

AAMC
TRAINING GROUP

IMPROVING LIVES
THROUGH EDUCATION

How to access the Course Content and Assessments via the AAMC Members' Area

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How to access the course content and assessments

This 'how to' information will guide you through the process to access your course materials, multi-choice and written assessments/case studies.

Detailed below is the content or assessments you will expect to see within your member's area.

- Learning material, multi-choice assessments and written assessments/case studies

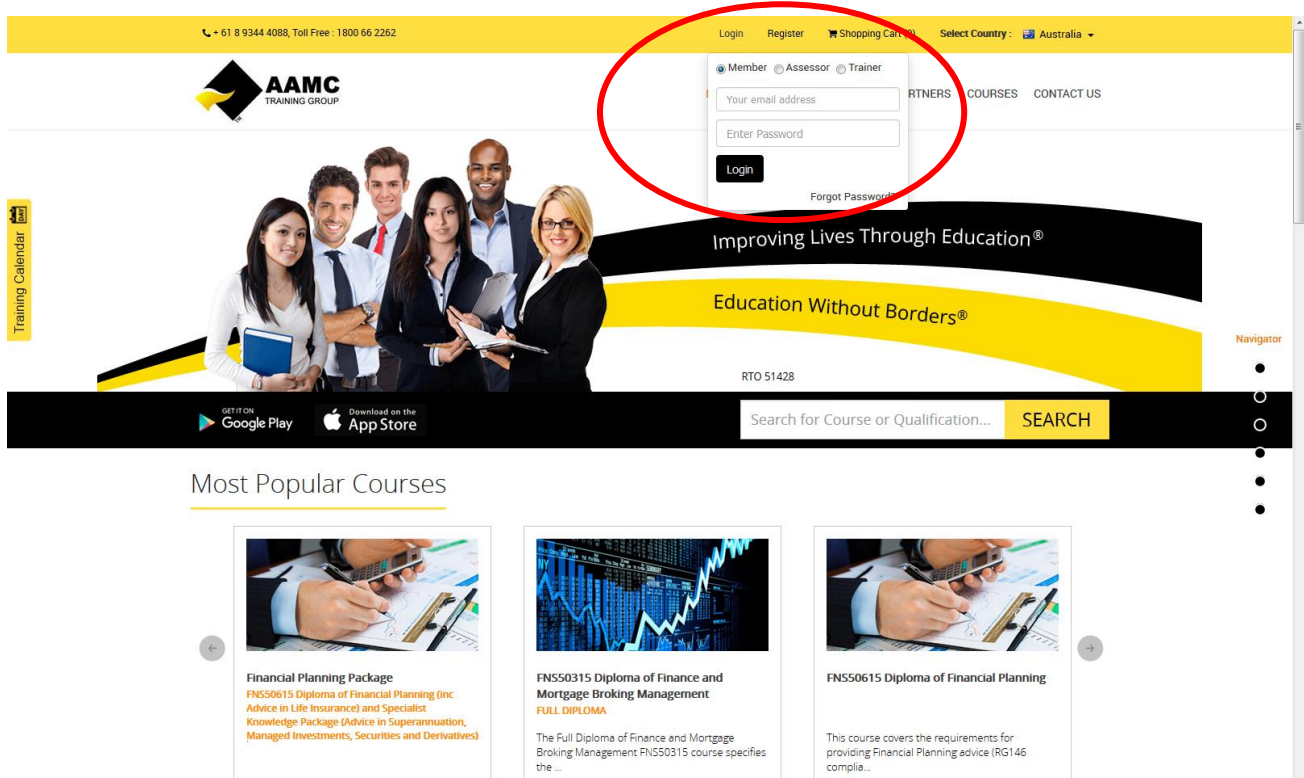
Should you experience problems with accessing your course:

- 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 learning material or assessments accordingly. Should you have any queries during this process, please do not hesitate to contact us.

