



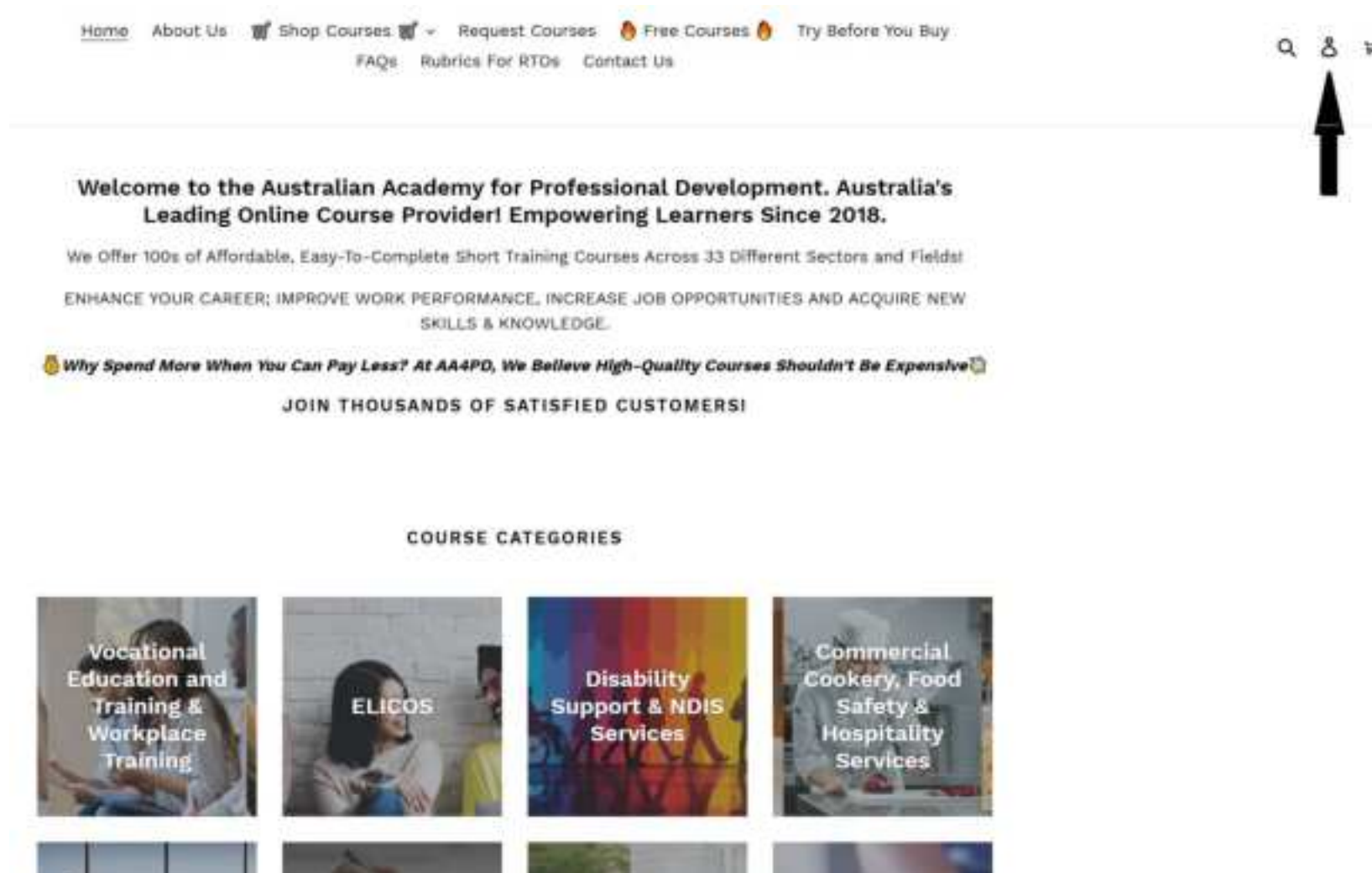
# Australian Academy for Professional Development

**Step-by-Step Guide**  
from Course Purchase to Completion



## STEP 1

To create a free AA4PD account click on the tab above the **black arrow** to go to the Login page.





## **STEP 2**

Click on 'Create account' to register a free AA4PD account.

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### Login

Email

Password





[Forgot your password?](#)

[SIGN IN](#)





[Create account](#)

## STEP 3

Fill out the required information and Click 'CREATE'.


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Try Before You Buy FAQs Rubrics For RTOs Contact Us


