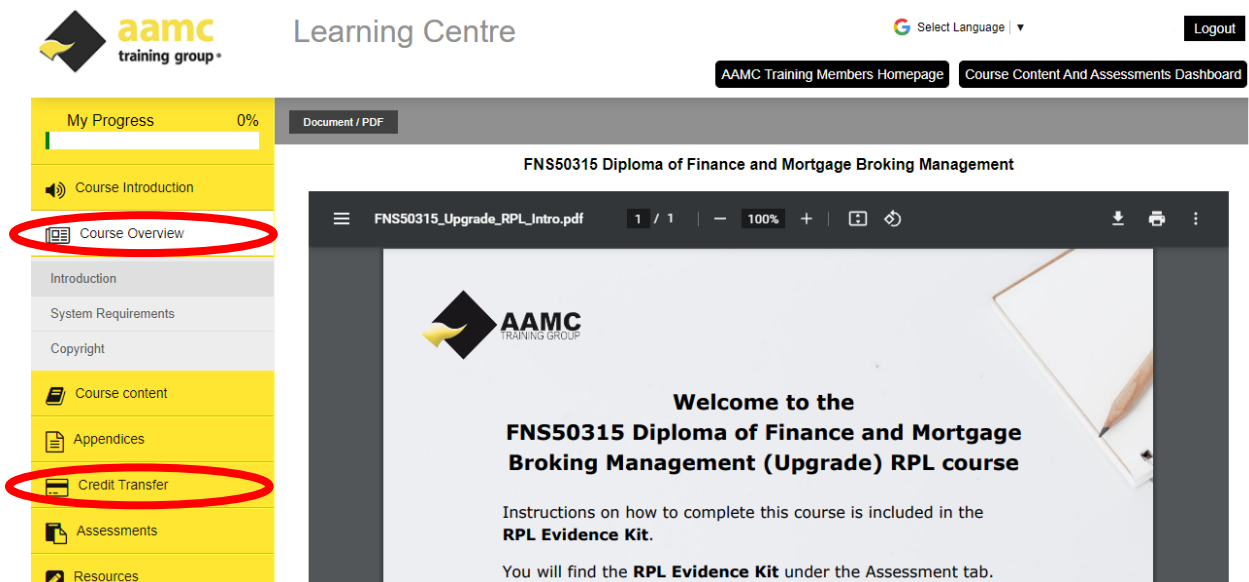
Course Enrolment Year

CERTIFICATE COURSES										
Course Start Date	Course Expiry Date	Course Name	Version / Stream	View Course Content	View Assessments	Hours	Accrued Points	Certification Date	Renew Course	View Assessment Progress
04/10/2021	04/10/2022	FNS50315 Diploma of Finance and Mortgage Broking Management	Upgrade from Certificate IV FMB - RPL			8.00	0			
						8.00				

[View All Certificate Course Assessment List](#)

Once either link is selected, the **Learning Centre** page will open. Here you will be able to view the course information, assessments and other resources.

2. The Learning Centre will open to the **Course Overview** page. If you are doing a Diploma Upgrade, select the **Credit Transfer** tab to apply for the units you will have received when doing your Certificate IV.