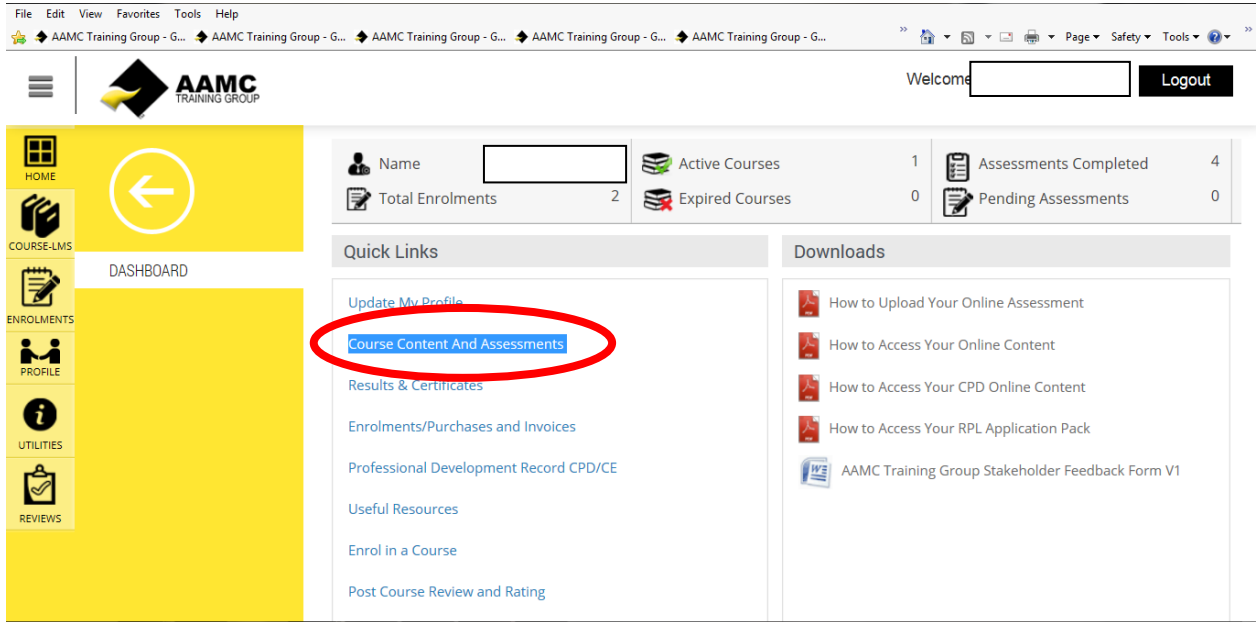
Step by Step Instructions

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



The screenshot shows the AAMC Training website homepage. At the top, there is a yellow navigation bar with links for 'Login', 'Register', 'Shopping Cart', and 'Select Country: Australia'. Below this is the AAMC logo and a navigation menu with 'RTNERS', 'COURSES', and 'CONTACT US'. The main content area features a group of diverse professionals and the tagline 'Improving Lives Through Education®' and 'Education Without Borders®'. A red circle highlights the login form, which includes fields for 'Your email address' and 'Enter Password', a 'Login' button, and a 'Forgot Password' link. Below the main banner, there is a search bar and a section titled 'Most Popular Courses' with three course cards: 'Financial Planning Package', 'FNS50315 Diploma of Finance and Mortgage Broking Management', and 'FNS50615 Diploma of Financial Planning'.

- You can access the course content and assessments by selecting '**Course Content and Assessments**'. This area will also show you details of any other certificate/CPD courses you are also enrolled in.



File Edit View Favorites Tools Help

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HOME COURSE-LMS DASHBOARD ENROLMENTS PROFILE UTILITIES REVIEWS

Name [] Active Courses 1 Assessments Completed 4
Total Enrolments 2 Expired Courses 0 Pending Assessments 0

