



Introduction to AML/CTF e-learning course user guide

Welcome

This user guide explains how to use the functions of the e-learning course and provides suggestions to meet your e-learning needs. Each module should take you approximately 15 – 20 minutes to complete. This may vary depending on your current AML/CTF knowledge.

[System Requirements](#)

[Information Formats](#)

[Special Needs](#)

[Web Information Features](#)

[Flash Information Features](#)

[Print Information Features](#)

[Quizzes](#)

[Assessments](#)

[Important Notices](#)

System requirements

The e-learning course has been designed for use with the following minimum requirements:

Browsers	Internet Explorer 6 and Firefox 2
Animation + Audio	Flash 7
Permanent Document File Readers	Adobe Acrobat 5

[Top](#)

Media formats

The e-learning course provides information in three different formats. Depending on your internet service, you may find one of the formats to be best for you.

Web (HTML)	These moderately sized files will suit low download speeds, or when you prefer to browse through a topic on-line.
Flash	These larger files with animation and audio suit high download speeds, or when you prefer to be guided through a topic on-line.
Print (pdf)	These are small files that will suit very-low download speeds, or when you prefer to study from printed materials.

[Top](#)

Accessibility

Sight impaired	Select the Web-format modules so that all the text can be used by a web-page reader. The commentary is available in Flash, but not all Flash pages have a commentary, and web-readers may not read the Flash files. If necessary, you may enlarge the text size under the 'view' feature in the toolbar (Internet Explorer).
Hearing impaired	The commentary on the Flash format modules closely follows the text in those files. Not all Flash pages have a commentary.
Working in open-plan office	If you work in an open plan office and the commentary may disturb others around you, it is suggested that you use headphones or use the default choice of <input checked="" type="checkbox"/> Graphics Only .

[Top](#)

Web (HTML) Features

AUSTRAC e-learning logo	You can return to the AUSTRAC Education page at any time by clicking on the AUSTRAC e-learning logo in header of each web page.
Tabs	You can choose to navigate through the different modules of the course. Use the tabs to view the modules.
Web (HTML)	Select the Web option to view the module in HTML format. This is the easiest way to start a module.
Modules	The modules contain core concepts on the topic of combating money laundering and terrorism financing. Information is concisely organised on web pages, with most supported by illustrations and diagrams.
Case studies	Case studies are drawn from actual events and provide users with relevant examples of the subject matter.
Navigation	Users can progress through the module by clicking on the << Previous or Next >> links located in the top right area of each page. Progress through the module is displayed by the page numbers at the bottom of each page.
Glossary	A glossary of AML/CTF terms is provided. You can access the Glossary link on the bottom-left of every page.
Summary	The summary page indicates the end of the module.
Quiz	The Quiz link takes you to a brief interactive quiz to check your understanding of the module. You can attempt the quiz multiple times and it will provide comments on your answer. You have no time limit for completing the quiz, and your results are not recorded in the system.
End of quiz	This page indicates the end of the quiz, and provides you with the choice to review the module that you have just studied.

[Top](#)

Flash features

Flash-version	The Flash version of each module is an enhanced version of the HTML module, with animations and audio commentary on many pages.
Animation	The animations will automatically commence when you open a page. The animations assist the explanation of sequences and processes involved in fighting money laundering.
Audio	<p>You can choose to listen to the commentary by selecting the <input checked="" type="checkbox"/> Audio Autoplay check box on the first page of the module. If you select the check-box the commentary will commence automatically when you open a new page.</p> <p>If you choose <input checked="" type="checkbox"/> Graphics Only you can still listen to the commentary on a page by clicking on the Audio button, next to the navigation buttons on the bottom-right of a page.</p> <p>You can stop the commentary on a page by clicking on the Audio button, and start it again by clicking the Audio button once more. The commentary for the page will restart from the beginning.</p> <p>A count-down timer below the audio button will show how long the commentary will run.</p> <p>Pages that do not have an audio button do not have a commentary.</p>
Navigation	<p>Users can progress through the module by clicking on the ◀ and ▶ buttons.</p> <p>Progress through the module is displayed by the page numbers at the bottom-right of the page.</p>
Glossary	The Web-format glossary of AML/CTF can be accessed from any Flash page using the Glossary link on the bottom-centre of the page.
Summary	The summary page indicates the end of the module
End of module Quiz	The <i>end of module quiz</i> link in Flash will link you to the Web-format quiz pages.

[Top](#)

Print features

Permanent Document Files (pdf)	The content of the Web (HTML) format pages is also provided as permanent document files (PDF). These can easily be read on-line using an Adobe Acrobat reader, or saved to your computer for printing and use without using the computer.
Printable Modules	Each module is provided as a printable document.
Printable Course	The whole course is provided as a printable document.

[Top](#)

Quizzes

Purpose	You can check your understanding of a module by using the quiz at the end of the module. The quizzes are provided as an aid to your learning. The results of the quiz are not recorded by either your system or by AUSTRAC.
Using the quiz	<p>The quiz will ask you to consider a question or statement. You need to make a single selection by clicking on a radio button, and then enter your selection by clicking on the Submit button.</p> <p>The quiz will provide comments on your answer. If your answer is incorrect, you can clear your responses by clicking on the Try Again button. Then you can change your response and enter your selection by clicking on the Submit button.</p>

[Top](#)

Assessments

Purpose	<p>The pre and post knowledge checks will evaluate your knowledge of all the subjects covered by the course, and based on your results can recommend which modules you will benefit from reading again.</p> <p>The results of the assessments are not recorded by either your system or by AUSTRAC.</p>
Using the assessments	<p>The pre knowledge check asks 22 questions before you start the course; the post knowledge check asks 45 questions after you have finished studying the course.</p> <p>For each question you need to make a single selection by clicking on a radio button. When you have completed all the questions click on the Submit button.</p> <p>The assessment will provide you with a score, a percentage score, and tell you whether your answers were correct or incorrect.</p> <p>The assessment will also provide a list of modules that will match the questions for which you made incorrect choices. You can clear all your responses by clicking on the Reset button. Then you can attempt the assessment again and re-submit by clicking on the Submit button.</p>

[Top](#)

Important notices

Important notices	<p>There are links to three important notices on every AUSTRAC webpage. These are:</p> <p>Copyright Privacy statement, and Disclaimer</p> <p>It is recommended that you read these notices.</p>
Contact AUSTRAC	AUSTRAC welcomes your comments and questions. If you click Contact Us it will link you to AUSTRAC's contact webpage.

[Top](#)