Learning Centre

Select Language |




Logout

AAMC Training Members Homepage | Course Content And Assessments Dashboard

My Progress 0%

Document / PDF

FNS50315 Diploma of Finance and Mortgage Broking Management

FNS50315_Upgrade_RPL_Intro.pdf | 1 / 1 | 100% |    

Introduction

System Requirements

Copyright

Course content

Appendices

Credit Transfer

Assessments

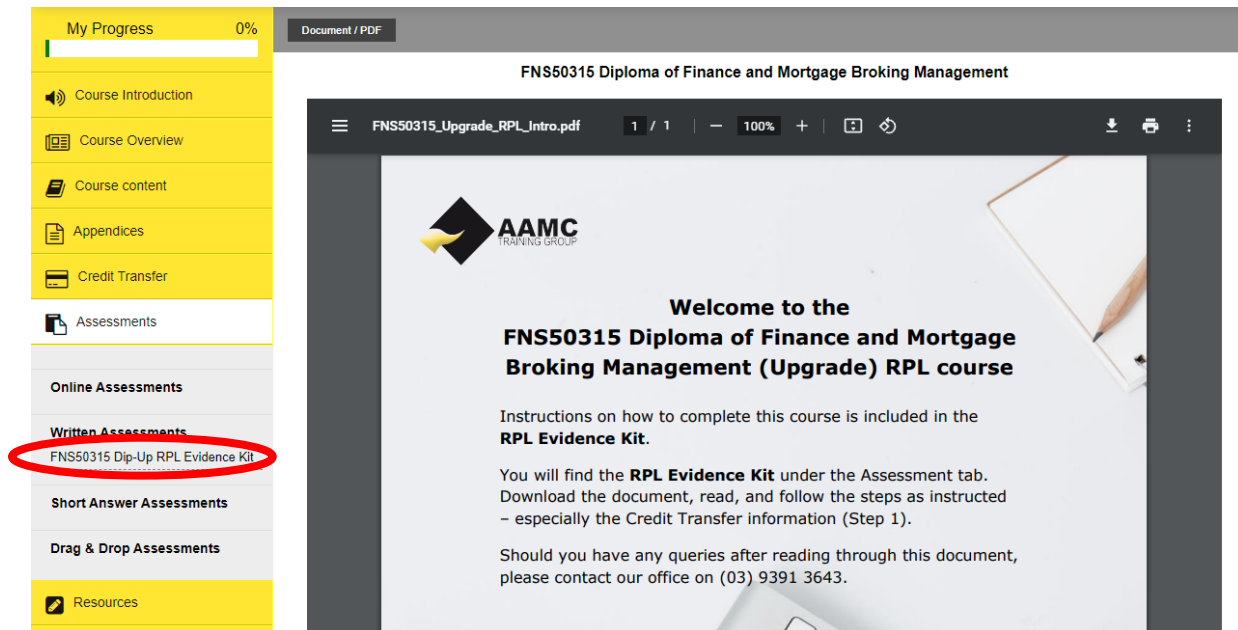
Resources

Welcome to the FNS50315 Diploma of Finance and Mortgage Broking Management (Upgrade) RPL course

Instructions on how to complete this course is included in the **RPL Evidence Kit**.

You will find the **RPL Evidence Kit** under the Assessment tab.

3. Next, go to the **Assessment** tab where you will find the **RPL Evidence Kit**.



The screenshot shows the AAMC Learning Centre interface. On the left is a yellow sidebar menu with the following items: My Progress (0%), Course Introduction, Course Overview, Course content, Appendices, Credit Transfer, Assessments, Online Assessments, Written Assessments (highlighted with a red circle), FNS50315 Dip-Up RPL Evidence Kit (highlighted with a red circle), Short Answer Assessments, Drag & Drop Assessments, and Resources. The main content area displays a PDF document titled 'FNS50315 Upgrade_RPL_Intro.pdf'. The document content includes the AAMC logo, the title 'Welcome to the FNS50315 Diploma of Finance and Mortgage Broking Management (Upgrade) RPL course', and instructions on how to complete the course, including a reference to the RPL Evidence Kit and contact information for queries.

Click on **View Assessment** to download this and read the instructions on how to proceed.

FNS50315 Dip-Up RPL Evidence Kit

[Back to members home page](#)

[Back to Content & Assessments Dashboard](#)

[Back to Learning Centre - Online Course Content](#)

[View Assessment](#)

[Upload your Assessment](#)

4. Once you have completed the **RPL Evidence Kit** and collated the information required, you need to upload your submission directly to the assessor in electronic format (Word, Excel, PDF, etc.), along with all supporting documents.

To do this, you need to save your files into a maximum of 5 documents, or alternatively, zip all documents and upload the zipped folder. Retrace the above steps only this time select "**Upload Assessment**".

Please note: each assessment has a maximum upload limit of 1.9GB.

5. Read through the instructions on this page and then select "**Upload assessment**".

WELCOME TO UPLOADING YOUR ASSESSMENT



- You can upload your assessment in **5** parts only.
 - You have a maximum upload limit of **1.9 GB** 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.
- Please select "Upload Assessment" below when you are ready to upload your assessment.
 - If you are not ready to upload your assessment then please select "Back to Content & Assessments Dashboard".
 - 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](#)

6. Follow the prompts to submit your Evidence Kit. You will be contacted by the assessor to commence the RPL Interview via Zoom.

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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