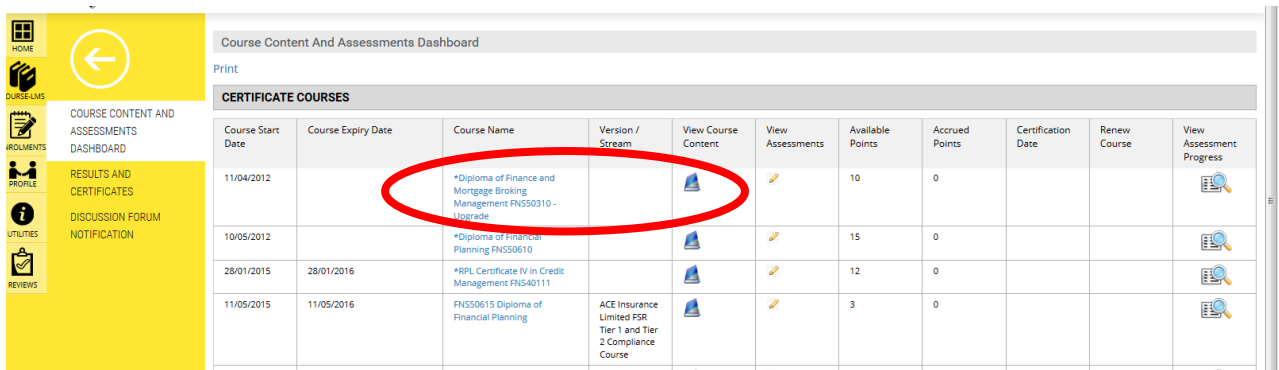
Quick Links

- Update My Profile
- Course Content And Assessments**
- Results & Certificates
- Enrolments/Purchases and Invoices
- Professional Development Record CPD/CE
- Useful Resources
- Enrol in a Course
- Post Course Review and Rating

Downloads

- How to Upload Your Online Assessment
- How to Access Your Online Content
- How to Access Your CPD Online Content
- How to Access Your RPL Application Pack
- AAMC Training Group Stakeholder Feedback Form V1













- Now select the course name under the '**Certificate Courses**' heading or the '**View Course Content**' icon.



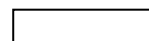
Course Content And Assessments Dashboard

