



**EDUCATION
EXCHANGE**

Training just got easier

Student Overview

www.EducationExchange.com

Welcome to Education Exchange



You might have some questions about Education Exchange. Hopefully this guide will answer some of them. If you have others please go to our web site for more information and use our contact form.

What is Education Exchange?

Education Exchange is a system for creating and delivering training over the internet.

Training Organisations, Professional Associations used Education Exchange to deliver training and assessments to their audience.

Education Exchange is provided by Adviser Education Services Pty Ltd under the Free for Education License, available from AShareNet (www.AShareNet.com.au/FfE for more information).

What happens to any data I enter at Education Exchange?

The data is securely stored on our server and is not sold, rented or otherwise accessed by anyone other than ;

- a.) authorised staff of Adviser Education Services, solely for the purpose of maintaining the data and improving the services we provide
- b.) the training organisation who provided the training you have completed.

Your information is passed to them only after you have provided us with your authorisation.

- c.) any other party you authorise us to provide the data to. Typically this will be a professional association or your employer.

Our privacy policy is available at <http://www.educationexchange.com/privacy.html>

Who owns the training I completed via Education Exchange?

Training provided through Education Exchange is owned by the organisation whose training you are completing.

Any questions about the training material, assessment process or any resources provided should be directed to your training provider.

Do I have to provide the information requested?

The information requested is required by the training provider for identification and communication purposes.

If you have any queries about the data requested you should contact them.

I've lost my password, can I get it re-issued?

If you go to <http://www.EducationExchange.net> there is a Forgotten Your Password link.

Click on that link and enter your first name, last name and the e-mail address you used when registering. An e-mail will be sent to that address with your login details.

Can I get the login details forwarded to another e-mail address?

No, to protect your privacy we do not forward login information to other e-mail addresses.

Can I use Education Exchange to deliver training myself?

Yes, you can use it to deliver any training you create or own the rights to use.

Education Exchange accounts are available at <http://www.EducationExchange.com>

There is no charge to use Education Exchange and you are free to provide services to your clients on whatever terms you like, providing you accept our terms and conditions.

What are the system requirements to access Education Exchange?

Education Exchange is a hosted solution accessed through a standard (Version 4+) browser.

Education Exchange functions require no additional software, plug-ins or ActiveX components.

A rich text editor is available as a Java component to make formatting text simpler if you haven't memorised HTML. This component is turned off by default.

Our documentation is provided in Adobe Acrobat format.

Training Providers may include content requiring a minimum system configuration or specific applications. This information should be included in their instructions.

Who can I contact if I have other questions?

Please go to our web site <http://www.EducationExchange.com> and use our contact form if you have any additional questions



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Adviser Education Services

Since 1997 Adviser Education Services has provided learning management, accreditation and training solutions to banks, fund managers, life insurance companies and financial advice practices.

Our clients include the Commonwealth Bank of Australia, Westpac Banking Corporation, ING, BT Financial Group and over 120 financial services organisations in Australia, New Zealand and South East Asia.

Please visit our web site at www.educationexchange.com for more information.

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