

Introduction to AML/CTF User guide for the e-learning course

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. Although, this will vary depending on your current AML/CTF knowledge.

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System requirements

The e-learning course has been designed to use:

Browsers	Microsoft Internet Explorer 6 and versions above Firefox 2
Animation + audio	Flash version 5 or above Click here for the latest version of Flash
Portable Document Format (PDF) readers	Adobe Acrobat 5 and versions above Click here for the latest version of Adobe Acrobat

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Information 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 information	These are moderately-sized files that will suit low download speeds, or when you prefer to browse through a topic online.
Flash information	These are large files with animation and audio that will suit high download speeds, or when you prefer to be guided through a topic online.
Print information	These are small files that will suit very low download speeds, or when you prefer to study from printed materials.

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Accessibility

Sight impaired	Select the web format modules so 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 needed, you may select a larger text from the 'View' toolbar.
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 .

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Web information features

AUSTRAC e-learning icon	You can return to the AUSTRAC Education page at any time by clicking on the AUSTRAC e-learning and e-arrow icon.
Introduction to AML/CTF	You can return to the table of modules at any time by clicking on the Introduction to AML/CTF course title.
Table of modules	This is the home page for the course. The table gives you access to the modules in three different formats. You can complete the modules in any order that meets your need.
Web version	Select any of the titles in the 'Web' column to access a module in the 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. The case studies are highlighted with a blue banner.
Navigation	Users can progress through the module by clicking on the << Previous or Next >> links. Progress through the module is displayed by the page numbers at the bottom-right of the 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 you have just studied, or to

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	return to the table of modules.
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Flash information features

Flash version	You can select the Flash version of any module from the table of modules. This 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 and terrorism financing.
Audio	<p>Many animations are enhanced by an audio commentary. 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 countdown timer below the 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 End of Module Quiz button in Flash will link you to the web format quiz pages.

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Print information features

Portable Document Format (PDF)	The content of the web format (HTML) pages is also provided in PDF. These can easily be read online using an Adobe Acrobat reader, or saved to your computer for printing and use without being online.
Printable modules	Each module is provided as a printable document.
Printable course	The whole course is provided as a printable document.

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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 quizzes are not recorded by either your system or 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 entering your selection by clicking 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 the Try Again button. Then you can change your response and enter your selection again by clicking the Submit button.</p>

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Assessments

Purpose	<p>The pre- and post-assessments will evaluate your knowledge of all the subjects covered by the course; and based on your results can recommend which modules will benefit you.</p> <p>The results of the assessments are not recorded by either your system or AUSTRAC.</p>
Using the assessments	<p>The pre-assessment asks 20 questions before you start the course and the post-assessment asks 48 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 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 resubmit by clicking on the Submit button.</p>

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Important notices

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

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