   AUD 

### Create Account


First Name




Last Name





Email



Password



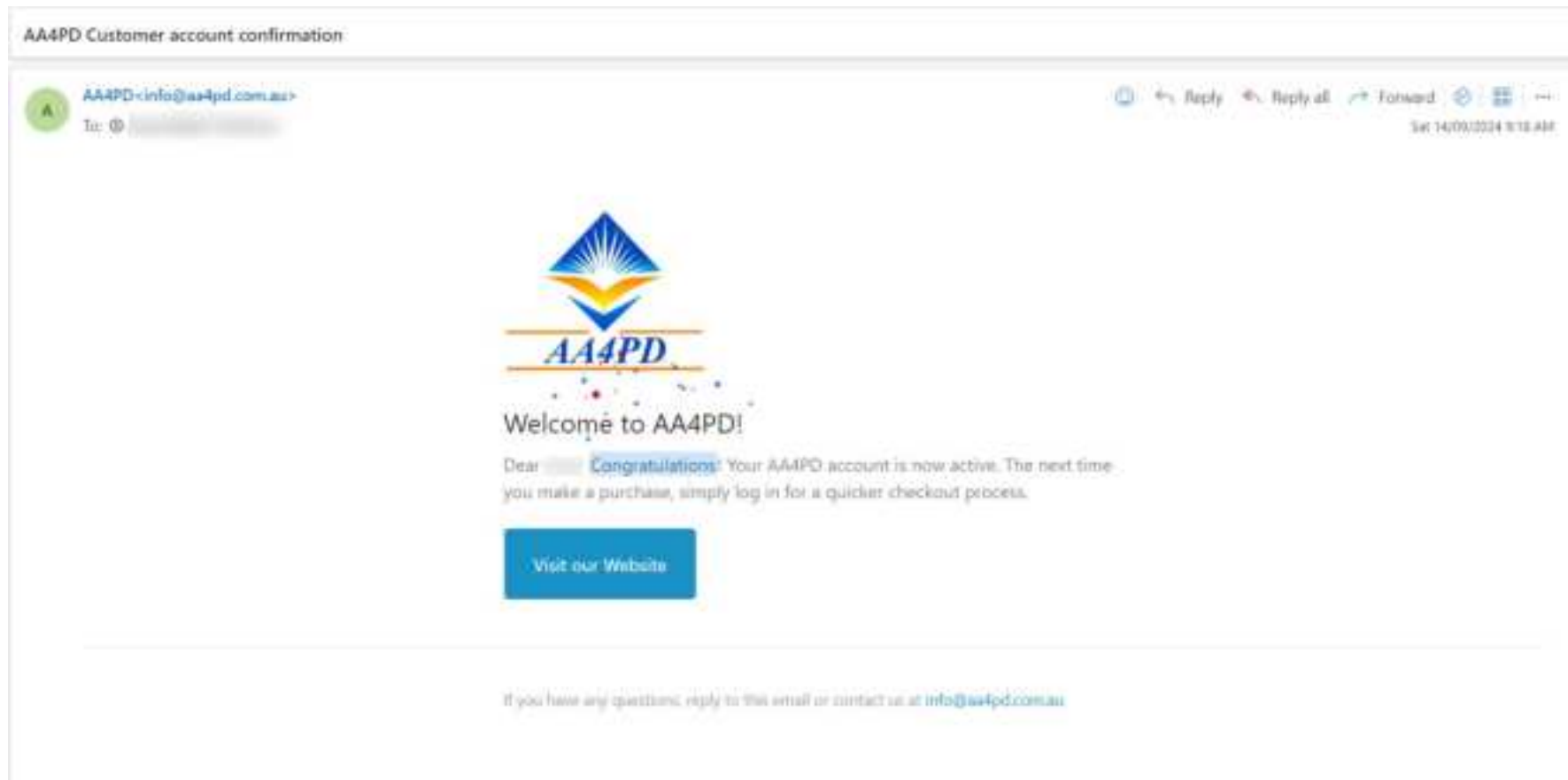






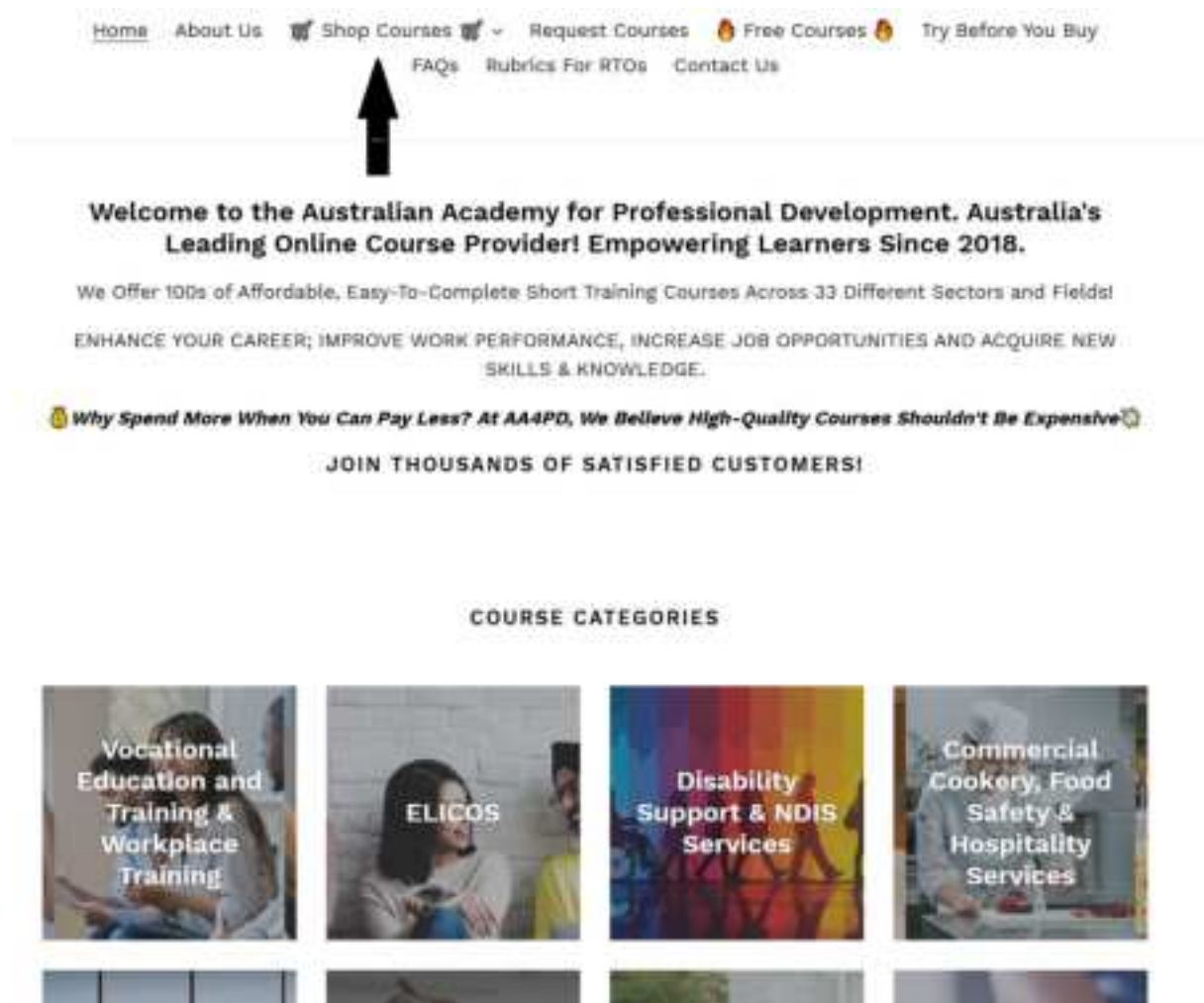
## **STEP 4**

You will immediately receive an automated email to confirm the creation of your AA4PD account.



