

13 Apr 2015

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Dear John,

We are delighted to be able to offer you a place on FileMaker Go training course, subject to any conditions outlined below. To confirm your place on the course, you must return the enclosed acceptance letter to the office and pay the non-refundable admission fee of £50.

1. Starting Your Studies

You have been assigned to the Birmingham Regional Study Network (RSN). An induction session will take place before the course starts at your designated RSN or by arrangement, and we will make contact with you to arrange this.

The facilitation days start at 9.15am arrival for 9.30am start and finish by 4pm that day. Your RSN timetable will be emailed nearer the time, or given to you at induction.

Essential preparation for your facilitations includes:

- Downloading study materials at the beginning of each term
- Reading the key text for each topic and preparing questions set
- Keeping a reflective journal

We will give you more guidance on this study pattern at the induction session.

2. Access to Resources

Moodle is an online virtual learning environment which attitude uses and gives you access to learning resources for each module. A full Moodle introduction (including login details) will be given at induction.

You will also be given a temporary email address and login details which can be accessed through Moodle. Both Moodle and your email account must be checked regularly, as important information is communicated through these channels.

In receiving materials for the course you understand these are for personal use