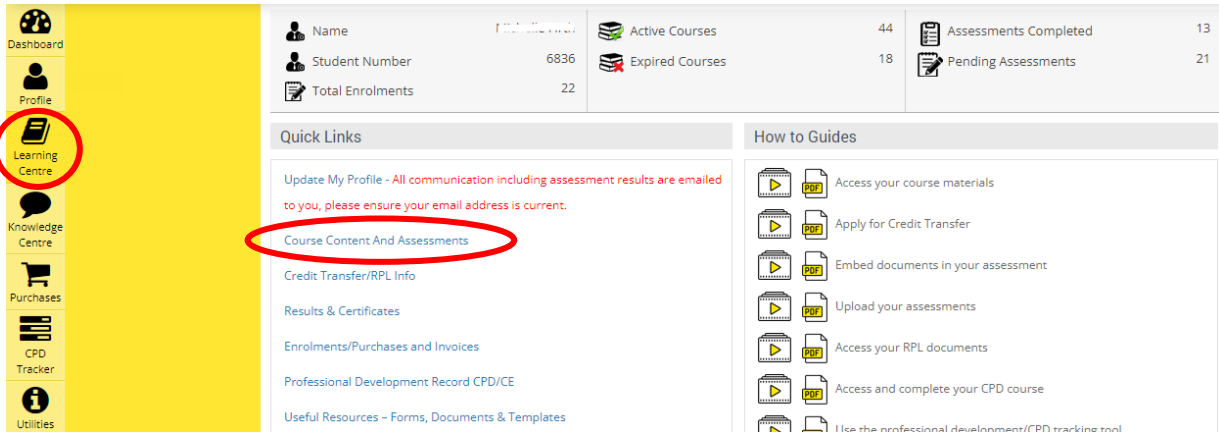


How to access and complete your CPD Course

This information will guide you through accessing your online CPD course materials.

1. Access the course content and assessments by selecting '**Course Content and Assessments**' or the '**Learning Centre**' icon on your Members Area dashboard. This will also show you details of any other certificate/CPD courses you are enrolled in.



Dashboard

Profile

Learning Centre

Knowledge Centre

Purchases

CPD Tracker

Utilities

Name: [Redacted]