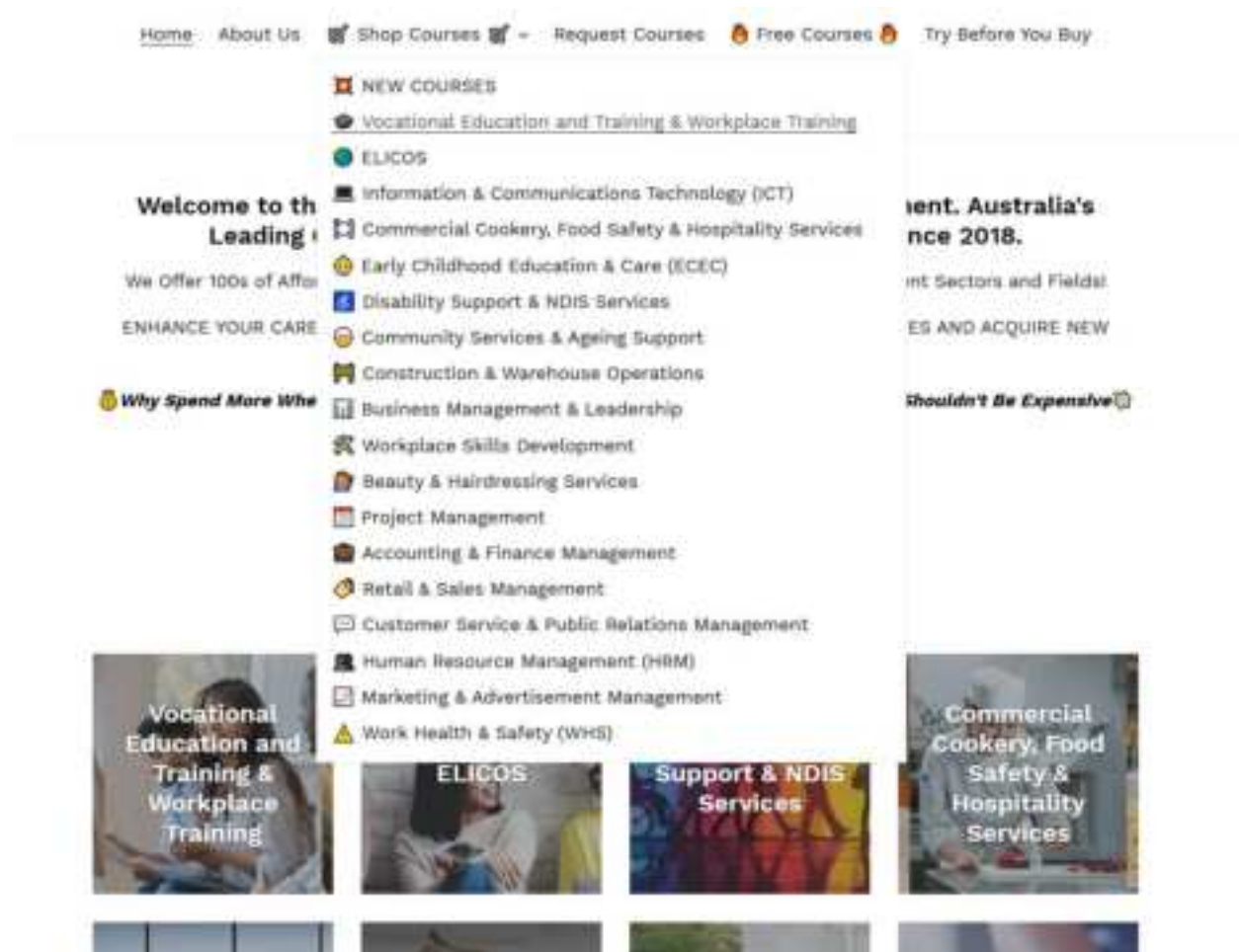
## **STEP 5**

Go back to AA4PD website and click on 'Shop Courses'.



