Dear Teacher

You are being sent the registration agreement documentation for your enrolment on the OU/SCILT course which is one of the Open University's LXT modules.

Please note that as you are funded by your Local Authority, there is a specific form we use and a process in place for registration as described below. Please note that the form we are sending you will need to be filled in by yourself and your funder has been sent a separate form to arrange payment of the module fees.

In the first instance, please do steps 1 and 2 from the list below to complete the enrolment.

Step 1:

a. You will fill in **Sections 1 to 5** of the actual **Registration Agreement** of the form you will be sent.
b. The module code, which you'll need to add in Section 2, depends on the language you are studying and is one of the following: LXT192 (French), LXT193 (German), LXT194 (Spanish), LXT197 (Mandarin). Please add your 1st choice of study in the first column, and then your second course in the next column. We will endeavour to register you onto your first module choice but this will be determined by demand.
c. Note that you **do not have to fill in any payment details in Section 5** of the form as you are employer-funded.
d. Please note we need your hand-written signature, so you will have to print out the form and sign it by hand.

Step 2:

a. Then please **either scan or post the form to the Open University** (details below)
b. When we have received your completed form and the completed sponsorship agreement from your funder, we will process your registration and you will receive email confirmation of your enrolment.
c. We will return any incomplete registration forms to you, and this may delay or prevent your enrolment.
d. The final enrolment deadline is 13th September 2018. If you are unable to meet this deadline please contact the Open University in Wales on 029 20471170.

Step 3:

a. You will later receive your OU login details for your StudentHome page.
b. On this page you will find the link to your LXT module.
c. Access to this module will become available 3 weeks prior to module start on 6th October 2018.

Step 4:

a. We suggest you access your module at least two weeks prior to module start to familiarise yourself with the layout and key aspects of the module, which consists of two websites, the language learning website and the website for the pedagogy strand.
b. To do so, as a first step, watch the webtour video on your language strand website located in the materials for Week 1 on the study planner.

c. Then go to the pedagogy strand website and complete the induction activities located in Week 1 on the study planner there.

d. There will also be a live online session in the two weeks prior to module start which you can attend to find out more and ask any questions you may have. The date and time will be listed under the Tutorials tab on the pedagogy strand website.

Contact details;

Student Recruitment and Support
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