For District to edit

Dear Participant,

Thank you for applying to take part in the Methodist Church Creating Safer Space **Advanced Module (Online) 2021** and for booking your place on a Gathered session. This email and the attachments contain everything you need to ensure that you have a good training experience through the e-learning component and the Gathered session.

*Please read through to the end of this email as it contains important information.*

Attachments

 Welcome letter (this contains additional important information)

 Handbook

 Workbook

 Privacy Notice - link in Welcome letter

 Video: How to access TheologyX. <https://youtu.be/ygR86MMoCAE>

E-Learning information

The e-learning section of Advanced Module (online) will be completed on the learning platform Theology X. We will register you onto TheologyX using the email address at which you have received this email. Please ensure that this is the email address you use for creating your TheologyX account.

Once your course enrolment on a Gathered session has been confirmed you will receive an email which will enable you to log onto TheologyX.

* Follow the instructions to set up your account using the same email address you used register for the gathered session and a password of your choice.
* You will receive an email from Theology X to validate your account. Follow the instructions on that email. If you don’t receive this (please check spam) contact AMOnlinetraining@methodistchurch.org.uk

If you already have a Theology X account, the Advanced Module will appear on your dashboard **once you are enrolled.**

Once your account is set up you will be able to access Advanced Module in your **Dashboard**. Go to [www.theologyx.com](http://www.theologyx.com/) and sign in. Click the **Dashboard** in the top-right hand corner and click on Advanced Module.

If you already have a Theology X account the Advanced Module will appear on your dashboard.

An introductory section on ‘How to use Theology X’ can be found using the link above.

Gathered session joining information

Once you have completed the e-learning and your workbook, we are looking forward to welcoming you to your Gathered session which will be on Zoom. Information on how to join the Gathered session is below.

Time: insert

Join Zoom Meeting: insert link

Meeting ID: insert

Passcode: insert

Trainer or Course Administrator names: Insert and email address/es

Chaplain / Pastoral support contacts (for the Gathered session): insert

Please remember to bring your completed Workbook from the e-learning element of this training with you, along with any questions from the Workbook that you have. The Workbook is for your personal use and is not assessed. **You will also need a short one-minute story for the Listening Exercise in the Gathered session** (see Welcome Letter for details).

You should receive a hard copy of your handbook through the post or via local arrangements before you begin your e-learning. If you haven’t had any information about your Handbook, *name of local administrator*

We look forward to working with you

Kind regards

*District Safeguarding Team*

(Contact number agreed by District)