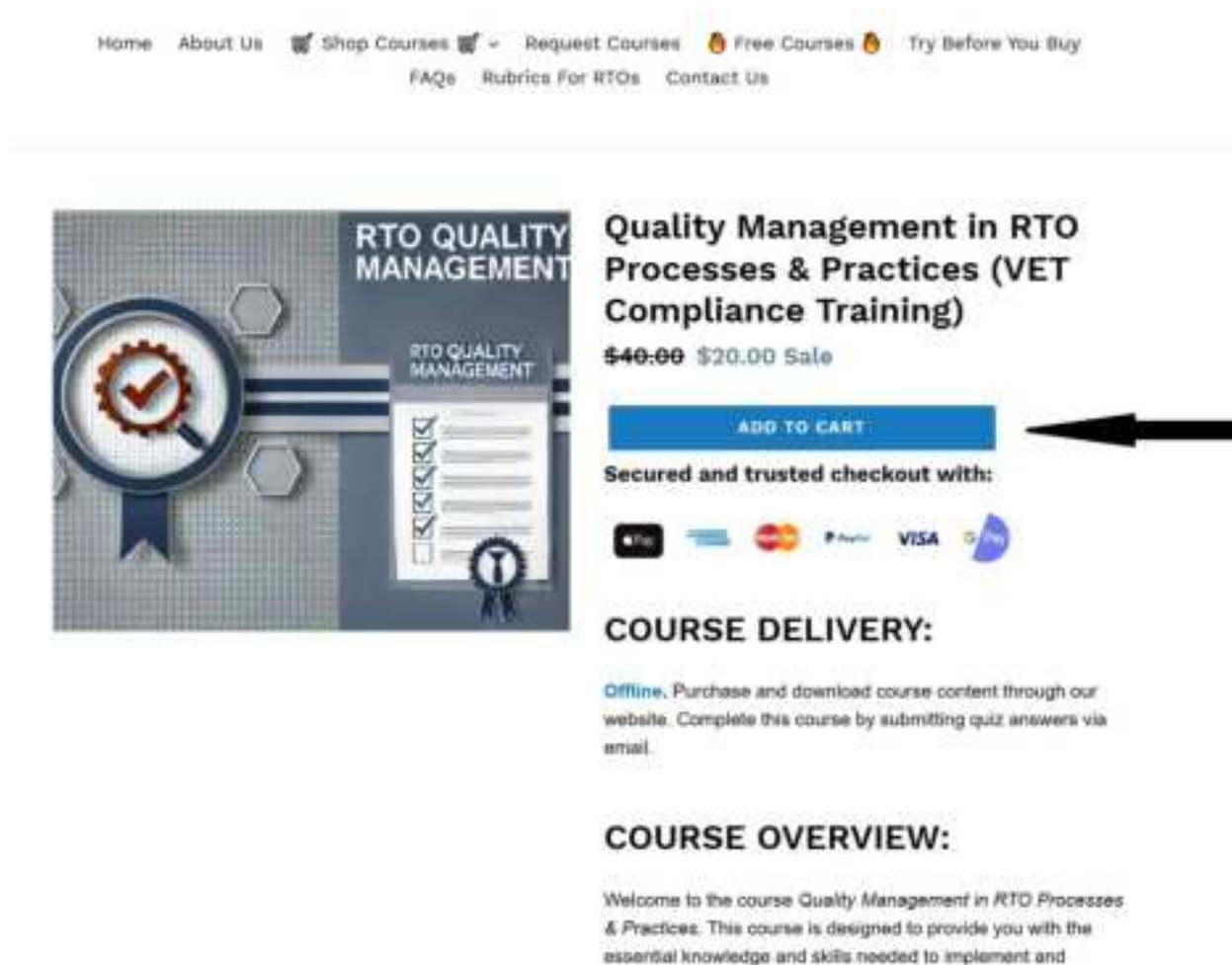
## STEP 6



Click on any of the course categories you desire, starting from 'NEW COURSES' down to 'Work Health & Safety (WHS)' courses.



## STEP 7

Select the course you wish to purchase then click 'ADD TO CART'.



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FAQs Rubrics For RTOs Contact Us






### RTO QUALITY MANAGEMENT

### Quality Management in RTO Processes & Practices (VET Compliance Training)

~~\$40.00~~ \$20.00 Sale

**ADD TO CART**

Secured and trusted checkout with:

### COURSE DELIVERY:

**Offline.** Purchase and download course content through our website. Complete this course by submitting quiz answers via email.

### COURSE OVERVIEW:

Welcome to the course *Quality Management in RTO Processes & Practices*. This course is designed to provide you with the essential knowledge and skills needed to implement and




## **STEP 8**

Click on 'CHECK OUT' if you are purchasing only one course.

[Home](#) [About Us](#) [Shop Courses](#) [Request Courses](#) [Free Courses](#) [Try Before You Buy](#) [FAQs](#) [Rubrics For RTOs](#) [Contact Us](#) [Search](#) [User](#) [Cart](#)

### Your cart

[Continue shopping](#)

Product	Price	Quantity	Total
 Quality Management in RTO Processes & Practices (VET Compliance Training) <a href="#">Remove</a>	\$20.00	1	\$20.00

Subtotal

\$20.00

Taxes and shipping calculated at checkout

UPDATE

CHECK OUT

shop

PayPal




## **STEP 9**


Click on 'Continue shopping' if you wish to purchase MULTIPLE courses. Repeat Steps 6 to 8 to add more courses to your cart. If you wish to take advantage of our "Buy 3 Get 1 Free" promotion, simply add 4 courses to your cart.

[Home](#) [About Us](#) [Shop Courses](#) [Request Courses](#) [Free Courses](#) [Try Before You Buy](#) [FAQs](#) [Rubrics For RTOs](#) [Contact Us](#) [Search](#) [User](#) [Cart](#)

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### Your cart

[Continue shopping](#) 

Product	Price	Quantity	Total
 Quality Management in RTO Processes & Practices (VET Compliance Training) <a href="#">Remove</a>	\$20.00	<input type="text" value="1"/>	\$20.00

