

2013/14

Educational Visits Administrator Training



Norfolk Integrated Education Advisory
Services (NIEAS)

Audience: All staff involved with the administration of Educational Visits. **This training is not suitable for EVC's. For details of EVC training, please see separate full day course.**

Context: Following this course you will:

- Understand your roles and responsibilities within the context of Educational Visits.
- Understand the role of the EVC within the school environment and be able to provide support/administration to the EVC.
- Know how to access support, having received practical advice and high quality training.
- Be able to follow the Local Authority's approval process.
- Be introduced to EVOLVE (Internet Based Notification/Approval System) to use within your own school.

Course is delivered by Graham Lodge – Adviser for Outdoor Learning

09/10/2013 09:00 - 12:30 (ECVA8 N)

12/02/2014 09:00 - 12:30 (ECVA8 P)

Norwich Professional Development Centre

Norfolk Local Authority Maintained Schools, all other clients (including Academies, Free Schools and other Local Authority Schools) - £90

Adviser: Graham Lodge ☎ 01603307744 ✉ graham.lodge@norfolk.gov.uk
Business Support Officer: Amanda Seely ☎ 01603 307743 ✉ amanda.seely@norfolk.gov.uk

Book online at:

www.cpd.norfolk.gov.uk/sdms/



Norfolk Integrated Education
Advisory Services