Print

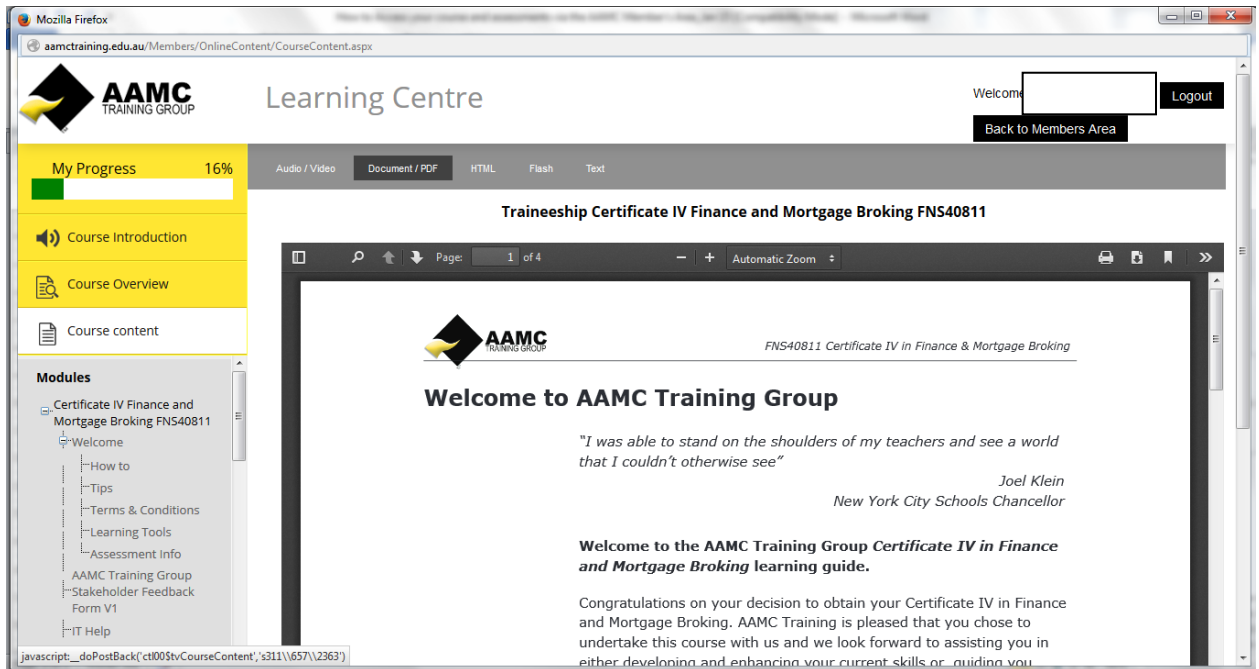
CERTIFICATE COURSES

Course Start Date	Course Expiry Date	Course Name	Version / Stream	View Course Content	View Assessments	Available Points	Accrued Points	Certification Date	Renew Course	View Assessment Progress
11/04/2012		*Diploma of Finance and Mortgage Broking Management FNS50310 - Upgrade				10	0			
10/05/2012		*Diploma of Financial Planning FNS50610				15	0			
28/01/2015	28/01/2016	*RPL Certificate IV in Credit Management FNS40111				12	0			
11/05/2015	11/05/2016	FNS50615 Diploma of Financial Planning	ACE Insurance Limited FSR Tier 1 and Tier 2 Compliance Course			3	0			

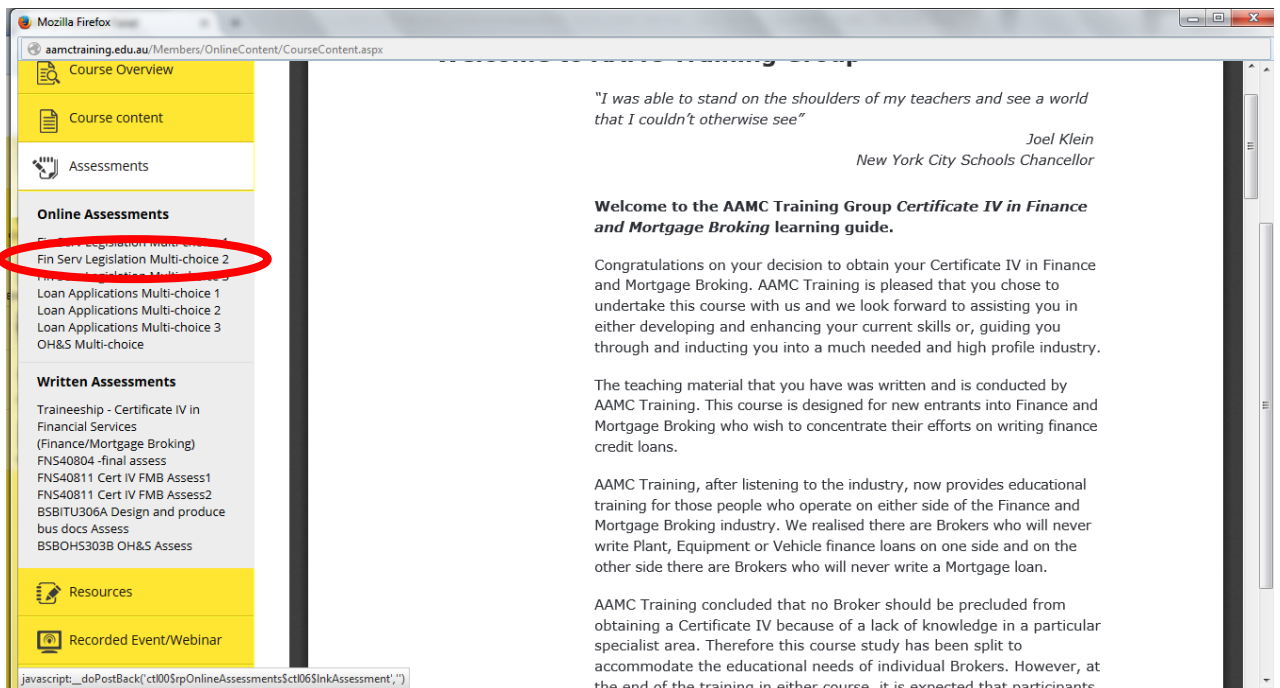
This will then open up a new page - the **Learning Centre**. Here you will be able to view the course content along with the assessments. Please ensure all pop-up blockers are turned off. (Try holding down the CTRL key when clicking on your course if it does not respond by simply selecting it.)