Subtotal

\$20.00

Taxes and shipping calculated at checkout

UPDATE

CHECK OUT

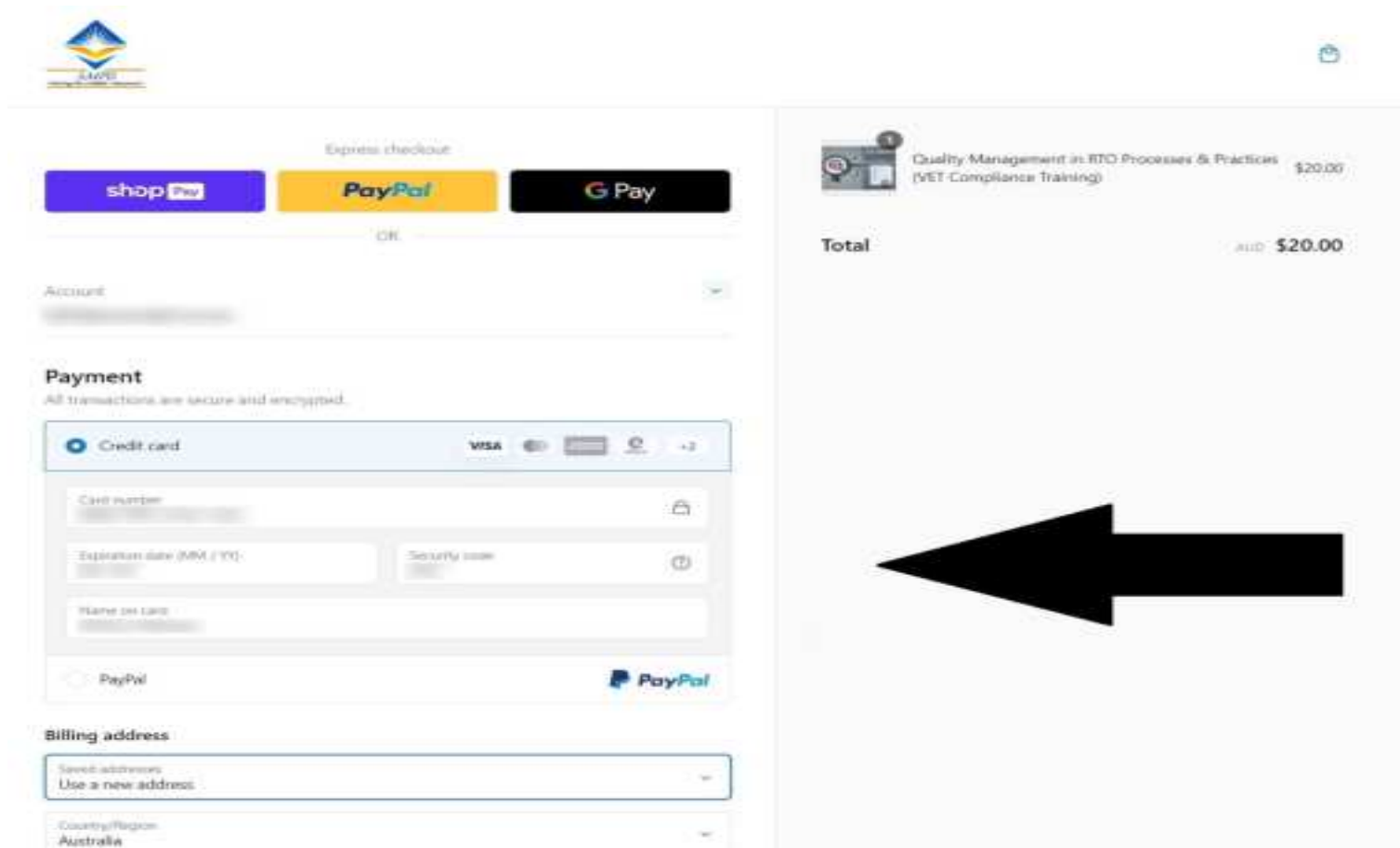
shop with

PayPal

## STEP 10

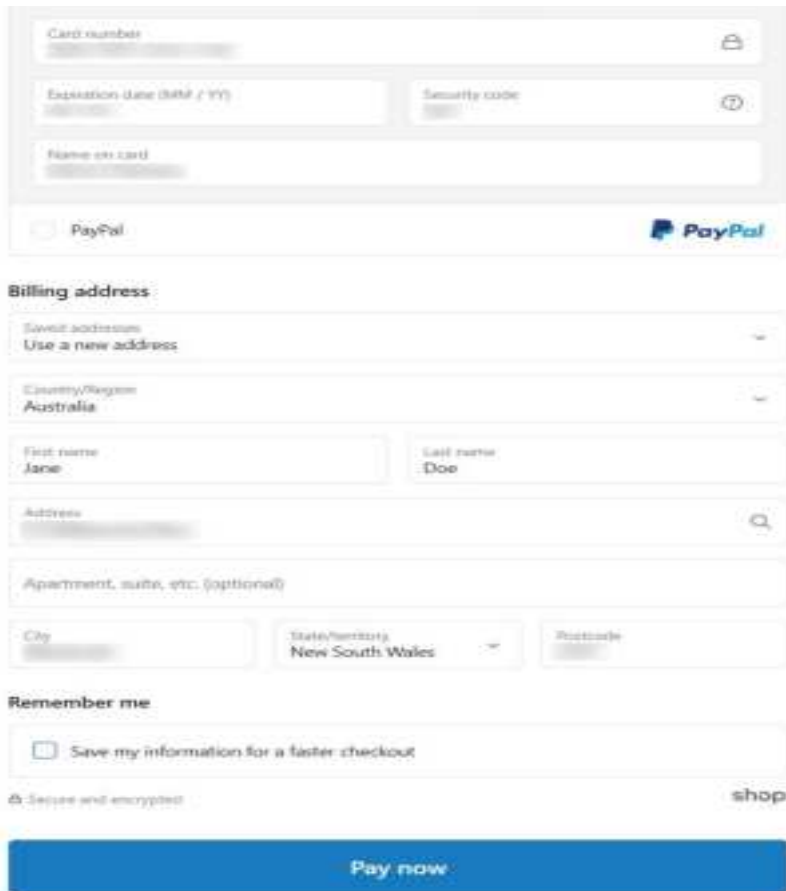
If you are paying via a bank card, fill out the required payment information.


*If you are paying via PayPal, go to STEP 12.*






### STEP 11


If you are paying via a bank card (continued), complete the billing address information and click 'Pay now'. Go to step 13.




Card number 

Expiration date (MM / YY)  Security code 


Name on card 

☐ PayPal 

**Billing address**

Country/Region   
Australia

First name  Last name


Address 

Apartment, suite, etc. (optional)

City  State/Territory  Postcode

**Remember me**

☐ Save my information for a faster checkout

 Secure and encrypted shop



  Quality Management in RTO Processes & Practices (VET Compliance Training) \$20.00

**Total** AUD \$20.00







## STEP 12

If you are paying via PayPal, complete the required information and click 'Pay with *PayPal*'.

Account: [Redacted]

**Payment**  
All transactions are secure and encrypted.

☐ Credit card VISA    +2

☒ **PayPal** 

After clicking "Pay with PayPal", you will be redirected to PayPal to complete your purchase securely.

**Billing address**

Saved addresses: [Redacted]

Country/Region: **Australia**

First name: **Jane** Last name: **Doe**

Address: [Redacted]

Apartment, suite, etc. (optional): [Redacted]

City: [Redacted] State/Territory: **New South Wales** Postcode: [Redacted]

