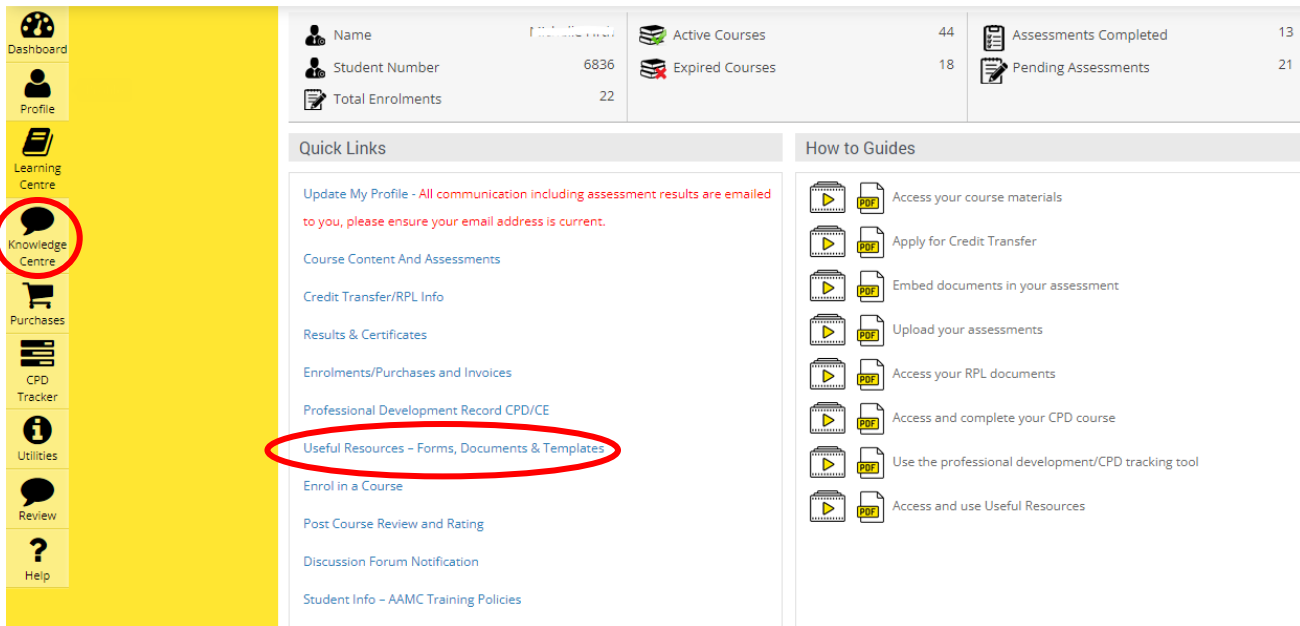


## How to access Useful Resources – Forms, Documents & Templates

1. In your Dashboard area under **Quick Links**, select **Useful Resources – Forms, Documents & Templates** or access by clicking on the **Knowledge Centre** button on the left.

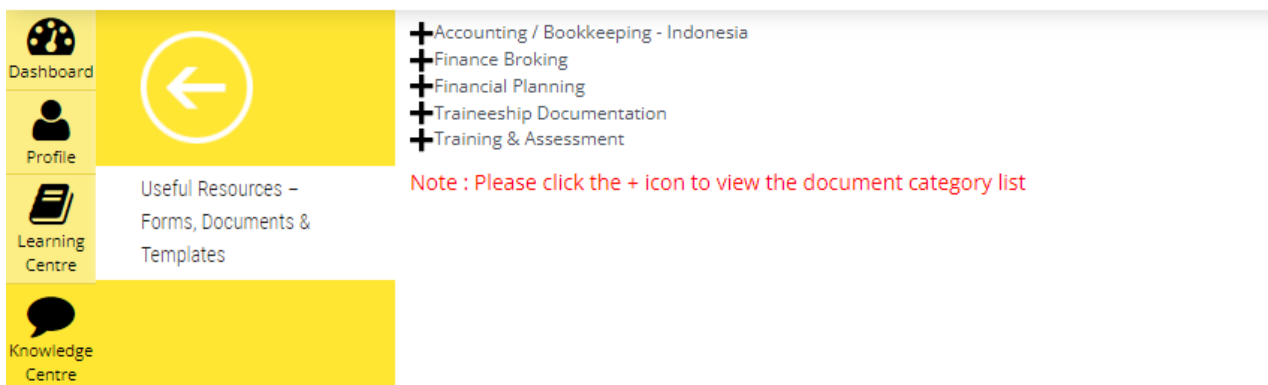


The screenshot shows the dashboard interface. On the left is a vertical navigation menu with icons for Dashboard, Profile, Learning Centre, Knowledge Centre (circled in red), Purchases, CPD Tracker, Utilities, Review, and Help. The main content area is divided into several sections:

- Summary Statistics:**

Name	6836	Active Courses	44	Assessments Completed	13
Student Number	6836	Expired Courses	18	Pending Assessments	21
Total Enrolments	22				
- Quick Links:**
  - Update My Profile - All communication including assessment results are emailed to you, please ensure your email address is current.
  - Course Content And Assessments
  - Credit Transfer/RPL Info
  - Results & Certificates
  - Enrolments/Purchases and Invoices
  - Professional Development Record CPD/CE
  - Useful Resources – Forms, Documents & Templates** (circled in red)
  - Enrol in a Course
  - Post Course Review and Rating
  - Discussion Forum Notification
  - Student Info – AAMC Training Policies
- How to Guides:**
  - Access your course materials
  - Apply for Credit Transfer
  - Embed documents in your assessment
  - Upload your assessments
  - Access your RPL documents
  - Access and complete your CPD course
  - Use the professional development/CPD tracking tool
  - Access and use Useful Resources

2. There are several industries to choose from, click on the **+** next to your course industry.

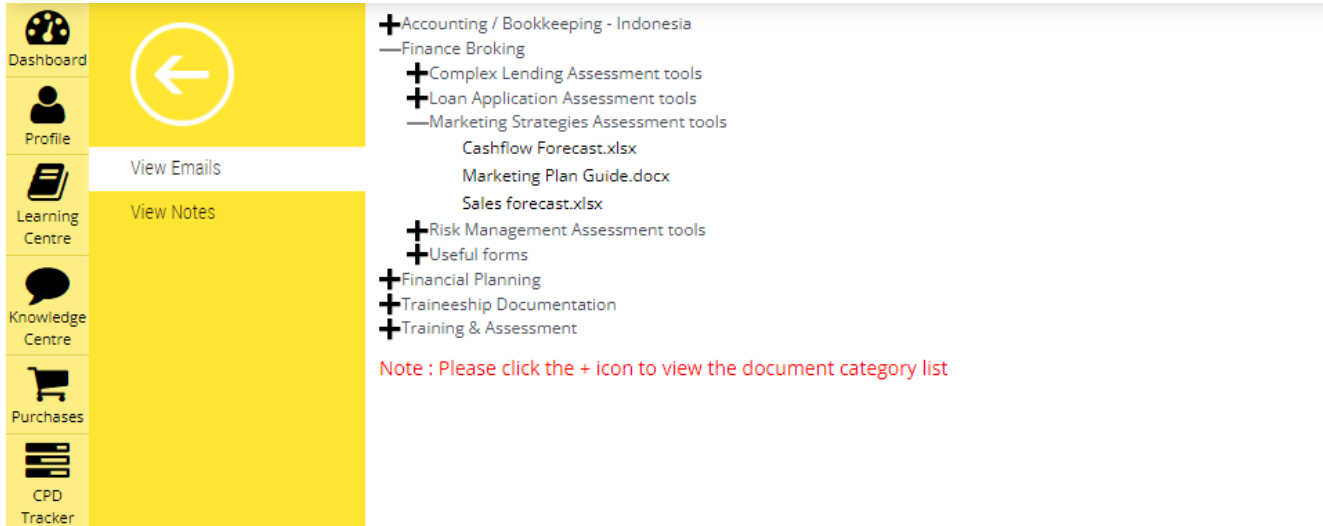


The screenshot shows the 'Useful Resources – Forms, Documents & Templates' page. The left navigation menu is partially visible, with 'Useful Resources – Forms, Documents & Templates' selected. The main content area displays a list of industries, each with a plus sign (+) icon to its left:

- + Accounting / Bookkeeping - Indonesia
- + Finance Broking
- + Financial Planning
- + Traineeship Documentation
- + Training & Assessment

A red note below the list reads: **Note : Please click the + icon to view the document category list**

3. There may be subheadings to choose from, again select the **+** next to the required folder to access a list of documents.



Dashboard

Profile

Learning Centre

Knowledge Centre

Purchases

CPD Tracker

View Emails

View Notes

- + Accounting / Bookkeeping - Indonesia
  - Finance Broking
    - + Complex Lending Assessment tools
    - + Loan Application Assessment tools
    - Marketing Strategies Assessment tools
      - Cashflow Forecast.xlsx
      - Marketing Plan Guide.docx
      - Sales forecast.xlsx
    - + Risk Management Assessment tools
    - + Useful forms
  - + Financial Planning
  - + Traineeship Documentation
  - + Training & Assessment

Note : Please click the + icon to view the document category list

- Each document can be selected to open as a pdf, xls or word file. Some documents are fillable, some are not.