- The Learning Centre should open at **Course Overview**. Read the relevant information. To read through the main body of material, select **Course Content** on the left hand side to view each module accordingly. Once you have read through your course content you can commence the relevant assessments as prompted .



- When you are ready to complete any of your assessments, select the appropriate assessment under the Assessments tab. Once you have selected your chosen assessment to complete you will be guided through this process with on screen instructions.



6. Alternatively you can access your assessments from the 'Course Content & Assessments' page under the View Assessments column. Scroll down to view the list of assessments.

Course Content And Assessments Dashboard

Print

Course Start Date	Course Expiry Date	Course Name	Version / Stream	View Course Content	View Assessments	Available Points	Accrued Points	Certification Date	Renew Course	View Assessment Progress
11/04/2012		*Diploma of Finance and Mortgage Broking Management FNS50310 - Upgrade				10	0			
10/05/2012		*Diploma of Financial Planning FNS50610				15	0			
28/01/2015	28/01/2016	*RPL Certificate IV in Credit Management FNS40111				12	0			
11/05/2015	11/05/2016	FNS50615 Diploma of Financial Planning	ACE Insurance Limited FSR Tier 1 and Tier 2 Compliance Course				0			

Here you are able to download written assessments/case studies which will download as a word file from the View Assessment column.

06/05/2016	06/05/2017	Tier 2 ASIC Accreditation - Client Relationships and Solutions	Corporate			3	0			
06/10/2016	06/10/2017	FNS20115 Certificate II in Financial Services				8	0			
							129.00			

[View All Certificate Co](#)

CERTIFICATE COURSE ASSESSMENTS

Course	Version / Stream	Assessment	Status	View Assessment If Applicable	Upload or Commence Assessment	Comments
FNS60415 Advanced Diploma of Financial Planning		FNS60415 Module 1A MCQ	Pending Test	N/A	Commence Assessment	
FNS60415 Advanced Diploma of Financial Planning		FNS60415 Module 1B MCQ	Pending Test	N/A	Commence Assessment	
FNS60415 Advanced Diploma of Financial Planning		FNS60415 Module 1C MCQ	Pending Test	N/A	Commence Assessment	
FNS60415 Advanced Diploma of Financial Planning		FNS60415 Module 1D MCQ	Pending Test	N/A	Commence Assessment	
FNS60415 Advanced Diploma of Financial Planning		FNS60415 Module 1E MCQ	Pending Test	N/A	Commence Assessment	
FNS60415 Advanced Diploma of Financial Planning		FNS60415 Module 1F MCQ	Pending Test	N/A	Commence Assessment	
FNS60415 Advanced Diploma of Financial Planning		FNS60415 Module 1G MCQ	Pending Test	N/A	Commence Assessment	
FNS60415 Advanced Diploma of Financial Planning		FNS60415 Module 3A MCQ	Pending Test	N/A	Commence Assessment	
FNS60415 Advanced Diploma of Financial Planning		FNS60415 Module 3B MCQ	Pending Test	N/A	Commence Assessment	
FNS60415 Advanced Diploma of Financial Planning		FNS60415 Entry Requirement	Pending Test	View Assessment	Upload Assessment	
FNS60415 Advanced Diploma of Financial Planning		FNS60415 Module 1 Assessment	Pending Test	View Assessment	Upload Assessment	
FNS60415 Advanced Diploma of Financial Planning		FNS60415 Module 1 Role Play	Pending Test	View Assessment	Upload Assessment	
FNS60415 Advanced Diploma of Financial Planning		FNS60415 Module 2 Assessment	Pending Test	View Assessment	Upload Assessment	

You can also complete Multi-choice assessments along with short answer questions in the next column, Upload or Commence Assessment.

Once you have selected your written assessment to upload you will be guided through this process with on screen instructions.