**Pay with *PayPal***

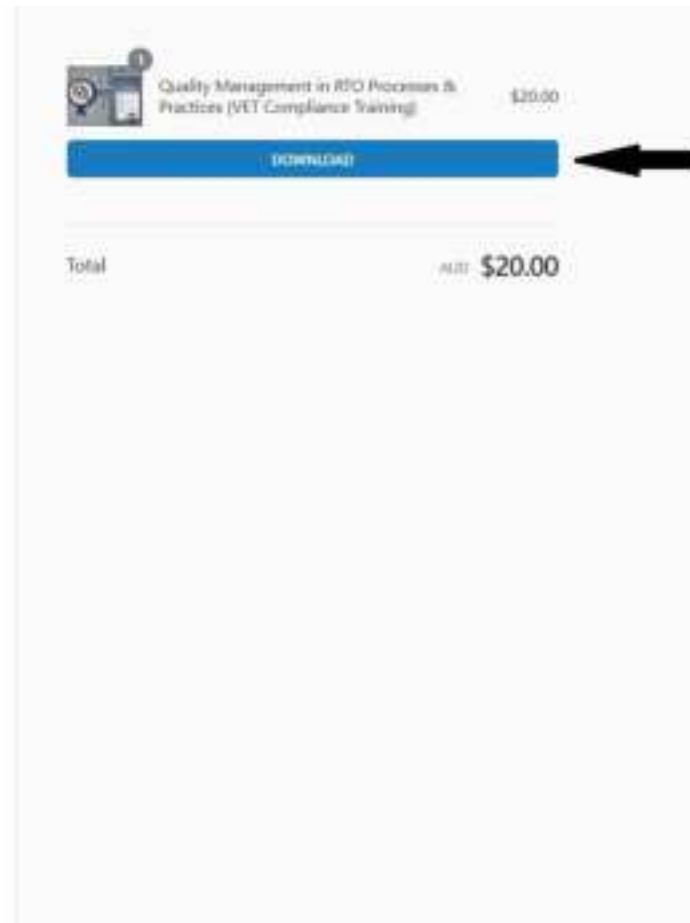
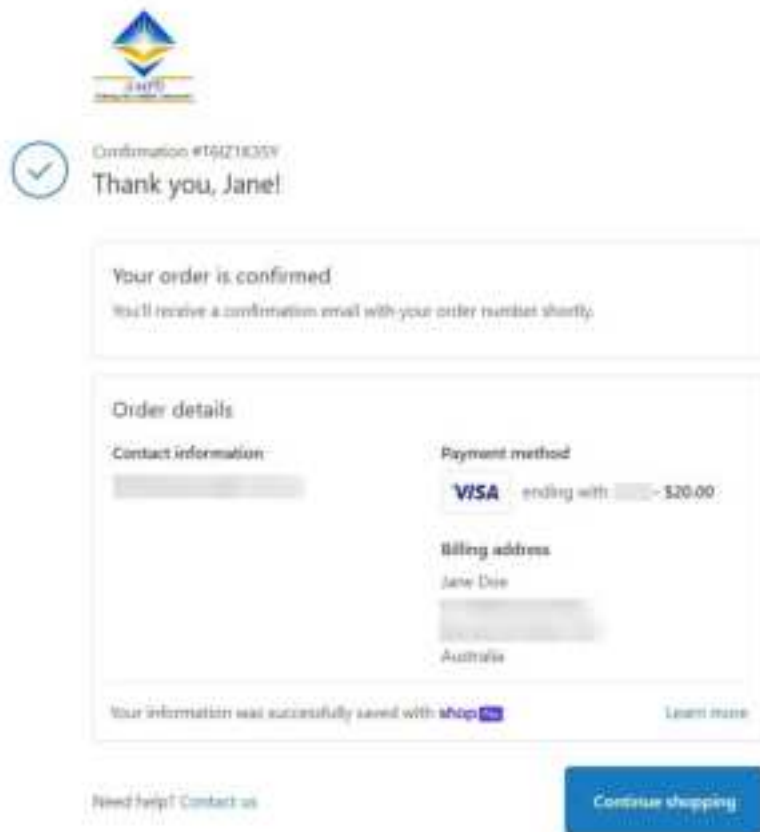
 Quality Management in RTO Processes & Practices (VET Compliance Training) \$20.00

**Total** ADD \$20.00



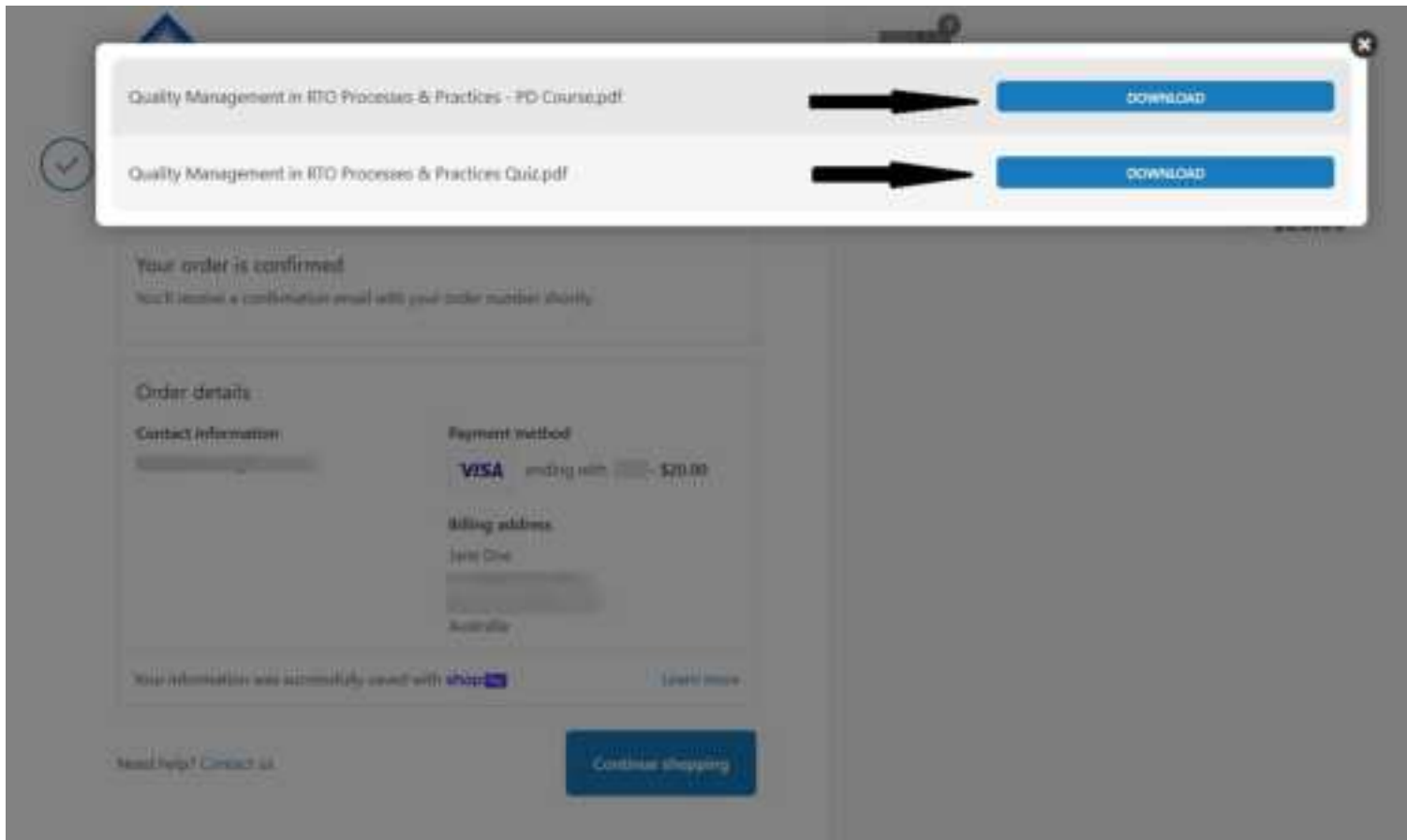
### STEP 13

An order confirmation message will appear after payment confirmation. Click on the 'DOWNLOAD' button to save a copy of course content and quiz to your device. *You will also receive an automated Enrolment Confirmation email from us (STEP 16).*