Student Number: 6836

Total Enrolments: 22

Active Courses: 44

Expired Courses: 18

Assessments Completed: 13

Pending Assessments: 21

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

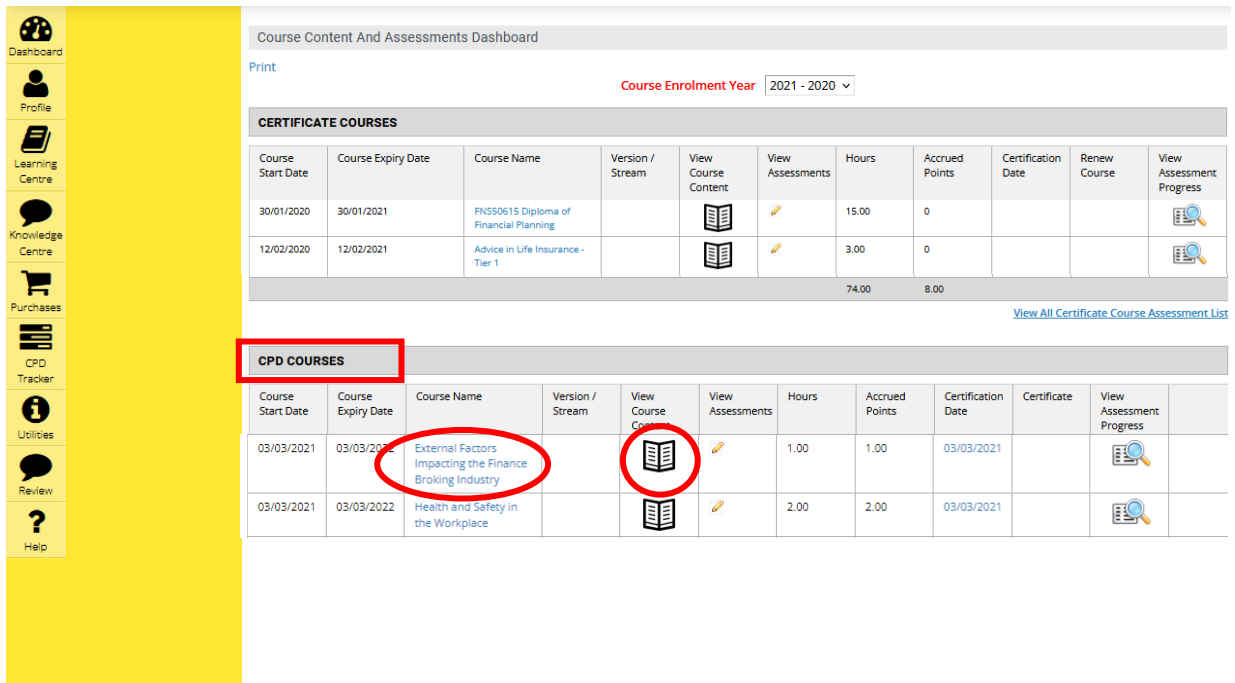
Professional Development Record CPD/CE

Useful Resources - Forms, Documents & Templates

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

2. Now select the course name (or Course Content icon) under the '**CPD Courses**' heading. This will then open up to the **Learning Centre**. Here you will be able to view the course content along with the assessments.



Course Content And Assessments Dashboard

Print

Course Enrolment Year: 2021 - 2020

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
30/01/2020	30/01/2021	FNS50615 Diploma of Financial Planning				15.00	0			
12/02/2020	12/02/2021	Advice in Life Insurance - Tier 1				3.00	0			
						74.00	8.00			

[View All Certificate Course Assessment List](#)

CPD COURSES

Course Start Date	Course Expiry Date	Course Name	Version / Stream	View Course Content	View Assessments	Hours	Accrued Points	Certification Date	Certificate	View Assessment Progress
03/03/2021	03/03/2022	External Factors Impacting the Finance Broking Industry				1.00	1.00	03/03/2021		
03/03/2021	03/03/2022	Health and Safety in the Workplace				2.00	2.00	03/03/2021		

- Click on the **Course content** tab on the left hand side to view each module accordingly. Once you have read through your course content you can commence the relevant assessments. These are located under the **Assessments** tab.



The screenshot shows the AAMC Learning Centre interface. The top navigation bar includes the AAMC logo, 'Learning Centre', a language selector, and a 'Logout' button. Below this are links for 'AAMC Training Members Homepage' and 'Course Content And Assessments Dashboard'. The left sidebar shows a 'My Progress' bar at 100% and a list of course sections: 'Course Introduction', 'Course Overview', 'Course content' (highlighted with a red box), and 'Appendices'. The main content area displays a document viewer for 'External Factors Impacting the Finance Broking Industry' at page 1 of 3, with a zoom level of 130%. The document content shows the title 'External Factors Impacting the Finance Broking Industry' over a background image of a woman in a meeting.

- When you are ready to commence your assessment/s, select the appropriate assessment in the list. Once you have selected your chosen assessment you will be guided through this process with on screen instructions.



The screenshot shows the AAMC Learning Centre interface with the 'Assessments' tab selected in the left sidebar (highlighted with a red box). The sidebar lists 'Online Assessments' with a sub-item 'External Factors Impacting the Finance Broking Industry MCQ' also highlighted. Below this are sections for 'Written Assessments', 'Short Answer Assessments', and 'Drag & Drop Assessments'. The main content area displays the same document viewer as the previous screenshot, showing the title 'External Factors Impacting the Finance Broking Industry' over a background image of a woman in a meeting.

WELCOME TO MULTI-CHOICE ASSESSMENT



- You will have **60 Minutes** to complete this Multi-choice Assessment.
- You need to get **80% of** answers correct to pass.
- You have **5** attempts in which to complete this assessment.
- Please select "Start Test" below when you are ready to commence your assessment.
- For Assessment which have images: If you require a larger image please click on the image.
- If you are not ready now to complete 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"

Start Test

Back to Content & Assessments Dashboard

Back to Learning Centre - Online Course Content

By selecting **Start Test**, the timer will start and this will constitute as your first attempt at answering the questions. We suggest you only Start Test after you have read the learning material.