

2013/14

## Training for new Educational Visits Co-ordinators



Norfolk Integrated Education Advisory Services  
(NIEAS)

**Audience:** All staff appointed as Educational Visits Co-ordinator (EVC)

**Context:** It is a requirement for all schools to have appointed a trained Educational Visits Co-ordinator (EVC), which should be a senior member of staff, or the role needs to be undertaken as part of a team that includes senior staff. One of the tasks of an EVC is to assess the competency of visit leaders.

Following this course you will:

- Understand the roles and responsibility of the Local Authority in relation to enabling Educational Visits.
- Understand the role of the EVC within the school environment.
- Know how to access support, having received practical advice and high quality training.
- Be able to follow the Local Authority's approval process.
- Have an increased awareness of planning and risk management.
- Have an introduction to EVOLVE, the Internet Based Notification/Approval system.

This course is delivered by Graham Lodge – Adviser for Outdoor Learning

17/09/2013 09:00 – 16:00 (ECVC4 G)

03/12/2013 09:00 – 16:00 (ECVC4 H)

**Norwich Professional Development Centre**

Norfolk Local Authority Maintained Schools, all other clients (including Academies, Free Schools and other Local Authority Schools) - £165

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