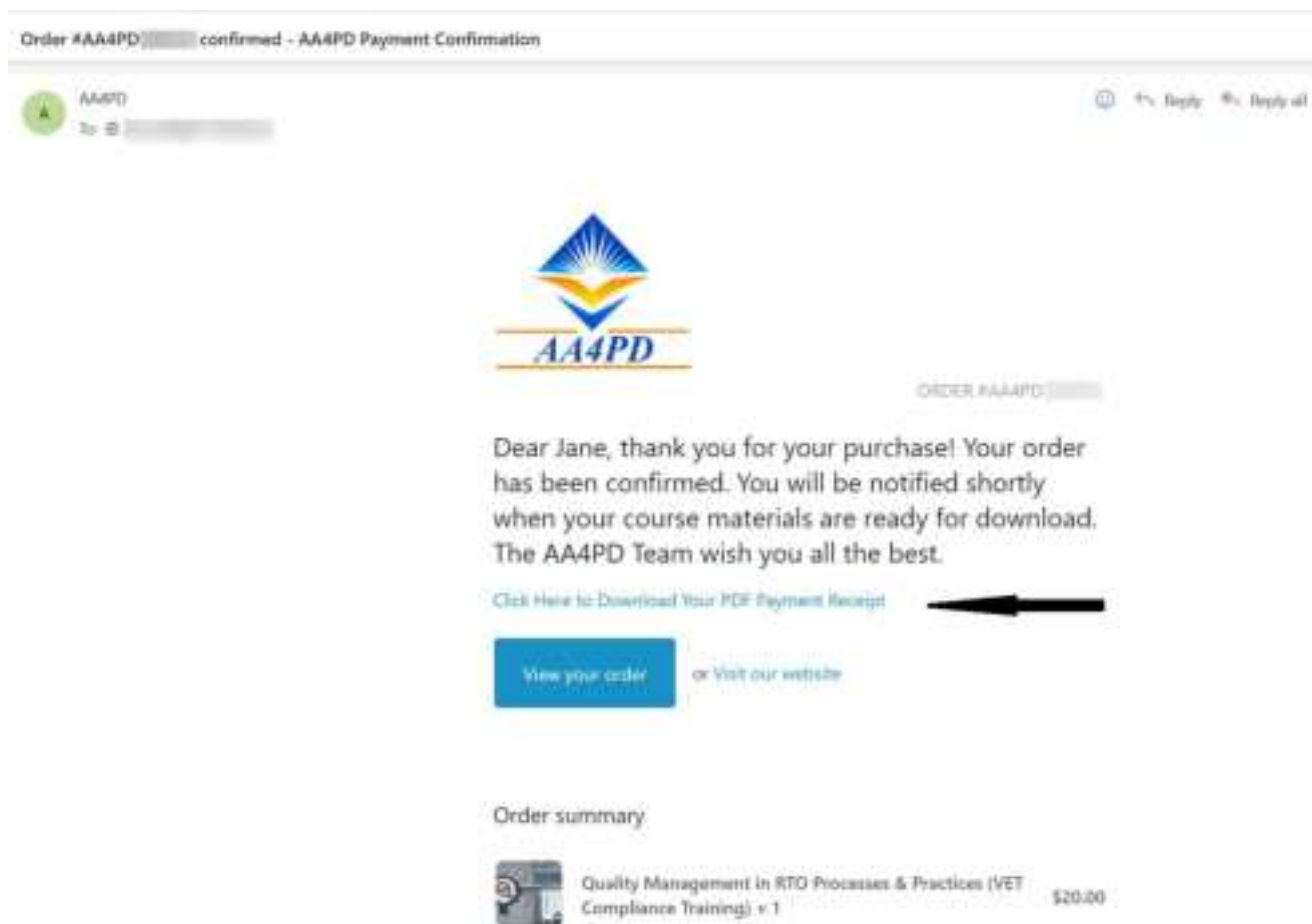
## STEP 14

A pop-up window will appear with the download buttons to course material and course quiz. Click on each **DOWNLOAD** button to save a copy of course content and quiz to your device.



## STEP 15

You will immediately receive an automated Payment Confirmation email which includes a link to download your Payment Receipt. *If you cannot locate this email in your inbox, look for it in your Spam/Junk folder.*

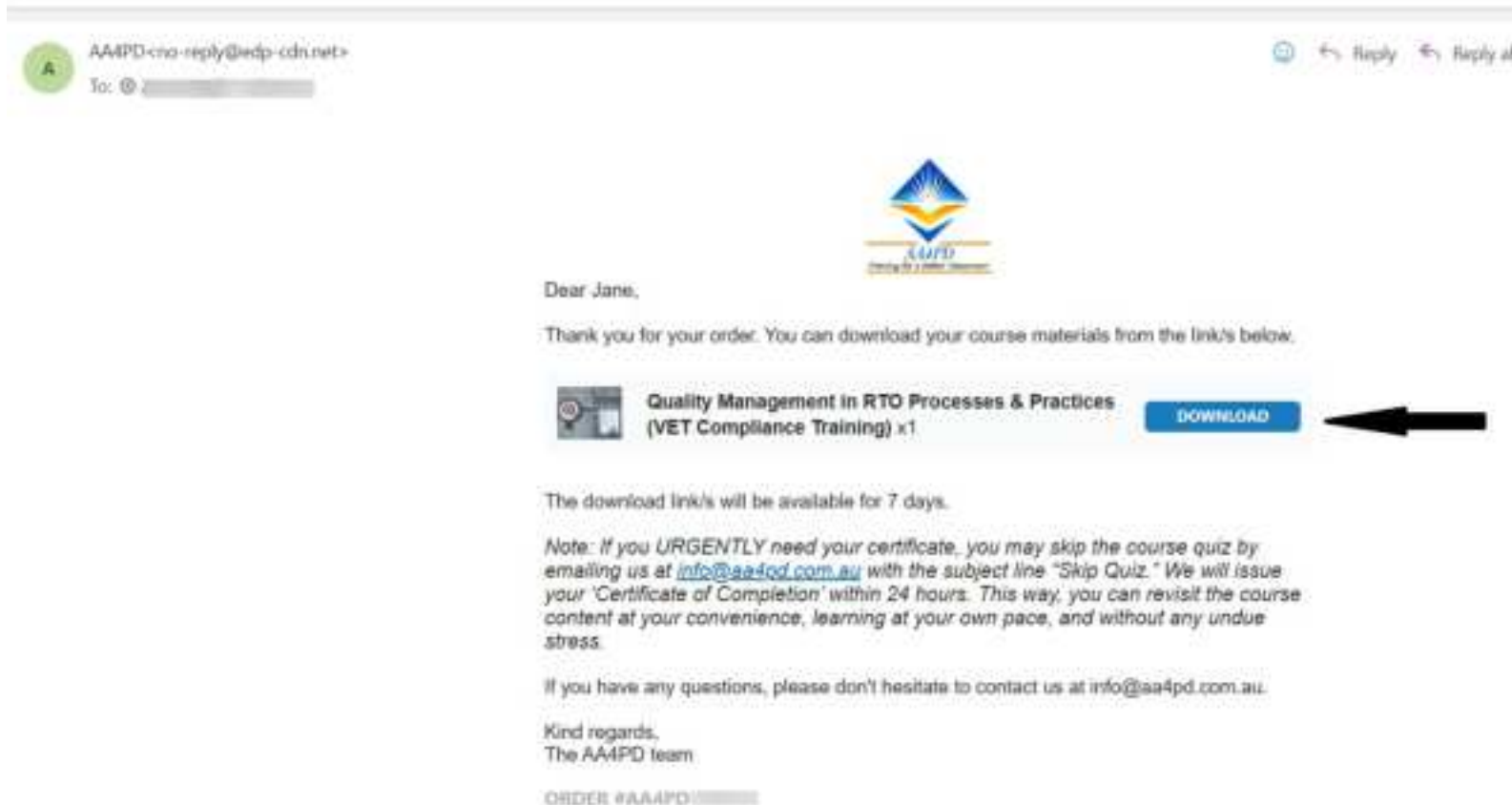




## STEP 16

You will also receive another automated email to Download Your Purchased Courses. Click on the 'DOWNLOAD' button to save a copy of course content and quiz to your device. *If you cannot locate this email in your inbox, look for it in your Spam/Junk folder. Keep this email for future access to your courses.*

### Download Your Purchased Courses from AA4PD





## **STEP 17**

Review the course content and complete the 10 questions true or false quiz. Submit your answers to [info@aa4pd.com.au](mailto:info@aa4pd.com.au), participants have unlimited submission attempts to pass the quiz.

If you wish to skip the course quiz (Go to STEP 19).



To: Site Admin <info@aa4pd.com.au>



Reply



Reply all

Hi,

Please find my answers below for the course "Quality Management in RTO Processes & Practices".

1. True
2. True
3. False
4. False
5. True
6. False
7. False
8. True
9. True
10. False

### STEP 18

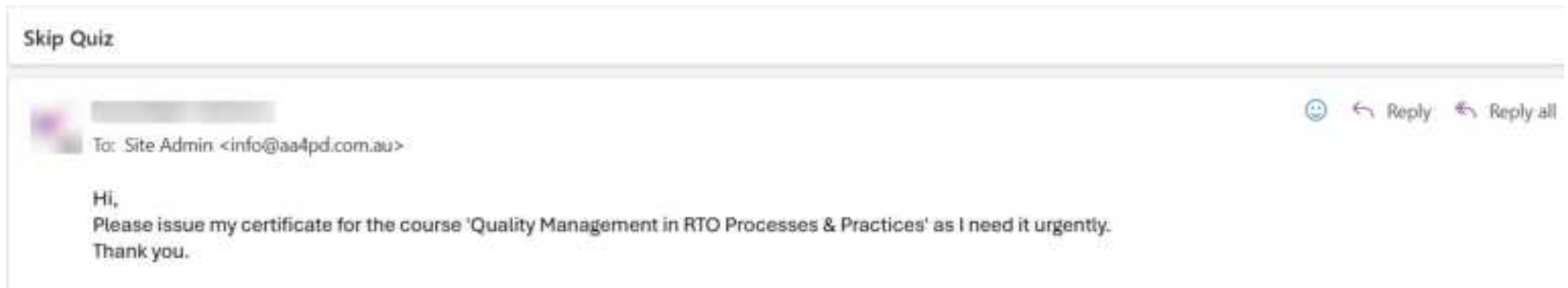
Upon receiving your answers, our assessors will review and mark them. Once you passed the quiz, a customised digital “Certificate of Completion” will be emailed to you within 24 hours.



## **Step 19**

If you **URGENTLY** need your certificate, you may skip the course quiz by emailing us at [info@aa4pd.com.au](mailto:info@aa4pd.com.au) with the subject line “**Skip Quiz.**” We will issue your ‘Certificate of Completion’ within 24 hours.

Note: We understand that professionals may need their certificates urgently for various reasons. That’s why we offer a streamlined option to issue your certificate without undertaking the quiz, so you can meet your professional needs without delay. You can always revisit the course content at any time to study the material at your own pace and without any added pressure.



## STEP 20

Upon receiving your email to skip course quiz, a customised digital “Certificate of Completion” will be emailed to you within 24 hours.

Skip Quiz

AA4PD Course.pdf

SA She Admin <info@aa4pd.com.au>

To: [Redacted]

AA4PD Certificate of Completion.pdf

Dear Jane,

Thank you for reaching out to us. As requested, we have attached your **Certificate of Completion** for your Course to this email.

We understand the importance of receiving your certificate promptly, and we hope this helps meet your immediate needs.

Please feel free to revisit the course content at any time to further reinforce your learning. Our courses are designed to be flexible, allowing you to engage with the material at your own pace and without any added pressure.

If you have any questions or require additional assistance, don't hesitate to contact me.

Kind regards,

[Redacted]

**Australian Academy for Professional Development Pty Ltd**  
W: [www.aa4pd.com.au](http://www.aa4pd.com.au) | E: [info@aa4pd.com.au](mailto:info@aa4pd.com.au)  
A: Level 13 Suite 1A, 405 Victoria Ave, Chatswood NSW 2067  
P: 1300 490 535

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Reply Forward

Hi,

Please issue my certificate for the course 'Quality Management in RTO Processes & Practices' as I need it urgently.

Thank you.